



# **CITY OF AMES, IOWA 2013/2014 PROGRAM BUDGET**



# **Ames Intermodal Facility**

CONNECTIONS TO CYRIDE, JEFFERSON, BURLINGTON, EXECUTIVE EXPRESS, HIRTA

The theme for this year's budget document is the Ames Intermodal Facility, opened to the public in the summer of 2012.

Photographs of the building and grounds are spread throughout the pages with each tab providing information about the project.

Thanks to the following for sharing their photography talents:

Duane Pitcher, Finance Director

Susan Gwiasda, Public Relations Officer

Jenny Bethurem, Assistant Transit Operator

# **CITY OF AMES, IOWA**

## **2013/14 PROGRAM BUDGET**

**SUBMITTED TO THE CITY COUNCIL  
FEBRUARY 1, 2013**

**MAYOR  
ANN CAMPBELL**

**COUNCIL MEMBERS  
JEREMY DAVIS  
MATTHEW GOODMAN  
JAMI LARSON  
PETER ORAZEM  
VICTORIA SZOPINSKI  
THOMAS WACHA**

**CITY MANAGER  
STEVEN L. SCHAIKER**



## **Mission Statement**

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

### **We Value...**

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

### **We Are...**

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

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





February 2013

Mayor and Ames City Council Members:

I realize that as our country continues to teeter on the fiscal cliff at the national level, many of our citizens would prefer that we hold the line on City expenditures in order to eliminate any property tax or utility rate increases. Meeting these expectations will be particularly challenging in FY 2013/14 because of a number of unfunded mandates as well as the responsibility to fund the recently voter-approved bond issue. Fortunately, because of the outstanding effort by our City staff, we have absorbed many of these increases and are able to present a budget for FY 2013/14 that reflects a property tax rate that is less than was originally expected.

In addition, you will note from the attached budget document that the need to repair or replace our deteriorated utility infrastructure, as well as meet federal and state environmental regulations, have influenced the need for user fee increases in two (Water and Sanitary Sewer) of our five utilities for FY 2013/14.

I have attempted to summarize below the major highlights reflected in the attached budget which will total \$206,272,897 in FY 2013/14.

<b>PROPERTY TAXES - \$.14 (or 1.27%) Increase in the Property Tax Rate</b>
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As we began preparation for the FY 2013/14 budget, we were faced a few uncontrollable expenditures. First, we were informed that the additional cost to finance the state-mandated Fire & Police Retirement System would be \$340,558. This amount would cause a \$.12 increase in the tax rate. Second, the additional cost to cover debt service payments for the construction phase of the Library renovation project is estimated to be \$906,000 or a \$.39 increase in the tax rate. **However, even in the face of these two expenditure requirements that would have increased our tax rate by \$.51, the budget**

**that I am presenting for your approval calls for an overall tax rate increase of only \$.14 (or a 1.27% increase) per \$1,000 of taxable valuation, from \$10.72 to \$10.86.**

Property taxes historically have been used to finance the Police, Fire, Transit, Planning, Parks, Recreation, Cemetery, and Library services. As you will see from a review of this program budget, these department heads have worked very hard to keep the expenditures as low as possible without sacrificing the quality of services our citizens have come to expect from their local government. As a result, the increase in the cost of General Fund operations is 3.2%.

### **SERVICE LEVEL HIGHLIGHTS**

Although the operating budget overall is geared to maintain the same level of services, there are a few improvements that are worthy of highlighting.

- **Current Planning**

In keeping with the City Council's goal to promote Ames as a welcoming place to do business by embracing a "Can Do" attitude, the Current Planning program reflects that 80% of our planner's time is now being devoted to assisting our customers with accomplishing projects in a timely manner. This emphasis on staff time leaves 20% available for long-term planning tasks related to updating our Land Use Policy Plan or Zoning Ordinance.

- **Building Safety**

In keeping with the City Council's goal to promote economic development, feedback has been solicited from those who are doing business with the City. Consistent themes have emerged from those who receive code inspections from our staff. These customers are concerned about the timeliness for our inspection decisions. They are seeking immediate feedback in the field as to what is required, faster scheduling of inspections, proof of code requirements, and access to the status of their approval process. In response to this service expectation, \$250,000 has been accumulated in FY 2012/13 from undesignated monies in the General Fund to purchase a new inspections software.

- **Right-of-Way Maintenance**

Funds have been added to hire a seasonal Groundskeeper to help improve the cleanliness and appearance of the greenscape and hardscape in Campustown

(Lincoln Way medians, Welch Avenue, Greek Triangle, and Campustown Court), in Downtown (Tom Evans Plaza and Main Street), and in Somerset (Somerset Crescent). This emphasis will support the Council goal of revitalizing Campustown and beautifying our major entrances to Ames. The cost for this service level increase is reflected equally in the Park Activities program.

In addition, we have received an “Urban Forest” grant from the U.S. Forest Service to finance a Iowa Department of Natural Resources employee to help institute public education, build a network of volunteers, and develop effective maintenance plans to care for trees in our right-of-ways and parks.

- **Street Surface Maintenance**

In addition to an emphasis on street improvements in our CIP, more funds have been allocated for aggregate and joint sealing material in the operating budget to expand street repair by the City workforce. Changes in work schedules have resulted in an increase in efficiency which allows for more preventive maintenance. This emphasis is supported by the Annual Citizen Satisfaction Survey where consistently our citizens express their support for more spending on street maintenance.

- **Recreational Opportunities**

The finalization of a number of partnerships in FY 2012/13 will serve to enhance our services to our citizens. For example, an innovative arrangement with the Green Hills Retirement Community now allows the City’s recreation participants to utilize their warm water pool for aqua exercise classes. In return, the City’s recreation instructors are leading exercise classes for the Green Hills residents.

Recently, we made a commitment to share the cost of new playground equipment with the Ames Community School District at six of the new or renovated elementary schools. In addition, beginning in FY 2013/14 the City will contribute \$55,000 for each of five elementary schools to purchase new volleyball/basketball standards. This equipment will allow our recreation participants from youth to adults to utilize the School District’s regulation size gymnasiums located throughout the community.

- **Park Activities**

The completion of a new trail connection between McCarthy Lee Park and Munn Woods was completed in FY 2012/13 with the acquisition of seven acres of new park land. In addition, our newest park, Northridge Heights Park, will be developed to serve our residents north of Bloomington Road and west of Stange Avenue.

- **Sanitary Sewer Maintenance**

In order to supplement the efforts of the outside firm hired to complete our Sanitary Sewer System Evaluation, City crews in the Public Works Department have been shifted to this program to provide increased cleaning, televising, repairing, and adjusting of manholes.

<b>RESOURCE RECOVERY – NO INCREASE IN PER CAPITA SUBSIDY OR TIPPING FEES</b>
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Operational expenses are scheduled to decrease by 2.9% in FY 2013/14. The highlight for this year is the replacement of our primary shredder. This new unit will allow us to process material that previously was diverted directly to the landfill as well as to reduce electric consumption because of more energy efficient motors.

It is projected that this \$1,000,000 investment will result in a 6.5 year payback. Because of the long term nature of this investment, I am recommending that the shredder project, the sprinkler system, and the PDS cyclone projects included in the FY 2013/14 CIP be funded by G.O. Bonds with repayment abated by future Resource Recovery revenues.

Over the next five years, it appears that we will be able to maintain the current \$9.10 per capita subsidy charge to ourselves and the governmental entities in Story County that utilize our facility to dispose of garbage. However, we are currently exploring the feasibility of gasifying our Resource Derived Fuel in order to improve the storage capacity of this energy source and reduce the wear and tear on the Power Plant equipment. If a decision is made to convert to a gasification system, this charge as well as the other tipping fees will need to be increased significantly to finance this change.

### **WATER UTILITY – 6% RATE INCREASE**

Realizing that the construction of a new Water Treatment Plant that will take place in the next few years has required a series of water rate increases to finance this improvement, an attempt has been made to scale back expenses related to the existing plant. As a result, routine maintenance is only being performed on infrastructure that will continue to be used with the new facility. Consequently, the operational expenditures in FY 2013/14 are up only 2.3%.

In FY 2013/14 a 6% water rate increase has been built into the budget. The impact of this increase on an average residential customer will be approximately \$1.66 per month. This increase is in keeping with the previously stated financing strategy for the new Water Treatment Plant.

### **SANITARY SEWER UTILITY – 9% RATE INCREASE**

While the operational expenditures allocated for this utility are only up 4.1%, a Sanitary Sewer rate increase of 9% has been included in this budget. The impact of the increase on the average residential customer will be approximately \$1.97 per month. This proposed rate increase is significantly greater than we indicated last year would be needed in FY 2013/14. Of equal significance, it now appears our customers should expect additional increases for the following three years as well.

It should be emphasized that these increases are being impacted by two major capital improvement projects. Recommendations from the Sanitary Sewer System Evaluation and Long-Term Facilities Study have identified the need for an increase of \$21 million in capital improvements in this utility over the next five years to correct deficiencies in our collection system and to accomplish needed improvements at the aging Water Pollution Control facility.

### **STORM SEWER UTILITY – NO INCREASE**

In FY 2012/13, the City Council approved a new storm sewer utility fee structure that transitioned from the same monthly fee being charged to every utility account to a three-tiered rate structure based on the amount of impervious area on a lot. Because the combination of operational expenses which have decreased by \$451 from the previous year and the capital improvements planned for FY 2013/14 can be covered by the



expected revenues, there is no increase requested for the monthly Storm Sewer Utility Fee.

However, one of the goals of the City Council is to mitigate flooding in our neighborhoods as well as in our designated flood plains. Consequently, a consulting firm is developing recommendations to accomplish this goal. If, in the future, the Council chooses to adopt any capital improvement projects that are recommended by our consultants, future rate increases will be required.

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

In January 2013 a new rate structure was implemented to better reflect the true cost of service to the different customer classes. While the new structure was not designed to generate additional overall revenue to the Electric Utility, it is anticipated that some customers will experience an increase to their bills while others will realize a decrease in their bills.

The new rate structure shifted from declining block rates to flat block rates. In addition, the demand charge was increased for our Large Power and Industrial customers to encourage conservation during our critical peak times. At the same time, energy rates for these largest customers were lowered.

Operating expenditures for FY 2013/14 (minus Fuel/Purchased Power and capital that will be reimbursed by 3M) reflect a modest 2% increase as compared to the previous year. Based on a long-range financial analysis, it now appears that a rate increase will not be needed until FY 2015/16 if the status quo is maintained. However, the need for future electric rate increases will ultimately be impacted by any additional projects approved in response to the Electric Power Resource Option Study.

In addition to our utilities, we also operate the following two enterprise funds that offset their operational costs with user generated fees.

#### **HOMEWOOD GOLF COURSE**

The Homewood Golf Course Fund remains strong with an ending balance projected to be \$130,968 by the end of FY 2013/14. Because of this very positive financial situation, no increases in fees have been incorporated into the budget.

## **AMES/CITY ICE ARENA**

The financial situation for the Ames/ISU Ice Arena is equally positive. The operational fund balance is expected to reach \$165,961 by the end of FY 2013/14. What is equally reassuring is the fact that the separate capital reserve for this operation, which is funded by the City and Iowa State University each year, is expected to total \$351,772 at the conclusion of FY 2013/14. The existence of these funds to handle any unexpected emergency need made it possible not to require any fee increases from our ice users in FY 2013/14.

## **CYRIDE**

You will note from the attached budget that the City is being asked to increase our tax support for CyRide by 2.6% in FY 2013/14. However, because of the ever-growing ridership on our public transit system, financial challenges remain ahead for us. First, federal funding for capital purchases such as new buses is being discontinued. This fact alone will result in an annual loss of \$2.5 million that will have to be assumed locally if we hope to modernize our aging fleet and facility. Second, for the last several years in order to maintain our same level of service to high density areas along our existing routes, additional buses have been added at an additional cost of approximately \$200,000 per year. Fortunately, the GSB has agreed to assume this additional cost in FY 2012/13 and FY 2013/14 because it is directly related to student ridership. However, there is no guarantee that this financial commitment will continue into the future.

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In addition to acknowledging the excellent work of our Department Heads for being as efficient as possible with the expenditure of City funds, I would like to thank Duane Pitcher, Finance Director, Nancy Masteller, Budget Officer, Sharon Hjortshoj, Finance Department Secretary, Bob Kindred, Assistant City Manager, and Melissa Mundt, Assistant City Manager for their hard work in producing this financial/service plan for the City of Ames.

Sincerely,

Steven L. Schainker  
City Manager

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## HOW TO USE THIS BUDGET DOCUMENT

The following notes and definitions have been prepared to assist the Mayor, Council, and citizens of Ames in more readily understanding the format and terminology which are used in this budget.

### PROGRAM BUDGET PHILOSOPHY

Prior to the 1982/83 Budget, the City of Ames relied primarily upon a department-centered "line-item" or "input-oriented" budget. Expenditure decisions were made largely upon the basis of the costs associated with personnel, commodities, capital outlays, etc., within the various City departments. While recognizing the importance of cost restraints upon governmental operations, the present program budget goes one step better as it provides information for decision making on a service or program-oriented basis. Policy makers are thus given the means to make crucial budgetary decisions based upon specific and measurable service levels, as well as upon the total dollar cost of those services. At the same time, citizens should be able to see the service-level results of the elected representatives' decisions. In an era of tight governmental spending, the City budgeting process will hopefully thus be more responsive to citizen and Council budgeting needs.

### PROGRAM STRUCTURE

Within this budget, City services are grouped in five "programs", each of which addresses a broad category of needs within the community. These programs are as follows:

- Public Safety
- Utilities
- Transportation
- Community Enrichment
- General Government

In addition to these five operating programs, two additional programs identify other "non-operating" types of expenditures:

- Debt Service
- Internal Services/Transfers

These programs have next been divided into "sub-programs" and "activities". Each of these levels reflects the City's efforts to address community needs at a progressively more specific level. To illustrate the pyramiding nature of this program structure, a portion of the transportation program is outlined below.

<u>PROGRAM</u>	<u>SUB-PROGRAM</u>	<u>ACTIVITY</u>
Transportation	Street System	Street Surface Maintenance
		Street Surface Cleaning
		Snow and Ice Control
	Public Parking	Parking Operation & Maintenance
		Parking Law Enforcement
		Parking Violation Collection

The activity sheet (or sub-activity, when necessary) is the basic building block of the program budget. Using the performance, personnel, cost, and funding information given on these sheets, budget decisions are made for each of the activities. The summary of activities into sub-programs and of sub-programs into programs then provides us with a comprehensive program of all of those services which are provided by the City.

### FUND ACCOUNTING AND MAJOR FUNDS

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

- General Fund
- Debt Service Fund
- Capital Project Fund Group

Water Utility Fund  
Sewer Utility Fund  
Electric Utility Fund

These major funds combined represent approximately 75% of the expenses for the FY 12/13 Budget. In the Fund Summary section, see index for funds by type and the top of fund sheets for definition or usage.

### **SERVICE OBJECTIVES**

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

The service objectives reported in the budget should:

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

### **SERVICE ACCOMPLISHMENTS**

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

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

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

### **HIGHLIGHTS**

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

### **EXPENDITURES**

The columns of financial information include:

- One historic year of actuals.
- The current year's adopted budget.
- The first amendment to the current year's budget which is prepared while budgeting for the future year. The City of Ames amends the current year's budget again in May.
- The Manager's recommended budget after the PROBE (Productive Review of Budget Entries) and the City Manager have reviewed and approved the budget; or
- The adopted budget after the City Council approves and certifies the budget.

### **TYPES OF EXPENDITURES**

Five types of expenditures are noted.

- Personal Services includes:  
Full-time and part-time wages, overtime, various leaves, benefits for IPERS, health insurance, FICA, Medicare FICA, Utility Retirement, Police and Fire Retirement, Workers Comp, life insurance, and unemployment compensation.
- Contractual includes:  
Internal service charges for legal, purchasing, finance, human resources, data, telephone, messenger, fleet, insurance, printing, and fleet and computer funds; and external charges for training, conferences, dues, recruiting, utility costs, repairs, maintenance, rentals, leases, and outside professional services.



- Commodities include:  
Office supplies, food, minor equipment, structural materials, chemicals, equipment parts and supplies, meters and meter parts, fuel, and coal.
- Capital includes:  
Library acquisitions of books and materials, furniture, computer equipment, equipment, vehicles, CIP improvements to land, building, utility systems, streets, and traffic systems. The City of Ames' capitalization threshold is \$5,000.
- Other Expenditures include:  
Bond and interest payments, insurance claims, refunds, and transfers.

## **FUNDING SOURCES**

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

## **FUND SUPPORT**

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

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

In cases where assigned revenues exceed the expenditure total, the "fund support" will be shown as a negative figure. This indicates that the given activity is making a net addition to the fund, rather than "drawing down" the fund balance.

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

## **PERCENTAGE CHANGE**

The percentage change number on the financial pages indicates the percentage change between the column for 2013/14 and the 2012/13 Adopted column.

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

When referring to the number of people employed by the City and to the number of positions authorized in any given department, this budget uses the term "full-time equivalent" or "F.T.E.". One F.T.E. is equivalent to 2080 hours of work per year by full-time and permanent part-time employees (52 weeks times 40 hours per week equals 2080 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 fixed assets in the ENTERPRISE FUNDS and inventory in the ELECTRIC FUND. Excluded from liabilities are employee benefits which are not recorded on City books, but are shown on the audit statement as a liability.

Emphasis has been placed on the beginning balances for the 2012/13 adjustment, which are then carried forward based on the estimated revenues and expenditures to estimate a beginning balance for the beginning of the 2013/14 fiscal budget.

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

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

## **BUDGET AND FISCAL POLICIES**

### **FINANCIAL PLAN PURPOSE AND ORGANIZATION**

#### Financial Planning Objectives

Through its financial planning process, the City will link resources with results by:

- Identifying community needs for services.
- Establishing the programs required to provide these services.
- Establishing program policies and goals which define the nature and level of program services required.
- Identifying activities performed in delivering program services.
- Proposing objectives for improving the delivery of program services.
- Identifying and appropriating the resources required to perform program activities and accomplish program objectives.
- Setting standards to measure and evaluate the output of program activities, accomplishment of program objectives, and expenditure of program appropriations.

The City will use financial modeling tools to assist in the financial planning process and assess and forecast the effect of proposed service levels on tax rates and fees.

#### Annual Budget

The City's annual budget emphasizes long-range planning and effective program management. The benefits expected from the annual budget include:

- Reinforcing the importance of long-range planning in managing the City's fiscal affairs.
- Concentrating on developing and budgeting for the accomplishment of significant objectives.
- Establishing realistic timeframes for achieving objectives.
- Creating a proactive budget that provides for stable operations and ensures the City's long-term fiscal health.
- Promoting orderly spending patterns.

The City will maintain Government Finance Officers Association (GFOA) standards for the "Distinguished Budget Presentation Award" and will submit the budget document annually for review under the GFOA program.

#### Measurable Objectives

The financial plan will establish measurable program objectives and allow reasonable time to accomplish those objectives.

#### Budget Amendments

The Council will formally review the City's fiscal condition, and amend the budget if necessary, in accordance with the Code of Iowa and administrative rules for local governments.

#### Balanced Budget

The City will maintain a balanced budget. This means that:

- Operating revenues must fully cover operating expenditures, including debt service, over the long term.
- Ending fund balance (or working capital in the enterprise funds) must meet minimum policy levels. For the General Fund, this level has been established at 20% of operating expenditures.

Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, the beginning fund balance will be used primarily to fund capital improvement plan projects, or other one-time, non-recurring expenditures. Excess balances may also be utilized as part of a program to stabilize property tax levy rates over a planned number of years.

A separate document will be presented to the City Council that provides proposed policies for each of the City's funds. Information to be included will be a description of the fund, primary sources of revenue and expense for the fund, and the fund balance policy. The document will also address maintaining fund balances to respond to possible contingencies and emergencies.

## **FINANCIAL REPORTING**

### Annual Reporting

The City will prepare annual financial statements as follows:

- In accordance with various requirements, the City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an unqualified auditor's opinion.
- The City will use generally accepted accounting principles in preparing its annual financial statements, and will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program.
- The City will issue audited financial statements within 180 days after year-end.

## **GENERAL REVENUE MANAGEMENT**

### Diversified and Stable Base

The City will seek to maintain a diversified and stable revenue base to reduce the effects of short-term fluctuations in any one revenue source.

### Current Revenues for Current Uses

The City will fund current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

### Interfund Transfers and Loans

In order to achieve important public policy goals, the City has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.

Any transfers between funds for operating purposes are clearly set forth in the annual budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year.

In summary, interfund transfers result in a change in fund equity; interfund borrowings do not, as the intent is to repay the loan in the near term.

## **USER FEE COST RECOVERY GOALS**

### Ongoing Review

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the service delivery costs as well as changes in methods or levels of service delivery. In instances where State or other regulations limit the level of fees charged for City services, the user fee cost recovery principles may not apply. The budget document will identify where fee levels have been limited and clearly identify the subsidy required due to user fee limitations.

### User Fee Cost Recovery Levels

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

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

considered in developing user fees, especially if significant program costs are intended to be financed from that source.

#### Factors Favoring Low Cost Recovery Levels

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

- There is *no* intended relationship between the amount paid and the benefit received.
- Collecting fees is not cost-effective or will significantly impact the efficient delivery of the service.
- There is *no* intent to cover the cost of the service. Examples may include park shelter and auditorium rental.
- The service is non-recurring, generally delivered on a “peak demand” or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. Many public safety services fall into this category.
- Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Small-scale licenses and permits might fall into this category.

#### Factors Favoring High Cost Recovery Levels

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

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

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

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

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

#### Low Cost Recovery Services

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

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

#### Recreation Programs

The following cost recovery policies apply to the City's recreation programs:

- Cost recovery for activities directed to adults should be relatively high.
- Cost recovery for activities directed to youth and seniors should be relatively low. Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all participants. Further, there is a community-wide benefit in encouraging high levels of participation in youth and senior recreation activities regardless of financial status.

- In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher.

The City Parks and Recreation Department will work with the Parks and Recreation Commission to review recreation programs and establish specific cost recovery targets for broad program classifications. The FY 04/05 budget reflected the first step in this process as the Recreation Administration Program expenditures were reduced by allocation directly to recreation programs.

#### Planning Programs

The following cost recovery policies apply to the Current Planning programs:

- Services provided under this category include:
  1. Planning (planned development permits, tentative tract and parcel maps, rezonings, general plan amendments, variances, use permits).
  2. Building and safety (building permits, structural plan checks, inspections, rental inspections).
  3. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).
- Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%. Exceptions to this standard include Long Range planning services, as this function is clearly intended to serve the broader community.

#### Comparability With Other Communities

In setting user fees, the City will consider fees charged by other agencies in accordance with the following criteria:

- Surveying other comparable communities provides useful background information in setting fees:
  1. They reflect the market for these fees and can assess where the City compares.
- If prudently analyzed, they can serve as a benchmark for how cost-effectively the City provides its services.
- However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
  1. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?
  2. What costs have been considered in computing the fees?
  3. When was the last time that their fees were comprehensively evaluated?
  4. What level of service do they provide compared with our service or performance standards?
  5. Is their rate structure significantly different than ours and what is it intended to achieve?

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

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

#### Water, Sewer, Electric, Resource Recovery

The City will set fees and rates at levels which fully cover the total direct and indirect costs ---including operations, capital outlay, capital improvements, and debt service--- of the following enterprise programs: water, sewer, electric, and resource recovery. For major City utilities including water, sewer, and electric, the City will model five years of projected revenues and expenses including capital improvements. These projections will be used to identify and notify the City Council of the timing and level of possible rate changes.

#### Homewood Golf

Golf program fees should fully cover direct operating costs. Because of the nine-hole nature of the golf course with its focus on youth and seniors, subsidies from other City funds (Local Option Tax, General, Hotel/Motel Tax) to finance capital improvements will be presented to the City Council as part of the financial planning process.

#### CyRide Transit

Costs for operating the CyRide transit system will be shared based on the agreement among the City of Ames, Iowa State University, and the Iowa State University Government Student Body. The City support of CyRide will be limited to the transit property tax rate.

#### Ice Arena

The Ames/ISU Ice Arena fees and rates are set to fully cover direct operating costs. Major capital improvement costs will be funded by the City of Ames and Iowa State University.



### Storm Sewer Utility

The storm sewer utility rates are intended to fund operating costs of the Storm Sewer Utility. Major capital improvements will be funded by other funding sources including general obligation bonds.

### Payment In-Lieu of Taxes

In accordance with long-standing practices, the City will treat the Electric Utility in the same manner as if it were privately owned and operated. In addition to setting rates at levels necessary to fully cover the cost of providing electric service, this means assessing reasonable property tax in-lieu of fees.

- For the Electric Utility, property tax in-lieu fees are established under the same methodology used in assessing property tax for the City of Ames.

Enterprise Fund Debt Service – The City will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the City's rate review and setting process.

## **GRANT FUNDING POLICY**

The City will actively seek grant funding to fund both operating and capital expenditures. Prior to acceptance of grant funding, an evaluation of the grant must determine the following:

- The grant purpose is compatible with City program objectives.
- The benefits provided by the grant exceed the cost of administration.
- The grant does not commit the City to long-term tax funded expenditures after the completion of the grant period. The City will evaluate the cost and funding source to determine whether to continue the service when the grant period ends. The decision to continue to fund or drop will be made prior to accepting the grant. Alternatively, the City could choose to continue the service with other funding.

## **REVENUE DISTRIBUTION**

The Council recognizes that generally accepted accounting principles for state and local governments discourage the earmarking of General Fund revenues, and accordingly, the practice of designating General Fund revenues for specific programs should be minimized in the City's management of its fiscal affairs. Approval of the following revenue distribution policies does not prevent the City Council from directing General Fund resources to other functions and programs as necessary.

### Road Use Tax Revenue

All Road Use Tax revenues (which are restricted by the State for street-related purposes) will be recorded in the Road Use Tax fund and reports will be provided to the State of Iowa per Code of Iowa requirements. The City will utilize this fund primarily for eligible operations and maintenance activities; the available funds may be utilized for eligible capital improvement funding.

The City maintains several other special revenue funds. The policy for revenue allocation for these funds will be included in the City Fund Policy Document.

## **INVESTMENTS**

### Responsibility

Investments and cash management are the responsibility of the City Treasurer or designee.

### Investment Objectives

The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default.

Accordingly, the following factors will be considered in priority order in determining individual investment placements:

- Safety
- Liquidity
- Yield

A formal investment policy has been adopted by the City Council; this policy requires regular reporting by the City Treasurer that demonstrates compliance with the policy.

## **FUND BALANCE DESIGNATIONS AND RESERVES**

### Minimum Fund Balance

The City will establish and maintain fund balances based on evaluation of each individual fund. The minimum balance will be set at a level that is considered the minimum necessary to maintain the City's creditworthiness and to adequately provide for:

- Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- Contingencies for unseen operating or capital needs.
- Cash flow requirements.

### Other Designations and Reserves

In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements; reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

### Equipment Replacement

For certain assets, the City will establish and maintain equipment replacement funds to provide for the timely replacement of computers, vehicles, and certain capital equipment. The City will maintain a balance in the Equipment Replacement Fund adequate to spread the cost of replacement evenly over the life of the asset.

The annual contribution to this fund will generally be based on the estimated life of the vehicle or equipment and its projected replacement cost. Sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the Equipment Replacement Fund. The City Information Services and Fleet Services policies cover this subject in greater depth.

### Future Capital Improvement Project (CIP) Designations

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

## **CAPITAL IMPROVEMENT MANAGEMENT**

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

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

### CIP Purpose

The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a five-year plan organized into the same functional groupings used for the operating programs. The CIP will reflect a balance between capital replacement projects that repair, replace, or enhance existing facilities, equipment or infrastructure; and capital facility projects that significantly expand or add to the City's existing fixed assets.

### CIP Review

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

### CIP Appropriation

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

### CIP Budget Carryover

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

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

### Capital Improvement Financing

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

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

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

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

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

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

The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

#### Factors Favoring Pay-As-You-Go Financing

- Current revenues and adequate fund balances are available or project phasing can be accomplished.
- Existing debt levels adversely affect the City's credit rating.
- Market conditions are unstable or present difficulties in marketing.

#### Factors Favoring Long-Term Financing

- Revenues available for debt service are deemed sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.
- The project securing the financing is of the type that will support an investment grade credit rating.
- Market conditions present favorable interest rates and demand for City financings.
- A project is mandated by state or federal requirements, and resources are insufficient or unavailable.
- The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
- The life of the project or asset to be financed is ten years or longer.
- The cost of the project should be spread to benefited users over the life of the capital improvement.

### Debt Management

An analysis will be prepared as part of the Capital Improvement Plan process which analyzes the impact of outstanding and planned debt issuance on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.

The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.

The City will seek an investment grade rating on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability and cost-effectiveness.

The City will monitor all forms of debt annually coincident with the City's annual budget preparation and review process and report concerns and remedies, if needed, to the City Council. The City will also continually monitor outstanding debt for potential savings through refinancing.

The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.

The City will maintain good, ongoing communications with bond rating agencies concerning its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement). The City will strive to maintain the highest bond rating that is financially feasible.

#### Debt Capacity

*General Obligation Debt Capacity* – The City will carefully monitor its levels of general obligation debt. Because the City's general obligation debt capacity is limited, it is important that general obligation debt only be used for financing projects where other financing methods cannot reasonably be used.

*Abated Debt* - If the City debt management analysis shows that adequate debt capacity is available and will remain available, general obligation bonds may be issued for City enterprise fund activities. The repayment of this debt will be provided by the activity receiving funding. The City's annual budget will provide a report of all abated debt and the source of funding for repayment of the debt.

*Debt Capacity Limits* - The State of Iowa limits total outstanding local general obligation debt bonds to five percent of total assessed valuation for local government subdivisions. The City of Ames further limits debt capacity by reserving 25% of the State allowed maximum. The budget document is required to demonstrate compliance with this policy.

#### Conduit Financings

The City will consider requests for conduit financing on a case-by-case basis using the following criteria:

- The City's bond counsel will review the terms of the financing, and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.
- There is a clearly articulated public purpose in providing the conduit financing.
- The applicant is capable of achieving this public purpose.
- The applicant is a strong credit risk and will provide credit enhancements.

This means that the review of requests for conduit financing will generally be a two-step process:

- Asking the City Council if they are interested in considering the request, and establishing the ground rules for evaluating it.
- Providing the City Council with the results of this evaluation, and recommending approval of appropriate financing documents, if warranted.

This two-step approach ensures that the issues are clear for both the City and applicant, and that key policy questions are answered.

The work scope necessary to address these issues will vary from request to request, and will have to be determined on a case-by-case basis. Additionally, the City should generally be fully reimbursed for the cost of evaluating the request; however, this should also be determined on a case-by-case basis.

## EXCELLENCE THROUGH PEOPLE (ETP)

Ensuring that quality programs are provided in an “efficient and fiscally responsible manner” is one of the key concepts embodied in the City’s Mission Statement. To this end, the City will monitor and review methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of productivity issues, including:

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

The ETP creed for leaders employed by the City of Ames is as follows:

As a leader, it is my responsibility to create our desired culture in my sphere of influence by:

- Modeling the Way
- Inspiring a Shared Vision
- Challenging the Process
- Enabling Others To Act
- Encouraging the Heart

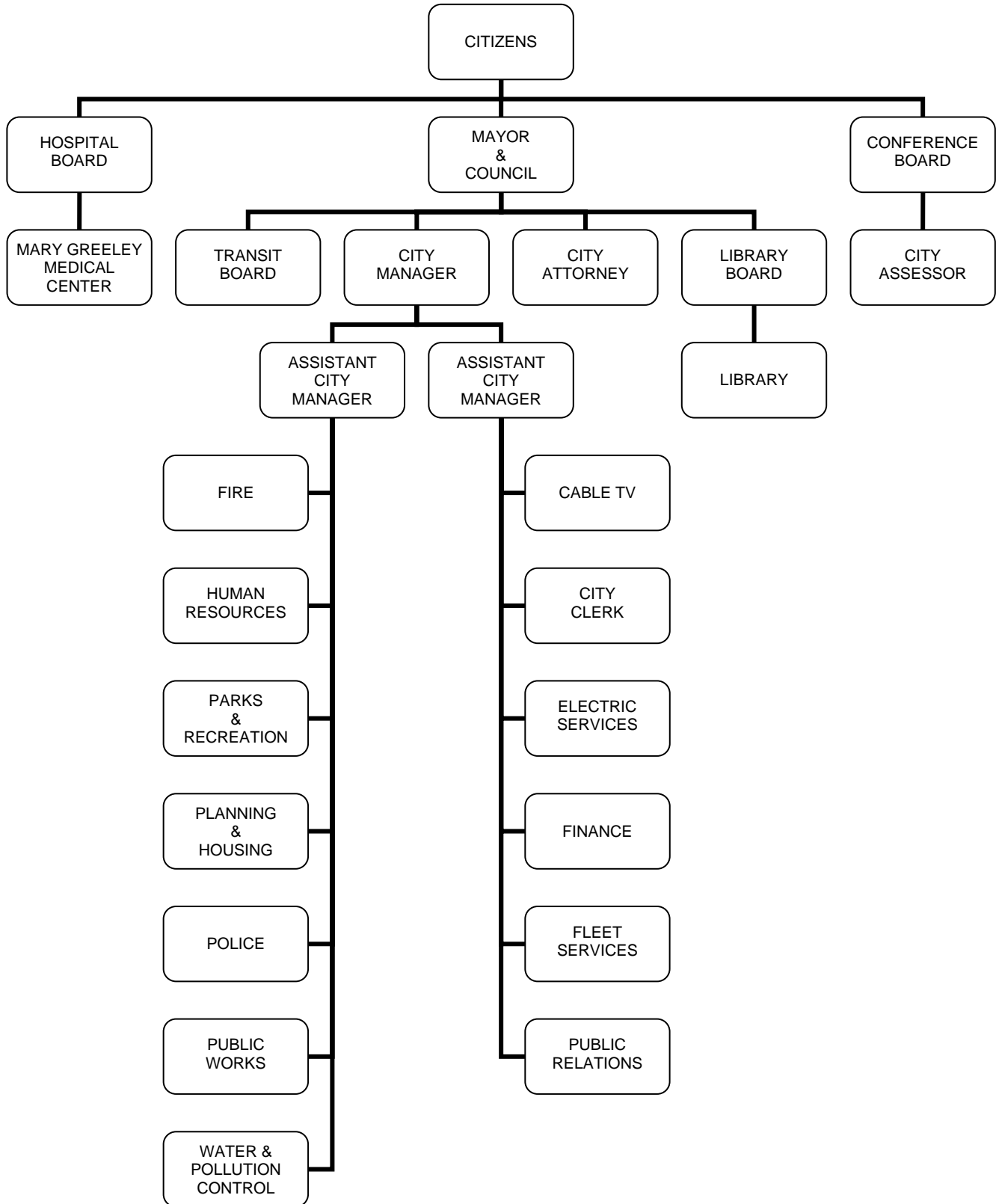
When I do, we will provide our citizens with exceptional service at the best price, and employees will experience an enjoyable and stimulating work environment from which personal and professional growth can occur.

The culture is defined by how leaders lead.



# CITY OF AMES, IOWA

## ORGANIZATIONAL CHART



# CITY OF AMES, IOWA

## FY 2013/14 PROPERTY TAX LEVY

Taxable Valuation \$ 2,325,969,651

% Change From FY 12/13 3.8%

LEVY REQUIRED	LEVY PER \$1,000 VALUATION	DOLLAR AMOUNT	RATE CHANGE	%	DOLLAR CHANGE	%
Total Requirement	7.69265	17,892,866	(0.01787)	(0.23)	622,484	3.6
Less Local Option Property Tax Reduction	1.83726	4,273,413	0.03907	2.08	(70,710)	(1.68)
<b>Net General Levy</b>	<b>5.85539</b>	<b>13,619,453</b>	<b>0.02121</b>	<b>0.36</b>	<b>551,774</b>	<b>4.22</b>
Trust and Agency Levy (Partial Police/Fire Benefits)	.75345	1,752,495	0.04718	6.68	170,558	10.78
Transit Levy	.64949	1,510,691	(0.00788)	(1.20)	38,282	2.6
<b>Total Before Debt Service</b>	<b>7.25833</b>	<b>16,882,639</b>	<b>0.06051</b>	<b>.84</b>	<b>760,614</b>	<b>4.72</b>
Debt Service Levy	3.59946	8,373,852	0.07603	2.16	481,871	6.11
<b>Grand Total Tax Levy</b>	<b>10.85779</b>	<b>25,256,491</b>	<b>0.13654</b>	<b>1.27</b>	<b>1,242,485</b>	<b>5.17</b>

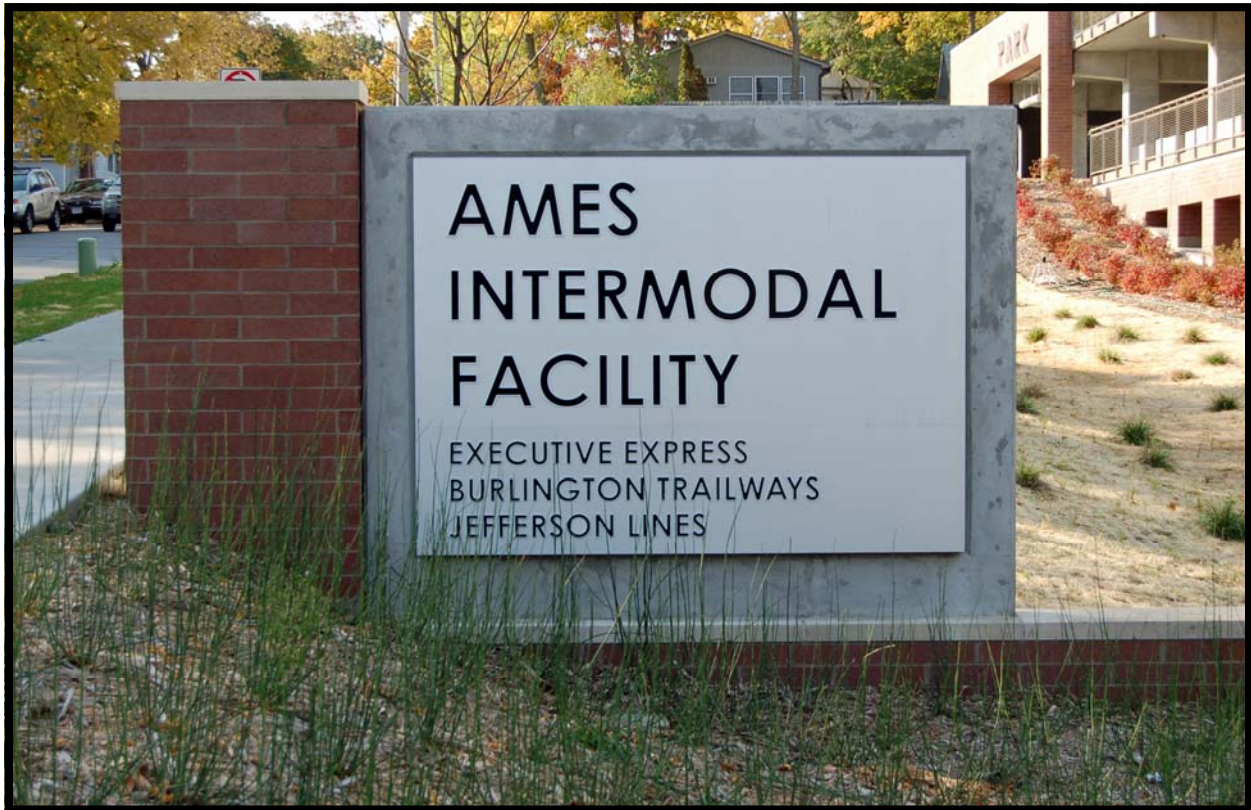
Ag Levy - Valuation: \$1,635,448 x 3.00375 = \$4,912

TIF valuation available for Debt Service - \$447,669



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, 2012. 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 communications 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.



The \$9.2 million Ames Intermodal Facility Transportation Hub was funded through the U.S. Department of Transportation's American Recovery and Reinvestment Act of 2009 and Iowa's intercity bus program. The facility includes 384 parking spaces for short and long-term use, bike path connections to the community with shower and bike locker facilities, bus terminal for intercity and regional carriers, connections to CyRide one block away, 20 free parking spaces for qualified car and vanpool participants, taxi stand for transportation within the community, and public restrooms for the Campus-town Business District.

# SUMMARY OF TOTAL REVENUES AND EXPENDITURES

## ALL FUNDS - REVENUE SUMMARY

	2011/12 Actuals	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Property Taxes</b>	23,419,915	23,971,426	23,971,426	25,229,818	5.2
Utility Excise Tax	66,165	66,516	66,516	61,451	(7.6)
Local Option Sales Tax	6,935,154	7,004,506	6,655,355	7,122,355	1.7
Hotel/Motel Taxes	1,487,328	1,500,000	1,500,000	1,545,000	3.0
<b>Other Taxes</b>	8,488,647	8,571,022	8,221,871	8,728,806	1.8
<b>Licenses &amp; Permits</b>	1,306,500	1,467,153	1,467,153	1,507,400	2.7
Federal Grants	9,368,289	4,194,979	5,343,027	2,500,619	(40.4)
State Road Use Taxes	5,547,195	5,542,710	5,542,710	5,690,122	2.7
Monies and Credits	17,040	17,040	17,040	17,726	4.0
State Grants	4,726,778	11,159,439	18,906,330	15,555,349	39.4
County Contributions	127,323	128,000	162,180	125,000	(2.3)
Government Cont/Participation	4,319,509	4,845,471	4,903,867	4,839,164	(.1)
<b>Intergovernmental Revenue</b>	24,106,134	25,887,639	34,875,154	28,727,980	10.9
Utility Charges	72,116,986	77,088,026	77,195,403	75,131,975	(2.5)
Other Charges for Services	9,534,997	9,962,238	9,261,184	9,425,309	(5.4)
<b>Charges for Services</b>	81,651,983	87,050,264	86,456,587	84,557,284	(2.9)
<b>Fines, Forfeit, &amp; Penalty</b>	758,476	753,900	773,900	793,400	5.2
Interest	926,304	971,050	944,209	826,650	(14.9)
Other Uses of Money	1,093,569	1,306,641	1,638,156	871,377	(33.3)
<b>Use of Money &amp; Property</b>	2,019,873	2,277,691	2,582,365	1,698,027	(25.5)
Proceeds from Bonds	6,675,000	17,365,500	13,215,000	21,034,370	21.1
Other Miscellaneous Revenues	4,060,263	1,530,531	2,600,364	2,411,327	57.5
<b>Miscellaneous Revenues</b>	10,735,263	18,896,031	15,815,364	23,445,697	24.0
<b>Internal Services</b>	14,215,551	13,776,951	14,103,137	14,730,443	6.9
<b>Total Before Transfers</b>	166,702,342	182,652,077	188,266,957	189,418,855	3.7
Transfers	12,948,785	13,600,168	13,989,776	14,238,785	4.7
<b>Grand Total Revenues</b>	<b>179,651,127</b>	<b>196,252,245</b>	<b>202,256,733</b>	<b>203,657,640</b>	<b>3.8</b>

# ALL FUNDS – EXPENDITURES

	2011/12 Actuals	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>OPERATIONS</b>					
Public Safety:					
421 Law Enforcement	7,750,105	8,089,071	8,088,077	8,392,051	3.8
422 Fire Safety/Admin	5,640,297	5,901,902	5,943,201	6,285,276	6.5
423 Inspection/Building Safety	1,196,951	1,336,165	1,264,172	1,291,352	(3.4)
424 Traffic Control	913,191	926,589	953,462	963,069	3.9
428 Other Community Protection	732,149	704,500	720,500	744,500	5.7
Total Public Safety	16,232,693	16,958,227	16,969,412	17,676,248	4.2
Utilities:					
481 Resource Recovery	3,427,482	3,730,729	3,589,974	3,606,435	(3.3)
482 Water Utility	4,571,851	4,822,843	4,718,042	4,856,805	.7
483 Storm Water Diversion	357,380	267,485	267,566	253,144	(5.4)
484 Wastewater Disposal	3,353,212	3,488,248	3,492,832	3,638,569	4.3
485 Electric Operations	45,124,242	50,813,853	50,954,462	49,941,247	(1.7)
486 Utility Customer Service	1,390,194	1,454,689	1,394,358	1,454,801	0
Total Utilities	58,224,361	64,577,847	64,417,234	63,751,001	(1.3)
Transportation:					
431 Street System	2,962,709	3,192,227	3,347,911	3,463,273	8.5
434 Public Parking	683,200	751,366	779,977	763,265	1.6
426 Transit System	7,875,611	8,285,463	8,440,920	8,774,137	5.9
438 Airport	161,150	117,058	119,730	121,745	4.0
Total Transportation	11,682,670	12,346,114	12,688,538	13,122,420	6.3
Community Enrichment:					
451 Recreation/Administration	2,611,963	2,648,303	2,704,258	2,712,838	2.4
452 Parks	1,237,016	1,194,541	1,212,572	1,224,746	2.5
455 Library Services	3,416,547	3,538,308	3,530,457	3,609,376	2.0
456 Library Grants/Donations	98,566	79,539	94,650	77,450	(2.6)
442 Animal Sheltering/Control	335,894	351,386	340,924	356,273	1.4
444 Human Services	1,140,216	1,170,587	1,169,237	1,200,792	2.6
445 Art Services/Agencies	172,777	171,617	171,617	174,379	1.6
461 Cemetery	129,291	126,646	134,354	128,222	1.2
463 Citywide Affordable Housing	41,207	36,334	35,505	39,995	10.1
464 Community Dev. Block Grant	557,976	523,966	1,329,720	644,088	22.9
465 Economic Development	294,351	225,244	273,219	224,288	(.4)
466 FEMA Disaster Activity	186,665		271,250		
467 Cable TV	147,716	122,382	127,680	124,120	1.4
Total Community Enrichment	10,370,185	10,188,853	11,395,443	10,516,567	3.2

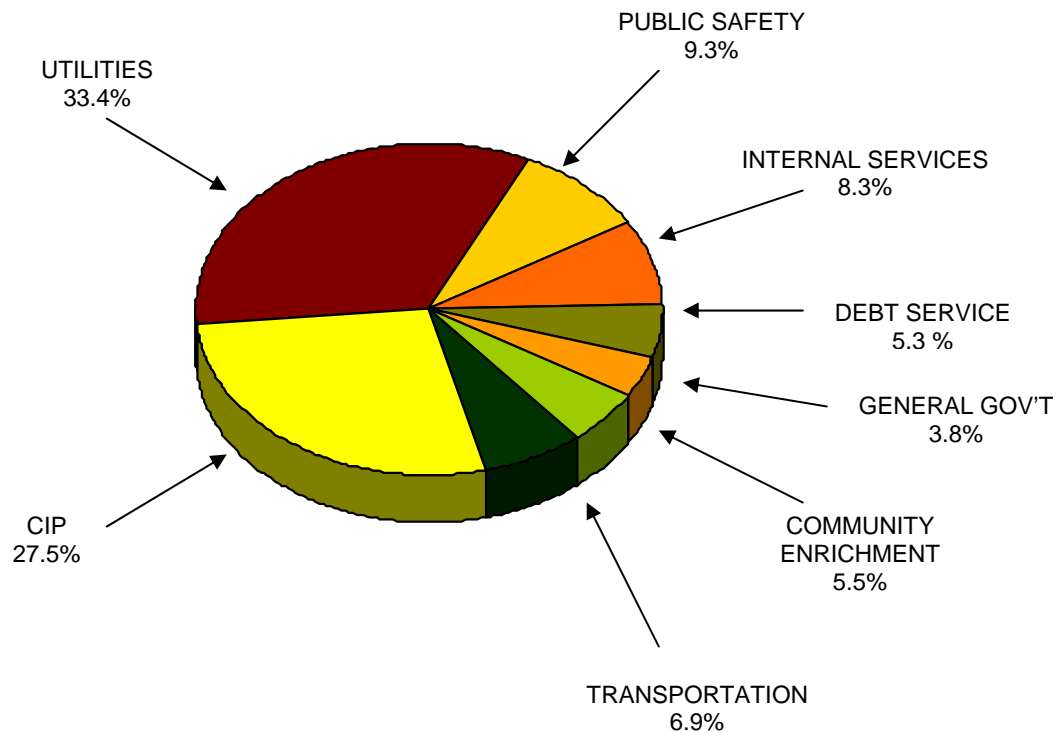
## ALL FUNDS – EXPENDITURES, continued

	2011/12 Actuals	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
General Government:					
410 City Council Special Allocation	131,244	141,000	142,999	141,000	0
411 Legislative	456,332	487,062	490,515	459,891	(5.6)
412 City Council Contingency	16,346	50,000	171,556	50,000	0
413 Executive	681,906	678,555	673,683	686,854	1.2
414 Financial Services	1,235,617	1,291,737	1,276,099	1,302,798	.9
415 Administrative Services	1,898,798	1,978,189	1,946,177	2,013,985	1.8
416 Public Works Admin/Engr	1,872,696	1,925,936	1,936,803	1,991,386	3.4
417 Merit Adjustment		171,444		176,097	2.7
418 Public Buildings	504,983	503,447	563,179	502,961	(.1)
Total General Government	6,797,922	7,227,370	7,201,011	7,324,972	1.4
<b>TOTAL OPERATIONS</b>	103,307,831	111,298,411	112,671,638	112,391,208	1.0
<b>CIP</b>					
419 General Government CIP	589,063	50,000	2,541,530	50,000	0
429 Public Safety CIP	292,590	1,583,000	3,932,026	1,613,270	1.9
489 Utilities CIP	10,489,449	35,462,750	45,305,855	23,471,170	(33.8)
439 Transportation CIP	17,153,741	12,110,700	27,347,388	12,560,146	3.7
459 Community Enrichment CIP	1,497,341	6,166,400	7,641,121	14,767,000	139.5
529 Internal Services CIP	101		52,910	80,000	
<b>TOTAL CIP</b>	30,022,285	55,372,850	86,820,830	52,541,586	(5.1)
<b>DEBT SERVICE</b>					
471 General Obligation Bonds	9,103,364	9,704,178	9,471,977	10,132,131	4.4
478 Bond Costs	73,246		194,888		
<b>TOTAL DEBT SERVICE</b>	9,176,610	9,704,178	9,666,865	10,132,131	4.4
<b>INTERNAL SERVICES</b>					
511 Information Technology	1,903,186	1,769,723	2,190,326	1,927,454	8.9
512 Telephone & WiFi Systems	259,741	250,509	305,836	292,769	16.9
513 Purchasing Services	428,934	442,293	447,697	459,884	4.0
521 Risk Administration	2,043,914	2,066,821	2,065,119	2,159,453	4.5
522 Health Insurance Management	6,614,985	6,558,158	7,011,101	7,468,340	13.9
525 Fleet Maintenance Services	1,788,561	1,766,890	1,870,382	1,969,621	11.5
526 Fleet Acquisition & Disposal	1,831,886	876,489	2,290,817	1,588,095	81.2
<b>TOTAL INTERNAL SERVICES</b>	14,871,207	13,730,883	16,181,278	15,865,616	15.6
<b>TOTAL EXPENDITURES BEFORE TRANSFERS</b>	157,377,933	190,106,322	225,340,611	190,930,541	.4

## ALL FUNDS – EXPENDITURES, continued

	2011/12 Actuals	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>TRANSFERS</b>					
598 Transfers	12,948,785	13,600,168	13,989,776	14,238,785	4.7
531 Hotel/Motel Pass Thru	1,061,952	1,071,430	1,071,430	1,103,571	3.0
<b>TOTAL TRANSFERS</b>	14,010,737	14,671,598	15,061,206	15,342,356	4.6
<b>GRAND TOTAL EXPENDITURES</b>	171,388,670	204,777,920	240,401,817	206,272,897	.7

## WHERE THE MONEY IS SPENT... 2013/14 MANAGER RECOMMENDED



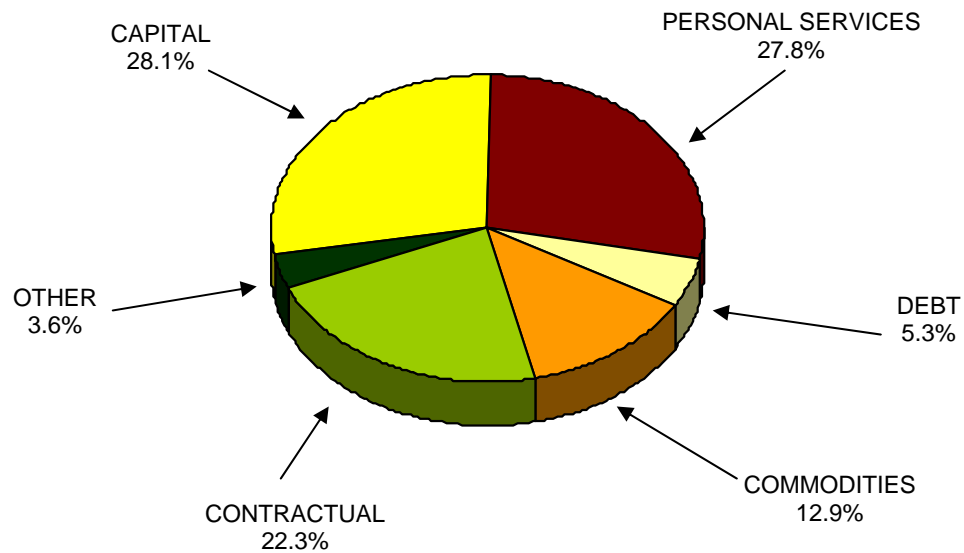
Excluding Transfers



## ALL FUNDS - EXPENDITURES BY CATEGORY

	2011/12 Actuals	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
Personal Services	49,064,863	51,144,076	50,665,720	53,090,772	3.8%
Contractual	46,213,065	43,631,059	46,758,567	42,484,474	-2.6%
Commodities	21,342,396	23,499,607	24,015,244	24,651,447	4.9%
Capital	25,531,776	55,935,145	87,885,061	53,626,146	-4.1%
Debt	9,176,610	9,704,178	9,666,865	10,132,131	4.4%
Other (Refunds, Insurance Claims, etc.)	6,049,223	6,192,257	6,349,154	6,945,571	12.2%
Transfers	14,010,737	14,671,598	15,061,206	15,342,356	4.6%
<b>Total Expenditures</b>	<b>171,388,670</b>	<b>204,777,920</b>	<b>240,401,817</b>	<b>206,272,897</b>	<b>0.7%</b>

## BREAKDOWN BY MAJOR EXPENSE CATEGORY 2013/14 MANAGER RECOMMENDED

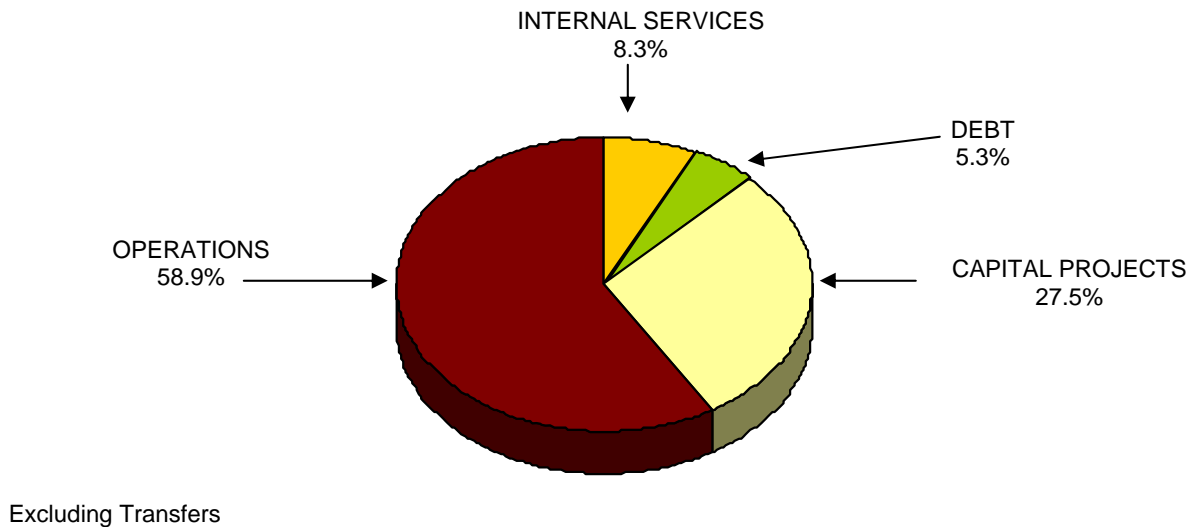


Excluding Transfers

## ALL FUNDS - EXPENDITURES BY TYPE

	2011/12 Actuals	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Operations</b>	103,307,831	111,298,411	112,671,638	112,391,208	1.0
<b>CIP</b>	30,022,285	55,372,850	86,820,830	52,541,586	-5.1
Debt	9,176,610	9,704,178	9,666,865	10,132,131	4.4
Internal Services	14,871,207	13,730,883	16,181,278	15,865,616	15.6
Sub-Total Before Transfers	157,377,933	190,106,322	225,340,611	190,930,541	.4
Transfers	14,010,737	14,671,598	15,061,206	15,342,356	4.6
<b>Total Expenditures</b>	<b>171,388,670</b>	<b>204,777,920</b>	<b>240,401,817</b>	<b>206,272,897</b>	<b>.7</b>

## EXPENDITURES BY TYPE 2013/14 MANAGER RECOMMENDED



## BUDGET CALENDAR

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

### SPRING

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

### AUGUST SEPTEMBER

Departments prepare Capital Improvement (CIP) project information for the 5-year plan and begin preparation of amended 12/13 and proposed 13/14 operational budgets. Resident Satisfaction Survey results are presented to the City Council.

### OCTOBER

**October 2 – 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 e-mail questions.

### NOVEMBER DECEMBER

**November 27** – City Council budget meeting to review issues, priorities, and preferences in service levels for the 13/14 budget. Staff drafts 5-year CIP. PROBE meetings (Productive Review of Budget Entries) are conducted with Assistant City Managers, Finance Director, Budget Officer, and City departments. All revenues, operational program costs, and current year CIP adjustments are reviewed.

### JANUARY

City Manager holds budget review meetings with departments. The City Manager's recommended draft budget document is prepared. **January 15** – CIP workshop with City Council. **January 22 – Public hearing** for resident input on CIP.

### FEBRUARY

**February 1, 5, 6, 7, and 12** – City Council reviews entire program budget with department heads in five (5) **public meetings** held on one afternoon and four evenings.

### MARCH

**March 5** – Final budget hearing and adoption of amended 12/13 budget and 13/14 budget. **State statute requires the budget be certified with the County Auditor by March 15.**

### MAY

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

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

	<b>2011/12 Actual</b>	<b>2012/13 Adopted</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Mgr Rec</b>
City Manager	9.00	10.00	10.00	10.00
Legal Services	6.00	6.00	6.00	6.00
Human Resources	7.25	7.25	7.25	7.25
Planning & Housing	8.00	8.00	8.00	8.00
Finance	40.75	40.75	40.75	40.75
Fleet Services/Facilities	9.50	9.50	9.50	9.50
Transit	75.95	75.95	75.95	75.95
Fire/Inspections	68.50	68.50	68.50	68.50
Police/Animal Ctrl/Parking Enforcement	77.65	77.65	77.65	77.65
Library	31.50	31.50	31.50	31.50
Parks/Recreation	19.50	19.50	19.50	19.50
Waste Water Treatment	22.50	22.50	22.50	22.50
Water	19.00	19.00	19.00	19.00
Electric	81.00	81.00	81.00	81.00
Public Works:				
Administration	3.00	3.00	3.00	3.00
Traffic/Engineering	7.25	7.25	7.25	7.25
Streets	19.00	19.00	19.00	19.00
Engineering	13.00	13.00	13.00	13.00
Utility Maintenance	11.00	11.00	11.00	11.00
Resource Recovery	15.00	15.00	15.00	15.00
Grounds	5.00	5.00	5.00	5.00
Parking	1.75	1.75	1.75	1.75
Public Works Total	75.00	75.00	75.00	75.00
<b>TOTAL</b>	<b>551.10</b>	<b>552.10</b>	<b>552.10</b>	<b>552.10</b>

## **CHANGES IN EMPLOYMENT LEVELS (FTE)**

**(Full-Time Equivalents)**

There were no staffing level changes for the City of Ames, Iowa, included in the FY 2012/13 Adjusted Budget or the FY 2013/14 Manager's Recommended Budget.

**2012/13 Adjusted – 552.10**

**2013/14 Manager Recommended – 552.10**

# SUMMARY OF PROGRAM EXPENDITURES

	2011/12 Actuals	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>PUBLIC SAFETY:</b>					
Operations	16,232,693	16,958,227	16,969,412	17,676,248	4.2
CIP	292,590	1,583,000	3,932,026	1,613,270	1.9
<b>Total Public Safety</b>	<b>16,525,283</b>	<b>18,541,227</b>	<b>20,901,438</b>	<b>19,289,518</b>	<b>4.0</b>
<b>UTILITIES:</b>					
Operations	58,224,361	64,577,847	64,417,234	63,751,001	(1.3)
CIP	10,489,449	35,462,750	45,305,855	23,471,170	(33.8)
<b>Total Utilities</b>	<b>68,713,810</b>	<b>100,040,597</b>	<b>109,723,089</b>	<b>87,222,171</b>	<b>(12.8)</b>
<b>TRANSPORTATION:</b>					
Operations	11,682,670	12,346,114	12,688,538	13,122,420	6.3
CIP	17,153,741	12,110,700	27,347,388	12,560,146	3.7
<b>Total Transportation</b>	<b>28,836,411</b>	<b>24,456,814</b>	<b>40,035,926</b>	<b>25,682,566</b>	<b>5.0</b>
<b>COMMUNITY ENRICHMENT:</b>					
Operations	10,370,185	10,188,853	11,395,443	10,516,567	3.2
CIP	1,497,341	6,166,400	7,641,121	14,767,000	139.5
<b>Total Community Enrichment</b>	<b>11,867,526</b>	<b>16,355,253</b>	<b>19,036,564</b>	<b>25,283,567</b>	<b>54.6</b>
<b>GENERAL GOVERNMENT:</b>					
Operations	6,797,922	7,227,370	7,201,011	7,324,972	1.4
CIP	589,063	50,000	2,541,530	50,000	0
<b>Total General Government</b>	<b>7,386,985</b>	<b>7,277,370</b>	<b>9,742,541</b>	<b>7,374,972</b>	<b>1.3</b>
<b>DEBT SERVICE:</b>	<b>9,176,610</b>	<b>9,704,178</b>	<b>9,666,865</b>	<b>10,132,131</b>	<b>4.4</b>
<b>INTERNAL SERVICE:</b>					
Operations	14,871,207	13,730,883	16,181,278	15,865,616	15.6
CIP	101		52,910	80,000	
<b>Total Internal Service</b>	<b>14,871,308</b>	<b>13,730,883</b>	<b>16,234,188</b>	<b>15,945,616</b>	<b>16.1</b>
<b>Total Before Transfers</b>	<b>157,377,933</b>	<b>190,106,322</b>	<b>225,340,611</b>	<b>190,930,541</b>	<b>.4</b>
<b>Transfers</b>	<b>14,010,737</b>	<b>14,671,598</b>	<b>15,061,206</b>	<b>15,342,356</b>	<b>4.6</b>
<b>CITY EXPENDITURES</b>					
<b>GRAND TOTAL</b>	<b>171,388,670</b>	<b>204,777,920</b>	<b>240,401,817</b>	<b>206,272,897</b>	<b>.7</b>



The Jefferson Lines and Burlington Trailways buses provide service to Des Moines, Cedar Rapids, Chicago, Denver, Omaha, Indianapolis, St. Louis, and other cities. These transportation companies provide drop off/pick-up at the Intermodal Facility, but do not house any vehicles there.



# PUBLIC SAFETY PROGRAM

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# PUBLIC SAFETY PROGRAM

420

## Program Description:

One of the primary functions of the Ames City government is to safeguard and protect the lives, health, and property of its citizens. Such protection extends across the following major areas in law enforcement: crime prevention activities, Safe Neighborhoods Team, patrol and emergency response, traffic enforcement, juvenile services, and specialized criminal investigations. Fire Safety/Admin 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. Inspection Building Safety entails the enforcement of those structural, rental housing, electrical, plumbing, and mechanical codes which have been adopted for citizens' safety. Traffic Control has the responsibility of construction and maintenance, and replacement of these controls for the Transportation System. Other Community Protection includes expenditures for electricity for street light and also civil defense activities. Finally, Capital Improvements which affect the Community Protection Program are also presented. Taken as a whole, the Community Protection Program represents the City of Ames' commitment to provide a safe and secure community for those who live and visit here.

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Use of Funds:</b>					
Law Enforcement	7,750,105	8,089,071	8,088,077	8,392,051	3.7%
Fire Safety/Admin	5,640,297	5,901,902	5,943,201	6,285,276	6.5%
Inspection/Building Safety	1,196,951	1,336,165	1,264,172	1,291,352	-3.4%
Traffic Control	913,191	926,589	953,462	963,069	3.9%
Other Community Protection	732,149	704,500	720,500	744,500	5.7%
<b>Total Operations</b>	16,232,693	16,958,227	16,969,412	17,676,248	4.2%
Public Safety CIP	292,590	1,583,000	3,932,026	1,613,270	1.9%
<b>Total Expenditures</b>	<b>16,525,283</b>	<b>18,541,227</b>	<b>20,901,438</b>	<b>19,289,518</b>	<b>4.0%</b>
 <b>Personnel – Authorized FTE</b>	 148.27	 148.27	 148.27	 148.27	

# PUBLIC SAFETY PROGRAM

420

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	13,378,574	13,968,745	13,841,460	14,704,736	5.3%
Contractual	2,672,225	2,604,873	2,703,929	2,966,584	13.9%
Commodities	375,424	366,409	421,598	356,628	-2.7%
Capital	96,066	1,601,200	3,934,451	1,261,570	-21.2%
Other Expenditures	2,994	-	-	-	
<b>Total Expenditures</b>	<b>16,525,283</b>	<b>18,541,227</b>	<b>20,901,438</b>	<b>19,289,518</b>	<b>4.0%</b>
<b>Funding Sources:</b>					
General Fund	15,369,776	16,150,972	16,082,292	16,848,414	4.3%
Local Option	104,944	-	960,029	483,270	
Suncrest Developer Fund	-	-	5,500	-	
Road Use Tax Fund	875,198	1,288,291	2,049,973	1,277,834	-0.8%
Police Forfeiture	11,497	-	-	-	
Police Grants	55,651	9,464	64,157	-	-100.0%
Police & Fire Donations	645	-	167,961	-	
Street Construction	-	692,500	1,179,175	680,000	-1.8%
Bike Licenses	-	-	17,055	-	
Construction Grants	-	-	-	-	
GO Bonds	107,572	400,000	375,296	-	-100.0%
<b>Total Funding Sources</b>	<b>16,525,283</b>	<b>18,541,227</b>	<b>20,901,438</b>	<b>19,289,518</b>	<b>4.0%</b>

# LAW ENFORCEMENT ACTIVITIES

421

## Activity Description:

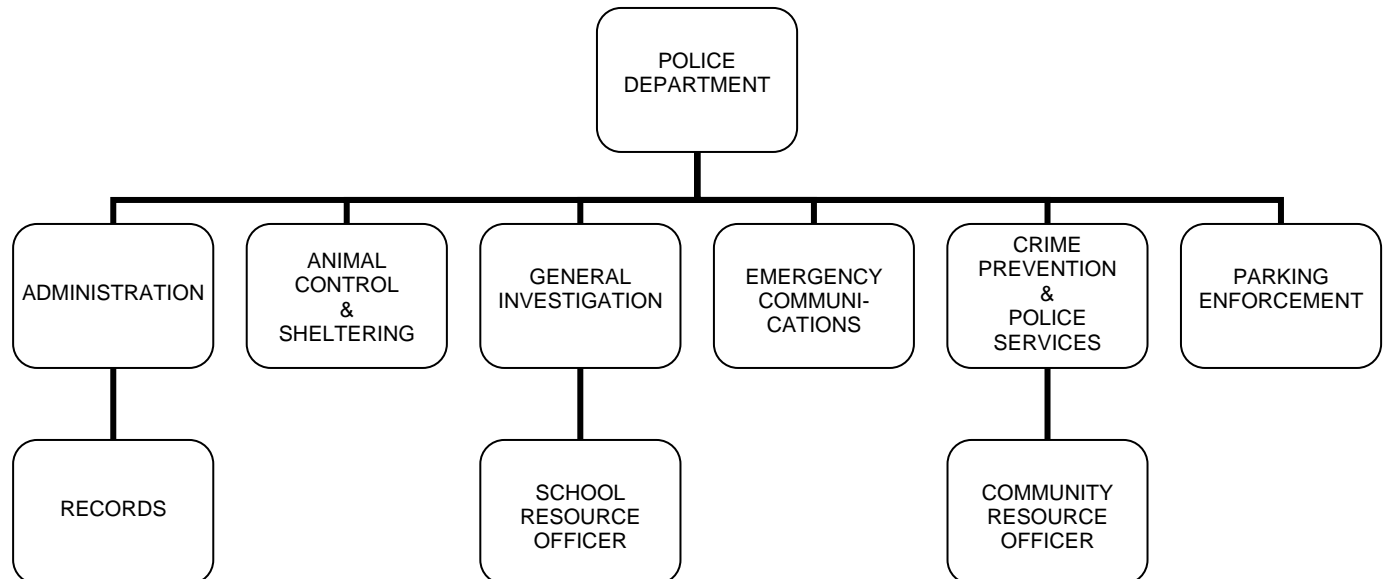
Law Enforcement Activities comprise five areas: Administration and Records includes departmental supervision, finance, and records systems. Crime Prevention and Police Services includes uniformed patrol, emergency response, Safe Neighborhoods Team, traffic enforcement, and school crossing safety. General Investigations is responsible for investigating crimes against persons and property, vice, narcotics, fraud, and the School Resource Officer and Juvenile Investigator. Emergency Communications is responsible for all emergency telephone communications, radio contact with emergency responders, 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 the Community Enrichment Program.)

	2011/12	2012/13	2012/13	2013/14	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Police Admin & Records	758,913	786,403	804,603	802,216	2.0%
Crime Prevention & Police Svc.	4,878,299	5,113,593	5,085,068	5,377,198	5.2%
General Investigation	1,047,692	1,095,910	1,074,690	1,102,648	0.6%
Emergency Communications	997,751	1,083,701	1,059,559	1,109,989	2.4%
Police Forfeiture/Grants	67,450	9,464	64,157	-	-100.0%
<b>Total Operations</b>	<b>7,750,105</b>	<b>8,089,071</b>	<b>8,088,077</b>	<b>8,392,051</b>	<b>3.7%</b>
<b>Personnel - Authorized FTE</b>	72.25	72.25	72.25	72.25	

# LAW ENFORCEMENT ACTIVITIES

421

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	6,637,824	6,952,053	6,862,257	7,249,836	4.3%
Contractual	891,941	974,155	970,149	977,009	0.3%
Commodities	178,992	162,863	217,971	156,406	-4.0%
Capital	38,354	-	37,700	8,800	
Other	2,994	-	-	-	
<b>Total Expenditures</b>	<b>7,750,105</b>	<b>8,089,071</b>	<b>8,088,077</b>	<b>8,392,051</b>	<b>3.7%</b>
<b>Funding Sources:</b>					
General Fund	7,320,815	7,760,652	7,707,478	8,058,058	3.8%
Ames School District	39,303	40,187	40,187	40,990	2.0%
Police Services	20,713	25,180	22,042	26,154	3.9%
Fees & Fines, Court	190,312	150,000	150,000	160,000	6.7%
Miscellaneous Revenue	10,213	8,838	9,463	9,099	3.0%
Labor Reimbursement	95,479	91,000	91,000	94,000	3.3%
Tobacco Labor Reimbursement	2,250	2,250	2,250	2,250	0.0%
Police Forfeiture	11,497	-	-	-	
Police Grants	55,651	9,464	64,157	-	
False Alarm Charge	3,570	1,500	1,500	1,500	0.0%
Police & Fire Donations	302	-	-	-	
<b>Total Funding Sources</b>	<b>7,750,105</b>	<b>8,089,071</b>	<b>8,088,077</b>	<b>8,392,051</b>	<b>3.7%</b>



# POLICE – ADMINISTRATION & RECORDS

421 -- 2515

Police Administration includes finance, scheduling, general supervision, and planning. The division provides leadership and direction for the department as a whole through strategic planning and strategic budgeting. The unit serves as the supervisory and administrative backbone of the department. The division coordinates departmental improvement through policy development and review, leadership and supervisory development, employee professional development and education, and community relations activities.

The Records Division is responsible for developing and maintaining records of criminal and civil activities including investigative reports, recordings, accident reports, and crime statistics. In addition to meeting the needs of internal staff, these records are used by the public, insurance companies, the court system, and other law enforcement agencies.

## Service Objectives:

- ✓ Provide a professional, community-focused, efficient and effective police force
- ✓ Assist the public in understanding police decision-making
- ✓ Build trust within the community
- ✓ Enhance communications with the citizens
- ✓ **Implement creative and bold ideas to address crime in support of City Council's goal to strengthen and protect neighborhoods**
- ✓ Provide timely, accurate reports and public information

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	651,025	658,720	669,566	683,720	3.8%
Contractual	102,981	121,958	120,012	112,451	-7.8%
Commodities	4,907	5,725	6,025	6,045	5.6%
Capital	-	-	9,000	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>758,913</b>	<b>786,403</b>	<b>804,603</b>	<b>802,216</b>	<b>2.0%</b>
<b>Funding Sources:</b>					
General Fund	758,913	786,403	804,603	802,216	2.0%
<b>Total Funding Sources</b>	<b>758,913</b>	<b>786,403</b>	<b>804,603</b>	<b>802,216</b>	<b>2.0%</b>
<b>Personnel - Authorized FTE</b>	6.50	6.50	6.50	6.50	

# POLICE – ADMINISTRATION & RECORDS

421 -- 2515

## Highlights:

A dominant element of the past year has been the replacement of the law enforcement information management system with Sungard's OSSI. The department, in partnership with Story County and Iowa State University, used grant funds to replace the obsolete system that previously supported the dispatch centers and police records systems. Additional capabilities have been added to patrol car computers as a part of the new system. In November, the Story County Jail converted to this same software, further extending the collaboration and resulting efficiencies. Every facet of daily operations in the Police Department has been affected by the new system. Literally hundreds of staff hours were devoted to the development of this program so it would fit the specific needs of our agencies. Additional hours were invested in training every employee in the department on some aspect of the program. Information is now electronically routed from entry point to modules where that information is needed. Officers can enter and retrieve information from a laptop in their patrol car. The program also provides new investigative tools to detectives.

OSSI also includes a **public access module** that will make it easier for citizens to access data about the Police Department, crimes in the City, and in their neighborhood. The public access module is under development and scheduled to be available on the City's website in 2013.

Because a large number of senior officers have retired in the last few years, the department has emphasized training for new officers to replace the skills of those retiring officers. One important element of this has been **leadership development**. One lieutenant was able to attend the FBI's National Academy and the Communications Supervisor has begun work in a year-long leadership program directed at emergency communications managers. This priority will continue as new supervisors take on additional leadership responsibilities.

The **Police Retirement Fund** contribution for the City is projected to increase \$163,277 for the next year, continuing the multi-year trend of increased contribution costs. In addition, a younger workforce is moving through step increases resulting in notable increases in personnel costs.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Attorney requests for information	1,687	1,642	1,641	1,650
Accident reports processed	829	757	612	650
Verification of loss reports processed	143	151	85	100
Record checks processed	1,178	1,234	1,223	1,200
Total # of incidents handled	28,809	29,263	29,065	29,000
Hours of transcription	378	270	293	300
<b>Efficiency and Effectiveness:</b>				
% of citizens somewhat or very satisfied with Police services	88%	88%	92%	

# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

This activity is the core of the Law Enforcement Program. The Patrol Division is the largest area of operations within the department. The department has a total authorized strength of 53 sworn officers and 42 of those officers are assigned to the Patrol Division. Officers respond to calls for both routine and emergency services, assist neighborhood residents and provide preventive patrol. The initial response and preliminary investigation of all incidents related to law enforcement, motor vehicle accident investigation, school crossing safety, preventive patrol, and home and business security are sub-activities of the Crime Prevention and Police Services activity. A regular contingent of up to ten patrol cars serves the four patrol areas. This unit also includes the new safe neighborhoods team which is emphasizing community policing and relationship building in high call volume areas.

## Service Objectives:

- ✓ Provide public education and crime prevention service
- ✓ Enhance community involvement in day-to-day policing
- ✓ Provide rapid response to developing emergencies within the City
- ✓ Strengthen partnerships within the community, particularly in high call volume areas
- ✓ Expand data-driven decision making, deployment, and problem-solving
- ✓ Provide a highly competent on-street presence
- ✓ Ensure a supervisor is always on duty
- ✓ Enhance trust with the community by building relationships and communicating effectively

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	4,150,354	4,369,767	4,316,494	4,604,318	5.4%
Contractual	582,773	620,002	622,435	643,659	3.8%
Commodities	122,631	123,824	123,639	120,421	-2.7%
Capital	22,241	-	22,500	8,800	
Other	300	-	-	-	
<b>Total Expenditures</b>	<b>4,878,299</b>	<b>5,113,593</b>	<b>5,085,068</b>	<b>5,377,198</b>	<b>5.2%</b>
<b>Funding Sources:</b>					
General Fund	4,878,299	5,113,593	5,085,068	5,377,198	5.2%
<b>Total Funding Sources</b>	<b>4,878,299</b>	<b>5,113,593</b>	<b>5,085,068</b>	<b>5,377,198</b>	<b>5.2%</b>
<b>Personnel - Authorized FTE</b>	43.45	43.45	43.45	43.45	

# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

## Highlights:

The department has completed acquisition and training on the **automated external defibrillators** (AED) in each of the marked squad cars. We have had several AED deployments and at least one life saved as a direct result of this new service. Officers have also administered CPR on a number of occasions resulting in the saving of a life. In one instance, officers entered a house filled with smoke, rescued the occupant from the house, and administered CPR. This person made a full recovery. In each of these cases, the success results from the teamwork involving Emergency Communications, Police, Fire, and EMS services collaborating to reach victims quickly and provide exceptional pre-hospital care.

In FY 11/12, the City Council authorized two new positions expanding the Party Response Team to a five-person **Safe Neighborhoods Team (SNT)**. The SNT is now fully staffed and has been for almost the entire year. With the untimely death of Sergeant Howard Snider, a new SNT supervisor was selected in late summer to continue his work. We have also renewed our relationship with the SNT mentors who are helping the team, and particularly the officers new to the team, expand their connections to the local community. The SNT has continued with some of the duties of the decommissioned Party Response Team such as monitoring liquor license establishments and responding to loud parties. However, their scope is much wider. They have worked with apartment managers and owners to reduce repeat calls and solve quality of life problems. The team also has direct interaction with neighborhoods and neighborhood organizations. This has resulted in arrests, intelligence and information gathering, while solving some of the problems affecting these areas. The team has fostered stronger working relationships with neighborhoods, students, and furthered the Council's goal of strengthening our neighborhoods. They are currently working with our partners at Iowa State University to problem solve VEISHEA related issues.

As in years past, **alcohol continues to be the number one substance abuse problem** within our community. Officers are very proactive in their efforts to limit underage and excessive drinking within our community. A number of strategies are directed towards this problem. Some of these include:

- Routine and random bar patrols in an effort to identify underage bar patrons and fake IDs.
- Special compliance checks of retail alcohol vendors. This effort utilizes the services of an underage cooperating individual to see if a bar or retail alcohol vendor will sell or serve alcohol illegally.
- Undercover investigations directed at identifying individuals of legal age who buy alcohol for those under the legal age.
- Training for employees of retail liquor licensed vendors. This training provides information regarding both state and local laws governing alcohol sales and teaches ways of identifying fake IDs.
- Large and loud neighborhood parties are identified and checked by officers for underage and excessive alcohol consumption; along with other quality of life issues such as littering, public urination, vandalism, noise violations, and illegal parking.



# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

## Highlights, continued:

- Development of a close working relationship with ISU Dean of Students to identify those students engaged in illegal activities and risky behaviors.

The Patrol Division continues to be responsive to citizen concerns related to **traffic violations** occurring in neighborhoods throughout the community. The Police Department utilizes mapping software to identify high accident areas and target enforcement to these areas. We also work with the Traffic Engineer on engineering changes to make our streets safer for motorists. A number of initiatives were directed toward these areas in order to create a safer environment. Some of these include:

- Enhanced police patrols along with increased radar/speed enforcement efforts.
- Deployment of the radar speed trailer as a visual reminder to motorists.
- Joint traffic enforcement operations with other area law enforcement agencies. By working with other agencies, we are able to have a greater presence within an area to enhance public awareness of enforcement actions.
- Targeting special areas within the community for enhanced enforcement activities such as the new Aquatic Center and our community schools. These actions have provided a safer environment for our children.
- The department has also been involved in pedestrian safety initiatives, which target areas with high pedestrian traffic in an effort to provide safer street crossing for pedestrians.
- Partnering with the school district's bus service to work on the problem of motorists who do not stop for school bus stop arms.
- Membership in the Story County Multi-Disciplinary Safety Team. This team is comprised of local law enforcement, state, county, and city engineers, federal transportation officials, and other parties interested in reducing motor vehicle accidents.

Members of the Patrol Division continue to promote the "**Certified Crime Free Housing Program**" along with conducting "Crime Prevention through Environmental Design" evaluations. These programs have helped to develop a strong rapport between our department and the many rental housing owners and managers throughout the community. They have also helped to provide a safer environment for those living within these rental units. This voluntary program is in support of the Council's goal to strengthen and protect neighborhoods.

The Ames Police Department continues to deploy a very well trained and equipped **Emergency Response Team**. The team is composed of traditional patrol officers who are specially trained to safely perform this more complex role. In addition to their regular departmental support duties, the Emergency Response Team provides assistance to the Central Iowa Drug Task Force during the execution of high risk search and arrest warrants. Team members receive extensive ongoing training throughout the year. Four members of the team recently attended marksman/observer training in Tennessee. Other members of the team competed in the Can Am Police and Fire Games in Minnesota. The team members won a total of 19 medals in 9 events and divisions.

# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

## Highlights, continued:

The Patrol Division and the department have continued to be involved with the transition to court mandated electronic filing of criminal and civil cases. Known as the **Electronic Document Management System** (EDMS), Story County served as the second of two test counties for EDMS. Implementation has been challenging and more expensive than expected as both equipment and staff time needs were not clearly identified by the courts at the onset of the project. In addition, the system does not seem to have been effective in reducing the amount of paperwork required by the Police Department. After more than a year of working with EDMS, we have continued to look for ways to enhance the current system. The department has volunteered to beta test a new electronic complaint form that will allow for some Police Department efficiencies in meeting the new filing expectations.

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

- Shop With A Cop
- Angel Tree Program
- Child Car Seat Inspections
- Bicycle Safety Inspections
- Tours of the Police Department
- Citizen Police Academy
- Safe Neighborhoods Team Outreach
- Swimming with Sergeants Program where children from the Boys & Girls Club are taken swimming at the new Aquatic Center by the sergeants of the Ames Police Department

The Ames Police Department continues to partner with other City departments in our **“Go Green”** initiatives. We utilize our Bicycle Team and Segways extensively throughout the warmer months of the year. These “Go Green” modes of transportation are used at the many special events hosted in Ames such as the ISU football games, neighborhood block parties, welcome/goodbye student events, Midnight Madness Road Race and many other special events. Our Community Safety Officers also utilize the Segways for their parking enforcement duties. The department has conducted a detailed evaluation process looking for a replacement for the Ford Crown Victoria that is no longer being manufactured.

Patrol officers have been involved in a number of **major case investigations** throughout the past year. A sample of the cases include: the apprehension of several juveniles engaged in a number of vehicle burglaries, the clearing by arrest of a 1<sup>st</sup> degree robbery, and an extensive investigation in conjunction with Criminal Investigations Division of a personal injury hit and run vehicle crash.

In addition, an election year presents some unique challenges for an agency our size. We had a Vice Presidential visit in February and Presidential visit in October. In both cases, we worked with neighboring agencies to provide motorcade duties and security for both the President and Vice President of the United States. Members of our Emergency Response Team also provided some enhanced support for the visits.

# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

## Highlights, continued:

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Number of assaults investigated	252	231	283	
Number of thefts investigated	968	1022	1137	
OWI arrests	235	232	224	
Liquor violations	381	363	300	
Noise complaints investigated	1,513	1,461	1,601	
Public intoxication investigations	678	610	536	
<b>Efficiency and Effectiveness:</b>				
Community Resource Officer contacts	4,852	6,011	6,000	6,000
Crime prevention presentations	43	45	45	45
Number of participants	1,308	1,871	2,000	2,000
Incidents per sworn position	543	567	570	570

# POLICE - GENERAL INVESTIGATION

421 -- 2533

This activity has the responsibility to develop and implement the most current investigative techniques in an effort to increase the detention, apprehension, and successful prosecution of persons engaged in criminal activity. This area also includes the School Resource Officer, Juvenile Investigations, and Fraud.

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

## Service Objectives:

- ✓ Build working partnerships with citizens and businesses
- ✓ Contribute to a regional drug investigations unit
- ✓ Establish proactive crime prevention programs
- ✓ Participate in the sexual assault response team
- ✓ Maintain effective investigations by partnering with other agencies
- ✓ Collaborate with the Ames Community Schools
- ✓ Collaborate with other youth service agencies
- ✓ Identify and apprehend repeat offenders

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	934,634	976,562	945,614	985,555	0.9%
Contractual	95,211	99,073	102,601	98,778	-0.3%
Commodities	15,734	20,275	20,275	18,315	-9.7%
Capital	2,113	-	6,200	-	
<b>Total Expenditures</b>	<b>1,047,692</b>	<b>1,095,910</b>	<b>1,074,690</b>	<b>1,102,648</b>	<b>0.6%</b>
<b>Funding Sources:</b>					
General Fund	1,008,389	1,055,723	1,034,503	1,061,658	0.6%
Ames School District	39,303	40,187	40,187	40,990	2.0%
<b>Total Funding Sources</b>	<b>1,047,692</b>	<b>1,095,910</b>	<b>1,074,690</b>	<b>1,102,648</b>	<b>0.6%</b>
<b>Personnel - Authorized FTE</b>	9.00	9.00	9.00	9.00	

# POLICE - GENERAL INVESTIGATION

421 -- 2533

## Highlights:

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

- A female walking in the 3900 block of Tripp Street reported that she was robbed by two males who displayed a handgun. One suspect was arrested shortly after the incident was reported. The follow-up investigation then identified the second suspect who was arrested the next day.
- A residential robbery was reported in the 4200 block of Lincoln Way. Follow-up investigation identified one of the perpetrators who was arrested and charged with Robbery and Burglary.
- A hit and run personal injury accident involving a car and an individual on a skateboard occurred in the Campustown area. The operator of the car fled the area before officers' arrival. The victim sustained serious injuries from this incident and was hospitalized. An extensive investigation resulted in locating the suspect vehicle and identifying the operator who was eventually charged.
- An investigator conducted an extensive review of past burglary, theft, and vandalism cases in which area churches and businesses were targeted over a two year period. Based on this in-depth review along with an interview conducted with an incarcerated suspect, the investigator was able to clear and/or attribute 60 criminal cases to this one individual.
- Fingerprints lifted from several residential burglaries in the Tripp Street area were linked to one specific individual. Investigators reviewed all 2012 reported burglary cases for similar methods of activity and types of items stolen. Using evidence collected from the crime scenes and reviewing the suspect's sales transaction records from area businesses, investigators were able to link the suspect to 13 residential burglaries in Ames. The suspect was eventually charged with Burglary, Possession of Stolen Property, and On-Going Criminal Conduct.
- Another burglary case was solved as a result of a latent fingerprint being lifted from a toilet handle within the residence. A suspect was identified from the fingerprint and an arrest was made.
- One of our investigators, who is trained in conducting computer/electronic forensics investigations, assisted the Iowa Division of Criminal Investigation's Internet Crimes Against Children (ICAC) Task Force with an investigation and search warrant involving sexually explicit images of children. This investigator not only reviews/processes electronic evidence for the Ames Police Department, but also assists other law enforcement agencies with his expertise.
- Two separate investigations were conducted involving people falling from apartment building balconies. Tragically, one resulted in death and the other in very serious injuries. The follow-up investigations revealed that the falls were not of a criminal nature.

# POLICE - GENERAL INVESTIGATION

421 -- 2533

## Highlights, continued:

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

- Death/Homicide Investigation
- Crime Scene Processing and Photography
- Computer Forensics Investigations
- School Resource Officer/School Safety
- Clandestine Drug Labs
- Interview & Interrogation Techniques
- Latent Fingerprint Identification
- Mental Health Advocate training
- Protect Our Children Conference
- Iowa Sex Crimes and Investigator Conference

One of our investigators was instrumental in the planning and organization of a **Sexual Assault Response Team (S.A.R.T.) conference** which was hosted in Ames. Over 180 conference attendees received valuable training during this conference from nationally recognized presenters. Grant funding was the core of the support for the conference.

The Ames Police Department continues to be actively involved with the Ames Community School District by assigning an officer to serve as the District's **School Resource Officer**. The SRO continues to divide her time between the elementary, middle, and high schools. The goal of this program continues to be developing strong and positive relationships not only with the students, but also with parents and school staff. The SRO also conducts tobacco compliance checks with area retailers with the purpose of educating and reducing the use of tobacco products by underage individuals.

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

The Ames Police Department continues to contribute to the success of the **Central Iowa Drug Task Force**. An officer is assigned to the task force on a full time basis. Marijuana continues to be a prevalent illicit drug within our community. One of the task force's cases involved the seizure of over \$15,000 from a marijuana distribution ring operating out of Ames. Task Force members also continue to investigate the possession and sale of methamphetamine and cocaine within our community.

The Police Department continues to be an active member of the Story County Mental Health Task Force. The department has hired a part-time **Mental Health Advocate** to help bridge the working relationship between the department and those in need of mental health related services. The Task Force is a cooperative endeavor comprised of area mental health professionals, county service agencies, and other area law enforcement officers. The Mental Health Advocate position was filled with a retired police officer who, while serving as a sworn officer, devoted a tremendous amount of energy to assist those with mental health needs. In the short time our advocate has been working in this position, he has received praise for his work from both the consumers of mental health

# POLICE - GENERAL INVESTIGATION

421 -- 2533

## Highlights, continued:

services and from the professionals who provide these services. On a daily basis, mental health related calls for service that police respond to are distributed to all task force members and their agencies by the Mental Health Advocate. His role in the process assists those who are in need to connect with the right support people in the community. During the past year, over 652 mental health related notifications were made by the Ames Police Department. This is a 16% increase compared to the previous year. The Mental Health Advocate will also be involved in providing ongoing training for law enforcement personnel in how to best respond to those in need.

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

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Homicide cases (attempted)	1	1*	0	
Robbery	11	10	8	
Sexual assault	50	38	48	
Other sex offenses	4	1	0	
Child abuse	5	3	7	
Burglary	559	597	412	
Drug investigations	320	361	420	
Juvenile cases	477	426	336	
Juvenile arrests	265	259	211	
Mental health related	330	561	652	
Domestic calls for service	450	398	468	
Domestic related arrests	98	113	68	
<b>Efficiency and Effectiveness:</b>				
Community outreach contacts – juvenile	13	11	12	
Number of juveniles participating	243	349	350	

\* vehicular homicide



Bus only drive-through for pick-up and drop-off of passengers





# EMERGENCY COMMUNICATIONS

421 -- 2535

Activity in this area includes the operation of the 911 Center and the initial dispatch of emergency responders. Emergency communications staff also receive non-emergency calls, manage radio communications, and provide assistance to walk-in Police Department customers.

## Service Objectives:

- ✓ Provide prompt and accurate emergency communications service for fire, police, and emergency medical personnel
- ✓ Facilitate the resolution of the non-emergency concerns of citizens
- ✓ Maintain a highly reliable radio communications system for emergency responses
- ✓ Promote responder safety
- ✓ Provide a customer-centered service
- ✓ Provide countywide interoperability through 800 MHz radio communication system
- ✓ Provide emergency medical direction to callers in need
- ✓ Enhance community and regional partnerships
- ✓ Coordinate emergency response assets

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	880,411	941,004	924,583	976,243	3.7%
Contractual	104,607	133,122	125,101	122,121	-8.3%
Commodities	12,733	9,575	9,875	11,625	21.4%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>997,751</b>	<b>1,083,701</b>	<b>1,059,559</b>	<b>1,109,989</b>	<b>2.4%</b>
<b>Funding Sources:</b>					
General Fund	997,751	1,083,701	1,059,559	1,109,989	2.4%
<b>Total Funding Sources</b>	<b>997,751</b>	<b>1,083,701</b>	<b>1,059,559</b>	<b>1,109,989</b>	<b>2.4%</b>
<b>Personnel – Authorized FTE</b>	13.30	13.30	13.30	13.30	

# EMERGENCY COMMUNICATIONS

421 -- 2535

## Highlights:

As part of the overall implementation of the department's new information management system, the Communications Center introduced a new **Computer Aided Dispatching (CAD) program**. The new CAD integrates with the officers' mobile computers in the field and improves the efficiency of communication as touch screens now replace some verbal communication. The new CAD also provides additional information to the dispatcher including mapping of incoming 911 calls and vehicle location for many police and fire vehicles. Implementation required a significant investment of time and a high degree of cooperation with Iowa State University Police and the Story County Sheriff's Office, the partners in the new system. This partnership has also created a system that will allow dispatchers to operate from any one of three physical locations in the county with the same efficiency.

The Communications Center has successfully implemented **Emergency Medical Dispatch (EMD)**. EMD protocols provide a stable and consistent response for dispatchers who have taken over the functions of dispatching medical personnel to medical calls. Communications Center staff now dispatches police, fire, and EMS units while also providing emergency instructions to the caller.

In cooperation with the Story County E911 Service Board, the Communications Center acquired new **computerized radio interface consoles** this year. The consoles replaced aging equipment, provided a more flexible connection between dispatchers and the existing radio system, and are adaptable to next generation interoperable technology, when it becomes available. The purchase was funded by state grants and the Story County E911 Service Board. The Iowa Department of Homeland Security and Emergency Management provided a new connection to the Communications Center for 911 calls from wireless sources, including cell phones. The new connection provides opportunities for expanded services in the future.

The department is continuing work with Story County E911 Service Board to research, review, select, and purchase **replacement telephone equipment for the 911 calls**. The existing equipment is very old and replacement parts are becoming hard to find. In addition, advancing technology has significantly changed the nature of how phone calls are initiated and delivered. New equipment will be capable of handling text and data when those options for 911 become available.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Non-emergency telephone inquiries	117,897	91,844	90,000	90,000
Emergency "911" calls	23,828	23,769	23,500	23,500
Emergency Medical Dispatch calls	No data	2,921	3,476	3,000
Incidents created	28,809	29,263	29,065	29,000
State system transactions/inquiries	108,780	115,192	115,000	115,000

## Efficiency and Effectiveness:

Average "pick-up" time for 911 calls (in seconds)	5.2	5.9	5.9	5.8
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# POLICE - FORFEITURE/GRANTS

421 -- 2537

Chapter 809.12 of the Code of Iowa allows police agencies to forfeit property and seize assets directly related to criminal activities. These funds must be used by law enforcement for enforcement activities or items which are not currently budgeted. This section also includes grant programs that support law enforcement activities.

## Service Objectives:

- ✓ Provide a sound financial report system
- ✓ Apply seized assets to law enforcement needs
- ✓ Reduce the profitability of criminal activity
- ✓ Respond to homeland security challenges
- ✓ Obtain state and federal support for local priorities
- ✓ Promote traffic safety, alcohol and tobacco compliance with grant support

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	21,400	6,000	6,000	-	-100.0%
Contractual	6,369	-	-	-	
Commodities	22,987	3,464	58,157	-	
Capital	14,000	-	-	-	
Other	2,694	-	-	-	
<b>Total Expenditures</b>	<b>67,450</b>	<b>9,464</b>	<b>64,157</b>	<b>-</b>	<b>-100.0%</b>
<b>Funding Sources:</b>					
Police Forfeiture	11,497	-	-	-	
Police Grants	55,651	9,464	64,157	-	
Police & Fire Donations	302	-	-	-	
<b>Total Funding Sources</b>	<b>67,450</b>	<b>9,464</b>	<b>64,157</b>	<b>-</b>	<b>-100.0%</b>
<b>Personnel - Authorized FTE</b>	0	0	0	0	

# POLICE - FORFEITURE/GRANTS

421 – 2537

## Highlights:

The department has been fortunate to receive a number of state and federal grants this year that will provide a significant infusion of funds. These funds will allow the department to purchase equipment and run programs of value to the community without relying exclusively on property tax support. Over the last few years, the recordkeeping, reporting, and compliance requirements that are attached to federal grant funding have become increasingly complex. Unfortunately, staff time necessary to learn, understand, and manage these grant requirements has grown accordingly.

The department has received a Department of Justice **Edward Byrne Memorial Justice Assistance Grant**. Funds awarded under this grant have been designated to provide equipment and training directed at officer safety. New tasers and ballistic helmets will be purchased with grant funds. Additional training for a taser instructor will also be provided. Other grant funds will be used to improve safety at the Ames firing range. \$24,043 was awarded under this grant.

The department continues to receive grant funding from the Governor's Traffic Safety Bureau (GTSB). The Police Department received funding this year from the GTSB's section 410 grant program to **address impaired driving**. The grant provides funds for officer overtime (with officer activity centered on alcohol related traffic enforcement), educational materials, and specific equipment or hardware to aid in the enforcement process. Grant funding for this year is \$30,650.

The department also continued its relationship with the Iowa Alcohol Beverages Division in the **education and enforcement of tobacco regulations**. This grant provides funding for officer time to test local vendors for performance on compliance regulations. Every tobacco retailer in the city will be tested for compliance within the grant period.

The department received an additional \$3,464 grant through the Department of Justice 2012 **Bulletproof Vest Partnership**. This grant will provide matching funds over the next two years to assist the department in acquiring new and replacement bulletproof vests for officers.

The department will again be working with Youth and Shelter Services to promote the **enforcement of underage drinking laws**. Using funds available through YSS, officers can work extra duty to address this specific problem in our community. The grant provides \$6,000 for officer overtime.

Funds acquired through the **criminal forfeiture** process have been used to promote a variety of law enforcement activities. In the past year, forfeiture funds have been used to acquire a new computer for the Lead Evidence Technician, five new microphones for the in-car video recording systems, two preliminary breath test (PBT) devices, and a large capacity battery charger for department radios. In addition, the forfeiture account continues to fund our portion of the regular quarterly expenses of the Central Iowa Drug Task Force.

# FIRE SAFETY ACTIVITIES

422

## Activity Description:

The Fire Administration activity supports and directs seven activities. The Fire Safety sub-program is based upon the premise that citizens and property should be free from loss and damage due to fires and similar emergencies. In order to approach this goal, an impressive and highly effective array of services is provided to the community. Extensive efforts are made in the area of fire prevention, fire safety education, and fire inspection. These efforts are mainly recorded under the Fire Prevention and Safety Education activity. When a “preventive failure” takes place and a fire or other emergency actually occurs, the capabilities of the Fire Suppression and Emergency Action activity 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, and 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.

	2011/12	2012/13	2012/13	2013/14	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Fire Admin/Support	976,136	1,012,468	1,005,742	1,061,209	4.8%
Suppression/Emergency Action	4,538,677	4,751,838	4,799,917	5,083,496	7.0%
Prevention/Safety Education	125,484	137,596	137,542	140,571	2.2%
<b>Total Operations</b>	<b>5,640,297</b>	<b>5,901,902</b>	<b>5,943,201</b>	<b>6,285,276</b>	<b>6.5%</b>
<b>Personnel - Authorized FTE</b>	55.60	55.60	55.60	55.60	

# FIRE SAFETY ACTIVITIES

422

	2011/12	2012/13	2012/13	2013/14	% Change From
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
Personal Services	5,146,073	5,354,743	5,384,416	5,750,318	7.4%
Contractual	408,654	415,314	417,215	437,736	5.4%
Commodities	85,570	107,895	107,895	97,222	-9.9%
Capital	-	23,950	33,675	-	-100.0%
<b>Total Expenditures</b>	<b>5,640,297</b>	<b>5,901,902</b>	<b>5,943,201</b>	<b>6,285,276</b>	<b>6.5%</b>
<b>Funding Sources:</b>					
General Fund	4,209,280	4,409,926	4,441,407	4,697,150	6.5%
Iowa State University Contract	1,410,229	1,469,976	1,480,470	1,565,717	6.5%
Haz Mat Activities	-				
MGMC Reimbursement	20,318	22,000	21,324	22,409	1.9%
Miscellaneous Revenue	470	-	-	-	
<b>Total Funding Sources</b>	<b>5,640,297</b>	<b>5,901,902</b>	<b>5,943,201</b>	<b>6,285,276</b>	<b>6.5%</b>

# FIRE - ADMINISTRATION AND SUPPORT

422 -- 2210

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

## Service Objectives:

- ✓ Respond to emergencies in the city within five minutes travel time (85% of the time)
- ✓ Provide quality in-house emergency response training for firefighters
- ✓ Coordinate the implementation of the automatic alerting system within the fire stations
- ✓ Provide quality training opportunities for supervisors through industry sources
- ✓ Maintain equipment to a level of readiness in accordance with national standards
- ✓ Conduct five training classes that require an external specialist to train personnel
- ✓ Promote safety education and awareness through community education

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	820,421	847,353	842,705	890,325	5.1%
Contractual	149,627	154,715	152,637	162,862	5.3%
Commodities	6,088	10,400	10,400	8,022	-22.9%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>976,136</b>	<b>1,012,468</b>	<b>1,005,742</b>	<b>1,061,209</b>	<b>4.8%</b>
<b>Funding Sources:</b>					
General Fund	732,999	759,351	754,306	795,907	4.8%
Iowa State University Contract	243,137	253,117	251,436	265,302	4.8%
<b>Total Funding Sources</b>	<b>976,136</b>	<b>1,012,468</b>	<b>1,005,742</b>	<b>1,061,209</b>	<b>4.8%</b>
<b>Personnel – Authorized FTE</b>	6.75	6.75	6.75	6.95	

# FIRE - ADMINISTRATION AND SUPPORT

422 -- 2210

## Highlights:

- After 33 years in service to the City and citizens of Ames, **the former Fire Chief retired**. As efforts were taken to provide for a smooth transition to new leadership for the department, changes in personnel also led to the promotion of four employees, resulting in some cost savings in the Fire Department's personnel services program.
- However, much of the cost savings noted above has been offset by a change in the contribution rate structure for the **Municipal Fire and Police Retirement System of Iowa**. Established by Iowa Code Chapter 411, the rate for the City of Ames is established each year by the Board of Trustees following the completion of the annual actuarial valuation. As a consequence of the economic downturn and poor investment performance, the City's contribution rate has changed from 26.12% to 30.12%, or an additional \$178,000.
- The City of Ames has obtained a **Class 3 rating** from the Insurance Services Organization (ISO). The Class 3 rating places the Fire Department in the top 2% of fire departments in the State of Iowa. Every 10 years, ISO conducts a survey of the level of services provided by the fire department, communications (dispatch center), and water supply system. In each of those areas, ISO analyzes the relevant data using the Fire Suppression Rating Schedule (FSRS), and then assigns a Public Protection Classification from 1 to 10. Class 1 generally represents superior property fire protection, and Class 10 indicates that the area's fire-suppression program doesn't meet ISO's minimum criteria.
- The **percentages of time** allocated to different programs among Fire Administration and Building Safety staff were analyzed. After these positions were appropriately reallocated, it resulted in an increase of .20 FTE and slightly more than \$11,000 added to the Fire Administration and Support program's budget.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Number of City-related supervisory leadership training hours	217	167	120	150
Number of FD-related administrative support training hours	843	566	432	500
Newly acquired State and/or National emergency services related certifications achieved	15	12	16	10
<b>Efficiency and Effectiveness:</b>				
Respond to emergencies (in the City) within five minutes (departmental goal of 85% within 5 minutes or less)	86.5%	86.9%	84.5%	85.0%
Maintain and certify, according to nationally recognized standards, pumps, hose, and SCBA components	100%	100%	100%	100%



# FIRE - SUPPRESSION AND EMERGENCY ACTION

422 -- 2220

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

## Service Objectives:

- ✓ Maintain certifications for emergency medical services
- ✓ Respond to all emergency calls with a minimum of two certified EMS responders
- ✓ Train firefighters utilizing live fire techniques and opportunities
- ✓ Provide a safe work environment with the goal of reducing employee injury rates and severity
- ✓ Support participation in local, state, and national conferences and seminars
- ✓ Trench rescue continue to train with other agencies
- ✓ Maintain hazardous materials technical level training for firefighters
- ✓ Annual fit test of firefighting respirators in accordance with OSHA 1910.134
- ✓ Train and support Ames Fire Investigation Team comprised of Ames firefighters and Ames police
- ✓ Maintain equipment in a state of readiness

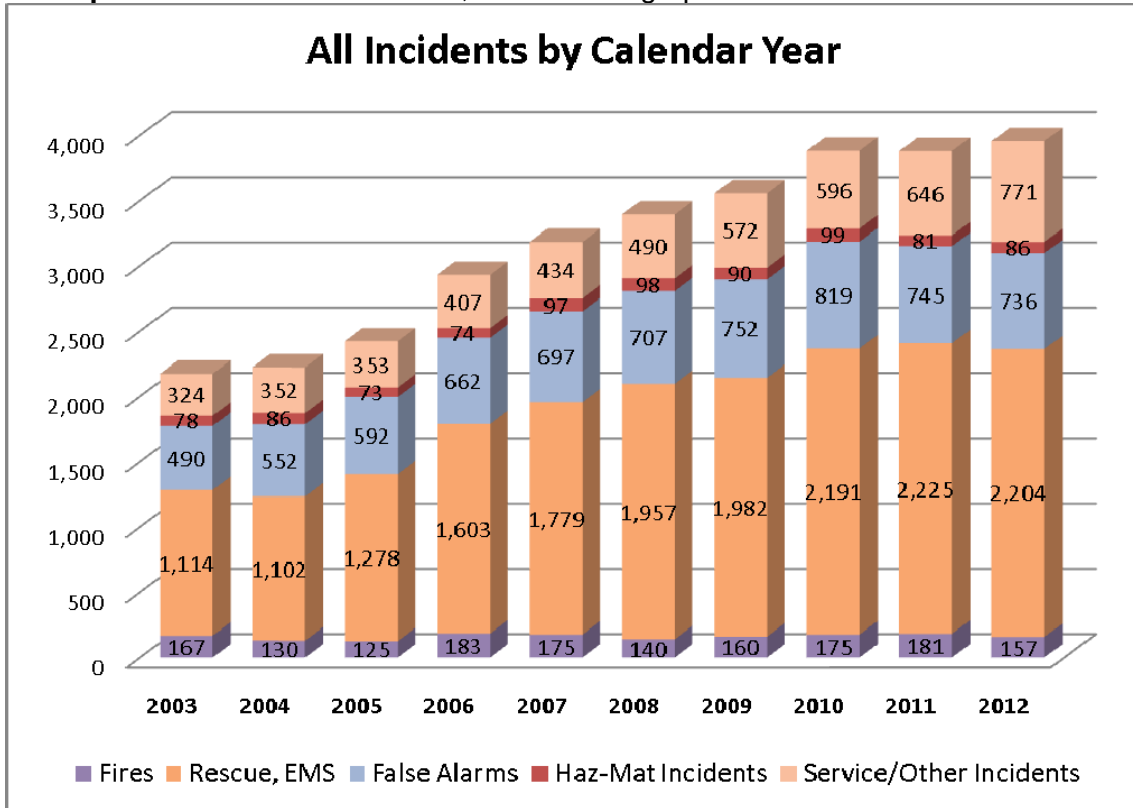
	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	4,212,446	4,390,974	4,425,363	4,736,252	7.9%
Contractual	247,072	246,714	250,679	263,644	6.9%
Commodities	79,159	90,200	90,200	83,600	-7.3%
Capital	-	23,950	33,675	-	-100.0%
<b>Total Expenditures</b>	<b>4,538,677</b>	<b>4,751,838</b>	<b>4,799,917</b>	<b>5,083,496</b>	<b>7.0%</b>
<b>Funding Sources:</b>					
General Fund	3,383,892	3,547,378	3,583,945	3,795,815	7.0%
Iowa State University Contract	1,133,997	1,182,460	1,194,648	1,265,272	7.0%
Haz Mat	-	-	-	-	
MGMC Reimbursement	20,318	22,000	21,324	22,409	1.9%
Miscellaneous Revenue	470	-	-	-	
<b>Total Funding Sources</b>	<b>4,538,677</b>	<b>4,751,838</b>	<b>4,799,917</b>	<b>5,083,496</b>	<b>7.0%</b>
<b>Personnel - Authorized FTE</b>	<b>47.85</b>	<b>47.85</b>	<b>47.85</b>	<b>47.85</b>	

# FIRE - SUPPRESSION AND EMERGENCY ACTION

## 422 -- 2220

### Highlights:

**Incident response** continues to increase, as shown in graph below.



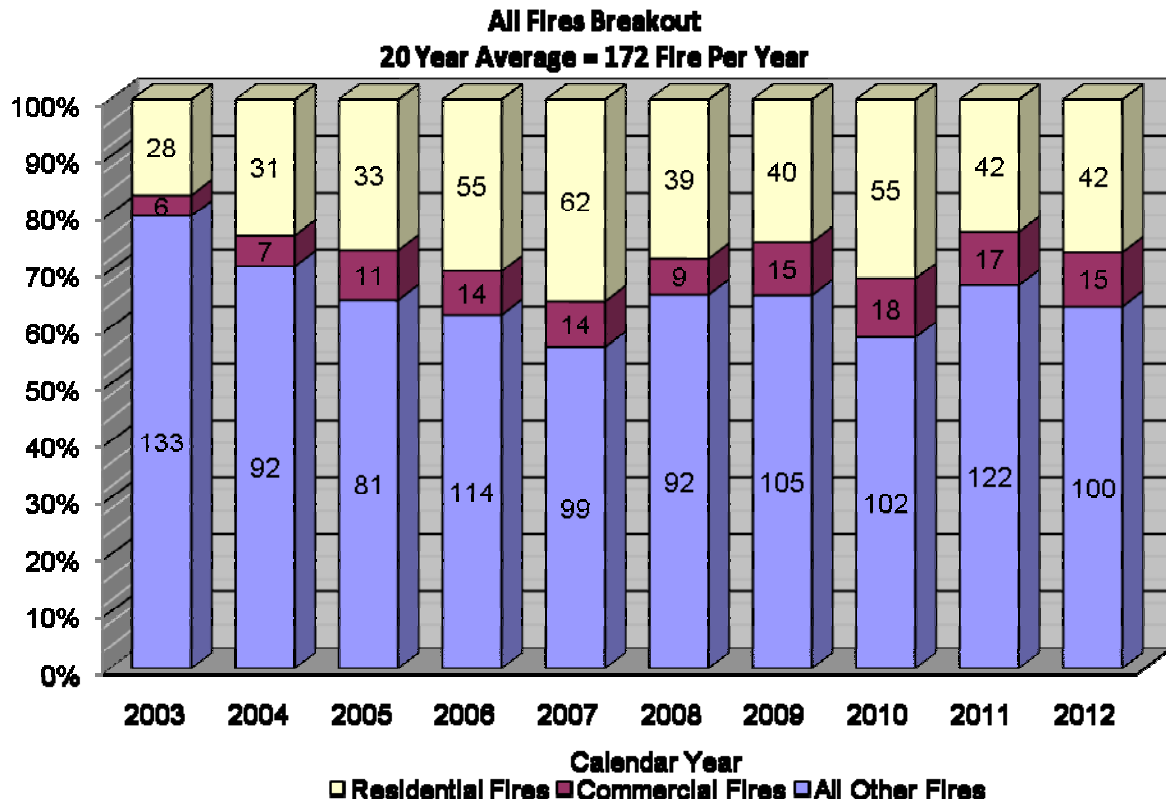
In 2012, Ames Firefighters responded to 3,957 incidents. This is an increase of 1,781 calls (81.9%) since 2003. Service incidents include elevator rescues, welfare checks, CO alarms, etc.



# FIRE - SUPPRESSION AND EMERGENCY ACTION

422 -- 2220

Highlights, continued:



# FIRE - SUPPRESSION AND EMERGENCY ACTION

422 -- 2220

## Highlights, continued:

- In July of 2012, Firefighters responded to an **apartment fire** on S. 5<sup>th</sup> Street that caused an estimated one million dollars in damage. City of Ames emergency personnel, with assistance from the ISU community, responded to the needs of the citizens. Temporary housing was made available for the displaced residents.
- In September 2012, **National Fire Academy training** was provided locally to Ames firefighters. The topic “Mayday” training addressed how firefighters should respond when a fellow firefighter is in jeopardy while operating in a structure fire. The training included information for the person who is experiencing difficulty, as well as the firefighters who are assisting with the rescue.
- In April 2012, Firefighters participated in a **hazardous materials scenario** with the 71<sup>st</sup> Civil Support Team and the United States Department of Agriculture. The daylong event exercised the firefighters’ ability to respond to a hazardous material release and how to work with other governmental agencies during the scenario.
- In 2012, the Ames Fire Department set a goal of completing **270 preplans**. A preplan is documentation that the firefighters have gathered in advance of an emergency, which could include: contact information, water supply information, fire protection systems information, utilities and disconnects information, building layout and construction type information, and other specific hazards information. In the event of an emergency, a preplan will assist the firefighters with the information that they may need to effectively mitigate the situation. At the end of the year, firefighters completed 306 preplans. In total, firefighters have completed nearly one thousand preplans.
- Fire Department personnel continued to promote safety education and awareness through community education. During **Fire Prevention Week**, personnel visited every grade school in Ames to educate children in the value of life safety and fire prevention. Fire Prevention Week culminated at North Grand Mall with an equipment display and interactive event inside the mall. Nineteen firefighters spent a total of 100 hours at this event, positively impacting approximately 500 adults and children throughout the greater Ames community.
- **Total City Perspective** was evident when firefighters participated in a scenario at the Furman Aquatic Center. Firefighters worked alongside paramedics and aquatic personnel to perform a simulated rescue and care of the patient. The scenario was well received by all who participated in the event.
- In order to stretch our training dollars, the Ames Fire Department applied for the **Paul Ryan Grant** and was awarded \$5,000 for training in rope rescue skills that are used in emergency services.

# FIRE - SUPPRESSION AND EMERGENCY ACTION

## 422 -- 2220

### Highlights, continued:

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Ames businesses pre-planned/hours spent	268/978	278/914	304/992	250/800
DNR-approved live fire training exercises conducted	1	0	1	1
<b>Efficiency and Effectiveness:</b>				
Conduct training with Public Works employees, utilizing trench rescue skills at least one time per year	1	1	1	1
Maintain hazardous material technician level for firefighters	47/48	46/48	46/48	47/48
Residential fires	46	42	52	40
Structure fires	63	58	72	60
Arson fires	3	4	2	2
False alarms - unintentional and system malfunctions	805	731	726	750
Emergency Medical Services "EMS"	2,211	2,179	2,360	2,300

# FIRE - PREVENTION AND SAFETY EDUCATION

422 -- 2230

The function of this activity is to assist with administration and enforcement of ordinances pertaining to the prevention of fires. This includes the use and handling of explosives, flammable and toxic materials, and other hazardous material. Staff reviews all new construction and remodeling plans for code compliance and conducts inspections on the installation, maintenance, and regulation of all fire escape exits for adequacy in the event of fire to establish a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous conditions. In cooperation with other departmental personnel, staff conducts public safety educational programs and assists in the suppression and control of fires. Staff also assists the investigation into the cause and origin of fires, and gathers evidence if a fire is of a suspicious origin.

## Service Objectives:

- ✓ Ensure that fire protection systems are installed, updated, and maintained according to recognized code standards
- ✓ Ensure that annual inspections are performed for 100% of the City's commercial occupancies requiring State certification
- ✓ Facilitate and foster collaborative efforts with other inspectors throughout the Building Division to produce a safer environment for the citizens of Ames
- ✓ Maintain a high level of expertise and knowledge through training and lifelong education in an ever-evolving technical field

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	113,206	116,416	116,348	123,741	6.3%
Contractual	11,955	13,885	13,899	11,230	-19.1%
Commodities	323	7,295	7,295	5,600	-23.2%
<b>Total Expenditures</b>	<b>125,484</b>	<b>137,596</b>	<b>137,542</b>	<b>140,571</b>	<b>2.2%</b>
<b>Funding Sources:</b>					
General Fund	92,389	103,197	103,156	105,428	2.2%
Iowa State University Contract	33,095	34,399	34,386	35,143	2.2%
<b>Total Funding Sources</b>	<b>125,484</b>	<b>137,596</b>	<b>137,542</b>	<b>140,571</b>	<b>2.2%</b>
<b>Personnel - Authorized FTE</b>	1.00	1.00	1.00	1.00	

# FIRE - PREVENTION AND SAFETY EDUCATION

422 -- 2230

## Highlights:

- The Fire Inspector has been working directly with **Rental Housing and Building Safety personnel**, in efforts to help them become more familiar with the International Fire Codes and the reasoning behind them.
- The Fire Inspector works hard to maintain his skill and knowledge of the code with up-to-date **training and certification**. This past year, he achieved certification as an International Code Council (ICC) Fire Inspector II. In efforts to improve our local code ordinances, the Inspector spends significant time reviewing documents used by other jurisdictions, to help prepare for adoption of the 2012 fire code (e.g., vendor cart/cooking requirements, fire alarm permitting).
- The Fire Inspector continues to represent departmental interests and concerns in planning for shared City/ISU special events and for fire protection planning for **ISU construction projects**, such as for sprinklers and fire pumps in at least three residence halls, new phases of the Bio Renewables Lab, the Frederiksen Court expansion, a new Agricultural Student Learning Center, a new maintenance building planned at Veenker Golf Course, and several others.
- The Fire Inspector works diligently to remain current with **Development Review Committee plan reviews**. This often includes reviewing all submitted building construction plans, comparing each with current fire code compliancy, making suggestions, reviewing modifications, and attending regular meetings.
- The Inspector focused considerable efforts on **fire prevention messages** this past year by working to create a child-approved tattoo with a fire safety message (change smoke alarm batteries). Because Halloween fell between fire prevention week and the time change, it became a perfect opportunity to disperse the product and message. More than 2,000 tattoos were provided to all Ames Fire Department employees, in an attempt to reach a large percentage of trick-or-treaters in both Ames and neighboring communities.

# FIRE - PREVENTION AND SAFETY EDUCATION

## 422 -- 2230

### Highlights, continued:

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Commercial inspections/re-inspections	797/277	612/223	790/158	600/200
Educational inspections/re-inspections	48/9	29/10	58/2	30/10
Residential inspections/re-inspections	169/60	188/65	254/54	150/60
Plan reviews-consultations-complaints contacts/hours committed	127/90	134/113	186/144	130/100
Inspection hours committed	649	775	578	600
Violations discovered/corrected	1,656/1,111	2,299/1,567	2,406/1,260	2,000/1,000
Fire Prevention Week Pub-Ed presentations at Ames Community Schools	100%	100%	100%	100%
Total presentations/hours spent in the public education (Pub-Ed) of fire safety topics	582/710	463/596	574/671	450/600
Number of civilian adults/children attending FD sponsored public education presentations	5,502/4,669	4,588/4,213	5,395/4,472	4,500/4,000
<b>Efficiency and Effectiveness:</b>				
Civilian fire deaths	0	0	0	0
Civilian fire injuries	0	1	0	0



# BUILDING SAFETY

423

Building Safety provides permits, inspections, public information, and enforcement of building, electrical, mechanical, plumbing, rental housing, neighborhood property maintenance, sign, and zoning codes. Program objectives are accomplished through review of construction plans for code compliance; issuance of work permits and performance of on-site project inspections; issuance of rental housing permits and performance of periodic dwelling inspections; investigation of code violations; abatement of dangerous buildings.

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	997,325	1,057,993	993,017	1,076,513	1.8%
Contractual	187,877	267,571	260,773	207,339	-22.5%
Commodities	11,749	10,601	10,382	7,500	-29.3%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>1,196,951</b>	<b>1,336,165</b>	<b>1,264,172</b>	<b>1,291,352</b>	<b>-3.4%</b>
<b>Funding Sources:</b>					
General Fund	133,339	84,113	22,701	205,148	143.9%
Building Permit	501,411	560,962	560,962	501,500	-10.6%
Electrical Permit	102,071	158,485	158,485	102,000	-35.6%
Mechanical Permit	61,917	93,048	93,048	61,900	-33.5%
Plumbing Permit	92,514	105,005	105,005	92,400	-12.0%
Sidewalk Permit	-	-	-	-	
Sign Permit	9,861	9,500	9,500	10,200	7.4%
Misc. Housing Inspection	1,977	-	-	1,900	
Rental Housing	293,861	325,052	314,471	316,304	-2.7%
Apprentice License Fee	-	-	-	-	
<b>Total Funding Sources</b>	<b>1,196,951</b>	<b>1,336,165</b>	<b>1,264,172</b>	<b>1,291,352</b>	<b>-3.4%</b>
<b>Personnel - Authorized FTE</b>	12.90	12.90	12.90	12.70	

# BUILDING SAFETY

423

## Highlights:

- The **retirement of the Building Official** from public service at the end of August 2012 initiated the recruitment process for a new Building Official. The budget shows this position being filled in 2013.
- Though the total number of **permits issued** remains comparable with last year, building permits issued for larger projects in 2012 have served to boost permit revenue for the Inspections Division. These larger projects, such as the public library, a new elementary school, and Web Filings expansion into phase II will present a continued demand for inspections well into FY 13/14. However, even with a 3% permit fee increase, projected revenues still result in a deficit.
- Based upon increasing ISU enrollment and improving employment within the community, demand for **new apartment units** is expected to continue. This will be reflected in several more apartment projects being constructed.
- Through December 2012, permits have been issued for 11 more new **single family dwellings** than the same period in 2011. Increased potential for employment within the community is expected to maintain or accelerate demand in this market.
- The State Building Code Bureau anticipates delaying the **adoption of the 2012 International Codes** until January of 2014 due to the death of the State Building Code Commissioner earlier this year. The 2012/13 Building Safety Division budget includes an allocation of funds for the purchase of code materials, board meetings, and the publishing of the new codes.
- The continued reallocation of costs for **City data services** according to time used resulted in a large increase being shifted into the Building and Rental Housing program budgets. Although this shift in cost distribution does not raise the totals for the City, it is responsible for the rise in the contractual area for building inspections and rental housing areas.
- Increases in Rental Housing personnel salaries, benefits, and continued reallocation of costs for City data services according to time used have all contributed to **shortfalls in Rental Housing**. A modest increase in annual rental registration fees to pay these additional staff costs is anticipated.
- Based on feedback and recommendations from the business development community, the Inspection Division has led the way to form a committee of representatives from affected departments to determine **software needs for the Inspection Division**. The \$250,000 for the project has been set aside from the FY 12/13 General Fund balance. It is anticipated that purchase and installation of the system will involve a substantial amount of staff and inspector time, as the software and field devices to utilize it are configured. However, the benefits to the customer should be substantial in giving them remote access to their permits and other related data, as well as a full range of e-government solutions to include remote permit requests, submissions, project tracking, and e-commerce cashiering ability.

# BUILDING SAFETY

423

## Highlights, continued:

- The **percentages of time** allocated to different programs among Fire Administration and Building Safety staff were analyzed. After these positions were appropriately reallocated, it resulted in a decrease of .05 FTE and reduction of more than \$1,000 from the Building Safety program's budget, and a decrease of .15 FTE and reduction of \$25,000 from the Rental Housing program's budget.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Single family permits issued	57	54	88	80
Building permits issued	686	673	660	700
Building inspections performed	2,117	2,503	2,482	2,500
Electrical permits issued	641	573	618	700
Electrical inspections performed	1,440	1,883	1,708	1,800
Mechanical permits issued	960	766	974	950
Mechanical inspections performed	1,090	1,039	1,340	1,300
Plumbing permits issued	1,320	1,246	1,278	1,400
Plumbing inspections performed	2,287	2,532	2,456	2,600
Sign permits issued	119	131	198	200
Rental housing units registered	12,020	12,339	12,358	12,600
Rental units inspected	318	913	1,511	2,200
Neighborhood concerns identified	300	558	476	550
Identified by citizens (reactive)	199	284	322	300
Identified by inspector (proactive)	101	274	154	250
Neighborhood inspections performed	740	1,237	1,174	1,500
Total inspections performed	7,992	10,338	10,671	11,900



Passenger  
Waiting  
Areas



# TRAFFIC MAINTENANCE

424 – 73 and 74

This activity provides for the construction, maintenance, and repair of traffic signals, regulatory, warning, and informational signs in the City. Also maintained are the pavement markings along streets that carry more than 3,000 vehicles per day. Each crosswalk with a supplemental control is painted, as well as other intersection markings that promote the safe and efficient movement of vehicles and pedestrians. Temporary, part-time employees supplement City crews in this activity.

## Service Objectives:

- ✓ Provide safe and efficient transportation consistent with community goals and nationally accepted operating standards
- ✓ Complete changeover to light-emitting diode (LED) bulbs
- ✓ Install and maintain required regulatory, warning, guide and street name signs
- ✓ Maintain the parking meter database
- ✓ Enhance roadway markings on pavement
- ✓ Maintain the traffic sign Geographic Information System (GIS) database
- ✓ Install and maintain preemption equipment to enhance emergency services
- ✓ Focus on maintaining traffic signal operations of aging infrastructure
- ✓ Paint parking stalls including 715 on-street and 917 parking lot stalls
- ✓ Paint crosswalks along school routes
- ✓ Paint medians for public safety purposes
- ✓ Paint curbs as needed to delineate fire zones, tow-away zones, parking prohibitions

	2011/12	2012/13	2012/13	2013/14	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	475,945	465,286	468,647	485,134	4.3%
Contractual	148,040	145,007	141,807	147,334	1.6%
Commodities	89,623	80,650	80,950	90,700	12.5%
Capital	15,620	33,750	57,300	29,000	-14.1%
<b>Total Expenditures</b>	<b>729,228</b>	<b>724,693</b>	<b>748,704</b>	<b>752,168</b>	<b>3.8%</b>
<b>Funding Sources:</b>					
General Fund	(1,067)	-	(10)	(250)	
External Labor Reimbursement	36,675	28,619	29,393	32,826	14.7%
Road Use Tax Fund	693,620	696,074	719,321	719,592	3.4%
<b>Total Funding Sources</b>	<b>729,228</b>	<b>724,693</b>	<b>748,704</b>	<b>752,168</b>	<b>3.8%</b>
<b>Personnel - Authorized FTE</b>	<b>6.07</b>	<b>6.07</b>	<b>6.07</b>	<b>6.07</b>	

# TRAFFIC MAINTENANCE

424 – 73

## Highlights:

Over the past few years, traffic signal staff has replaced hundreds of incandescent bulb signal indicators with **light-emitting diode (LED) lamps**. The average energy cost for a typical signalized intersection with incandescent bulbs was \$1,174 per year. With the installation of LED lamps, the average energy cost is \$430 per year. Considering that the City has sixty-three traffic signals, this equates to a reduction in power consumption costs of over \$36,400 annually.

Staff continues to focus on operational service to improve efficient use of traffic signal systems. The component of a traffic signal system that most frequently fails is the in-street loop detection system for vehicles, which is primarily due to the deterioration of roadway pavement. **Radar Vehicle Detection Systems**, non-intrusive installations suitable for bikeway detection, have been installed at five intersections as part of pavement rehabilitation projects. By the end of FY 13/14, additional radar detection systems will be placed at nine more intersections.

In FY 12/13, the **traffic management software** that aids in coordinating the traffic signal system was upgraded. The former traffic management software that contained the traffic signal timings became obsolete. Updated software was then offered at \$7,000 (a \$5,000 savings from non-sale cost) through October 2012.

**Traffic signal battery backup systems** are scheduled to be installed at four intersections equipped with railroad pre-emption. Two systems will be installed in FY 12/13 at the Duff Avenue/Main Street and Hazel Avenue/Brookridge Avenue/6<sup>th</sup> Street intersections (\$10,500). In FY 13/14, new legislation is anticipated to require traffic signal battery backup systems, therefore additional installations are included at the 13<sup>th</sup> Street/Ridgewood Avenue and 13<sup>th</sup> Street/Northwestern Avenue intersections (\$10,500). These battery backup systems will ensure operation of the traffic signals at each of those railroad crossing intersections in the event of interruption of electricity. The Union Pacific Railroad has already installed similar backup systems for the crossing arms at those intersections.

With nearly 10,000 traffic signs throughout the community, a **Sign ID Program** has been introduced into the FY 13/14 budget in an amount of \$5,300. This program will include the addition of a property tag on the back of each sign, which will then also be connected with the traffic sign database. When a traffic sign shows up missing (or as recovered property), staff will better be able to keep accurate maintenance records and replace the sign more efficiently.

	2010/11	2011/12	2012/13	2013/14
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
# of signalized intersections in City	64	64	65	67
LED bulbs installed	732	64	120	50
Utility locates	337	347	350	350
# of signs in City	9,754	9,839	9,850	10,000
# of lane miles painted	62	65	68	70
# of crosswalks painted	714	718	720	730
Gallons of traffic paint used	1,985	1,945	2,000	2,000
Pounds of reflective beads used	7,500	7,500	7,500	7,500
<b>Efficiency and Effectiveness:</b>				
Average # of sign repairs/week	25.31	55.35	40	40
Average # of service calls/signalized				
Intersection	8.73	6.75	6	6
Signs serviced	1,316	2,878	2,500	2,500

# TRAFFIC ENGINEERING

424 -- 75

The purpose of the Traffic Engineering program is to provide a safe and efficient transportation system within the City of Ames for all users. This activity provides traffic engineering analysis for the development of the City's multi-modal transportation system. Administrative duties as well as short and long-range transportation planning, facility planning and operations, and design of computerized signal coordination programs are included within this activity. Students from Iowa State University are utilized as temporary, part-time employees to collect and maintain databases dealing with traffic analysis.

## Service Objectives:

- ✓ Enhance multi-modal integration of the transportation network for pedestrians, bicyclists, and transit users
- ✓ Procure grant funding for Capital Improvement Plan projects
- ✓ Design traffic signal replacement program
- ✓ Maintain Shared Use Path maps
- ✓ Administer the Ames Area Metropolitan Planning Organization (AAMPO)
- ✓ Approve parking waivers and block parties
- ✓ Update/maintain traffic engineering software
- ✓ Design and implement traffic signal coordination plans
- ✓ Review site development plans & plats
- ✓ Review Traffic Impact Studies (TIS) for new developments
- ✓ Maintain the pavement management system

	2011/12	2012/13	2012/13	2013/14	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	113,809	131,170	125,623	135,435	3.3%
Contractual	58,950	58,826	67,235	63,166	7.4%
Commodities	893	1,400	1,400	1,800	28.6%
Capital	10,311	10,500	10,500	10,500	0.0%
<b>Total Expenditures</b>	<b>183,963</b>	<b>201,896</b>	<b>204,758</b>	<b>210,901</b>	<b>4.5%</b>
<b>Funding Sources:</b>					
Road Use Tax Fund	101,847	101,717	103,642	108,242	6.4%
General Fund MPO Reimb	32,071	60,179	61,116	62,659	4.1%
General Fund Design Reimb	50,045	40,000	40,000	40,000	
<b>Total Funding Sources</b>	<b>183,963</b>	<b>201,896</b>	<b>204,758</b>	<b>210,901</b>	<b>4.5%</b>
<b>Personnel - Authorized FTE</b>	1.45	1.45	1.45	1.45	

# TRAFFIC ENGINEERING

424 – 75

## Highlights:

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

**Traffic Engineering interns** are included into this area of the operating budget to help with the numerous traffic studies, including gathering traffic counts and turning movements. The interns also help with processing and analyzing the large number of parking waiver, block party, and oversized load requests that are received as well as gathering data for traffic calming requests. The Traffic Engineering interns are also working on various GIS related projects.

**Traffic sign management software** has been included in the FY 12/13 budget. This software will allow Traffic staff to manage signs in a coordinated fashion from a centralized database. Staff will have access to the database from the office and in the field. This new system will enable Traffic staff to better track maintenance, condition, and regulatory compliance of sign assets.

In FY 08/09, the City implemented a GIS-based **pavement management system**. To develop the system, automated data collection of information on cracking, rutting, roughness, potholes and rideability is performed on an annual basis. Additionally, high resolution video of the road right-of-way is captured periodically. The City budgets \$27,500 annually to maintain and develop the system. The pavement management system provides a rapid, objective assessment of pavement conditions to help support decision making to better plan and manage road pavement reconstruction and maintenance activities.

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

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
# of other citizen contacts handled	670	680	700	725
# of meetings with ISU students on class projects	10	12	15	15
# of parking waivers processed	39	36	35	38
# of block party requests reviewed	49	58	50	55
# of oversized load permits reviewed	35	83	142	170
<b>Efficiency and Effectiveness:</b>				
Average time to respond to citizens (days)	4.0	3.5	3.5	3.0



## OTHER COMMUNITY PROTECTION

428

This program accounts only for electricity for street lights, while electricity for traffic signals is accounted for in the sign and signal maintenance activity. A small amount is included in this activity for civil defense system maintenance by the Electric Distribution crews.

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	7,236	7,500	7,500	7,500	0.0%
Contractual	721,329	694,000	710,000	734,000	5.8%
Commodities	3,584	3,000	3,000	3,000	0.0%
<b>Total Expenditures</b>	<b>732,149</b>	<b>704,500</b>	<b>720,500</b>	<b>744,500</b>	<b>5.7%</b>
<b>Funding Sources:</b>					
Street Lights – General Fund	717,199	690,000	706,000	730,000	5.8%
Civil Defense – General Fund	14,950	14,500	14,500	14,500	0.0%
<b>Total Funding Sources</b>	<b>732,149</b>	<b>704,500</b>	<b>720,500</b>	<b>744,500</b>	<b>5.7%</b>
<b>Personnel – Authorized FTE</b>	.00	.00	.00	.00	.00

# PUBLIC SAFETY CIP

429

## Activity Description:

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

Activities:	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Fire:</b>					
Miscellaneous Fire Donations	343				
FEMA – Mobile Data Terminal			25,143		
Fire Station Improvements				53,270	
Sub-Total	343		25,143	53,270	
<b>Police:</b>					
Police Radio Consoles			167,961		
Police CAD/Dispatching	29,652		47,814		
Firearms Training Range	(488)				
Mobile Data Terminal			13,912		
Sub-Total	29,164		229,687		
<b>Traffic/Engineering:</b>					
Signal L-Way/Sheldon Avenue	10,000		156,930		
Skunk River Trail SE 16 <sup>th</sup> /Srv	43,706			790,000	
Shared Path Ontario	26,815				
Long-Range Transportation Plan				400,000	
Signal 28 <sup>th</sup> & Grand	7,012		175,414		
Skunk River Trail HYSC/SE 16 <sup>th</sup>	4,320		513,153		
Signal S. Dayton/S.E. 16 <sup>th</sup>	5,800		252,774		
Traffic Calming Program	34,919			36,000	
Shared Use Path Lighting/Signs			17,055		
Perm Traffic Count Stations	1,250		223,750		
Signals L-Way/Hayward		175,000	175,000		
Signal L-Way and Ash	7,500		164,760		
Signal 20 <sup>th</sup> /Grand				200,000	
Camera Detection Retrofit				60,000	
Multi-Modal Roadway Improv.		23,000	23,000	74,000	
Multi-Modal Safety Study	12,500		37,500		
Accident Study			50,000		
Dotson/L'Way Intersection	82,868	935,000	1,001,632		
Transportation Funding Study	750	50,000	49,250		
Squaw Creek Footbridge	24,704	400,000	375,296		
RR Quiet Zone Improvements	1,894				
RR Medians North-South			100,000		
Skunk River Trail Ext AHHP			287,419		
Oakwood Road Shared Path			74,263		
Walkway east side S. Dakota	(955)				
Sub-Total	263,083	1,583,000	3,677,196	1,560,000	
<b>Total CIP</b>	<b>292,590</b>	<b>1,583,000</b>	<b>3,932,026</b>	<b>1,613,270</b>	<b>1.9</b>



Entrance to parking facility from South Hayward



Executive Express, the Des Moines Airport shuttle, makes 13-14 daily departures to the Des Moines International Airport. Storage for four vehicles is provided in a separate garage on the Intermodal Facility site. Executive Express offices are located in the terminal.



# UTILITIES PROGRAM

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# UTILITIES

480

## Program Description:

The City of Ames utilities provide the community with dependable service for solid waste disposal, sewage disposal, water, and electricity. The utilities maintain accurate records whereby costs are recovered through effective rate structuring. The utilities work with Ames citizens and industries in developing conservation methods. Resource Recovery provides citizens with a safe and cost effective means of disposing of trash and wastes. Water Utility services include the production of safe drinking water, treatment of this water, metering of water usage, administration, and maintenance of the distribution system. The water utility program provides the community with clean, fresh water in amounts that meet present and future needs. Storm Sewer Maintenance provides for maintenance of the storm sewer system. The storm water collection system prevents infiltration into the sanitary sewer system to preserve line capacity and sewage treatment plant capacity. Wastewater Disposal services include maintenance of the sanitary sewer system, administration, and the treatment of wastewater. The service provides for the collection and treatment of wastewater in compliance with federal and state regulations to assure public health. The Electric Operations provide Ames citizens with electricity, distribution of electricity, metering of customer usage and administration of the system. Utility Customer Service includes timely billing and collection of utility charges.

	2011/12	2012/13	2012/13	2013/14	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Resource Recovery	3,427,482	3,730,729	3,589,974	3,606,435	-3.3%
Water Utility	4,571,851	4,822,843	4,718,042	4,856,805	0.7%
Storm Sewer Maintenance	357,380	267,485	267,566	253,144	-5.4%
Wastewater Disposal	3,353,212	3,488,248	3,492,832	3,638,569	4.3%
Electric Operations	45,124,242	50,813,853	50,954,462	49,941,247	-1.7%
Utility Customer Service	1,390,194	1,454,689	1,394,358	1,454,801	0.0%
<b>Total Operations</b>	58,224,361	64,577,847	64,417,234	63,751,001	-1.3%
Utilities CIP	10,489,449	35,462,750	45,305,855	23,471,170	-33.8%
<b>Total Expenditures</b>	<b>68,713,810</b>	<b>100,040,597</b>	<b>109,723,089</b>	<b>87,222,171</b>	<b>-12.8%</b>
 <b>Personnel - Authorized FTE</b>	 159.08	 159.08	 159.10	 159.10	

# UTILITIES

480

	2011/12	2012/13	2012/13	2013/14	% Change From
	Actual	Adopted	Adjusted	Mgr Rec	Adopted
<b>Expenditures:</b>					
Personal Services	14,523,853	15,286,141	15,217,345	15,735,860	2.9%
Contractual	29,590,032	29,847,662	29,578,549	27,797,926	-6.9%
Commodities	17,287,242	19,774,641	19,918,472	20,439,314	3.4%
Capital	7,210,729	34,857,450	44,901,085	23,138,670	-33.6%
Other Expenditures	101,954	274,703	107,638	110,401	-59.8%
<b>Total Expenditures</b>	<b>68,713,810</b>	<b>100,040,597</b>	<b>109,723,089</b>	<b>87,222,171</b>	<b>-12.8%</b>
<b>Funding Sources:</b>					
Project Share	19,638	20,500	19,800	19,800	-3.4%
Water	6,279,824	6,871,350	7,944,532	6,500,115	-5.4%
Sewer	6,446,477	6,295,548	9,912,746	6,737,893	7.0%
Sewer Improvements	-	1,525,000	2,409,000	5,635,000	269.5%
Electric	50,840,932	67,490,895	76,378,434	57,898,214	-14.2%
Storm Sewer Utilities	631,496	3,069,825	2,866,257	1,007,481	-67.2%
Resource Recovery	3,600,642	4,016,479	4,122,429	3,952,235	-1.6%
G.O. Bonds	-	6,521,000	2,366,885	1,558,433	-76.1%
Special Assessments	2,859	357,000	354,141	-	
Water Construction	891,942	3,873,000	3,299,000	3,913,000	1.0%
Local Option Sales Tax	-	-	-	-	
Construction Grants	-	-	49,865	-	
<b>Total Funding Sources</b>	<b>68,713,810</b>	<b>100,040,597</b>	<b>109,723,089</b>	<b>87,222,171</b>	<b>-12.8%</b>

# RESOURCE RECOVERY OPERATIONS

481

The City of Ames and surrounding communities are served by the Arnold O. Chantland Resource Recovery Center. Communities sharing in this endeavor are Cambridge, Colo, Gilbert, Huxley, Kelley, Maxwell, McCallsburg, Nevada, Roland, Slater, Story City, Zearing, and unincorporated Story County. Costs to these communities are figured on a per capita basis using 2010 census figures. Operations include separating combustible material and processing it into refuse-derived fuel (RDF). The RDF is sold as a supplemental fuel to the electric utility. The remaining material has been contract-hauled to the Boone County Landfill since July 1992. (The City of Ames closed its landfill on June 30, 1992.) Ferrous and non-ferrous metals are also separated and sold on the scrap market for recycling. Plant maintenance is generally conducted during an annual two-week downtime to perform major repairs in addition to the daily routine maintenance and repairs. Yard waste activities involve the source separation and contracted composting/land application of "yard waste" (leaves, grass, tree limbs, etc.). In 2006, glass recycling was added to the recycling options provided by the plant. Household hazardous materials (HHM) collection began in 1998 with local events, and has progressed to Wednesday afternoon appointments for residents to dispose of their waste. Tires are accepted for a fee and recycled through a national tire recycling company. Compact fluorescent and incandescent light bulbs are accepted at no charge for recycling. A new bin has been placed on the tipping floor for used American flag collection, as well as a locked container specifically for sharps (needles, lancets, etc.) collection. Waste oil and batteries are also accepted for recycling.

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	1,268,676	1,282,503	1,272,823	1,329,327	3.7%
Contractual	1,861,364	1,995,966	1,995,639	1,986,031	-0.5%
Commodities	268,123	281,500	282,200	271,077	-3.7%
Capital	10,745	-	19,312	-	
Other	18,574	170,760	20,000	20,000	-88.3%
<b>Total Expenditures</b>	<b>3,427,482</b>	<b>3,730,729</b>	<b>3,589,974</b>	<b>3,606,435</b>	<b>-3.3%</b>
<b>Funding Sources:</b>					
Resource Recovery	3,427,482	3,730,729	3,589,974	3,606,435	-3.3%
<b>Total Funding Sources</b>	<b>3,427,482</b>	<b>3,730,729</b>	<b>3,589,974</b>	<b>3,606,435</b>	<b>-3.3%</b>
<b>Personnel - Authorized FTE</b>	15.00	15.00	15.00	15.00	



# RESOURCE RECOVERY OPERATIONS

481

## Highlights:

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

Looking to the future, it becomes apparent that it is imperative that staff carefully **evaluate all rates**, especially the per capita rate and the tipping fees, with the goal of maintaining a 10% balance in the Resource Recovery Fund. This re-evaluation may mean rate increases as soon as FY 14/15. In fact, if new processes are introduced to create Refuse Derived Fuel (RDF), major rate increases may not be avoidable.

Local recycling efforts, outages for power plant equipment repair/replacement, and a planned outage for installation of the new shredder at the Resource Recovery Plant have combined for a projected 3.7% **decrease of tonnage available for processing** (tons of refuse into plant) in FY 13/14.

A 60" **vibratory glass screener** was purchased to size crushed glass, allowing the sale of various sizes of material as blast media. RRP employees used this blast media to remove paint from glass collection bins, allowing for repainting and refinishing of 12 bins.

A **tablet computer** was purchased and installed in the loader on the tipping floor, allowing the floor attendant to process incoming trucks without having to dismount from the vehicle, providing greater operator safety and efficiency.

A **Customer Appreciation Day** showcasing new 65-gallon glass collection carts to be used in ISU labs was held in October and was well attended by Resource Recovery regular customers. These carts are also shown on commercials aired on Mediacom.

**LED lighting** was installed in the office areas, east and west exterior, on the tipping floor, and in the process area, greatly enhancing visibility and decreasing electricity costs.

Harvey D. Funk (HDR retiree), Laurie Russell (formerly Russell Engineering), Merlin Hove (former City of Ames Electric Director) and Arnold Chantland (former City of Ames Public Works Director) visited in September, reminiscing and touring Resource Recovery and the Power Plant. These visionaries were the "founding fathers" of the Resource Recovery system as they provided both the vision and the execution of a means to re-use municipal solid waste by converting it to fuel.

# RESOURCE RECOVERY OPERATIONS

481

## Highlights, continued:



From left: Lorrie Hanson, Merlin Hove, Rob Weidner, Arnold Chantland, Gary Freel, Laurie Russell, Harvey Funk.

Louvers were installed on the north wall of the tipping floor, working with roof fans to draw air flow across the waste pile, **reducing moisture content** of the refuse-derived fuel.

**Storm waste** was chipped and is being used at the closed landfill for moisture retention and vegetation enhancement, and to keep weed and tree growth to a minimum.

The **alternate feed system** is complete and is being used to introduce loads of pre-processed material (such as crumb rubber and grain) into the system, bypassing the shredders and disc screens, allowing the material to be conveyed directly to the RDF storage bin for immediate use in the boilers, as well as reducing coal consumption.

The original **tipping floor truck scale** was replaced in early November 2012 with a new Fairbanks system.

# RESOURCE RECOVERY OPERATIONS

481

## Highlights, continued:

The Resource Recovery Plant is not only excellent at dealing with our city and county waste, the building itself is instrumental in **training exercises** for our fire department! Below are our firefighters sharpening their rescue skills.



HDR, Black & Veatch, Electric, and Resource Recovery are all working together on studies with **different scenarios to assist in charting the future of Municipal Solid Waste/Refuse Derived Fuel (MSW/RDF) reuse** in Story County.

The plant's **fire system upgrade** is well underway with the pending addition of the new Fire Valve Control Room at the southwest corner of the building, and engineering of a new sprinkler system for the remainder of the building. The new Fire Valve Control Room consists of a new incoming water line, a new exterior riser room, backflow preventers (one fire and one domestic) drain to city stormwater main, 5 risers, and 3 drybreak valves. To minimize downtime, this work will be done by paralleling the systems.

RRP assisted **Skunk River Navy** again this year, providing disposal for junk mined from the Squaw Creek and Skunk River during Operations "Sunny Beach" I and II. Volunteers numbered about 200, and a total of 10,320 pounds of trash and 100 tires were removed from the waterways. The Skunk River Navy has hosted 1,900 volunteers and removed 136,000 pounds (68 tons) of trash for disposal over their 15-year history. RRP also worked with **Conservation Corp Iowa** to dispose of trash from the Brookside Park area, and **Maxwell** with their city cleanup.

RRP staff are experimenting with **re-running rejects through the system**, garnering more RDF and metals for sale along with further reducing rejects sent to the landfill.

# RESOURCE RECOVERY OPERATIONS

481

## Highlights, continued:

Plant tours, speaking engagements, school visits and Science Nights all contributed to over **2,700 contacts** throughout the year. Visitors included Brazilian mayors, Leaders for a Sustainable Community, engineering groups, Engineers for a Sustainable World, Principles of Environmental Engineering, ISU Sustainable Group, Sustainable Agriculture grad program, Cub Scout groups, ISU's Cystainability, preschools, DMACC students, Leadership Ames, and Young Professionals of Ames.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
Tons of refuse into plant (tons available)	58,544	53,731	53,000	51,000
ISU tons into plant	3,887	3,375	3,400	3,400
Tons of refuse processed	56,789	51,278	51,410	49,470
Pounds of HHM* collected	14,430	15,489	15,000	15,000
Tons of glass recycled	133	151	150	150
Tons of metal recycled	2,530	2,219	2,365	2,300
Average # of vehicles/free yard waste day	923	1,077	1,023	1,000
<b>Efficiency and Effectiveness:</b>				
% of available materials processed	97%	95%	97%	97%
Tons processed/operation hour	23.82	24.75	24.00	24.00
Processing costs/processed tons (including ISU)	\$57.85	\$64.60	\$70.72	\$74.87
Total expenses/processed tons (including ISU)	\$60.38	\$66.63	\$73.38	\$77.62
Reject disposal rate/ton (Boone County)	\$42.50	\$43.50	\$44.50	\$45.50
% of processed materials that are sent to the landfill as rejects	24%	25%	25%	25%
Reject transportation rate/ton	\$13.00	\$14.09	\$14.28	\$14.50
Average cost/user free yard waste day	\$4.97	\$3.90	\$4.10	\$4.20

\* Household Hazardous Materials



# WATER OPERATIONS

482 -- 35

## Activity Description:

The water utility provides safe, economical drinking water to the community. The utility provides potable water according to state regulations pertaining to “drinking water standards” enforced by the Department of Natural Resources. Water is provided to industrial, commercial, and residential users within the community. Water sales began in 1997 to a rural water system serving areas north and west of Ames. Production draws raw water from wells located in the underground aquifer serving Ames, and also includes drought contingency management to maintain capacity of the wellfields. Treatment processes water to meet standards set for the State of Iowa and includes disposal of residuals in an approved manner. Laboratory provides for overall laboratory services either in-house or from commercial providers to ensure that all standards are achieved. This also includes voluntary or non-regulated monitoring to further identify potential trends, problems, or future concerns. Pumping provides water to the distribution system and two water towers which help maintain sufficient water pressure for the community. A second pressure zone, including a pumping station and another water tower, was implemented in 2003 to improve service in southwest Ames. Through a system of Water Meters installed and maintained by the utility, water usage is measured for customers. This also includes programs for water conservation and backflow prevention.

	2011/12	2012/13	2012/13	2013/14	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Water Admin	623,694	659,499	665,748	659,458	0.0%
Production	330,480	378,418	387,414	370,066	-2.2%
Treatment	1,548,886	1,587,688	1,540,423	1,631,327	2.7%
Laboratory	182,185	196,127	178,300	190,204	-3.0%
Pumping	297,473	294,573	298,305	333,773	13.3%
Metering/Cross Connection	753,654	721,598	725,202	752,241	4.2%
<b>Total Operations</b>	<b>3,736,372</b>	<b>3,837,903</b>	<b>3,795,392</b>	<b>3,937,069</b>	<b>2.6%</b>
<b>Personnel – Authorized FTE</b>	19.00	19.00	19.00	19.00	

# WATER OPERATIONS

482 -- 35

	2011/12	2012/13	2012/13	2013/14	% Change From
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
Personal Services	1,669,025	1,710,232	1,705,291	1,736,421	1.5%
Contractual	1,351,162	1,411,504	1,389,336	1,474,707	4.5%
Commodities	709,479	711,265	690,550	717,995	0.9%
Capital	4,832	3,000	8,313	6,000	100.0%
Other	1,874	1,902	1,902	1,946	2.3%
<b>Total Expenditures</b>	<b>3,736,372</b>	<b>3,837,903</b>	<b>3,795,392</b>	<b>3,937,069</b>	<b>2.6%</b>
<b>Funding Sources:</b>					
Water	3,428,615	3,546,229	3,502,602	3,633,300	2.5%
Sewer	307,757	291,674	292,790	303,769	4.1%
<b>Total Funding Sources</b>	<b>3,736,372</b>	<b>3,837,903</b>	<b>3,795,392</b>	<b>3,937,069</b>	<b>2.6%</b>

# WATER ADMINISTRATION

482 -- 3501

This activity involves overall management of the water utility, except for the distribution system and customer services/billing functions. It includes source management, pumping from the wells, water treatment and residuals disposal, finished water storage, pumping to service, storage in the distribution system, laboratory and maintenance support, customer metering, research coordination, security activities, water conservation, and backflow prevention.

## Service Objectives:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>✓ Provide administrative oversight for the department</li> <li>✓ Plan for and prepare the department to meet the future needs of the utility</li> <li>✓ Develop and administer the overall water treatment budget</li> <li>✓ Develop and implement the Capital Improvements Plan for the Water Utility (excluding distribution system improvements)</li> </ul> | <ul style="list-style-type: none"> <li>✓ Provide engineering and technical assistance to the divisions</li> <li>✓ Proactively promote the value of water conservation</li> <li>✓ Coordinate the implementation of utility security measures</li> <li>✓ Prepare the annual Consumer Confidence Report</li> </ul> |
|---|---|

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	512,162	527,059	541,335	535,068	1.5%
Contractual	107,001	127,540	113,200	118,990	-6.7%
Commodities	2,879	4,900	5,900	5,400	10.2%
Capital	1,652	-	5,313	-	
<b>Total Expenditures</b>	<b>623,694</b>	<b>659,499</b>	<b>665,748</b>	<b>659,458</b>	<b>0.0%</b>
<b>Funding Sources:</b>					
Water	623,694	659,499	665,748	659,458	0.0%
<b>Total Funding Sources</b>	<b>623,694</b>	<b>659,499</b>	<b>665,748</b>	<b>659,458</b>	<b>0.0%</b>
<b>Personnel - Authorized FTE</b>	5.00	5.00	5.00	5.00	



# WATER ADMINISTRATION

482 -- 3501

## Highlights:

The drought that began in late 2011 continued throughout 2012. The impact on operating expenses was felt with some slight increases in chemical and electricity expenses. However, the **increase in revenues** was sufficient to adequately maintain the Water Fund balance. The 8% increase in rates resulted in a 12.5% increase in rate-derived revenue. The rate increases needed to fund the new Water Treatment Plant will be completed in FY 13/14, **with a proposed 6% increase**.

With the acquisition of the property for the **new Water Treatment Plant**, final design activities are proceeding. The schedule envisions that design work will continue through 2013 and be ready for review and permitting by the Iowa Department of Natural Resources in early 2014. Bidding is envisioned for spring 2014 with ground-breaking for the facility in the fall of that year. With an anticipated 30-month construction window, the new treatment plant should be operational in early 2017. Some smaller construction activities related to the project will begin in FY 12/13 with the removal of lime from an existing lagoon to facilitate subdividing into smaller cells. Construction of the interconnecting piping between the old plant site and the new could take place as soon as the summer of 2014.

Promoting the role and importance of conserving drinking water continues in the proposed budget with the ongoing **Smart Water Conservation Program**. Much of the work in the program is performed by university interns. Advanced planning this past summer enabled the utility to ramp up its conservation message as the drought progressed.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Water pumped to mains, BGY**	2.09	2.15	2.16	2.14
CIP project load, \$ million	0.732	1.226	4.694	4.546
<b>Efficiency and Effectiveness:</b>				
Typical single-family water bill (600 cf/mo**), \$	19.23	20.78	21.66	22.96
Median of Iowa cities >10,000 population, \$	19.42*	21.36	22.99*	24.75
Typical commercial bill (10,000 cf/mo**), \$				
Summer (4 months)	262.40	283.23	294.84	312.53
Winter (8 months)	208.40	225.23	234.84	248.93
Median of Iowa cities >10,000 pop., \$	225.31*	235.00	245.11*	255.65*

\* Estimated based on recent trends; surveys are updated every two years.

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

# WATER PRODUCTION

482 -- 3510

This activity involves the pumping of untreated water from wells which is treated for human consumption (potable). A total of 22 wells are currently available for potable supply. All wells draw from the South Skunk River/Squaw Creek buried channel aquifers, which consist of glacial sand and gravel formations at depths of 90-160 feet. Under drought conditions, capacity of the aquifer is limited; but it can be supplemented through artificial recharge by pumping from Ada Hayden Heritage Park lakes or Peterson Pits and creating a holding pond at the low-head dam in River Valley Park.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	81,620	82,221	82,166	84,778	3.1%
Contractual	239,057	287,195	296,246	276,042	-3.9%
Commodities	7,929	7,100	7,100	7,300	2.8%
Capital	-	-	-	-	
Other Expenditures	1,874	1,902	1,902	1,946	2.3%
<b>Total Expenditures</b>	<b>330,480</b>	<b>378,418</b>	<b>387,414</b>	<b>370,066</b>	<b>-2.2%</b>
<b>Funding Sources:</b>					
Water	330,480	378,418	387,414	370,066	-2.2%
<b>Total Funding Sources</b>	<b>330,480</b>	<b>378,418</b>	<b>387,414</b>	<b>370,066</b>	<b>-2.2%</b>
<b>Personnel - Authorized FTE</b>	1.00	1.00	1.00	1.00	

# WATER PRODUCTION

482 -- 3510

## Highlights:

While the water supply wells were able to meet the community's needs during the **drought of 2012**, the impact was significant. At the beginning of the summer, four of the 22 wells were experiencing a drawdown that required them to be rested between run cycles. By the end of the summer, that number had grown to 11. As a part of the **drought contingency plan**, pumping from the lakes at Ada Hayden Heritage Park occurred for a total of 46 days.

**Energy efficiency** continues to be a point of emphasis, with continued improvements in the efficiencies of the 22 well pumps and motors. Through an energy efficiency grant, three more pump and motor assemblies were replaced with equipment better suited to each well's characteristics. The number of kilowatt-hours required for each million gallons of water pumped from the wells continues to fall. By FY 13/14, the combined electrical efficiency of the wells will be increased by about 17.5%. It is worth noting that increased efficiency was realized this year in spite of the drought and the increased energy required to pump groundwater from a greater depth.

In FY 07/08, a new program of **routine well rehabilitation** was initiated. Each well is rehabilitated every five years, with four or five wells being addressed each year. The first year of the next five-year cycle has already been completed, with no major repairs being required. The decrease in contractual expenses projected for FY 13/14 is because only four wells are scheduled for rehabilitation.

Planning is underway for development of a **future well field**. The investment made in prior years to fund a comprehensive model of the aquifer formation has paid off, with the identification of a viable location for a new well field that can be developed at a lower total cost than had been previously estimated.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Potable supply – No. of wells	22	22	22	22
Average day pumpage, MGD*	6.0	6.2	6.2	6.1
Peak-day pumpage, MGD	9.6	8.6	10.0	10.0
Total raw water pumpage, BGY*	2.19	2.24	2.25	2.23
Estimated raw water capacity, MGD	13.5	13.5	13.5	13.5
Number of wells rehabilitated	5/22	5/22	5/22	4/22
<b>Efficiency and Effectiveness:</b>				
Electrical efficiency				
kW-hr/million gallons pumped*	781	718	710	710
Average day of peak month, MGD	7.22	7.17	7.62	7.62

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

# WATER TREATMENT

482 -- 3520

This activity involves treatment of well water to potable standards of quality. A closely related goal is to meet all applicable state and federal standards. The raw water from city wells has a noticeable sulfur odor, high dissolved iron content, and a high level of dissolved minerals (i.e. hardness >25 grains). Treatment eliminates the sulfur odor, reduces iron to a trace, and reduces hardness to approximately 10 grains. Residuals (solids) remaining after treatment are diverted to lime storage lagoons. Final disposal of these residuals is by land application to agricultural ground to adjust the soil pH as a means to maximize nutrient uptake by crops.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	525,171	536,628	516,357	532,386	-0.8%
Contractual	541,500	538,085	531,791	581,546	8.1%
Commodities	479,035	509,975	489,275	511,395	0.3%
Capital	3,180	3,000	3,000	6,000	100.0%
<b>Total Expenditures</b>	<b>1,548,886</b>	<b>1,587,688</b>	<b>1,540,423</b>	<b>1,631,327</b>	<b>2.7%</b>
<b>Funding Sources:</b>					
Water	1,548,886	1,587,688	1,540,423	1,631,327	2.7%
<b>Total Funding Sources</b>	<b>1,548,886</b>	<b>1,587,688</b>	<b>1,540,423</b>	<b>1,631,327</b>	<b>2.7%</b>
<b>Personnel - Authorized FTE</b>	6.00	6.00	6.00	6.00	

# WATER TREATMENT

482 -- 3520

## Highlights:

Maintenance activities at the Water Treatment Plant continue to be scaled back due to the upcoming new water plant construction. **Routine preventive maintenance** is only being performed on infrastructure that will continue to be used with the new treatment plant. Only those repairs necessary to keep the existing facility operational are being performed. One such activity planned in FY 2013/14 is replacement of select security system hardware (\$14,700).

Commodity expenses are primarily comprised of **treatment chemicals**. The existing multi-year contract for purchase of pebble lime and sodium hypochlorite will both expire at the end of FY 12/13. A modest increase in pricing is anticipated when the contracts are rebid in spring 2013.

The current lime sludge disposal contract will also come to a conclusion at the end of the fiscal year. An increase in the unit price for this activity is also anticipated and is reflected in the increase in the requested contractual budget. The increase in the quantity of lime disposed of in the last fiscal year was the result of a large carry-over quantity from prior wet years that the contractor was able to complete with the much more favorable weather in late 2011. **A significant increase in quantities** will take place during FY 12/13 and the next two fiscal years, as a portion of the large north lagoon is emptied to allow it to be subdivided to maximize the usable capacity. The routine lime disposal expenses are included in the operating budget, while the additional disposal quantities will be included in the State Revolving Fund loan for the new plant.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Months in 100% compliance with regulatory standards				
Drinking water quality	12/12	12/12	12/12	12/12
Monitoring/reporting	12/12	12/12	12/12	12/12
Billion gallons/year treated	2.19	2.24	2.25	2.23
Number of visitors touring Water Plant	427	478	450	450
<b>Efficiency and Effectiveness:</b>				
Peak 3-day average demand, MGD*	8.07	8.23	9.45	9.45
As a % of treatment capacity	70	72	82	82
Operating budget, \$ per MG treated	1,672	1,668	1,689	1,766
Energy efficiency, kW-hr/MG* treated	308	397	303	303
Lime residual disposal, wet tons/year				
Routine Operations	26,156	38,803	28,000	28,000
Modifications for New WTP			30,000	50,000

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

# WATER LABORATORY

482 -- 3540

The Laboratory Services Division personnel and expenses are shared between the Water (35%) and WPC (65%) programs. All budget and personnel are shown in the Sewer Fund, and the 35% Water Fund share appears as an interfund reimbursable under contractual services.

This activity involves overall laboratory services for the Water Plant, including lime sludge recycling operations, and all of the safe drinking water analysis required by state/federal regulatory agencies. Analytical capabilities also allow for routine sampling to screen for the potential presence of unregulated constituents, developing trend information, and identifying constituents which may become regulated in the future. Laboratory services for other departments (i.e. Public Works, Electric, and Parks and Recreation) are provided within existing capabilities.

More specific budget and personnel information can be found under Water Pollution Control Operations – WPC Laboratory.

## Service Objectives:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>✓ Perform regulatory compliance monitoring for drinking water permit</li> <li>✓ Provide assistance to customers on drinking water quality issues</li> <li>✓ Provide bacterial testing for new water mains</li> <li>✓ Provide technical support for the plant operations and maintenance staff</li> </ul> | <ul style="list-style-type: none"> <li>✓ Maintain Environmental Laboratory certification</li> <li>✓ Maintain knowledge of current and future regulations</li> <li>✓ Provide bacterial testing for City of Ames pools</li> </ul> |
|---|---|

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Contractual	182,185	196,127	178,300	190,204	-3.0%
<b>Total Expenditures</b>	<b>182,185</b>	<b>196,127</b>	<b>178,300</b>	<b>190,204</b>	<b>-3.0%</b>
<b>Funding Sources:</b>					
Water	182,185	196,127	178,300	190,204	-3.0%
<b>Total Funding Sources</b>	<b>182,185</b>	<b>196,127</b>	<b>178,300</b>	<b>190,204</b>	<b>-3.0%</b>
<b>Personnel – Authorized FTE</b>	0	0	0	0	

# WATER LABORATORY

482 -- 3540

## Highlights:

The Laboratory Services Division has begun **testing required by the U.S. EPA** under its “Unregulated Contaminant Monitoring Regulation, Round 3” rule. This rule is used to evaluate the occurrence of potential contaminants that are not currently regulated but are being considered for possible future regulation. The Laboratory has also updated its drinking water distribution sampling plan to be consistent with the requirements of the new “Stage 2 Disinfection/Disinfectant By-Product Rule.” This required a sophisticated water age model of the distribution system completed in FY 11/12.

Routine analyses that are performed frequently can be accomplished **most cost-effectively** in-house. For non-routine or infrequent tests, the cost to maintain equipment and chemicals and to maintain staff proficiency makes contracting with an outside laboratory more cost-effective. This is the reason for the performance goal of completing 95% of all testing in-house.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Consecutive years certified	14	15	16	17
Bacterial water quality analyses				
Distribution system monitoring	964	843	750	750
New service lines/mains	71	167	150	150
<b>Efficiency and Effectiveness:</b>				
Total samples received	3,048	3,007	3,000	3,000
Number of in-house analyses	13,620	14,116	13,775	13,775
% completed in-house	95	96	95	95

# WATER PUMPING

482 -- 3550

This activity involves pumping treated water from the plant site to the water distribution system. After treatment is complete, water flows by gravity to three ground storage reservoirs on the plant site. Water is then pumped into the distribution system for delivery to individual customers. Elevated storage tanks are used to balance between high- and low-demand periods and also to maintain a reserve supply for fire protection.

The distribution system is split into two zones. Water pressure in the East Zone is maintained by the four pumps in the High Service Pump Station at the Water Treatment Plant and by the elevated storage tank on Bloomington Road. Pressure in the West Zone is provided by a booster pump station at State and Mortensen and by the elevated water tank on County Line Road near Highway 30.

The elevated tank on North Dakota Avenue was removed from service in 2003. The North Dakota Avenue tank will be dismantled in the next few years.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	80,193	82,221	82,166	84,778	3.1%
Contractual	213,780	206,152	209,939	241,795	17.3%
Commodities	3,500	6,200	6,200	7,200	16.1%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>297,473</b>	<b>294,573</b>	<b>298,305</b>	<b>333,773</b>	<b>13.3%</b>
<b>Funding Sources:</b>					
Water	297,473	294,573	298,305	333,773	13.3%
<b>Total Funding Sources</b>	<b>297,473</b>	<b>294,573</b>	<b>298,305</b>	<b>333,773</b>	<b>13.3%</b>
 <b>Personnel – Authorized FTE</b>	 1.00	 1.00	 1.00	 1.00	



# WATER PUMPING

482 -- 3550

## Highlights:

Two different metrics are used to track the **growth in demand patterns**; namely, a peak single-day demand and a peak three-day average demand. Three of the ten all-time highest single-day peaks occurred in July 2012, including a new peak record of 9.45 million gallons per day. July also saw four of the top ten all-time peak three-day averages, including a new record three-day average of 9.08 million gallons per day.

The High Service Pump Station will remain in active service when the new Water Treatment Plant comes online, and continued re-investment in the electrical and mechanical systems is essential. A collection of **major maintenance activities** are planned for FY 2013/14 and are reflected in the increase in the requested budget for contractual expenses. An actuator on a large valve that serves the High Service Pump Station will be replaced (\$10,000), and the Motor Control Center and breakers in the pump station will be cleaned and tested (\$9,500). Repairs to the masonry on the north side of the pump station (\$10,000) are also needed.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Water pumped to mains, BGY*	2.09	2.15	2.16	2.14
Peak-day demand, MGD*	9.4	8.5	9.5	9.5
As a % of high service pump capacity	59	53	59	59
Water pumped to west zone, MGY*	322	327	329	325
As a % of total water pumped	15	15	15	15
<b>Efficiency and Effectiveness:</b>				
Energy efficiency, kW-hr/MG*				
High service pump station (east zone)	1,005	993	1,000	1,000
SAM pump station (west zone)	452	378	415	415

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

# WATER METERING/CROSS CONNECTION CONTROL

482 -- 3560

Because the water and wastewater utilities operate as self-sustaining enterprises, water usage by all customers must be metered as accurately as possible. Program activities include installing meters on new services/irrigation systems, replacing existing meters on a routine change schedule, and responding to a wide variety of service calls. Through the meter service and leak detection activities, the goal is to maintain unaccounted-for water below 10% of total delivery to the mains. Expenses for metering are shared between the Water (55%) and Sewer (45%) Funds, based on the proportionate number of utility accounts.

Beginning on January 1, 1996, state and federal mandates require the City to implement a cross-connection control program (i.e. backflow prevention) to further protect the water supply from potential contamination sources. The Cross-Connection Control Coordinator also serves as the department's representative to the city-wide Development Review Committee (DRC), for which the Sewer Fund contributes 10% of the cross-connection control program expenses.

## Service Objectives:

- ✓ Maintain fiscal accountability through accurate metering
- ✓ Assist customers in identifying in-home leaks
- ✓ Reduce the potential for contamination of drinking water from cross-connections
- ✓ Track water loss throughout the distribution system
- ✓ Participates in the city-wide Development Review Committee

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	469,879	482,103	483,267	499,411	3.6%
Contractual	67,639	56,405	59,860	66,130	17.2%
Commodities	216,136	183,090	182,075	186,700	2.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>753,654</b>	<b>721,598</b>	<b>725,202</b>	<b>752,241</b>	<b>4.2%</b>
<b>Funding Sources:</b>					
Water	445,897	429,924	432,412	448,472	4.3%
Sewer	307,757	291,674	292,790	303,769	4.1%
<b>Total Funding Sources</b>	<b>753,654</b>	<b>721,598</b>	<b>725,202</b>	<b>752,241</b>	<b>4.2%</b>
<b>Personnel - Authorized FTE</b>	6.00	6.00	6.00	6.00	

# WATER METERING/CROSS CONNECTION CONTROL

482 -- 3560

## Highlights:

The primary responsibility for the Water Meter Division is to ensure accurate accounting for water use. A key metric for tracking this is “**water loss**.” The percent water loss in Ames continues to be well below the national average due to the care with which the distribution system is maintained and the accuracy of the City’s metering and billing functions.

Revenues for the Water Meter Division are generated in part by the **meter setting fee** charged at the time of the initial meter installation. This fee provides for the perpetual maintenance of the meters at no cost to the individual customer. With the continued slow pace of new construction, revenues from meter settings are down significantly from what they were at their peak.

The Water Meter Division has been using the same technology to transmit the water meter reading from the meter to a location on the outside of the property for more than two decades. The last remaining manufacturer of this **legacy “generator/remote” system** will no longer produce the equipment after June 2013. A cross-departmental team (Water and Pollution Control, Electric Services, and Finance) is currently evaluating possible migration strategies to a newer technology. Funding for the transition to an Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) system is included in the Capital Improvements Plan as a place-holder for funds until the team finalizes its recommendation.

Increased contractual expenses in FY 13/14 are due to **planned repairs** to the building’s membrane roof (\$11,000) and to the HVAC system (\$4,900). These expenses are shared between the Water Meter and the Laboratory Services Divisions.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Meters in service (end of year)				
Primary meters	16,813	16,867	16,985	17,105
Yard meters	<u>1,779</u>	<u>1,750</u>	<u>1,762</u>	<u>1,750</u>
Total	18,592	18,617	18,747	18,855
Total service orders completed	2,495	2,510	2,450	2,475
Cross-connection control program				
Number of backflow devices in service	2,157	2,248	2,350	2,460
Number of irrigation systems in service	598	612	624	636
<b>Efficiency and Effectiveness:</b>				
<b>Meter Change-out Program</b>				
Routine meter changes	1,303	1,186	1,406	1,460
As a % of total inventory	7.0	6.2	7.5	7.4
Non-routine meter changes	77	66	75	75
“Water Loss,” %	6.5	4.2	6.5	6.0
Average cost per meter in service, \$ (operating expenses/total meters)	37.14	40.48	38.69	39.90

# WATER DISTRIBUTION MAINTENANCE

482 -- 8283

The responsibilities of this activity are repairing water mains as quickly and efficiently as possible during emergency water main break situations, maintenance of fire hydrants to ensure workability when needed for emergency purposes, and construction of minor improvements to the water distribution system. An annual hydrant flushing program that is performed each spring and utility locating are also included in this activity.

## Service Objectives:

- ✓ Maintain and repair the water distribution system to ensure safe and continuous flow of water to customers
- ✓ Isolate and repair major leaks in the system
- ✓ Flush, paint and repair fire hydrants annually
- ✓ Exercise existing valves
- ✓ Replace broken or malfunctioning valves
- ✓ Perform utility locates

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	541,074	634,342	580,094	588,129	-7.3%
Contractual	207,360	238,748	227,306	218,757	-8.4%
Commodities	89,359	111,850	115,250	112,850	0.9%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>837,793</b>	<b>984,940</b>	<b>922,650</b>	<b>919,736</b>	<b>-6.6%</b>
<b>Funding Sources:</b>					
Water	788,637	932,104	872,656	869,643	-6.7%
Sewer	49,156	52,836	49,994	50,093	-5.2%
<b>Total Funding Sources</b>	<b>837,793</b>	<b>984,940</b>	<b>922,650</b>	<b>919,736</b>	<b>-6.6%</b>
<b>Personnel - Authorized FTE</b>	6.40	6.40	6.40	6.40	

# WATER DISTRIBUTION MAINTENANCE

482 -- 8283

## Highlights:

Utility Maintenance crews have been focusing on **activities that support the Sanitary Sewer System Evaluation (SSSE)**. This focus has resulted in an FTE (Full-Time Equivalent) shift from Water Distribution Maintenance into Sanitary Sewer Maintenance in FY 11/12, FY 12/13, and FY 13/14. Findings and recommendations from the SSSE will determine distribution of Utility Maintenance FTEs after FY 13/14.

In FY 13/14, \$6,000 has been shifted from the cost of buying rock and other street material used for water main replacement to support **crushing used concrete**. This process will result in more available material for this activity than could have been purchased in the market at the same cost.

	2010/11	2011/12	2012/13	2013/14
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
Miles of water main in system	230	230	230	231
Water main breaks	32	16	25	25
Rusty water complaints	6	23	15	15
Water main abandonments	0	2	5	5
Fire hydrants in system	2,643	2,643	2,650	2,660
# of valves in system	3,820	3,828	3,840	3,850
Fire flow tests	3	8	10	10
Bacteriological tests (mains, fire lines)	71	142	150	150
Call outs	37	34	30	30
Utility locates performed	6,471	6,466	6,500	6,600
# of fire hydrants repaired	6	5	5	5
# of fire hydrants painted	175	152	150	150
# of valves exercised	477	975	1,000	1,100
<b>Efficiency and Effectiveness:</b>				
% of fire hydrants flushed	150%	100%	100%	100%
Cost per locate	\$19.51	\$20.06	\$20.31	\$20.19

# STORM SEWER MAINTENANCE

483 -- 77

The Environmental Protection Agency (EPA) Phase II Storm Water Regulations, which became effective in FY 2003/04, require the City to become more active in education, public relations, and regulation of storm water quality. The Storm Sewer Maintenance activity provides resources to comply with the maintenance and inspection requirements of these unfunded mandates.

## Service Objectives:

- ✓ Provide uninterrupted storm water drainage service
- ✓ Inspect and repair storm sewer outlets, manholes, and outfalls
- ✓ Construct minor improvements

	2011/12	2012/13	2012/13	2013/14	% Change From
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
Personal Services	133,248	164,594	163,287	170,999	3.9%
Contractual	188,235	49,791	51,179	54,045	8.5%
Commodities	27,112	28,100	28,100	28,100	0.0%
Capital	8,390	25,000	25,000	-	-100.0%
Other	395	-	-	-	
<b>Total Expenditures</b>	<b>357,380</b>	<b>267,485</b>	<b>267,566</b>	<b>253,144</b>	<b>-5.4%</b>
<b>Funding Sources:</b>					
Storm Sewer Utility	357,380	267,485	267,566	253,144	-5.4%
<b>Total Funding Sources</b>	<b>357,380</b>	<b>267,485</b>	<b>267,566</b>	<b>253,144</b>	<b>-5.4%</b>
<b>Personnel - Authorized FTE</b>	1.63	1.63	1.60	1.60	

# STORM SEWER MAINTENANCE

483 -- 77

## Highlights:

The purchase of a pole camera (FY 11/12) and a storm crawler (FY 12/13) will enable crews to increase the number of miles inspected each year to reach an **NPDES requirement of inspecting 100% of miles in the system every 10 years**. It is also anticipated that inspection numbers will increase with the new Storm Sewer System Analysis project scheduled to begin in FY 15/16 (page 43, Capital Improvements Plan 2013-2018).

Included in FY 11/12 and FY 12/13 is \$20,000 for **materials for intake repairs**, allowing City crews to continue to repair approximately 100 intakes and 20 manholes per year.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
Miles of storm sewer in system (totals do not include footing and subdrains)	258	262	264	266
Percentage of miles inspected (NPDES requirement is 100% in 10 years)	1	1	3	7
System blockages cleaned	35	37	40	40
Lineal footage cleaned and/or televised	9,777	20,517	41,820	98,310
Intakes/manholes repaired by City crews	9	31	25	25
Intakes inspected and cleaned	621	683	700	700
Storm water detention/retention inspected	100	100	100	100

# WPC OPERATIONS

484 -- 30

## Description and Purpose of Activity:

This activity involves the treatment of wastewater to comply with clean water standards set by the Iowa Department of Natural Resources (IDNR), after which it is discharged into the South Skunk River.

The Water Pollution Control (WPC) treatment plant began full operation in November 1989. Minor operation adjustments continue, but overall performance of the plant is excellent. This facility has not violated any discharge requirement set by IDNR during the design process since partial operation began. Current objectives are two-fold: to continue to maintain as high treatment standards as possible throughout the year and to operate and maintain the plant in the most efficient manner possible.

	2011/12	2012/13	2012/13	2013/14	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Administration	738,667	770,568	781,232	779,475	1.2%
Plant Maintenance	683,541	790,602	767,388	820,052	3.7%
Plant Operation	1,012,721	1,167,209	1,158,709	1,210,551	3.7%
Laboratory	338,346	364,236	331,128	353,235	-3.0%
<b>Total Operations</b>	<b>2,773,275</b>	<b>3,092,615</b>	<b>3,038,457</b>	<b>3,163,313</b>	<b>2.3%</b>
<b>Personnel - Authorized FTE</b>	22.50	22.50	22.50	22.50	



# WPC OPERATIONS

484 -- 30

	2011/12	2012/13	2012/13	2013/14	% Change
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	1,861,891	1,958,224	1,912,484	1,991,535	1.7%
Contractual	700,872	885,575	868,562	908,128	2.5%
Commodities	179,858	231,550	224,800	229,650	-0.8%
Capital	23,333	10,000	25,345	26,500	165.0%
Other Expenditures	7,321	7,266	7,266	7,500	3.2%
<b>Total Expenditures</b>	<b>2,773,275</b>	<b>3,092,615</b>	<b>3,038,457</b>	<b>3,163,313</b>	<b>2.3%</b>
<b>Funding Sources:</b>					
Sewer	2,773,275	3,092,615	3,038,457	3,163,313	2.3%
<b>Total Funding Sources</b>	<b>2,773,275</b>	<b>3,092,615</b>	<b>3,038,457</b>	<b>3,163,313</b>	<b>2.3%</b>

# WPC ADMINISTRATION

484 -- 3001

This activity involves overall management of the Water Pollution Control utility, except for the collection system and customer services/billing functions. It includes collection system lift stations, industrial pretreatment program, high-strength surcharge, wastewater treatment, residuals recycling, farm operations, laboratory and maintenance support, stream level monitoring/flood warning, and research coordination.

## Service Objectives:

- ✓ Provide administrative oversight for the department
- ✓ Plan for and prepare the department to meet the future needs of the utility
- ✓ Develop and implement the Capital Improvements Plan for the Water Pollution Control Plant
- ✓ Develop and administer the overall Wastewater Treatment budget
- ✓ Administer the WPC Facility NPDES permit
- ✓ Provide engineering and technical assistance to the divisions
- ✓ Implement the Industrial Pretreatment Program
- ✓ Administer the High-Strength Surcharge Program
- ✓ Administer the Flood-Warning System
- ✓ Monitor legislative and regulatory changes

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	582,141	597,919	620,380	618,446	3.4%
Contractual	110,882	116,033	96,923	100,679	-13.2%
Commodities	36,671	49,350	44,850	45,350	-8.1%
Capital	1,652	-	11,813	7,500	
Other Expenditures	7,321	7,266	7,266	7,500	3.2%
<b>Total Expenditures</b>	<b>738,667</b>	<b>770,568</b>	<b>781,232</b>	<b>779,475</b>	<b>1.2%</b>
<b>Funding Sources:</b>					
Sewer	588,835	658,268	643,332	638,750	-3.0%
Farm Land Income	139,257	100,000	125,000	125,000	25.0%
Flood Warning Reimbursement	10,575	12,300	12,900	15,725	27.8%
<b>Total Funding Sources</b>	<b>738,667</b>	<b>770,568</b>	<b>781,232</b>	<b>779,475</b>	<b>1.2%</b>
<b>Personnel – Authorized FTE</b>	6.00	6.00	6.00	6.00	

# WPC ADMINISTRATION

484 -- 3001

## Highlights:

Changing environmental regulations continue to play a dominant role in the workload of the administrative staff. **Proposed nutrient reduction goals** were one of the issues evaluated under the WPC Long-Range Facility Plan Study. If the new standards currently being considered by the Iowa Department of Natural Resources proceed on the timeline proposed, the Ames WPC Facility would likely need to undertake a major treatment upgrade sometime between 2019 and 2024. The cost to comply is estimated at \$22.4 million (in 2012 dollars) in capital costs, with an additional \$1.4 million each year in operating costs.

The **reduction in the contract services budget request** is due to the elimination of funds designated for legal assistance with the facility's NPDES permit (\$20,000).

In July of 2012, a ten percent rate increase was enacted. In order to fund **the most critical infrastructure needs of the utility**, both within the treatment facility and in the collection system, **another nine percent rate increase is anticipated effective July 2013.**

The **increase in the number of industrial pretreatment permits** shown below is due to the addition of each building in the ISU Research Park to the program. The nature of the wastewater discharges from these buildings can change rapidly, as the nature and purpose of the Park is to foster new business. Recently, discharges by a tenant in the Park have led to unanticipated challenges for the WPC Facility, prompting the addition of the Research Park to the pretreatment program.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
Wastewater treated, BGY**	2.460	1.906	2.500	2.500
Peak day, MGD**	22.4	8.2	20.0	20.0
Industrial Pretreatment Program				
Number of pretreatment permits	14	14	22	22
Number of pretreatment inspections	8	8	9	13
Number of "Notice of Violation" issued	15	13	19	15
CIP project load, \$ million	0.433	1.393	4.812	4.529
<b>Efficiency and Effectiveness:</b>				
Typical single-family sewer bill (600 cf/mo**), \$	18.13	19.93	21.92	23.89
Median of IA cities >10,000 population, \$	22.32*	23.16	25.04*	27.06*
Typical commercial sewer bill, \$				
(10,000 cf/mo**)	190.15	208.87	229.66	250.33
Median of IA cities > 10,000 population, \$	235.68*	344.26	372.15*	402.29*

\* Estimated based on recent trends; surveys are updated every two years.

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

# WPC PLANT MAINTENANCE

484 -- 3010

This activity involves the maintenance program for the WPC Plant and equipment, four collection system lift stations, and biosolids recycling operations. Solids (residuals) removed during the treatment process are treated and recycled to cropland for the nutrient and soil conditioning benefits. Additional responsibility includes installation and maintenance of the early flood-warning system for the City of Ames.

## Service Objectives:

- ✓ Protect the community's investment in wastewater treatment by maintaining the existing plant infrastructure
- ✓ Maintain the flood-warning infrastructure for precipitation and stream level monitoring
- ✓ Administer the Land Application Program in an environmentally sound manner and in compliance with the facility's NPDES permit

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	353,072	380,799	387,409	402,954	5.8%
Contractual	218,385	266,703	236,879	271,998	2.0%
Commodities	112,084	143,100	143,100	145,100	1.4%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>683,541</b>	<b>790,602</b>	<b>767,388</b>	<b>820,052</b>	<b>3.7%</b>
<b>Funding Sources:</b>					
Sewer	683,541	790,602	767,388	820,052	3.7%
<b>Total Funding Sources</b>	<b>683,541</b>	<b>790,602</b>	<b>767,388</b>	<b>820,052</b>	<b>3.7%</b>
<b>Personnel – Authorized FTE</b>	5.00	5.00	5.00	5.00	

# WPC PLANT MAINTENANCE

484 -- 3010

## Highlights:

The Water Pollution Control Facility continues to see growing maintenance needs as many of the systems in the facility are nearing the end of their normal life. Mechanical and electrical systems in particular are experiencing increased maintenance needs, and **a number of unbudgeted repairs** have been undertaken in recent months. Included are repairs to the methane engines used to convert methane to electricity and heat, and a substantial change in the scope of a planned repair to the membrane liners of the biosolids storage lagoon and flow equalization basins.

Increases in payroll are influenced by employees reaching the final step in the Maintenance Technician progression. A portion of the maintenance needs are met through the use of **seasonal labor positions**. In the coming year, staff plans to employ students enrolled in the new Water/Wastewater Technology Program at the Des Moines Area Community College in Ankeny.

Staff at the facility has worked closely with Fleet Services to complete a comprehensive evaluation of the equipment and vehicle needs. The end result is **an overall reduction in the anticipated budget for fleet replacement and maintenance**. This accounts for the reduction in contractual expenses in the current year, and to a large extent offsets increases in the FY 13/14 request for leveling the weirs in the final clarifiers (\$15,000) and addressing some settlement at the Raw Water Pump Station (\$30,000). It also allows \$72,000 in accumulated depreciation to be returned to the Sewer Fund. An additional benefit from the equipment improvements is that the new snow blower attachment for the existing tractor can be used for clearing snow in town once the need at the treatment facility has been met.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Biosolids recycling				
Total quantity disposed, tons/year	642	527	600	600
Grit recycling				
Total quantity disposed, tons/year	152	133	150	150
Methane gas production				
Million cubic feet/year (estimated)	23.8	22.1	24	24
<b>Efficiency and Effectiveness:</b>				
Energy efficiency				
kW-hr/MG* treated	2,221	2,671**	2,075	2,075
On-site production, 1,000 kW-hr/yr*	1,205	993**	1,300	1,300
% of total plant demand	18	16**	20	20

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

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

# WPC PLANT OPERATION

484 -- 3020

This activity involves treatment of wastewater and solids to allow their return to the environment in a sound, sustainable fashion. A closely related goal is to meet all applicable state and federal Clean Water Act standards. Raw wastewater is primarily domestic sewage from residential and commercial facilities, but also includes non-domestic wastes contributed by industrial, institutional, medical, and research facilities. More than 90% of the conventional pollutants (i.e., biochemical oxygen demand, suspended solids, ammonia) are removed during treatment, and non-conventional parameters (i.e. heavy metals, other toxins) are reduced at the source or treated to levels below any adverse effect.

The WPC Plant Operation activity also includes the operation of the WPC farm. The land is owned by the City and used for application of the treated biosolids. A long-standing farm management agreement is in place with a neighboring farmer whose ground is also used for biosolids application.

## Service Objectives:

- ✓ Protect the environment and public health by treating wastewater from the Ames community
- ✓ Meet the numerical discharge limitations of the facility's NPDES permit
- ✓ Operate the farm ground in a manner that preserves the land for biosolids application and provides a reasonable return to the City

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	490,963	521,236	507,168	538,032	3.2%
Contractual	498,809	630,773	636,291	649,519	3.0%
Commodities	5,306	5,200	5,250	8,000	53.8%
Capital	17,643	10,000	10,000	15,000	50.0%
<b>Total Expenditures</b>	<b>1,012,721</b>	<b>1,167,209</b>	<b>1,158,709</b>	<b>1,210,551</b>	<b>3.7%</b>
<b>Funding Sources:</b>					
Sewer	1,012,721	1,167,209	1,158,709	1,210,551	3.7%
<b>Total Funding Sources</b>	<b>1,012,721</b>	<b>1,167,209</b>	<b>1,158,709</b>	<b>1,210,551</b>	<b>3.7%</b>
<b>Personnel – Authorized FTE</b>	6.00	6.00	6.00	6.00	

# WPC PLANT OPERATION

484 -- 3020

## Highlights:

The Water Pollution Control Facility again received a *Peak Performance Platinum Award*. The award received in 2012 is for achieving **22 consecutive years with 100% compliance** with the facility's NPDES permit. This is the third-longest compliance streak in the country and represents meeting 27,412 individual limits without a violation. The facility again achieved 100% compliance in calendar year 2012, and receipt of a *Platinum 23* award is anticipated.

Commodities are an overall small portion of the WPC Plant Operations budget. The slight dollar increase in the FY 13/14 request comes from the **planned replacement of a drying oven** (\$3,000) used to perform operational process control testing.

Staff is currently working with a consultant to explore the possibility of having the Ames WPC Facility's hydraulic capacity re-rated by the Iowa DNR. It appears that with just some small modifications to a previously approved operational mode, the **rated capacity of the facility** could be increased nearly 25 percent for high-flow events driven by peak wet-weather flows. The least expensive capacity to construct is to use the infrastructure already in place. This will be important in order to contain the capital expense of constructing additional flow equalization basins.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Consecutive years with 100% permit compliance	21	22	23	24
Number of visitors touring WPC Facility	205	404	300	300
<b>Efficiency and Effectiveness:</b>				
Number of numeric permit violations	0	0	0	0
% compliance (out of 2,600 limits)	100	100	100	100
Operating budget, \$ per MG treated	1,136	1,127	1,217	1,270
Daily average flow, MGD*	6.74	5.21	6.80	6.80
% of design cap., 8.6 MGD	78	61	80	80
Annual average BOD <sub>5</sub> * loading (lbs/day)	8,665	8,406	7,500	7,500
% design cap. (12,430 lbs/day)	70	68	60	60
Removal efficiency, %	98	98	98	98

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

# WPC LABORATORY

484 -- 3040

The Laboratory Services Division personnel and expenses are shared between the Water (35%) and WPC (65%) programs. All personnel and budget are shown in the Sewer Fund, and the 35% Water Fund share appears as an interfund reimbursable.

This activity involves overall laboratory services for the Water Pollution Control (WPC) Plant, industrial pretreatment program, and biosolids recycling activities. Analytical capabilities permit occasional checks for unregulated parameters. Laboratory services for other departments (i.e. Public Works, Electric, and Parks and Recreation) are provided within the Laboratory's existing analytical capabilities and workload.

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	435,715	458,270	397,527	432,103	-5.7%
Contractual	54,981	68,193	76,769	76,136	11.6%
Commodities	25,797	33,900	31,600	31,200	-8.0%
Capital	4,038	-	3,532	4,000	
Other	-	-	-	-	
Sub-Total	520,531	560,363	509,428	543,439	-3.0%
Water Fund Reimbursements	(182,185)	(196,127)	(178,300)	(190,204)	-3.0%
<b>Total Expenditures</b>	<b>338,346</b>	<b>364,236</b>	<b>331,128</b>	<b>353,235</b>	<b>-3.0%</b>
<b>Funding Sources:</b>					
Sewer	338,346	364,236	331,128	353,235	-3.0%
<b>Total Funding Sources</b>	<b>338,346</b>	<b>364,236</b>	<b>331,128</b>	<b>353,235</b>	<b>-3.0%</b>
<b>Personnel – Authorized FTE</b>	5.50	5.50	5.50	5.50	



# WPC LABORATORY

484 -- 3040

## Highlights:

An opportunity to **restructure the staffing** in the Laboratory Services Division presented itself when a Laboratory Technician position came open in the fall of 2012. The 1.0 full-time equivalency (FTE) was split, with one-half FTE being used to move a half-time Laboratory Analyst to full time and the other one-half FTE used to create a part-time Laboratory Aide position. While there was no change in the total number of FTEs, the positions are now better matched with the work load. Payroll savings are from having a new employee starting at the beginning of the wage steps.

With the addition of a bacterial standard to the effluent at the Water Pollution Control Facility, the Laboratory will be adding to its certification to include **new microbial parameters**. The new laboratory equipment needed will be purchased out of the project's construction account.

The division provides **continuing analytical support** for a number of activities within the Water and Pollution Control Department as well as for other city departments. Recent additions to this list include assuming responsibility for sampling at Municipal Pool and multiple occasions of support for Electric Services Department.

	2010/11	2011/12	2012/13	2013/14
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
Consecutive years certified	14	15	16	17
Urban stream samples collected	35	30	30	30
Skunk River samples analyzed	137	150	145	145
Pretreatment samples collected	52	51	55	55
Plant samples (regulatory)	757	748	750	750
Plant samples (process control)	916	936	925	925
<b>Efficiency and Effectiveness:</b>				
Total analyses (water & wastewater)	14,342	14,773	14,500	14,500
Total average cost per analysis, \$	36.85	35.24	35.48	37.76
(Lab operating budget/total analyses)				

# SANITARY SEWER MAINTENANCE

484 -- 82

This activity provides cleaning and maintenance of the City's system of 198 miles of sanitary sewer lines by flushing the lines on a regular basis, as well as the repair of manholes and damaged lines, as needed. Manhole covers are changed to prevent infiltration of storm water during heavy rains.

## Service Objectives:

- ✓ Flush 250,000 feet of sanitary sewer lines annually
- ✓ Repair manholes
- ✓ Televiser sanitary sewer lines
- ✓ Control roots in sanitary sewer lines
- ✓ Repair sanitary sewer lines
- ✓ Respond to citizen trouble calls within two hours

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	315,391	253,288	301,341	320,691	26.6%
Contractual	197,414	100,185	107,274	112,405	12.2%
Commodities	58,742	42,160	45,760	42,160	0.0%
Capital	8,390	-	-	-	
<b>Total Expenditures</b>	<b>579,937</b>	<b>395,633</b>	<b>454,375</b>	<b>475,256</b>	<b>20.1%</b>
<b>Funding Sources:</b>					
Sewer	579,937	395,633	454,375	475,256	20.1%
<b>Total Funding Sources</b>	<b>579,937</b>	<b>395,633</b>	<b>454,375</b>	<b>475,256</b>	<b>20.1%</b>
<b>Personnel – Authorized FTE</b>	2.90	2.90	2.95	2.95	

# SANITARY SEWER MAINTENANCE

484 -- 82

## Highlights:

The City is currently in the process of the multi-year **Sanitary Sewer System Evaluation** (SSSE). As of the end of September 2012, the contractors on this project had televised 436,213 linear feet, smoke tested 662,000 linear feet, inspected 2,479 manholes, root sawed 17,414 linear feet, and done heavy cleaning of 13,128 linear feet of sanitary main. While these activities assisted with the maintenance of the sanitary system, staff has seen an increase in activities due to coordination of work, locating and raising of manholes, assisting with heavy cleaning, and clearing access to sanitary sewers. Once the SSSE is complete, maintenance activities will be coordinated with the results of the SSSE to maintain the sanitary sewer system at a defined level of service for our customers.

The **focus on activities that support the Sanitary Sewer System Evaluation** (SSSE) has resulted in an FTE (Full-Time Equivalent) shift into Sanitary Sewer Maintenance from Water Distribution Maintenance in FY 11/12, FY 12/13, and FY 13/14. Findings and recommendations from the SSSE will determine distribution of Utility Maintenance FTEs after FY 13/14.

As shown in the service accomplishments table below, **repairs to the system have increased** since FY 10/11 as a result of the SSSE. This increase is expected to continue through FY 13/14. Some of these activities will be done by contractors; however, some may be more easily accomplished by City crews.

In FY 12/13, \$5,000 has been shifted from the cost of buying rock and other street material used for rebuilding manholes to cover the cost of **crushing used concrete**. This process will result in more available material for this activity than could have been purchased in the market at the same cost.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
Miles of sanitary sewer in the system	202	202	203	204
Number of manholes in system	3,949	3,973	4,000	4,025
Lineal feet of sanitary sewer cleaned by City crews	52,600	55,440	55,000	55,000
Lineal feet of sanitary sewer cleaned by Contractor	0	300,000	777,000	10,000
Lineal feet of sanitary sewer televised	19,370	300,000	777,000	45,000
House connection sewer trouble calls	10	11	10	10
System blockages cleared	4	2	5	20
Lineal feet of root foaming (City crews)	0	0	0	5,000
Lineal feet of root cutting	0	7,000	15,000	5,000
Sanitary sewer main repairs	3	7	10	5
Manholes raised	64	71	80	25
Call outs	13	13	15	15
<b>Efficiency and Effectiveness:</b>				
% of system cleaned	5%	40%	60%	5%

# ELECTRIC UTILITY

485

## Activity Description:

The Electric Utility provides the community with sufficient electric power for current and projected needs. Electric power is provided for industrial, commercial, and residential users, according to a rate structure adopted by ordinance. Through the City Council, the community exercises control over the Utility and its policies.

Electric Administration is responsible for directing the daily operations of the Utility and for providing the Electric Utility Operations and Advisory Board (EUORAB) with information so they can make informed recommendations to the City Council. Electric Production is responsible for producing and purchasing electrical energy and for maintaining the associated equipment. Electrical energy is produced in the power plant by burning coal and refuse derived fuel (RDF) in the plant's boilers which generate steam for the steam driven turbine-generators. Peaking and emergency electric energy is produced by gas turbine-generators (jet engines whose thrust drives the associated electrical generators). Fuel and Purchased Power provides funding for purchasing coal and RDF burned in the boilers, fuel oil burned in the boilers and gas turbines, and electrical energy purchased from neighboring utilities (MidAmerica and CIPCO). Electrical Distribution is responsible for maintaining the electric transmission and distribution equipment which provides electricity to the community. Electric Extension and Improvements provides funding for purchasing equipment and constructing lines required to supply electricity to the Utility's customers. Electric Technical Services is responsible for installing and maintaining the electric meters used for billing the Utility's customers and is responsible for all substation equipment. Electric Engineering is responsible for engineering and planning related to and for supervising the operation of the Utility's transmission and distribution system, substations, and street lighting.

	2011/12	2012/13	2012/13	2013/14	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Electric Admin	1,728,734	1,581,664	1,535,071	1,151,883	-27.2%
Electric Production	10,365,722	10,442,787	12,249,369	10,823,934	3.6%
Fuel & Purchased Power	27,468,579	32,702,186	30,052,818	30,962,505	-5.3%
Electric Dist/Oper/Maint	2,473,711	2,845,280	2,986,236	2,936,185	3.2%
Electric Dist/Extn/Improv	1,448,144	1,489,200	2,281,100	2,132,200	43.2%
Electric Technical Services	978,819	1,046,952	1,103,738	1,119,609	6.9%
Electric Engineering	660,533	705,784	746,130	814,931	15.5%
<b>Electric Operations</b>	<b>45,124,242</b>	<b>50,813,853</b>	<b>50,954,462</b>	<b>49,941,247</b>	<b>-1.7%</b>
<b>Personnel - Authorized FTE</b>	81.00	81.00	81.00	81.00	

# ELECTRIC UTILITY

## 485

	2011/12	2012/13	2012/13	2013/14	% Change From
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
Personal Services	7,899,802	8,436,815	8,462,590	8,741,249	3.6%
Contractual	20,870,771	23,666,515	23,319,894	21,541,621	-9.0%
Commodities	15,739,061	18,352,723	18,516,178	19,022,152	3.6%
Capital	614,089	356,700	654,700	635,000	78.0%
Other Expenditures	519	1,100	1,100	1,225	11.4%
<b>Total Expenditures</b>	<b>45,124,242</b>	<b>50,813,853</b>	<b>50,954,462</b>	<b>49,941,247</b>	<b>-1.7%</b>
<b>Funding Sources:</b>					
Electric	45,124,242	50,813,853	50,954,462	49,941,247	-1.7%
<b>Total Funding Sources</b>	<b>45,124,242</b>	<b>50,813,853</b>	<b>50,954,462</b>	<b>49,941,247</b>	<b>-1.7%</b>

# ELECTRIC ADMINISTRATION

485 -- 40

The Administration Division of the Electric Utility has responsibility for coordinating the work of the other divisions (Production, Plant Control, Distribution, Engineering, and Electric Metering) to ensure that the City of Ames continues to meet the needs of its electric customers under all conditions. The Director and the Assistant Director work to coordinate planning and engineering, production, distribution, and metering functions to this end. Administration also has considerable responsibility in the Utility's relationship with State and Federal agencies and in working with the Electric Utility Operations Review and Advisory Board (EUORAB) in long-range planning for the Utility.

The Director also oversees the Energy Services Program for the Ames Municipal Electric System. An Energy Services Coordinator develops, coordinates, and conducts programs promoting wise and efficient use of electrical resources.

## Service Objectives:

- ✓ Develop and implement strategic, long-range plans to serve electric needs of customers (transmission, distribution, generation)
- ✓ Monitor revenues and expenditures for the Electric Services Department
- ✓ Develop, implement, monitor City's Demand Side Management program
- ✓ Focus on safety and safe operation and make it a high priority
- ✓ Continue to maintain open, positive relationships with state, regional and federal agencies
- ✓ Educate and encourage electric customers to consume energy responsibly
- ✓ Meet state and federal requirements for air emissions and environmental performance
- ✓ Coordinate with City Finance Department on funding needs/changes
- ✓ Reduce outages to customers and increase plant and power line availability
- ✓ **Support the City Council's "Go Green" and environmental sustainability initiatives through both customer programs and improvements to the Electric Utility**

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	626,911	632,290	640,456	657,419	4.0%
Contractual	1,073,765	917,524	868,165	473,489	-48.4%
Commodities	18,845	18,350	14,950	15,450	-15.8%
Capital	8,694	13,000	11,000	5,000	-61.5%
Other	519	500	500	525	5.0%
<b>Total Expenditures</b>	<b>1,728,734</b>	<b>1,581,664</b>	<b>1,535,071</b>	<b>1,151,883</b>	<b>-27.2%</b>
<b>Funding Sources:</b>					
Electric	1,728,734	1,581,664	1,535,071	1,151,883	-27.2%
<b>Total Funding Sources</b>	<b>1,728,734</b>	<b>1,581,664</b>	<b>1,535,071</b>	<b>1,151,883</b>	<b>-27.2%</b>
<b>Personnel - Authorized FTE</b>	5.00	5.00	5.00	5.00	

# ELECTRIC ADMINISTRATION

485 -- 40

## Highlights:

With rules and pending rules being issued by the Environmental Protection Agency concerning NO<sub>x</sub>, SO<sub>x</sub>, mercury and ash, staff has undertaken a comprehensive energy generation study costing \$375,000. The study will be completed in early 2013. Based on the EPA rule changes, staff together with a consultant, will create a strategic direction on how to best produce energy for our customers over the next 5 to 25 years.

**Contractual expenditures** in Electric Administration decreased by nearly \$444,000. This is due to a reallocation of insurance costs. Staff redistributed the costs into the Electric Divisions where the property is located.

Electric Services' **Demand Side Management programs** continue to be quite effective in keeping demand growth low. All of our programs provide incentives to customers, both residential and commercial, to use energy more efficiently, especially at times of peak consumption. The programs have been well received, particularly the air-conditioning rebate and appliance rebate programs where participation remains above projections. As a result of these programs, it is estimated that the peak demand has been reduced by over 6.6 megawatts and energy usage by over 11,000 megawatt-hours.

In a joint project with Resource Recovery, staff began exploring new ways to turn refuse derived fuel (RDF) into a biofuel for better combustion in the Power Plant. In FY 2012/13, staff from both departments will be exploring application of these new technologies in waste management and power generation through a study with HDR.

Staff continues to work on the **transmission expansion plan** to support the electrical needs of customers. A 161 kV line from Ames to Ankeny is the final phase of the expansion plan. The City has received a franchise from the Iowa Utilities Board; construction began in December of 2012 with an estimated completion date of December 2013. Completion of this line will provide a strong, reliable transmission system for years to come.

Electric Services together with Water Pollution Control, Public Works and other City offices hosted the 2nd annual **Eco Fair** in the spring of 2012, to showcase the City's dedication to the environment and sustainability. At the fair, citizens were exposed to new energy efficiency technologies, had their energy questions answered, saw energy and water conservation products, and met with service vendors ranging from landscapers to appliance dealers to solar panel developers. Our 3<sup>rd</sup> Eco Fair has already been planned for March 30, 2013!

In 2011, staff completed a **cost-of-service and a rate study** with SAIC. Recommendations from the study indicate that the current declining-block rate structure should be revised and customer charges need to be increased to cover increased expenditures. Staff presented the new levelized-block rates to City Council which were adopted in late 2012 and implemented January 2013. The new rates are aimed at encouraging energy conservation and matching rates with time-of-use.

# ELECTRIC ADMINISTRATION

## 485 -- 40

### Highlights, continued:

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
<b><i>“Exceptional Service”</i></b>				
<u>Rating of electric service dependability</u>				
Very satisfied	63%	63%		65%
Somewhat satisfied	33%	32%		31%
Total very/somewhat satisfied	96%	95%		96%
ASAI (Average Service Availability Index perfect = 100.000)	99.9895	99.9928	99.9957	99.9980
CAIDI (Customer Average Interruption Duration Index in minutes/year)	63.98	52.77	16.74	15.00
SAIDI (System Average Interruption Duration Index in minutes/year)	55.45	37.90	22.78	10
SAIFI (System Average Interruption Frequency Index in events/year)	1.83	0.81	1.14	1
<b><i>“at the Best Price”</i></b>				
<u>% Ames rates are above (below) average of neighboring utilities</u>				
Residential – winter	(19.8%)	(18.9%)	(24.0%)	(24.0%)
Residential – summer	(15.2%)	(14.7%)	(13.2%)	(13%)
Commercial – winter	(3.7%)	(2.8%)	(5.2%)	(5%)
Commercial – summer	(0.0%)	0.2%	(8.2%)	(8%)
Industrial – winter	35.6%	38.0%	24.5%	24%
Industrial – summer	28.2%	31.6%	18.2%	18%
Energy Cost/kWh (Dept. O & M cost divided by kWh sales)	\$0.082	\$0.082	\$0.084	\$0.084
<b>Efficiency and Effectiveness:</b>				
<u>Demand Side Management</u>				
Prime time power switches installed this year/total	318/8,700	200/8,900	600/9,500	400/9,900
Air-conditioner rebates	459	363	239	500
Commercial light projects	55	74	14	75
Residential weatherization/audit	30/160	30/361	35/82	30/200
Residential light bulbs – rebate/giveaway	63	105	54	125
Residential appliance rebate	1,148	965	594	1,400
Power factor rebate	0	1	1	6
kW reduced (capacity)/Program total	1,417/7,830	1,270/8,999	585/9,794	1,500/11,294
MWh reduced (energy)/Program total	2,407/8,569	1,731/10,300	616/10,916	2,000/12,916



# ELECTRIC PRODUCTION

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This includes operation and maintenance of the boilers, turbines, fuel handling system (coal and refuse derived fuel), and the remote operated combustion turbines and SCADA control equipment in the Power Plant and substations, protective relays, circuit breaker controls, plant wiring, pollution monitoring and pollution control.

Electrical demands are continuous and the operations group of the Production Division must be staffed 24 hours per day. This group monitors the operating equipment at all times to ensure that customer demands are met.

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

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

## Service Objectives:

- ✓ Provide reliable low-cost energy to customers
- ✓ Continue to improve the training and skill sets of employees
- ✓ Continue to promote the values of the City's "Excellence Through People" program
- ✓ Correct power factor issues
- ✓ Reduce coal yard fugitive dust issues
- ✓ Continue to collect fugitive dust fallout from sampling stations including a control sampling station
- ✓ Reduce number of forced outages and keep availability of units high
- ✓ Ensure compliance with emission standards
- ✓ Stay current with MISO (Midwest Independent System Operator) guidelines
- ✓ Upgrade plant systems for unit reliability and emission standards
- ✓ Continue to improve plant safety
- ✓ Continue to work closely with Purchasing Division on guidelines and procedures

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	4,404,708	4,720,971	4,656,423	4,817,893	2.1%
Contractual	4,693,186	3,846,616	5,536,546	3,916,841	1.8%
Commodities	1,267,828	1,806,200	1,902,400	1,939,200	7.4%
Capital	-	69,000	154,000	150,000	117.4%
<b>Total Expenditures</b>	<b>10,365,722</b>	<b>10,442,787</b>	<b>12,249,369</b>	<b>10,823,934</b>	<b>3.6%</b>
<b>Funding Sources:</b>					
Electric	10,365,722	10,442,787	12,249,369	10,823,934	3.6%
<b>Total Funding Sources</b>	<b>10,365,722</b>	<b>10,442,787</b>	<b>12,249,369</b>	<b>10,823,934</b>	<b>3.6%</b>
<b>Personnel – Authorized FTE</b>	46.00	46.00	45.00	45.00	

# ELECTRIC PRODUCTION

485 -- 41

## Highlights:

Staff is currently working with outside attorneys on numerous projects and permitting requirements. The superheat tube replacement is now scheduled for spring 2013 along with two high pressure feed-water heater replacements. The hauling of ash from the ash pond continues and will take place over the next several years. The cost of hauling ash continues to be high, but a portion of the ash is able to be used as a beneficial reuse under the guidelines of the Iowa DNR regulation at this time. Annual RATA (Relative Accuracy Test Audit) for continuous emissions monitors and combustion turbine #2 formaldehyde tests were completed successfully again this year. Staff also completed a set of engineering tests for planning data. New environmental regulations that were to be in effect this year were stayed by the federal courts and the old Clean Air Interstate Rule remains in effect.

The FY 13/14 budget continues to have many CIP and operation and maintenance projects to attain the goal of much more reliable steam units. This past year, six forced outages on Unit #8 were experienced with unit availability at about 85% (80% or above is desired).

The FY 12/13 adjusted budget reflects a large increase due to rollover of needed materials ordered or projects not accomplished in the FY 11/12 budget. The total rollover amount is \$1,417,000.

The annual system peak this year was 130.7 MW on July 25, 2012, a new historical peak. The previous peak of 128.6 MW occurred on July 19, 2011.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Annual net system peak load (MW)	123.6	128.6	130.7	123.8
Annual net system load (MWh)	594,785	594,956	591,138	595,000
Annual gross generation (MWh)	382,083	343,507	360,727	361,000
<b>Efficiency and Effectiveness:</b>				
Number of reportable accidents	5	10	3	0
Number of lost time accidents	4	0	0	0
Unit 7 forced outages	6	6	5	0
Unit 8 forced outages	9	5	6	0
Unit 7 availability	89.1%	92.2%	92.2%	90.0%
Unit 8 availability	68.3%	67.9%	75.0%	85.0%
Unit 7 heat rate, operational gross (BTU/kWh)	11,724	11,491	11,500	11,500
Unit 8 heat rate, operational gross (BTU/kWh)	11,528	11,263	11,100	11,100

# FUEL/PURCHASED POWER

485 -- 42

The Fuel and Purchased Power activity expenses vary according to the amount of electricity demanded by the customers. When fuel use and outside power purchases increase due to demand, revenues for electricity sold to customers will likewise increase.

The principal types of fuel purchased are coal, refuse derived fuel (RDF) from the Resource Recovery Plant, and fuel oil. Power is purchased from other suppliers when the cost of outside power is more economical than locally produced energy. Capacity is also purchased from other sources to supplement City of Ames' electric service generating capacity.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	83,191	84,984	145,116	149,950	76.4%
Contractual	13,867,363	17,242,202	15,070,202	15,420,555	-10.6%
Commodities	13,518,025	15,375,000	14,837,500	15,392,000	0.1%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>27,468,579</b>	<b>32,702,186</b>	<b>30,052,818</b>	<b>30,962,505</b>	<b>-5.3%</b>
<b>Funding Sources:</b>					
Electric	27,468,579	32,702,186	30,052,818	30,962,505	-5.3%
<b>Total Funding Sources</b>	<b>27,468,579</b>	<b>32,702,186</b>	<b>30,052,818</b>	<b>30,962,505</b>	<b>-5.3%</b>
<b>Personnel - Authorized FTE</b>	1.00	1.00	2.00	2.00	

# FUEL/PURCHASED POWER

485 -- 42

## Highlights:

In calendar year 2010, the City of Ames entered into a three-year coal contract and a six-year coal delivery contract. Staff has concluded a 2-year contract extension to the **coal contract** with more favorable terms than the existing agreement. The combination of the coal contract and delivery services contract has stabilized fuel costs for the Power Plant.

Alternative energy sources continue to play an important part in Ames' energy portfolio. The Power Plant continues to burn **refuse derived fuel (RDF)**. This decreases the City's dependence on coal and reduces the amount of garbage taken to the landfill. **In support of the City Council's "Go Green" goal**, the City completed three years of a 20-year contract with NextEra to purchase 36 megawatts (MW) of wind resources. A portion, six MW, is being passed through to Iowa State University. The 36 MW is part of a larger wind farm built near Zearing, Iowa. The actual energy produced this past year was greater than projected due to advancement in transmission projects which relieved constraints. In FY 11/12, renewable energy from purchased wind power accounted for 14.8% of the City's electric usage. For FY 13/14, the amount is projected to increase to 16% due to higher wind output projections and improved transmission in the area. Similarly, renewable energy is produced from the burning of RDF. In FY 11/12, renewable energy from RDF accounted for 5.8% of the City's electric usage. This is expected to remain about the same for FY 13/14.

Fuel and Purchased Power is the largest component of the Electric Services budget with estimated total expenditures of \$30,392,000 for FY 2013/14. The major items include, in descending expenditure, coal, market energy purchases, wind, fuel oil, transmission service, and refuse-derived-fuel payments. Coal accounts for nearly 45% of the Fuel and Purchased Power budget, purchased power is 19.4%, and wind is 14.8%

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Coal consumed (in tons)	227,099	204,749	194,498	194,128
Market energy purchased (in MWh)	254,651	287,847	306,389	310,114
<u>Renewable Energy</u>				
RDF consumed (in tons)	38,951	30,975	31,000	31,000
Renewable energy credits/wind (in MWh)	78,243	100,662	102,000	103,000
<b>Efficiency and Effectiveness:</b>				
Energy cost adjustment	\$0.0268	\$0.0253	\$0.0281/ (\$0.0058)*	(\$0.0052)
Fuel cost for energy production (\$/MWh)	\$43.73	\$44.69	\$47.45	\$45.00
Purchased power cost (\$/MWh)	\$29.84	\$20.78	\$20.00	\$21.00
Delivered fuel cost – coal (\$/ton)	\$56.82	\$61.02	\$61.44	\$61.97

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

# ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

485 -- 44

This operation is responsible for constructing and maintaining the lines (underground and overhead) and equipment which distribute electricity to customers. It also maintains street lights and the City's storm warning sirens. A part of this operation includes working with the Technical Services Division (substation crew) to perform routine and emergency maintenance on all substations and the downtown central business district underground network.

## Service Objectives:

- ✓ Ongoing street light upgrades
- ✓ Upgrade/rebuild older overhead lines
- ✓ Maintain progressive tree trimming program to reduce outages caused by vegetation
- ✓ Help move transformers out of network vaults to surface level over next few years
- ✓ Maintain reliable storm siren system
- ✓ Construct 161 kV transmission lines
- ✓ Replacement of older underground primary cable
- ✓ Reduce outages to customers and increase power line availability

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	1,300,262	1,464,442	1,471,021	1,515,310	3.5%
Contractual	833,768	1,109,688	1,232,065	1,074,575	-3.2%
Commodities	241,061	270,550	277,550	341,600	26.3%
Capital	98,620	-	5,000	4,000	
Other Expenditures	-	600	600	700	16.7%
<b>Total Expenditures</b>	<b>2,473,711</b>	<b>2,845,280</b>	<b>2,986,236</b>	<b>2,936,185</b>	<b>3.2%</b>
<b>Funding Sources:</b>					
Electric	2,473,711	2,845,280	2,986,236	2,936,185	3.2%
<b>Total Funding Sources</b>	<b>2,473,711</b>	<b>2,845,280</b>	<b>2,986,236</b>	<b>2,936,185</b>	<b>3.2%</b>
<b>Personnel - Authorized FTE</b>	17.00	17.00	17.00	17.00	

# **ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE**

**485 - 44**

## **Highlights:**

The Electric Distribution Division maintains most of the equipment that brings electricity from the Power Plant to our customers' meters. This division is responsible for the construction, maintenance, and equipment used for the distribution of electricity. The division maintains both overhead and underground distribution systems with voltages ranging from 120 to 161,000 volts. In addition to the in-town distribution system, the division is also responsible for parts of the tie lines between the City's distribution systems and the distribution systems of other utilities which are supplied to the City at both 69,000 volts and 161,000 volts.

For the first time in several years, we have a full staff of lineworkers. Of the 17 full-time staff members in the division, nine are lineworkers. The year 2013 will bring new leadership to the division with the retirement of the current manager. The Human Resources and Electric Departments have been conducting a national recruitment to find a new division manager and hope to have the position filled by the first of the year.

Distribution crews continue to maintain good service to our customers. The Ames Resident Satisfaction Survey showed that 89 percent of the residents surveyed were very-to-somewhat satisfied with the Electric Department services. Quick response and short outage times showed 93 percent very-to-somewhat satisfied, and that kind of service continues to be the norm for this division.

One of the largest division budget items is the annual tree trimming contract. For the coming fiscal year, that contract is approximately \$271,000. This contract provides for the removal of trees and scrubs and trimming branches that can cause both major and minor power outages. This past year, a tree caused a major outage for the entire City, including Iowa State University. Both the City and ISU power plants lost all generation during that outage. The tree removal and trimming is managed by this division and is ongoing throughout the year. Work includes some cleanup in preparation for the new 161 kV tie line to the south.

Other large budget items include necessary building maintenance, continued contracted inspections of the distribution system, overhead system upgrades to reduce animal-caused power outages, and equipment upgrades.

Distribution staff continues to work with the Engineering staff to improve overall system reliability.

Streetlight maintenance and locating services staff have been very busy removing and re-installing street lights for contractors working with Public Works on street improvement projects. Many new construction projects within the City have required the installation of new street lights. There are more than 7,000 street and security lights in Ames that are maintained by this division and nearly 1,000 bulbs were replaced last calendar year. The first trials of LED light installation are located along Ontario Road between Stange and Hyland, and in the parking lot west of City Hall.

The City depends upon homeowners to report faulty street lights. The goal is to have them repaired within ten days of notification.

# ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

485 – 44

## Highlights, continued:

Distribution crews continue to work with Engineering and the Technical Services groups to install new transformers downtown so that the underground transformers can be removed. This has been an ongoing project to improve the accessibility to the transformers and to improve the safety of our crew members.

More system improvement projects and the construction of the new 161 kV tie line from Ames to the MEC substation east of Ankeny will keep staff fully occupied during the coming year.

## Accomplishments and Highlights:

- South 161 kV transmission tie line construction
- Southfork Subdivision, new construction
- Fountain View Subdivision, new construction
- Grayhawk Apartments, new construction
- Northridge Heights Subdivision, new construction
- South Bell underground extension
- Replacement of failed primary cable continues as needed
- Animal guarding – Southdale area is complete; parts of north Ames is ongoing
- LED street light trials
- System improvements including downtown network and 69 kV loop
- New construction for commercial services along North Grand, South Duff, and along South 16<sup>th</sup>
- Transformer replacements at Amcor

Total footage of primary cable installed/replaced: 48,366 feet

Total number of wood poles installed/replaced: 100

Total number of streetlight poles installed/replaced: 31

Installation of new services: 152 (2012 calendar year)

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
Time to restore service after interruption – very to somewhat satisfied	90%	92%	93%	93%

# ELECTRIC DISTRIBUTION EXTENSION/IMPROVEMENTS

485 -- 45

This activity is responsible for design and installation of lines and equipment to distribute electricity to customers. This operation includes extending lines to new customers, construction of substation improvements, and street light installation.

## Service Objectives:

- ✓ Provide overhead and underground construction services and extensions to new and existing customers in a timely, efficient manner that ensures public and worker safety, code compliance, and customer satisfaction
- ✓ Provide efficient, coordinated construction services to facilitate Public Works' road improvement projects
- ✓ Enhance or improve system reliability through replacement of obsolete and overstressed distribution breakers and obsolete electromechanical relays; implement solid state relays to improve relay coordination/operation and allow for longer maintenance intervals between relay tests without calibration drift
- ✓ Continue to provide reliable electric service through proactive replacement of deteriorated overhead and underground facilities found from annual pole and underground inspections
- ✓ Improve system reliability by replacing obsolete, deteriorated 4kV equipment in Downtown network system
- ✓ Reduce system losses and improve system power factor by addition of distribution capacitor banks and installation of switched controls

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	311,379	320,200	317,900	332,700	3.9%
Contractual	229,311	235,000	253,200	256,000	8.9%
Commodities	541,151	669,000	1,270,000	1,178,500	76.2%
Capital	366,303	265,000	440,000	365,000	37.7%
<b>Total Expenditures</b>	<b>1,448,144</b>	<b>1,489,200</b>	<b>2,281,100</b>	<b>2,132,200</b>	<b>43.2%</b>
<b>Funding Sources:</b>					
Electric	1,448,144	1,489,200	2,281,100	2,132,200	43.2%
<b>Total Funding Sources</b>	<b>1,448,144</b>	<b>1,489,200</b>	<b>2,281,100</b>	<b>2,132,200</b>	<b>43.2%</b>
<b>Personnel - Authorized FTE</b>	.00	.00	.00	.00	



# ELECTRIC DISTRIBUTION EXTENSION/IMPROVEMENTS

485 -- 45

## Highlights:

Work continues to support new services as well as routine extensions and system improvements for system capacity and reliability upgrades. While fewer single-family homes are being constructed compared to past years, work on apartments and commercial projects has continued through a difficult economy and remained strong through 2012. The need for system improvements and maintenance activities remains high as much of Ames' electric system is over 30 years old. This includes ongoing replacement of obsolete and deteriorating 4 kV facilities in the downtown network as well as replacement of older/deteriorated 13.8kV distribution underground cables and overhead facilities. Contracted inspections will be continued as a means to proactively identify facilities in need of repair. Corresponding maintenance work will be completed to avoid unnecessary interruptions. Feeder upgrades will be needed in FY 12/13 and FY 13/14 to support residential (apartments) and commercial growth. The jump in the commodities from FY 12/13 Adopted to FY 12/13 Adjusted and FY 13/14 Requested are for purchases of large equipment for a specific customer. The City will be reimbursed for these purchases. The increase in capital expenditures is due to an increase in transformer purchases.

## Projects for FY 12/13 are:

- Mary Greeley Medical Center Expansion Project – relocation and new facilities for expansion
- Kellogg Avenue improvements (Main Street to 7th Street)
- Northridge Heights 15th Addition – new extension of facilities
- Implementation of new animal guarding/insulation methods (reliability improvement)
- Replace aged, failing underground cable, and overhead switches at various locations
- Vet Med Substation feeder extensions
- North Grand Mall – relocation of underground facilities for expansion
- Eisenhower Avenue – replacement of aged underground cable
- St. Thomas Aquinas parking deck – relocation of overhead facilities
- Fountainview Apartments – new extension of facilities
- Deery Bros. – new extension of facilities for new construction
- Ames High Stadium – relocation of underground facilities for expansion
- Obsolete substation relay, switch and breaker replacements

## Projects for FY 13/14 are:

- Vet Med Substation feeder extensions
- Replace aged, failing underground cable, various locations
- Replace aged, failing overhead switches, various locations
- Replace aged, failing overhead poles and lines, various locations
- Downtown network upgrades, ongoing
- Increased system power factor with additional capacitor banks
- Brookside Park - 4kV to 13kV conversion
- 3M Plant – replacement of existing facilities to accommodate customer expansion
- Miller Avenue Elementary School – new extension of facilities
- Old Middle School site – new extension of facilities
- Webfilings (Phase II) – new extension of facilities
- Mortensen Road – relocation of overhead facilities
- Obsolete substation relay, switch and breaker replacements

# ELECTRIC TECHNICAL SERVICES

485 -- 46

**Electric Meter Group** is responsible for the measurement of energy consumed by electric customers. This responsibility includes specification, installation, maintenance, testing, and recordkeeping of all system meters and monitors. The group also tests the substation and plant relays.

## Service Objectives:

- ✓ Test 20% of relays yearly to facilitate a 5-year cycle
- ✓ Record and monitor Power Factor on largest user
- ✓ Test transformer rated loads that exceed:
  - 0.5 to 0.9 megawatts every two years
  - 1.0 to 1.9 megawatts yearly
  - 2.0+ megawatts twice yearly
  - 0 through .499 kilowatts every 12 years
- ✓ Monitor power quality on all feeders by 2012
- ✓ Randomly test 1-phase meters yearly

**Substation Group** is responsible for all substation equipment used to distribute power throughout the utility system. The group troubleshoots, tests, maintains and keeps data on power transformers, circuit breakers and switches from 4kV through 161 kV class equipment. The Substation Group was transferred from Distribution to Technical Services this year to facilitate service coordination, and to better align similar functions under one supervisor.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	680,183	708,596	720,300	743,016	4.9%
Contractual	91,164	120,258	159,185	160,416	33.4%
Commodities	145,875	208,398	208,553	150,177	-27.9%
Capital	61,597	9,700	15,700	66,000	580.4%
<b>Total Expenditures</b>	<b>978,819</b>	<b>1,046,952</b>	<b>1,103,738</b>	<b>1,119,609</b>	<b>6.9%</b>
<b>Funding Sources:</b>					
Electric	978,819	1,046,952	1,103,738	1,119,609	6.9%
<b>Total Funding Sources</b>	<b>978,819</b>	<b>1,046,952</b>	<b>1,103,738</b>	<b>1,119,609</b>	<b>6.9%</b>
<b>Personnel - Authorized FTE</b>	7.00	7.00	7.00	7.00	

# ELECTRIC TECHNICAL SERVICES

485 - 46

## Highlights:

**Substation Group:** The Downtown conversion of below ground transformers to above ground pad mount transformers continues, multiple underground cables have been replaced or installed. Major modification of the Vet Med Substation is complete, including the new capacitor bank. The tap changer at Top-O-Hollow Substation has been upgraded and rebuilt with new modifications incorporated. Thermography training and instruments have been introduced into substation annual routines to assist in increased reliability.

**Metering/Relay Group:** High end Elite Power Quality meters have been located throughout the system. These meters are used to monitor feeders, large customers, and substations for system anomalies. Data from these meters has been instrumental in assisting engineering staff in addressing system power quality and reliability issues, including customer complaints. We have replaced 2,664 problem meters. The remainder will be replaced through attrition. These meters are defective and are running from 3% to as much as 50% slow. Customers with extremely slow meters will be notified when a meter is replaced. All meters that require kVA for billing have been programmed for proper display.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Service Orders Completed	2,005	1,742	1,264	1,305
Consumption Complaints	47	166	150	160
Temporary Sets/Removals	76	124	92	110
Electric Meter Removals	108	106	122	75
Electric Meter Sets	124	438	250	260
Electric Service Conversions	36	908	650	700
Test Instrument Rated Services	26	198	231	210
Relay Tests, Calibrations and Repairs	121	173	145	150
<b>Meters in Service:</b>				
Residential	21,314	21,954	21,747	22,157
General Power	2,297	2,885	3,022	3,037
Large Power & Industrial	4	4	4	4
Total	23,615	24,843	24,773	25,198
<b>Meters Tested:</b>				
Residential	3,468	2,851	1,852	2,000
Commercial and Industrial	159	362	327	220

# ELECTRIC ENGINEERING

485 -- 47

The Electrical Engineering Division is responsible for developing plans of service and job orders for residential, commercial, and industrial customer services as well as performing planning and design of system improvements to support load growth, maintain/improve reliability indices and support maintenance and relocation work. Planned facilities include substations, transmission lines, overhead and underground distribution lines, capacitors and other related equipment for line and station switching, protection, security, Supervisory Control & Data Acquisition (SCADA) and related communications. Other support functions include the development of plans, specifications and standards, contract administration for inspection, design, construction, and testing. As the Geographic Information System (GIS) coordinator for the Electric Department, Engineering maintains software for Engineering, Metering, and Electric Distribution's portable and fixed GIS workstations. Administration of engineering activities must comply with Iowa Utility Board (IUB) safety requirements and North American Electric Reliability Corporation (NERC) standards in addition to good utility practices. Midwest Reliability Corporation (MRO) and NERC standards have increasingly required additional engineering staff time to review and communicate NERC standards and facilitate the alignment of practices across other divisions to comply with audit requirements.

## Service Objectives:

- ✓ Provide efficient, customer-friendly services to all customers (internal and external)
- ✓ Monitor system loads vs. facility ratings; develop plans and budgets that maintain normal/emergency capacity margins
- ✓ Provide engineering support to other divisions and administer contract assistance for relay and breaker testing and construction activities
- ✓ Administer contracted inspections and issue maintenance job orders for repairs
- ✓ Provide GIS hardware/software support for Engineering, Metering, and Electric Distribution
- ✓ Coordinate transmission and distribution facility relocations
- ✓ Conduct annual IUB inspections and facilitate compliance across divisions and joint utilities per IUB findings
- ✓ Complete first year of reliability indices tracking; support American Public Power Association's Reliable Public Power Provider (RP3) goals
- ✓ Maintain accurate GIS database, keep maps and records current
- ✓ Conduct annual MRO/NERC review and facilitate compliance across divisions within Electric Department

	2011/12	2012/13	2012/13	2013/14	% Change
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	493,168	505,332	511,374	524,961	3.9%
Contractual	82,214	195,227	200,531	239,745	22.8%
Commodities	6,276	5,225	5,225	5,225	0.0%
Capital	78,875	-	29,000	45,000	
<b>Total Expenditures</b>	<b>660,533</b>	<b>705,784</b>	<b>746,130</b>	<b>814,931</b>	<b>15.5%</b>
<b>Funding Sources:</b>					
Electric	660,533	705,784	746,130	814,931	15.5%
<b>Total Funding Sources</b>	<b>660,533</b>	<b>705,784</b>	<b>746,130</b>	<b>814,931</b>	<b>15.5%</b>
<b>Personnel - Authorized FTE</b>	5.00	5.00	5.00	5.00	

# ELECTRIC ENGINEERING

485 - 47

## Highlights:

- The final phase of 161kV transmission system improvements began in 2012 with the construction of the 161kV line to MidAmerican Energy Company's Northeast Ankeny substation, expected to be completed in 2013.
- Work continues in the 4kV downtown network to replace deteriorated cable and transformers.
- Outside services continue to be used to conduct routine overhead visual and infrared inspections and perform pole testing, while Ames crews perform underground visual and infrared inspections. Follow-up maintenance work is generated as a result of inspections to replace deteriorated facilities to improve system reliability.
- An increased effort is being made to add overhead animal guarding, replace aged/deteriorated overhead equipment and replace deteriorated underground cable to improve system reliability.
- Construction was completed on the Vet Med Substation expansion project in June of 2011; additional work is needed in 2012 and 2013 to extend new feeders from this substation to serve load growth along South 16<sup>th</sup> Street, South Duff and in the Research Park south of Highway 30.
- A new Outage Management System was implemented in 2012 which has improved outage response times; an additional upgrade is planned to add call overflow and contingency services, which will further improve Electric Services' ability to take outage-reporting calls during a major storm event.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
# of new customers	16	332	400	440
Job orders prepared	117	160	138	140
Line inspections (poles)	633	550	608	470
New overhead distribution line (miles)	-	0.5	-	0.44
Replaced overhead distribution line (miles)	0.5	0.2	0.2	-
New underground distribution line (miles)	1.7	2.2	0.37	1.9
Replaced underground line	1.2	1.8	1.27	1.39
New and relocated overhead transmission line (miles)	-	-	-*	23*

\* 161 kV project (22 miles) actually spans two fiscal years (2012 – December 2013).

# CUSTOMER SERVICES

486 -- 17

The purpose of the Customer Services activity is to provide customer assistance, meter reading, billing and collection services for the Electric, Water, Sewer and Storm Water Drainage utilities. Additional responsibilities include the administration of the Electric Services Project Share program, the maintenance of customer account, billing and usage records and selling CyRide passes.

## Service Objectives:

- ✓ Generate and mail accurate cycle and final bills
- ✓ Accurately read and record cycle and special meter readings
- ✓ Accurately maintain customer account, billing, and usage records
- ✓ Respond promptly and courteously to customer requests, inquiries and Complaints
- ✓ Offer customers convenient options for establishing or terminating utility service
- ✓ Accurately record customer payments on the date the payments are received
- ✓ Offer customers convenient options for paying their utility bill
- ✓ Maintain effective procedures for collecting delinquent balances
- ✓ Maximize the amount of Project Share funds available to assist low-income customers
- ✓ Routinely review meter routes to maintain or improve reading efficiency

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	808,066	826,143	799,435	837,509	1.4%
Contractual	498,928	522,378	504,919	525,232	0.5%
Commodities	8,837	12,493	12,634	12,330	-1.3%
Capital	-	-	-	-	
Other Expenditures	74,363	93,675	77,370	79,730	-14.9%
<b>Total Expenditures</b>	<b>1,390,194</b>	<b>1,454,689</b>	<b>1,394,358</b>	<b>1,454,801</b>	<b>0.0%</b>
<b>Funding Sources:</b>					
Project Share	19,638	20,500	19,800	19,800	-3.4%
Water	370,840	384,017	372,683	389,172	1.3%
Sewer	339,316	350,790	341,274	356,462	1.6%
Electric	658,415	697,042	658,261	686,967	-1.4%
Storm Sewer Utility	1,985	2,340	2,340	2,400	2.6%
<b>Total Funding Sources</b>	<b>1,390,194</b>	<b>1,454,689</b>	<b>1,394,358</b>	<b>1,454,801</b>	<b>0.0%</b>
<b>Personnel - Authorized FTE</b>	10.65	10.65	10.65	10.65	

# CUSTOMER SERVICES

486 -- 17

## Highlights:

Staff assigned to this program generated the historical usage and customer billing information that was used by a consultant to prepare an electric cost of service and rate study. The cost of service study was presented to the City Council along with a proposal for a new rate structure. The new rate structure was approved and will be implemented in FY 12/13. Staff also provided support for storm sewer rate restructuring.

The amount adopted for FY12/13 for net write-offs was based on an estimate done at a time when utility rates were increasing and the number of customers needing payment arrangements for their delinquent balances was at an all time high. Conditions have improved since that time and the amount of net write-offs is trending lower than the projections used for the adopted budget. The estimate for bad debts in FY 12/13 has been decreased by \$15,640 from the amount adopted and the estimate for FY 13/14 is \$13,280 less than adopted for FY 12/13.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Maintain an accuracy rate of no more than 5 misread per 1,000 meter readings	Yes	Yes	Yes	Yes
Maintain an accuracy rate of no more than 1 billing error per 1,000 bills generated	Yes	Yes	Yes	Yes
Maintain an accuracy rate of no more than 1 misapplied payment per 1,000 payments processed	Yes	Yes	Yes	Yes
Maintain average time to answer telephone of less than 15 seconds	9.7	10.8	12.9	12.5
Maintain a net write-off amount of less than 0.25% of sales	.11	.08	.11	.15
Maintain the number of day's sales in accounts receivable to less than 21 days	17.5	16.8	18.0	19.0
Provide at least \$0.90 of assistance for every \$1.00 donated to Project Share	\$0.95	\$0.95	\$0.95	\$0.95
<b>Efficiency and Effectiveness:</b>				
% of accounts with billing periods equal to or less than 34 days	99.2	98.7	99.0	99.0
% of final bills mailed within 14 days of termination date	98.1	98.4	98.5	98.5
% of customer service requests received over the Internet	29.6	33.0	33.0	33.0
% of utility payments received electronically	36.0	39.9	40.0	40.5
Avg # of payments processed per day	1,180	1,181	1,180	1,180
Avg # of telephone calls answered/day	143	135	140	145
Avg # of work orders generated/day	172	188	190	192
Avg # of meter readings/day	2,230	2,245	2,250	2,255
Avg cost per meter reading	\$0.59	\$0.60	\$0.55	\$0.59
Avg cost per bill generated	\$4.26	\$4.20	\$4.20	\$4.37

# UTILITIES CIP

489

## Activity Description:

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

Activities:	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Water Pollution Control:</b>					
Automation Study/Upgrade	423,855		87,174		
WPC Methane Engine Overhaul	107,924				
Clarifier Maintenance				100,000	
WPC Plant Disinfection	203,497	1,525,000	2,409,000		
Vertical Turbine Pumps	362,671	418,000	1,171,329		
Plant Residuals Handling				625,000	
Lagoon Liners	9,187		554,058		
WPC Electric Repairs	44,459		97,500	163,000	
Water Pump Station Paint		128,000	219,800		
Long-Range WPC Facility Plan	242,716	193,000	143,284		
WPC Diesel Storage Tank	18,765		206,235		
Mechanical & HVAC Systems				93,000	
WPC Sheet Repairs				450,000	
Trickling Filter Pump Station				148,000	
Plant Structural Rehab				31,000	
Lift Station Improvements				1,040,000	
WPC Replacement Blowers			65,000		
Cogeneration				200,000	
WAS Pump #1		48,000			
Digester Improvements				889,000	
Secondary Treatment Improv.				790,000	
Sub-Total	1,413,074	2,312,000	4,953,380	4,529,000	
<b>Water:</b>					
Water Supply Capacity Study			3,550		
Wells Pump/ Motor EECBG			17,550		
Water Plant Expansion	981,345	3,873,000	3,299,000	4,096,000	
River Valley Low Head Dam				225,000	
NADC Pump Station Improv	384,131		549,869		
Variable Speed Drives			165,000		
Security At Remote Sites		255,000		125,000	
24-in. Supply Line Repairs	47,805		27,195		
Water Supply Expansion		854,000	854,000		
N. Dakota Decommissioning				100,000	
Sub-Total	1,413,281	4,982,000	4,916,164	4,546,000	
<b>Electric:</b>					
Elect. Dist. Heat Pump EECBG			8,000		
Demand Side Management	1,051,302	1,000,000	1,000,000	1,000,000	
#7 and #8 Dist. Control System		425,000	425,000		
Combustion Turbine Control	(4,282)				
#7 & #8 Oil Gun Upgrade	14,183				
GT#1 Inspection & Overhaul		850,000	850,000		
Inlet Heating for GT2	503		18,812	805,000	
Feedwater Heater Tube	23,006	980,000	996,994		



# UTILITIES CIP

489

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Activities:</b>					
<b>Electric, continued:</b>					
#8 Air Heater Basket	137,809	100,000	100,000		
Plant Dist. Substation Expansion	10,230		89,770		
Vet Med Substation	141,439		14,653		
Unit #8 Cooling Tower Repair			1,220,000		
Unit #7 Cooling Tower Repair			50,000	400,000	
Unit #8 Mercury Capital		300,000	300,000	300,000	
Turbine Controls Upgrade		450,000	450,000		
Unit #7 Cooling Tower Piping	157,428				
Electric Svc Storage Building			125,000		
Vet Med Substation Volt Support	214		349,786		
Unit #8 Turbine Gen Overhaul		1,500,000	1,500,000		
69kV Switchyard Relay/Control		150,000	150,000	1,700,000	
Vet Med Substation Feeders		300,000		300,000	
Unit #8 Blading/Diaphragms		2,000,000	1,170,086		
69kV Transmission Reconstruct		250,000		520,000	
Mortensen Road Underground		30,000	30,000	300,000	
Plant Substation Switchgear/Ext		110,000	110,000	950,000	
Underground Storage Tanks		15,000	15,000	15,000	
CEMS Equipment/Systems		450,000	450,000		
Mid-American Energy Connect	443,479	4,000,000	9,946,435		
Power Plant Fire Protection	16,031	570,000	953,969		
#7 Nitrogen Oxide Control			230,000		
#8 Nitrogen Oxide Control			1,380,000		
#8 Boiler Repair/Tube Replace	3,066,933	2,500,000	2,840,206		
CT #1 Evaporator Cooler				300,000	
Top-O-Hollow Substation				250,000	
Unit #7 Crane Repair				230,000	
Unit #8 Precipitator Control				200,000	
Sub-Total	5,058,275	15,980,000	24,773,711	7,270,000	
<b>Water Distribution:</b>					
East Ames Water Extension		800,000			
North Ames Water Extension		703,000	703,000		
07/08 Water System Improv	959				
08/09 Water System Improv	77,527		246,918		
09/10 Water System Improv	38,523		119,057		
10/11 Water System Improv	664,164		199,974		
11/12 Water System Improv	526,917		361,245		
12/13 Water System Improv	25,939	900,000	874,061		
13/14 Water System Improv				975,000	
Sub-Total	1,334,029	2,403,000	2,504,255	975,000	
<b>Sanitary Sewer:</b>					
Sanitary Swr System Evaluation	532,229	1,000,000	2,020,895		
E. Ames Utilities Extension	46,788				
Woodview Dr. Water & Sewer	2,859	357,000	354,141		
07/08 San Swr Rehab	16,840				
08/09 Sanitary Sewer Rehab	909				

# UTILITIES CIP

489

Activities:	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Sanitary Sewer, continued:</b>					
10/11 Sanitary Sewer Rehab	54,480				
11/12 Sanitary Sewer Rehab	108,628		591,253		
12/13 Sanitary Sewer Rehab		300,000	300,000		
13/14 Sanitary Sewer Rehab				3,470,000	
10/11 Clear Water Diversion	62,766				
11/12 Clear Water Diversion			50,050		
12/13 Clear Water Diversion		25,000	25,000		
13/14 Clear Water Diversion				25,000	
East Ames Sanitary Sewer Ext.		3,500,000			
North Ames Sanitary Swr Ext.		698,000	698,000		
Sub-Total	825,499	5,880,000	4,039,339	3,495,000	
<b>Storm Sewer:</b>					
Flood Response/Mitigation Proj	16,662	3,295,000	2,013,338		
12/13 Storm Wtr Green Hills		100,000	100,000		
11/12 Storm Sewer Outlet	37,716		62,284		
12/13 Storm Sewer Outlet		100,000	100,000		
11/12 Storm Sewer Improv	35,730		214,270		
13/14 Storm Sewer Improv				250,000	
11/12 Low Point Drainage	38,134		161,866		
12/13 Low Point Drainage		125,000	125,000		
13/14 Low Point Drainage				150,000	
Gateway Storm Wtr Rehab			145,885		
08/09 St Wtr Rehab – Eastgate	11,414				
Storm Wtr Fac Moore M Park			98,998		
09/10 Low Pt Crystal Street	24,312		99,770		
10/11 Storm Swr Outlet C Cr	3,855		20,046		
10/11 Storm Wtr Rehab Spring V	2,125		146,251		
10/11 Low Point Ironwood Ct	11,609		111,753		
10/11 Storm Swr Intake Rehab			150,000		
Teagarden Area Study	47,225		12,775		
Arbor/Sheldon Erosion RP	43,349				
Teagarden/Middle Branch				555,000	
Sub-Total	272,131	3,620,000	3,562,236	955,000	
<b>Resource Recovery:</b>					
LED Lighting EECBG			24,315		
Res. Rec. System Improvements	97,525	285,750	337,455	495,800	
Res. Rec. Recyclables Bldg	6,373				
Alternative Feed System	63,632				
Fire System Upgrade	5,630		65,000	205,370	
Primary Shredder			130,000	1,000,000	
Sub-Total	173,160	285,750	556,770	1,701,170	
<b>Total CIP</b>	<b>10,489,449</b>	<b>35,462,750</b>	<b>45,305,855</b>	<b>23,471,170</b>	<b>(33.8)</b>



Ribbon Cutting

June 9, 2012



# TRANSPORTATION PROGRAM

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# TRANSPORTATION PROGRAM

430

## Program Description:

The Transportation Program serves the community by providing facilities which enhance the movement of people within the City. The system aids industrial, commercial, and residential users through the orderly flow of vehicles and passengers for commercial and leisure activities. The Street System maintains the hard surfaced and gravel streets within the City. These surfaces are cleared of dirt and debris on a regular basis. Snow and ice are removed according to guidelines set by the City Council. The rights-of-way are mowed and litter removed on a regular basis. Public Parking facilities are operated and maintained by the City. The public safety is protected by parking regulations set forth by the City Council. These regulations are enforced by warning violators or issuing fines. Revenues are collected from meters and fines, and these revenues are used to maintain and improve the parking system. Ames operates and maintains a Mass Transit System to provide efficient and economical transportation to all members of the community. A fixed route service is available on a daily basis for most residents. Dial-A-Ride is a contracted service available for elderly or disabled residents. The operations of the system are overseen by a joint City/ISU student board. The Ames Municipal Airport provides general aviation services to the community. The City maintains two hard surface runways. Buildings, taxiways, and streets at the Airport are maintained by the City to ensure clean, safe, and useable air facilities. Capital Improvements which benefit the Transportation sub-program areas are budgeted in this program.

	2011/12	2012/13	2012/13	2013/14	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Street System	2,962,709	3,192,227	3,347,911	3,463,273	8.5%
Public Parking	683,200	751,366	779,977	763,265	1.6%
Transit System	7,875,611	8,285,463	8,440,920	8,774,137	5.9%
Airport	161,150	117,058	119,730	121,745	4.0%
<b>Total Operations</b>	<b>11,682,670</b>	<b>12,346,114</b>	<b>12,688,538</b>	<b>13,122,420</b>	<b>6.3%</b>
Transportation CIP	17,153,741	12,110,700	27,347,388	12,560,146	3.7%
<b>Total Expenditures</b>	<b>28,836,411</b>	<b>24,456,814</b>	<b>40,035,926</b>	<b>25,682,566</b>	<b>5.0%</b>
 <b>Personnel – Authorized FTE</b>	 103.10	 103.10	 103.63	 103.63	

# TRANSPORTATION PROGRAM

430

	2011/12	2012/13	2012/13	2013/14	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	
Personal Services	7,789,775	7,937,694	8,123,927	8,387,668	5.7%
Contractual	4,248,512	2,522,597	3,067,020	2,765,477	9.6%
Commodities	1,803,500	1,935,073	2,009,446	2,087,545	7.9%
Capital	14,993,713	12,060,700	26,834,633	12,440,976	3.2%
Other Expenditures	911	750	900	900	20.0%
<b>Total Expenditures</b>	<b>28,836,411</b>	<b>24,456,814</b>	<b>40,035,926</b>	<b>25,682,566</b>	<b>5.0%</b>
<b>Funding Sources:</b>					
General Fund	135,658	120,858	129,020	126,950	5.0%
Local Option	23,784	125,000	391,834	100,000	-20.0%
Road Use Tax	3,134,677	4,019,319	4,600,352	4,443,225	10.5%
Street Construction	1,323,434	1,281,000	2,406,657	1,183,000	-7.7%
Airport Construction	782,171	-	1,261,917	-	
G.O. Bonds	6,038,648	5,987,500	13,227,740	6,200,000	3.5%
Parking	686,103	755,474	784,507	768,108	1.7%
Transit Operating	7,875,611	8,285,463	8,440,920	8,774,137	5.9%
Transit Capital Reserve	2,744,683	3,682,200	7,779,993	3,987,146	8.3%
Electric Fund	70,175	200,000	449,671	100,000	-50.0%
Transit Intermodal	6,021,467	-	563,315	-	
<b>Total Funding Sources</b>	<b>28,836,411</b>	<b>24,456,814</b>	<b>40,035,926</b>	<b>25,682,566</b>	<b>5.0%</b>

# STREET SURFACE MAINTENANCE

431 -- 77

The streets in Ames are constructed of several different materials and require different techniques to repair the cracked, broken, or distorted surfaces or bases. Street maintenance activities provide smooth and safe streets which are stable and which drain precipitation to the storm sewer system without allowing the moisture to penetrate the surface and saturate the street base. This maintenance includes patching, resurfacing, seal coating, slurry seal, and grading of gravel streets as needed. In addition to regular maintenance, shared use paths are repaired as needed. A new CIP program, introduced in FY 2008/09, provides for pavement improvements to enhance the safety and usability of the shared use paths. Storm damage pickup of branches is the responsibility of this activity.

## Service Objectives:

- ✓ Maintain the City's network of streets, alleys, and shared use paths in a safe and usable condition
- ✓ Provide emergency repairs to roads and streets as necessary
- ✓ Provide barricades for block parties and other community events (road races, etc.)
- ✓ Offer curb and gutter replacement program to eligible citizens

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	867,730	807,838	817,009	840,548	4.0%
Contractual	484,175	423,433	405,200	458,889	8.4%
Commodities	289,710	219,000	294,300	294,000	34.2%
Capital	-	-	-	12,000	
<b>Total Expenditures</b>	<b>1,641,615</b>	<b>1,450,271</b>	<b>1,516,509</b>	<b>1,605,437</b>	<b>10.7%</b>
<b>Funding Sources:</b>					
General Fund	249	-	-	-	
External Labor Reimbursement	6,638	3,800	5,090	5,205	37.0%
Road Use Tax Fund	1,634,728	1,446,471	1,511,419	1,600,232	10.6%
<b>Total Funding Sources</b>	<b>1,641,615</b>	<b>1,450,271</b>	<b>1,516,509</b>	<b>1,605,437</b>	<b>10.7%</b>
<b>Personnel - Authorized FTE</b>	12.13	12.13	12.66	12.66	

# STREET SURFACE MAINTENANCE

431 -- 77

## Highlights:

In FY 12/13 and FY 13/14, \$275,000 is included for **materials** to repair asphalt and concrete streets. Purchasing **joint sealant material** has been included in FY 12/13 and FY 13/14 (\$15,000). These budgeted amounts are increasing our investment in the amount of materials available for repairs. Due to a change in work schedules, there has been an increase in the efficiency of staff which allows for more patching to be completed. The purchase of joint sealant every year instead of every other year will also allow for more proactive maintenance to be completed.

**Concrete crushing** (\$35,000) will continue in FY 13/14 to crush reclaimed concrete from water main breaks and street projects that has accumulated in the Public Works storage yard. By crushing and re-using the concrete (at a cost of \$4.75/ton), a cost savings of at least \$7.00/ton will be realized for repairs around water main breaks and in street maintenance activities. The **positive environmental impact** of this recycling activity also cannot be overlooked.

The \$10,000 **curb and gutter replacement program** enables the City to connect to the community by **sharing the cost of curb and gutter repair with interested homeowners** who aren't in the prioritized area for the Neighborhood Curb Replacement Program in the Capital Improvements Plan.

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

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Miles of streets maintained	270	272	275	276
Blocks of streets crack sealed	55	110	125	125
Blocks of streets slurry sealed	70	0	75	75
Miles of off-street bike paths maintained	38	38	39	40
# of events for which barricades were provided	48	49	50	50
<b>Efficiency and Effectiveness:</b>				
Cost per mile for street maintenance	\$4,884	\$5,318	\$5,569	\$5,804
Citizen satisfaction* with bike path maintenance	79%	81%	83%	85%
Citizen satisfaction* with condition of streets in neighborhoods	72%	77%	78%	80%
Citizen satisfaction* with surface condition of major streets	64%	73%	75%	77%

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



# STREET SURFACE CLEANING

431 -- 7821

This activity provides street sweeping of all residential, arterial, and business district streets to enhance the cleanliness of the community.

## Service Objectives:

- ✓ Sweep arterial and collector streets 16 times/year (1,347 miles) (City crews)
- ✓ Sweep residential streets 11 times/year (5,145 miles) (City crews and contractor)
- ✓ Sweep Business District 32 times/year (512 miles) (City crews)

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	119,417	110,728	111,325	115,399	4.2%
Contractual	87,291	91,165	94,105	97,161	6.6%
Commodities	293	350	350	350	0.0%
<b>Total Expenditures</b>	<b>207,001</b>	<b>202,243</b>	<b>205,780</b>	<b>212,910</b>	<b>5.3%</b>
<b>Funding Sources:</b>					
Road Use Tax Fund	207,001	202,243	205,780	212,910	5.3%
<b>Total Funding Sources</b>	<b>207,001</b>	<b>202,243</b>	<b>205,780</b>	<b>212,910</b>	<b>5.3%</b>
<b>Personnel - Authorized FTE</b>	1.30	1.30	1.30	1.30	

# STREET SURFACE CLEANING

431 -- 7821

## Highlights:

**Streets in the business districts, arterial and collector streets, and some residential streets** are regularly cleaned by City crews. In addition, City crews respond to clean-up activities that arise from emergency incidents (accidents, spills, floods, etc.) and clean-up of mud and debris that is tracked onto the streets at construction sites. They also clean the streets affected by maintenance sites of City crews. **Timely response** is essential to these types of incidents.

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

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
Curb miles cleaned – arterial and collector streets	1,644	1,667	1,700	1,700
Curb miles cleaned – residential streets (City crews)	3,727	4,002	4,000	4,250
Curb miles cleaned – residential streets (Contractor)	1,299	1,429	1,400	1,400
Curb miles cleaned – Business District	465	501	500	500
<b>Efficiency and Effectiveness:</b>				
Cost/mile of streets cleaned (City crews)	\$39.74	\$30.05	\$28.35	\$28.36
Cost/mile of streets cleaned (Contractor)	\$23.99	\$15.09	\$21.43	\$21.43
Citizen satisfaction* with street sweeping in business areas	93%	93%	95%	95%
Citizen satisfaction* with street sweeping in neighborhoods	83%	85%	85%	85%
% of street sweeping needs provided by City crews	75%	75%	75%	75%
% of street sweeping needs provided by contractor	25%	25%	25%	25%

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

# SNOW AND ICE CONTROL

431 -- 7943

On a priority system, this activity provides passable streets for moving vehicles during and after snowstorms. Under slippery road conditions, sand and/or de-icing materials are spread on curves, hills, and intersections of highways and thoroughfares. The snow ordinance usually becomes effective after 2" of snow has fallen; and arterial and several collector streets are plowed. Residential streets are plowed after 3" of snow. Following typical snowstorms, snow routes are cleared in five hours and major and residential streets are cleared in sixteen hours.

Snow and ice storm events are citywide emergencies that require the cooperation of many City departments to provide the quality of service desired for citizens. Therefore, when a snow and/or ice emergency is declared, efforts to deal with the emergency are seen citywide. Parks and Recreation maintenance workers clear designated winter bike paths; employees from departments throughout the City are added to snow and ice operations activities; and a quiet place for rest (for snowplow operators, etc.) is provided at the Electric Distribution building.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	224,409	398,662	398,815	413,411	3.7%
Contractual	259,517	395,998	419,449	433,093	9.4%
Commodities	73,603	180,560	180,560	180,560	0.0%
Capital	-	-	-	11,000	
<b>Total Expenditures</b>	<b>557,529</b>	<b>975,220</b>	<b>998,824</b>	<b>1,038,064</b>	<b>6.4%</b>
<b>Funding Sources:</b>					
Road Use Tax Fund	557,529	975,220	998,824	1,038,064	6.4%
<b>Total Funding Sources</b>	<b>557,529</b>	<b>975,220</b>	<b>998,824</b>	<b>1,038,064</b>	<b>6.4%</b>
<b>Personnel – Authorized FTE</b>	4.35	4.35	4.35	4.35	

# SNOW AND ICE CONTROL

431 -- 7943

## Highlights:

A 2,500 ton **salt contract** is in place for the FY 12/13 snow season. The contract salt cost is \$62.85/ton (\$157,125 total), a decrease from the original estimate of \$65.00/ton. **Calcium chloride** purchases will continue at a cost of \$10,000 in both FY 12/13 and FY 13/14. The FY 13/14 budget was prepared assuming that the City of Ames will return to the historical average of snowfall which has not been the case over the last several years.

In FY 12/13 and FY 13/14, City crews will utilize **32 units** (pickups, trucks, road grader, skid steers, backhoes, etc.) for snow and ice control activities. In addition, 16 units (mostly tractors with plows) with **contracted drivers (\$86,050)** will be available to supplement City crews in these activities. Included in the cost for these contracted services is a subsidy for the additional insurance that must be placed on each tractor to meet City insurance requirements.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Annual snowfall (inches)	41	18	35	35
(39" 5-year historical average; 35" 10-year historical average)				
Miles of street maintained	270	272	275	276
# of ice control operations	15	15	20	20
Sodium chloride applied (tons)	2,705	1,636	2,500	2,500
Calcium chloride applied (gallons)	6,600	5,600	6,000	6,000
Salt brine used (gallons)	77,300	58,800	75,000	75,000
Snow fence installed (miles)	1.75	1.75	1.75	2.00
<b>Efficiency and Effectiveness:</b>				
Cost of snow plowing/ice removal per inch of accumulation per mile of street	\$95.46	\$113.87	\$103.77	\$107.46
Citizen satisfaction* with snow plowing on major City streets	84%	91%	93%	95%
Citizen satisfaction* with snow plowing in neighborhoods	74%	77%	80%	82%
Citizen satisfaction* with ice control at intersections	73%	79%	83%	85%

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

# RIGHT-OF-WAY MAINTENANCE

431 -- 94

This activity includes turf maintenance on City-owned land and rights-of-way and private property (after citizen non-compliance). Staff maintains sidewalks adjacent to City-owned land and buildings as a responsibility of this activity, as well as communication with owners concerning sidewalk adjacent to private property. All forestry related functions including removal, trimming, planting, and disease diagnosis are also included in this activity. Sidewalks reported by citizens to be in need of repair are evaluated by City personnel as to safety. Any required repairs are the responsibility of the homeowner and are inspected by City personnel after repairs are done. Trash removal from public receptacles is the responsibility of this activity.

## Service Objectives:

- ✓ Provide attractive rights-of-way, especially at City entryways and along major transportation corridors, throughout the City
- ✓ Provide oversight, scheduling, and contract administration of the right-of-way tree trimming contractor
- ✓ Sweep sidewalks in Campustown and Downtown three times per week for six months of the year
- ✓ Trim, remove and maintain trees at City facilities and on City rights-of-way
- ✓ Continue enhanced efforts on cleanliness of public rights-of-way in Campustown
- ✓ Provide landscape maintenance and related services on City rights-of-way
- ✓ Evaluate deficient sidewalks on private property, notify property owner of maintenance/repair responsibilities, and inspect new/repared sidewalks
- ✓ Maintain sidewalks adjacent to City-owned land and buildings
- ✓ Remove trash from public receptacles

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	340,899	353,993	362,378	364,401	2.9%
Contractual	176,128	176,650	226,870	211,661	19.8%
Commodities	28,212	33,850	37,550	30,800	-9.0%
Capital	11,325	-	-	-	
<b>Total Expenditures</b>	<b>556,564</b>	<b>564,493</b>	<b>626,798</b>	<b>606,862</b>	<b>7.5%</b>
<b>Funding Sources:</b>					
General Fund	3,680	-	-	-	
Labor Reimbursement	1,210	-	4,200	-	
Road Use Tax Fund	548,771	560,385	618,068	602,019	7.4%
Parking Fund	2,903	4,108	4,530	4,843	17.9%
<b>Total Funding Sources</b>	<b>556,564</b>	<b>564,493</b>	<b>626,798</b>	<b>606,862</b>	<b>7.5%</b>
<b>Personnel - Authorized FTE</b>	<b>4.40</b>	<b>4.40</b>	<b>4.40</b>	<b>4.40</b>	

# RIGHT-OF-WAY MAINTENANCE

431 -- 94

## Highlights:

An objective under Council's goal to rejuvenate Campustown includes increasing cleanliness. **Sidewalks in Campustown and the Downtown Business District are swept** three times a week for six months of the year at an annual cost of approximately \$7,300 in support of this objective. In addition, contracted **garbage pickup** occurs three times per week (Monday, Wednesday, and Friday) in both areas at an annual cost of \$13,152. These activities help to improve the cleanliness of those areas. The budget also includes \$8,000 a year for the replacement of the wood garbage cans with metal cans. This increase will accelerate the replacement schedule and have all wood garbage cans replaced by FY 13/14.

A seasonal **Groundskeeper** has been added in FY 12/13 (three months) and FY 13/14 (six months) to focus efforts on the appearance of the greenscape and the general cleanliness of highly used areas of the City: City Hall; Downtown, including Tom Evans and Bandshell parks; Campustown, including Campustown Court; the Greek Triangle; and working with the Somerset Association (to ensure that area is maintained to City standards). Total cost of the seasonal position and a vehicle is \$8,943 for FY 12/13 and \$18,386 in FY 13/14. One-half of this cost is shown in this Right-of-Way Maintenance activity and the other half is reflected in the Parks program.

The City of Ames was recently selected as one of three pilot cities for inclusion in **an Iowa Department of Natural Resources (IDNR) grant with the United States Forest Service**. This grant will allow the City an opportunity to work with an urban forester on public education, to build a network of volunteers, to develop effective maintenance plans that ensure the health of our forest resources, and to review ordinances to ensure protection and enhancement of our urban forest for three years. The existing Right-of-Way Maintenance budget will provide the \$10,000 in-kind services requirement for this grant. It is expected that the Urban Forester will begin in January 2013.

Included in FY 12/13 is \$50,000 for the continuation of a **program to trim trees** in the rights-of-way and \$10,000 for **removal of dead or dying trees** in the rights-of-way. An additional \$7,000 is included to cover extra contract needs in this area that are not included in those annual contracts. During the summer, the City experienced two windstorms that caused damage to many trees throughout the community. Due to this, the City had to do a change order to the existing tree trimming contract so the 12/13 Adjusted budget shows increasing the funding by \$23,000 to allow normal tree trimming to continue.

In FY 13/14, the rights-of-way **tree trimming contract** has been increased to \$75,000. With the Urban Forester position and the completed tree inventory, staff anticipates an increase in the amount of tree trimming and removals needed. Future years may also see an increase after working with the Urban Forester to develop a maintenance plan.

The dry weather in 2012 also caused stress to many areas of City maintained rights-of-way. Included in FY 12/13 is \$3,500 for the **fertilizing** of these areas which will help **reestablish the turf and provide weed control**.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Rights-of-way mowed (acres)	760	760	761	761
Complaint notices issued – snow/ice on sidewalk	235	3	150	150
Actual # of billings for snow/ice removal from sidewalks	50	0	40	40
Bush/trees overhang letters sent	55	40	40	40
Sidewalk repair letters sent	40	47	50	50
Trees and shrubs planted	300	400	400	400
<b>Efficiency and Effectiveness:</b>				
Citizen satisfaction* with appearance of medians and parkways	88%	92%	95%	95%

# PARKING OPERATION AND MAINTENANCE

434 -- 96

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

## Service Objectives:

- ✓ Provide safe, available, and well-maintained parking opportunities for the public
- ✓ Secure daily money collection from meters
- ✓ Repair/replace defective parking meters within 24 hours
- ✓ Perform preventive maintenance on parking meters

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	152,069	155,973	158,230	158,192	1.4%
Contractual	64,284	60,588	63,983	64,297	6.1%
Commodities	31,416	33,100	33,400	33,450	1.1%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>247,769</b>	<b>249,661</b>	<b>255,613</b>	<b>255,939</b>	<b>2.5%</b>
<b>Funding Sources:</b>					
Parking	247,769	249,661	255,613	255,939	2.5%
<b>Total Funding Sources</b>	<b>247,769</b>	<b>249,661</b>	<b>255,613</b>	<b>255,939</b>	<b>2.5%</b>
<b>Personnel – Authorized FTE</b>	1.82	1.82	1.82	1.82	

# PARKING OPERATION AND MAINTENANCE

434 -- 96

## Highlights:

In FY 12/13 the City began offering **SmartCards** as alternative payment for parking meters at select locations. SmartCards are a prepaid card used in lieu of coins when paying to park. Purchase of SmartCards can be made at Utility Customer Service in City Hall. Primary customers using the prepaid cards are typically using the parking meters on a regular basis, but do not want to be tied to a contract with a reserved parking stall.

**Improved operation** of parking meters has been recognized through the reduced number of maintenance reports for jammed coins or failures to receive time on the meter after coins were deposited. Reliability and consistency of the City's parking meters are priorities for parking meter staff.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of parking stalls	2,804	2,804	2,804	2,804
# of parking stalls painted	2,700	2,500	2,804	2,804
Electronic parking meters in use	943	959	959	959
Smart Card parking meters in use	N/A	N/A	179	230
# of meter complaints	312	300	310	310
# of preventive maintenance checks done on meters	1,022	874	1,000	1,000
<b>Efficiency and Effectiveness:</b>				
Reserved parking space rented (%)	92%	94%	94%	94%



# PARKING LAW ENFORCEMENT

434 -- 2510

This activity has the responsibility of enforcing all parking regulations in the Downtown and Campustown business areas as well as other locations around the City. Citations are issued for both overtime and illegal parking, with a goal of providing uniform enforcement of all parking restrictions. Community Safety Officers enforce parking regulations during the evening hours as well as assisting police officers and citizens in traffic movement and documenting reports of minor incidents. Parking law enforcement is also a responsibility of police officers and is included in the Crime Prevention and Patrol Activity.

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	219,702	272,083	272,422	280,519	3.1%
Contractual	56,223	59,888	59,501	56,612	-5.5%
Commodities	2,943	2,275	3,675	1,775	-22.0%
Capital	-	-	22,250	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>278,868</b>	<b>334,246</b>	<b>357,848</b>	<b>338,906</b>	<b>1.4%</b>
<b>Funding Sources:</b>					
Parking Fund	278,868	334,246	357,848	338,906	1.4%
<b>Total Funding Sources</b>	<b>278,868</b>	<b>334,246</b>	<b>357,848</b>	<b>338,906</b>	<b>1.4%</b>
<b>Personnel - Authorized FTE</b>	1.50	1.50	1.50	1.50	

# PARKING LAW ENFORCEMENT

434 -- 2510

## Highlights:

Community Safety Officers (CSOs) continue to **assist the Ames Police Department's Patrol Division** in day-to-day operations. The main focus of their duties (73% of effort this year) continues to be enforcing illegal parking, overtime meter regulations, and managing parking response during snow emergencies. They also assist with the following functions (27% of effort this year): funeral escorts, traffic control at accidents, special events (parades, ISU football games and VEISHEA), prisoner transports, delivering and picking up the City's block party trailer, and taking reports of property damage accidents that occur on private property. CSOs transport evidence and abandoned bicycles, and document minor reports that do not require a sworn officer. CSOs have completed training to provide some limited response to animal control complaints that are received when animal control services are not available. Costs for these non-parking functions are paid from the General Fund.

In response to a proposal presented by the Police Department, the City Council increased the **fine for illegal parking** from \$15.00 to \$20.00, with a \$5.00 discount for early payment. The new fine was implemented in July of 2012.

After a year long review effort, the new **handheld ticket writing devices** and supporting software were purchased. The new devices incorporate a camera that will allow enforcement staff to attach a picture of the violation to the parking citation. The system is under development with deployment scheduled for spring of 2013.

While there are always year-to-year fluctuations in parking citation counts, the most recent year saw some decline in total tickets when several of our Community Safety Officers left their positions. In addition, the public awareness of illegal parking fines likely increased as a result of neighborhood meetings and City Council discussions. Public awareness would also help reduce violations.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Parking citations issued by parking officer + daytime CSOs				
Overtime	20,067	18,590	17,221	20,000
Illegal	9,918	7,255	6,500	7,500
Illegal citations - evening CSOs	15,141	16,970	14,709	15,000
Overtime citations issued – evening CSOs	4,877	5,011	5,565	4,500
Illegal citations by Patrol Division	2,144	1,121	2,003	2,000
Total illegal citations	27,203	25,346	23,212	24,500
Total overtime citations	24,944	23,601	22,768	24,500
Total all citations	52,147	48,947	45,998	49,000
<b>Efficiency and Effectiveness:</b>				
Enforcement cost for each illegal citation	\$5.95	\$5.72	\$7.70	
Average payment processing cost	\$2.90	\$3.32	\$3.64	
General overhead costs	<u>\$0.94</u>	<u>\$1.02</u>	<u>\$1.11</u>	
Total	\$9.79	\$10.06	\$12.45	
Enforcement cost each overtime citation	\$6.33	\$5.67	\$7.85	
Average payment processing cost	\$2.90	\$3.32	\$3.64	
General overhead costs	<u>\$0.94</u>	<u>\$1.02</u>	<u>\$1.11</u>	
Total	\$10.17	\$10.01	\$12.60	
Enforcement cost for all citations	\$5.96	\$5.70	\$7.78	
Average payment processing cost	\$2.90	\$3.32	\$3.64	
General overhead costs	<u>\$0.94</u>	<u>\$1.02</u>	<u>\$1.11</u>	
Total	\$9.80	\$10.04	\$12.53	

# PARKING VIOLATION COLLECTION

434 -- 1716

The purpose of the Parking Violation Collection activity is to accept and record monies received in the payment of parking ticket fines. Responsibilities include collecting and recording payments received electronically, through the mail, over-the-counter, and in the drop-box; maintaining payment records; responding to citizens' questions; mailing reminder notices on unpaid tickets; and working with other collection processes, including collection agencies and the City of Ames Legal Department. Additional responsibilities include assisting with the processing of utility payments made over-the-counter and selling CyRide passes.

## Service Objectives:

- ✓ Accurately record citizens' payments on the date the payments are received
- ✓ Accurately record payments made to the collection agency within two working days of receipt of the collection report
- ✓ Report payments received on tickets at collection on a weekly basis
- ✓ Offer citizens convenient options for paying their parking ticket fines
- ✓ Promptly refer to collection agency all tickets outstanding for at least 40 days
- ✓ Accurately maintain payment records
- ✓ Mail reminder notices to citizens with unpaid parking tickets on the same day as the notices are generated
- ✓ Respond promptly and courteously to citizens' inquiries and requests
- ✓ Process overpayments on a weekly basis

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	66,071	68,168	68,869	71,071	4.3%
Contractual	89,196	97,073	95,511	95,164	-2.0%
Commodities	1,296	2,218	2,136	2,185	-1.5%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>156,563</b>	<b>167,459</b>	<b>166,516</b>	<b>168,420</b>	<b>0.6%</b>
<b>Funding Sources:</b>					
Parking	156,563	167,459	166,516	168,420	0.6%
<b>Total Funding Sources</b>	<b>156,563</b>	<b>167,459</b>	<b>166,516</b>	<b>168,420</b>	<b>0.6%</b>
<b>Personnel - Authorized FTE</b>	1.10	1.10	1.10	1.10	

# PARKING VIOLATION COLLECTION

434 -- 1716

## Highlights:

The City implemented a new service in FY 12/13 which allows citizens to purchase a SmartCard with prepaid parking meter time. Citizens can use the SmartCard to pay for metered parking and are able to receive a complete refund of their unused time. The sale of SmartCards is handled by staff assigned to this program.

This program's share of Data Services has decreased in relation to other programs. Data Service costs for FY 12/13 are projected to be \$947 less than adopted. The amount requested for FY 13/14 is \$3,213 less than the amount adopted for FY 12/13.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Maintained an accuracy rate of no more than 1 misapplied payment per 1,000 payments processed	Yes	Yes	Yes	Yes
% of payments made by credit card	43.0	42.0	42.5	43.0
% of tickets outstanding for 40 to 60 days referred to Collection Agency	100.0	100.0	100.0	100.0
% of payments reported to collection agency within a week of receipt	100.0	100.0	100.0	100.0
% of reminder notices mailed on date generated	100.0	100.0	100.0	100.0
% of customer inquiries or requests responded to within one working day	100.0	100.0	100.0	100.0
<b>Efficiency and Effectiveness:</b>				
Number of payments processed	44,518	39,767	43,000	43,500
Number of overpayments processed	291	386	350	350
Number of reminder notices mailed	20,945	18,794	20,500	20,700
Number of tickets referred to collection	9,759	9,651	9,800	9,900
Average cost for payment processed	\$3.39	\$3.94	\$3.87	\$3.92

# TRANSIT SYSTEM

436

## Activity Description:

The Ames Transit System provides those who live in and visit the City with a safe, economical, and energy saving mass transit system.

Transit Administration oversees the operations of the total transit system. Statistical data and record keeping functions are also performed. Transit system administration reports to federal, state, university, and local authorities, and derives its funds from the same.

The system operates Fixed Route Service (CyRide) every day of the year except Thanksgiving, Christmas, and New Year's Day.

The Transit System further serves the community by contracting for Dial-A-Ride service. This service benefits the community by making transit service available to the disabled and other citizens with special needs.

	2011/12	2012/13	2012/13	2013/14	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Transit Administration	1,596,758	1,705,059	1,710,971	1,762,421	3.4%
Fixed Route Service	6,106,770	6,416,783	6,556,207	6,829,765	6.4%
Dial-A-Ride Service	172,083	163,621	173,742	181,951	11.2%
<b>Total Operations</b>	<b>7,875,611</b>	<b>8,285,463</b>	<b>8,440,920</b>	<b>8,774,137</b>	<b>5.9%</b>
<b>Personnel – Authorized FTE</b>	75.95	75.95	75.95	75.95	

# TRANSIT SYSTEM

436

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	5,636,233	5,721,500	5,883,888	6,091,448	6.5%
Contractual	955,992	1,101,993	1,101,307	1,139,864	3.4%
Commodities	1,282,475	1,461,220	1,454,825	1,541,925	5.5%
Capital	-	-	-	-	
Other Expenditures	911	750	900	900	20.0%
<b>Total Expenditures</b>	<b>7,875,611</b>	<b>8,285,463</b>	<b>8,440,920</b>	<b>8,774,137</b>	<b>5.9%</b>
<b>Funding Sources:</b>					
Transit	(525,539)	(632,098)	(553,193)	(888,509)	40.6%
Federal Grants	1,528,279	1,530,000	1,540,702	1,985,414	29.8%
State Grants	818,735	819,100	834,250	870,339	6.3%
Interest	13,056	10,000	18,000	14,000	40.0%
Transportation Fees & Charges	827,915	821,127	782,427	859,750	4.7%
ISU Administration	599,880	641,872	641,872	658,561	2.6%
Property Tax	1,374,878	1,472,409	1,472,409	1,510,691	2.6%
GSB	3,204,263	3,574,053	3,659,053	3,726,491	4.3%
Miscellaneous Revenue	9,099	15,000	15,400	7,400	-50.7%
MPO Funding	25,045	34,000	30,000	30,000	-11.8%
<b>Total Funding Sources</b>	<b>7,875,611</b>	<b>8,285,463</b>	<b>8,440,920</b>	<b>8,774,137</b>	<b>5.9%</b>

# TRANSIT ADMINISTRATION AND SUPPORT

436 -- 11

This activity involves the orderly and efficient management of the public transit system. Associated activities are the marketing of the system, transit facilities maintenance, and the training and development of employees who will operate vehicles in a safe, responsible, and courteous manner.

## Service Objectives:

- ✓ Achieve at least 5.9 million rides within the community
- ✓ Administer all state and federal grants to maximize funding from non-local sources
- ✓ Maintain an average large bus fleet age of 11 years or less
- ✓ Educate the business, student and general resident population through promotions
- ✓ Maintain an operating budget balance of no less than 9%
- ✓ Ensure compliance with all federal, state and local regulations
- ✓ Implement a coordinated plan to improve bus stop locations

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	1,009,317	1,037,284	1,033,362	1,064,988	2.7%
Contractual	536,718	608,555	615,534	634,858	4.3%
Commodities	50,723	59,220	62,075	62,575	5.7%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>1,596,758</b>	<b>1,705,059</b>	<b>1,710,971</b>	<b>1,762,421</b>	<b>3.4%</b>
<b>Funding Sources:</b>					
Transit	1,596,758	1,705,059	1,710,971	1,762,421	3.4%
<b>Total Funding Sources</b>	<b>1,596,758</b>	<b>1,705,059</b>	<b>1,710,971</b>	<b>1,762,421</b>	<b>3.4%</b>
<b>Personnel – Authorized FTE</b>	9.20	9.20	9.20	9.20	

# TRANSIT ADMINISTRATION AND SUPPORT

436 -- 11

## Highlights:

CyRide has experienced increased ridership each year for the last six years, for a 34% increase from FY 06/07 to FY 11/12. This is expected to continue with an estimated 4-5% additional increase during FY 12/13. With increasing Iowa State University enrollment predicted to continue in the near future, CyRide continues to be in a growth period, which places operational and infrastructure pressures on the system at a time when non-local funding is dwindling.

For the fourth year in a row, student fees to support CyRide will be held constant in FY 13/14 due to this year's GSB Trust Fund closing balance expected to exceed \$1,000,000.

Total local revenue is anticipated to increase 5% from each of the three funding partners – City of Ames, Government of the Student Body (GSB), and Iowa State University (ISU) mainly as a result of higher budgeted fuel prices and additional buses required to meet higher demand. Federal transit dollars have shifted with additional operating funding and no capital funding. As a result, federal operating dollars have been transferred to the capital budget to allow CyRide to address infrastructure needs. The net effect is no increase in federal operating dollars.

State dollars are expected to increase slightly.

The FY 13/14 budget reflects no change in the number of full-time equivalent positions.

Fuel prices are expected to increase 9.4% in the FY 13/14 budget with the average price of fuel budgeted at \$3.75 per gallon, \$0.25 more per gallon than the cost reflected in the FY 12/13 adopted budget. This will impact the budget by more than \$80,000 in FY 13/14.

The FY 13/14 budget reflects the third of five repayments of a State revolving loan in the amount of \$17,500 for local match required in one Intermodal Facility grant. The local payment will be divided equally between the City and Iowa State University, each contributing \$8,750.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Ridership	5,447,289	5,759,883	5,990,000	6,100,000
Grant funds received	\$3,100,590	\$8,392,886	\$6,852,989	\$2,997,581
Average fleet age in years	9.7	9.3	9.5	9.7
<b>Efficiency and Effectiveness:</b>				
Passenger trips/capita	96.1	101.7	101.5	103.3
Passenger trips/revenue hour	48.1	51.0	53.0	54.0
Revenue hours/capita	2.0	2.0	1.9	1.9
Grant funds/expenses	73.1%	87.0%	79.4%	76.1%



# FIXED ROUTE SERVICE

436 -- 12

The fixed route bus service provides regularly scheduled public transit service to the City of Ames, including Iowa State University (ISU). There are eight color-coded bus routes which connect the various parts of the City, and three circulator routes that serve the ISU Campus and neighborhoods adjacent to campus.

## Service Objectives:

- ✓ Maintain a safe transit system by reducing the total number of accidents by 2%
- ✓ Achieve at least 35,000 rides per customer comment
- ✓ Maintain the bus fleet in a manner that allows for the smooth and efficient operation of service on a daily basis
- ✓ Coordinate public transit service with other types of transportation (bikes, intercity/regional buses, etc.)
- ✓ Hire adequate staff to ensure that 85% or more of the drivers' work is assigned each week, reducing overtime expense
- ✓ Maintain service quality with at least 88% of the bus trips on time at a single timepoint on the schedule.

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	4,617,571	4,674,595	4,840,862	5,016,509	7.3%
Contractual	256,541	339,438	321,695	333,006	-1.9%
Commodities	1,231,747	1,402,000	1,392,750	1,479,350	5.5%
Other Expenditures	911	750	900	900	20.0%
<b>Total Expenditures</b>	<b>6,106,770</b>	<b>6,416,783</b>	<b>6,556,207</b>	<b>6,829,765</b>	<b>6.4%</b>
<b>Funding Sources:</b>					
Transit	6,106,770	6,416,783	6,556,207	6,829,765	6.4%
<b>Total Funding Sources</b>	<b>6,106,770</b>	<b>6,416,783</b>	<b>6,556,207</b>	<b>6,829,765</b>	<b>6.4%</b>
<b>Personnel - Authorized FTE</b>	66.70	66.70	66.70	66.70	

# FIXED ROUTE SERVICE

436 -- 12

## Highlights:

Fixed route ridership is anticipated to increase to approximately 5.9 million rides during FY 12/13 and close to the 6.0 million ride milestone in FY 13/14. Two articulated buses will be placed in service on the Orange Route from the ISC lot through campus in late FY 12/13 to provide service in FY 13/14.

While ridership has been increasing each year, it is due to increasing service on CyRide's existing routes as opposed to new services. Increased demand on current routes requires as many as five buses on a single trip to carry the number of people waiting for service at peak demand times.

CyRide will continue to work on two technology projects that will be deployed in FY 12/13 for the vehicle tracking system and scheduling software. Staff will continue to learn more about these systems to allow for more efficient delivery of CyRide services. For example, staff will be using the "playback" mode on the vehicle tracking system to investigate customer complaints, adjust service times and to ensure on-time service for its customers.

The FY 13/14 budget includes a route modification to the Aqua route to the Furman Aquatic Center to provide a higher level of service from City Hall to the Aquatic Center as opposed to a lower level of service from Beyer Hall/State Gym as well as from City Hall. The change has no impact on the budget.

CyRide will continue its bus shelter improvement plan in FY 13/14 to enhance CyRide's customer experience.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Ridership	5,371,284	5,668,282	5,980,000	6,090,000
Average percent work assigned	88.8%	92.9%	91.0%	90.0%
Passenger compliments	12	23	20	20
<b>Efficiency and Effectiveness:</b>				
Passengers/revenue hour	49.3	52.2	54.4	55.0
Cost/revenue mile	\$5.14	\$5.35	\$5.66	\$5.73
Cost/passenger	\$1.08	\$1.06	\$1.10	\$1.12
Cost/revenue hour	\$53.29	\$55.39	\$59.61	\$60.97
Miles between preventable accidents	25,215	28,820	30,000	30,000

# DIAL-A-RIDE

436 -- 13

This activity addresses the public transportation needs of the disabled residents of Ames. Service hours and areas served exceed the requirements of the Americans with Disabilities Act. Heartland Senior Services operates the Dial-A-Ride service as a sub-contractor to CyRide.

## Service Objectives:

- ✓ Process transportation applications for persons with disabilities within 21 days per ADA regulations
- ✓ Ensure customer satisfaction with service delivery
- ✓ Ensure subcontractor compliance with all federal and state regulations

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	9,345	9,621	9,664	9,951	3.4%
Contractual	162,733	154,000	164,078	172,000	11.7%
Commodities	5	-	-	-	
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>172,083</b>	<b>163,621</b>	<b>173,742</b>	<b>181,951</b>	<b>11.2%</b>
<b>Funding Sources:</b>					
Transit	172,083	163,621	173,742	181,951	11.2%
<b>Total Funding Sources</b>	<b>172,083</b>	<b>163,621</b>	<b>173,742</b>	<b>181,951</b>	<b>11.2%</b>
<b>Personnel – Authorized FTE</b>	.05	.05	.05	.05	

# DIAL-A-RIDE

436 -- 13

## Highlights:

CyRide is required under the Americans with Disabilities Act (ADA) to provide complementary paratransit service for persons unable to use its Fixed Route service. Federal Section 5310 funding is available through a grant with the State of Iowa to fund up to 80% of the expenses of this service, if contracted to another agency. This funding is not available if CyRide directly operates the service. As a result, CyRide has contracted with another agency for the past eight years for the provision of this service called Dial-A-Ride. In FY 12/13, CyRide contracted with Heart of Iowa Regional Transit Agency (HIRTA) for this service, under a one-year agreement. It is anticipated that another intergovernmental agreement for Dial-A-Ride service will be negotiated for implementation during the FY 13/14 budget year.

In FY 12/13, Dial-A-Ride is anticipated to provide approximately 10,000 rides, with ridership remaining stable during FY 13/14. The Dial-A-Ride expenses are expected to be \$172,000 for FY 13/14, with \$137,600 funded through a federal grant.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Ridership	9,101	10,853	10,000	10,000
# of complaints	0	0	3	3
% of applications processed in 21 days	96%	97%	97%	97%
<b>Efficiency and Effectiveness:</b>				
Passengers/revenue hour	3.6	4.1	4.0	4.0
Farebox revenue/expense	6.2%	5.5%	9.2%	8.8%
Cost/passenger	\$15.68	\$14.94	\$15.79	\$16.54
Cost/revenue mile	\$4.59	\$4.75	\$4.96	\$5.20

# AIRPORT

438 -- 70

The Ames Municipal Airport currently has the second busiest non-controlled airport in the state with over 25,000 operations occurring annually. Approximately 90 aircraft are housed in private and public hangars, and an additional 54 aircraft can be temporarily located in designated tie-down areas. A fixed base operator (FBO) is under contract to provide for daily airport operations. The FBO is not responsible for maintenance services at the Airport; therefore, maintenance is administered by Public Works through outside contracts or with City staff for snow removal and mowing. City-owned land next to the airport is utilized for agricultural purposes.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	49,369	48,749	50,991	52,679	8.1%
Contractual	108,522	65,809	66,239	66,566	1.2%
Commodities	3,259	2,500	2,500	2,500	0.0%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>161,150</b>	<b>117,058</b>	<b>119,730</b>	<b>121,745</b>	<b>4.0%</b>
<b>Funding Sources:</b>					
General Fund	(81,408)	(91,010)	(92,578)	(98,000)	7.7%
Airport Farm	77,354	84,593	84,593	89,964	6.3%
Hangar Leases	69,921	70,575	69,695	70,334	-0.3%
Fuel Sales	13,133	8,700	11,200	11,200	28.7%
Miscellaneous	72	700	550	600	-14.3%
Sigler Companies	44,809	43,500	46,270	47,647	9.5%
Airport Construction	37,269	-	-	-	
<b>Total Funding Sources</b>	<b>161,150</b>	<b>117,058</b>	<b>119,730</b>	<b>121,745</b>	<b>4.0%</b>
<b>Personnel – Authorized FTE</b>	<b>.55</b>	<b>.55</b>	<b>.55</b>	<b>.55</b>	

# AIRPORT

438 -- 70

## Highlights:

Hap's Air Service has completed their fifth year of a five-year **Fixed Base Operator** (FBO) service contract. On March 27, 2012, Council approved a one-year extension of the FBO Lease with Hap's Air Service so that staff can focus on the new Terminal Building project. The current FBO contract ends June 30, 2013. A decision will have to be made whether to extend the current FBO lease through FY 13/14 or to obtain Requests for Proposals (RFP) from interested providers.

The **Airport Advisory Committee** is involved with the FBO operations through meetings every four to five months. Positive feedback continues to be received from local and transient users.

The **Airport Construction Fund balance** is projected to be \$92,896 at the end of FY 12/13 and \$190,896 at the end of FY 13/14. In FY 12/13, this funding will be used as a City match in a rehabilitation project of the west apron, which is the staging area for planes along the west side of the terminal building. This project is under contract with construction scheduled for spring/summer 2013.

In FY 12/13, staff held numerous Airport user meetings to help define expectations of a new terminal building. Meetings were held with Iowa State University (ISU), private hangar owners, corporate jets, business charters, light sport – recreational, glider club members, frequent itinerant/visitor flights, and Ames Chamber and Visitor Convention Bureau members. In December 2012, City Council indicated their vision of the new **Airport Terminal Building and Hangar** which is included in FY 15/16 of the Capital Improvements Plan. Over the next two years, staff will continue to work on the funding aspects of this project.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Gallons of fuel dispensed (AVGAS)	43,059	42,991	40,695	39,000
Gallons of fuel sold (FBO) jet	93,580	103,528	97,953	98,000
Gallons of fuel dispensed for ISU jet	11,187	11,097	10,935	11,000
Gallons of private fuel dispensed	N/A	2,985	5,300	5,500
# of based single engine aircraft	52	71	71	75
# of based multi-engine aircraft	13	9	9	10
# of based ultra-light aircraft	1	0	0	0
# of based gliders	8	9	10	12
# of based jets	1	2	2	2
<b>Efficiency and Effectiveness:</b>				
% of General Fund support needed to operate and maintain airport	0%	0%	0%	0%

# TRANSPORTATION CIP

439

## Activity Description:

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

Activities:	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Transit Administration:</b>					
IA-16-X001-015-10			4,000	46,000	
IA-78-0001-00 Tiger	5,721,467		563,315		
IA-16-X001-015-11			50,000		
STA-IG-015-FY11			1,000,000		
IA-04-0113-015-11	377,658				
IA-16-X002-015-12			50,000		
State of Good Repair	2,029,349	1,960,000	2,015,302		
Locally Funded Capital	54,402	89,600	229,900	98,000	
Clean Fuels IA-04-0120-00	4,523	1,396,600	1,396,600		
ICB CY11 Ames	300,000				
IA 04-PTMS		186,000	186,000		
IA 16-X001-015-13		50,000	50,000		
STA-IG-015-FY12			750,000		
IA-16-X001-015-08	5,500		43,561		
IA-04-0111-01	254,380		1,000,000	2,525,976	
Needs Analysis FY09			200,000		
IA-04-0128-00				1,221,000	
GSB Nextbus App			266,785	96,170	
IA-04-0129-015-13			537,845		
IA-77-0001-00 Tigger	18,871				
Sub-Total	8,766,150	3,682,200	8,343,308	3,987,146	
<b>Airport Operations:</b>					
09/10 Rehab Taxiway A1	699,065				
10/11 West Apron Rehab	45,837		1,261,917		
Sub-Total	744,902	0	1,261,917	0	
<b>Street Surface Maintenance:</b>					
09/10 Shared Use Path Pave			41,220		
11/12 Shared Use Path Pave			50,000		
12/13 Shared Use Path Pave		50,000	50,000		
13/14 Shared Use Path Pave				50,000	
Retaining Wall S. Dayton		40,000	40,000		
Retaining Wall 13 <sup>th</sup> /Crescent	4,400		75,600		
Retaining Wall Hyland				40,000	
Pavement Restoration				75,000	
10/11 Sidewalk Safety			51,443		
11/12 Sidewalk Safety	25,829		24,171		
12/13 Sidewalk Safety		50,000	50,000		
13/14 Sidewalk Safety				100,000	
Bridge Rehab Program			165,000		

# TRANSPORTATION CIP

439

Activities	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Street Surface Maintenance, continued:</b>					
6 <sup>th</sup> St. Bridge over Squaw Creek		20,000	20,000	40,000	
08/09 Concrete Pavement	(7,980)				
12/13 Curb Curtiss 12-13		75,000			
13/14 Curb Brookridge 19 <sup>th</sup>	77,866			75,000	
09/10 Curb Marston Avenue	(944)				
11/12 Curb Curtiss 10-12	4,398		165,815		
L-Way Median Improvements	6	25,000	25,000		
Sub-Total	103,575	260,000	758,249	380,000	
<b>Public Works Engineering:</b>					
10/11 Asphalt Resurface/I-JOBS	459,440				
09/10 Asphalt Resurfacing	(13,094)				
12/13 Asphalt/Seal Coat Rehab		1,270,500	1,270,500		
13/14 Asphalt/Seal Coat Rehab				1,120,000	
10/11 & 11/12 Asphalt Resurface	51,815		1,078,531		
Grant Avenue Paving			15,000		
9/10 & 10/11 Asphalt Paving	951,954				
12/13 Asphalt St. Reconstruct		978,000	978,000		
S. Duff/S.E. 16 <sup>th</sup> Frontage	2,106		162,894		
Hickory Dr./L-Way/Westbrook	2,685		132,315		
Meadowlane/E. 13 <sup>th</sup> /Carr Dr.	12,465	1,300,000	1,287,535		
12/13 CyRide-Todd Dr./L-Way	101	1,470,000	1,469,899		
11/12 Collector Hayes 20-24	421,169				
11/12 Asphalt Paving	127,610		2,446,290		
10/11 Collector Storm Street	721,004				
11/12 Collector Ash	342,962		1,514,263		
E. 13 <sup>th</sup> St. I-35 to 570 <sup>th</sup>	136,608				
11/12 Collect Ridgewood 13-16	34,031		578,578		
13/14 Collector Sheldon				1,480,000	
10/11 Arterial Duff/L'Way/7 <sup>th</sup>	670,575		309,633		
10/11 Arterial 6 <sup>th</sup> /Grand/NW	70,463				
11/12 Arterial Dayton Avenue	67,064				
12/13 Arterial State Avenue	601	1,500,000	1,499,399		
13/14 Arterial W. Lincoln Way				825,000	
Kellogg Ave L-Way to Main	1,155,988		59,174		
Main Street Alley	8,689		113,246		
SE 16 <sup>th</sup> Paving and Bridge	16,963				
Douglas – Main to 7 <sup>th</sup>	79,518		985,481		
Clark Avenue – Main to 5 <sup>th</sup> Street		1,000,000	1,000,000		
5 <sup>th</sup> Street – Duff to Burnett				1,000,000	
08/09 Arterial ND/Delawr/Ontario	(9,829)		(34,829)		
Arterial 13 <sup>th</sup> Stange RR	(16,593)				
09/10 Concrete Pavement	405,244		1,098,241		
Stim Duff Rehab 6-13 <sup>th</sup>	3,847				
10/11 Concrete Pavement	644,510		299,989		
12/13 Concrete Pavement	1,101	650,000	648,899		
13/14 Concrete Pavement				1,285,000	



# TRANSPORTATION CIP

439

Activities	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Public Works Engineering, continued:</b>					
Grand Avenue Extension	9				
10/11 CyRide Ontario	591,661				
13/14 CyRide Jewel				2,050,000	
Mortensen Road Improvements				10,000	
S. Grand Ext S.E. 16 <sup>th</sup> Street	564,078		1,838	423,000	
N. Hazel/ N. 3 <sup>rd</sup> CDBG	32,407				
Aplin/Beedle CDBG	1,962		64,038		
S. Duff Ave Improvement Project			5,000		
Sub-Total	7,539,114	8,168,500	16,983,914	8,193,000	
<b>Total CIP</b>	<b>17,153,741</b>	<b>12,110,700</b>	<b>27,347,388</b>	<b>12,560,146</b>	<b>3.7%</b>



The open house for the Ames Intermodal Facility, held on June 9, 2012, was attended by approximately 150 people. Several dignitaries, including Senator Tom Harkin, Federal Transit Administrator Peter Rogoff, and Iowa State University President Steven Leath, were present to share in the festivities.



# COMMUNITY ENRICHMENT PROGRAM

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# COMMUNITY ENRICHMENT PROGRAM

450

## Program Description:

The City of Ames provides an array of services which enrich the lives of citizens. These leisure time and informational services are intended to give citizens opportunities to expand their interests, to increase in 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 provides services which relate to public health and welfare. Programs also provide assistance to the members of the community in housing, human services, arts, economic development, restaurant inspection, and animal shelter activity. 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.

	2011/12	2012/13	2012/13	2013/14	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Recreation/Administration	2,611,963	2,648,303	2,704,258	2,712,838	2.4%
Parks	1,237,016	1,194,541	1,212,572	1,224,746	2.5%
Library Services	3,416,547	3,538,308	3,530,457	3,609,376	2.0%
Library Grants/Donations	98,566	79,539	94,650	77,450	-2.6%
Health and Sanitation	-	-	-	-	
Animal Control	335,894	351,386	340,924	356,273	1.4%
Human Services	1,140,216	1,170,587	1,169,237	1,200,792	2.6%
Art Services/Agencies	172,777	171,617	171,617	174,379	1.6%
Cemetery	129,291	126,646	134,354	128,222	1.2%
Leased Housing	-	-	-	-	
Affordable Housing	41,207	36,334	35,505	39,995	10.1%
Community Dev. Block Grant	557,976	523,966	1,329,720	644,088	22.9%
Storm Disaster Activity	186,665	-	271,250	-	
Economic Development	294,351	225,244	273,219	224,288	-0.4%
Cable TV	147,716	122,382	127,680	124,120	1.4%
<b>Total Operations</b>	<b>10,370,185</b>	<b>10,188,853</b>	<b>11,395,443</b>	<b>10,516,567</b>	<b>3.2%</b>
Community Enrichment CIP	1,497,341	6,166,400	7,641,121	14,767,000	139.5%
<b>Total Expenditures</b>	<b>11,867,526</b>	<b>16,355,253</b>	<b>19,036,564</b>	<b>25,283,567</b>	<b>54.6%</b>
 <b>Personnel – Authorized FTE</b>	 59.01	 59.01	 59.01	 59.01	

# COMMUNITY ENRICHMENT PROGRAM

450

	2011/12	2012/13	2012/13	2013/14	% Change From
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
Personal Services	5,595,525	5,757,423	5,602,773	5,904,184	2.5%
Contractual	4,385,828	3,679,794	6,071,704	3,894,049	5.8%
Commodities	588,330	389,136	450,022	401,925	3.3%
Capital	1,215,151	6,528,700	6,890,515	15,083,109	131.0%
Other Expenditures	82,692	200	21,550	300	50.0%
<b>Total Expenditures</b>	<b>11,867,526</b>	<b>16,355,253</b>	<b>19,036,564</b>	<b>25,283,567</b>	<b>54.6%</b>
<b>Funding Sources:</b>					
General Fund	7,157,676	7,311,979	7,616,091	7,463,151	2.1%
Local Option	1,752,406	2,857,964	3,499,323	2,006,139	-29.8%
Hotel/Motel	284,748	151,973	214,905	152,010	0.0%
Leased Housing	-	-	-	-	-
City-wide Affordable Housing	41,207	36,334	35,505	39,995	10.1%
Co. Wide Affordable Housing	-	-	-	-	-
Block Grant	557,976	523,966	1,329,720	644,088	22.9%
G.O. Bonds	18,184	4,500,000	4,481,816	13,479,000	199.5%
Park & Rec Spec Revs	146,987	-	18,408	20,000	-
Library Donations	809,474	79,539	1,005,382	671,450	744.2%
Aquatic Center Donation	42,003	-	17,153	-	-
Economic Development RLF	70,871	-	50,000	-	-
Animal Shelter Donations	9,017	12,750	14,900	-	-
Public Art Donations	1,539	-	-	9,900	-
FEMA – Disaster Assistance	186,665	-	21,250	-	-
Ice Arena	459,926	492,191	489,915	496,269	0.8%
Ice Arena Capital – City	50,136	90,250	10,450	35,000	-61.2%
Ice Arena Capital – ISU	50,136	90,250	10,451	35,000	-61.2%
Homewood Golf	227,316	208,057	221,295	231,565	11.3%
Construction Grants	1,259	-	-	-	-
<b>Total Funding Sources</b>	<b>11,867,526</b>	<b>16,355,253</b>	<b>19,036,564</b>	<b>25,283,567</b>	<b>54.6%</b>

# RECREATIONAL OPPORTUNITIES

451

## Activity Description:

This activity provides a wide array of recreational opportunities to the community. The recreational preferences of many segments of the populace are provided for through both City sponsored activities and activities sponsored in conjunction with other community groups. Many of these recreational activities are either partially or wholly self-supporting through user fees.

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

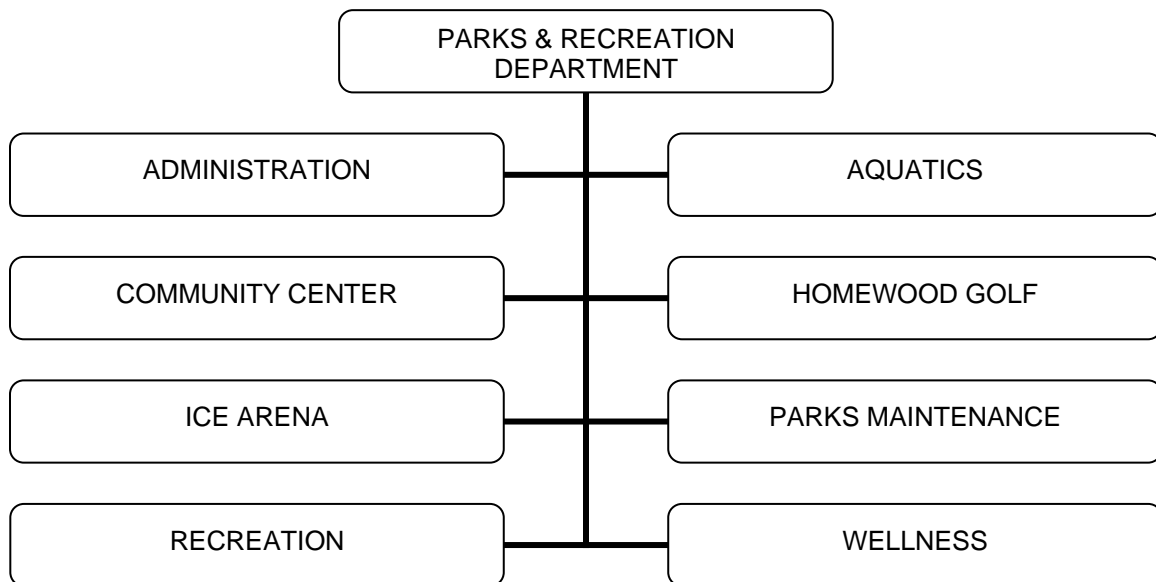
As in all Parks and Recreation activities, the challenge is to balance affordability and the necessary amount of tax support needed to offer a well-rounded program. The department is placing a high premium upon program marketability and the idea that direct costs should be recovered through non-tax revenues to the fullest extent possible.

	2011/12	2012/13	2012/13	2013/14	% Change
<b>Activities:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Parks & Rec Dept Administration	348,543	344,522	366,543	314,647	-8.7%
Instructional Programs	222,804	202,291	194,978	205,541	1.6%
Athletic Programs	171,317	161,360	162,998	165,333	2.5%
Aquatics Programs	639,996	665,896	685,405	707,273	6.2%
Comm Ctr/Auditorium/Bandshell	280,161	298,361	299,641	303,354	1.7%
Wellness Programs	261,900	275,625	283,483	288,856	4.8%
Homewood Golf	227,316	208,057	221,295	231,565	11.3%
Ice Arena	459,926	492,191	489,915	496,269	0.8%
<b>Total Operations</b>	<b>2,611,963</b>	<b>2,648,303</b>	<b>2,704,258</b>	<b>2,712,838</b>	<b>2.4%</b>
<b>Personnel - Authorized FTE</b>	10.65	10.15	10.15	10.15	

# RECREATIONAL OPPORTUNITIES

451

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	1,547,105	1,565,275	1,604,346	1,646,012	5.2%
Contractual	788,151	845,361	842,247	821,029	-2.9%
Commodities	243,945	217,667	236,412	225,340	3.5%
Capital	32,481	20,000	21,253	20,457	2.3%
Other Expenditures	281	-	-	-	
<b>Total Expenditures</b>	<b>2,611,963</b>	<b>2,648,303</b>	<b>2,704,258</b>	<b>2,712,838</b>	<b>2.4%</b>
<b>Funding Sources:</b>					
General Fund	609,116	659,957	669,049	671,826	1.8%
Ice Arena	459,926	492,191	489,915	496,269	0.8%
Homewood Golf	227,316	208,057	221,295	231,565	11.3%
Local Option Tax	24,492	29,860	29,253	26,968	-9.7%
User Fees	1,291,113	1,258,238	1,294,746	1,286,210	2.2%
<b>Total Funding Sources</b>	<b>2,611,963</b>	<b>2,648,303</b>	<b>2,704,258</b>	<b>2,712,838</b>	<b>2.4%</b>



# PARKS AND RECREATION ADMIN/SUPPORT

451 -- 49

This program provides leadership to the Department's five divisions; Administration, Parks and Facilities, Recreation, Homewood Golf Course, and the Ames/ISU Ice Arena. The primary areas of responsibility include leadership of division heads to ensure a values-driven department (Excellence Through People), visioning and strategic planning, implementation of the operating budget, and administration of the Capital Improvements Plan (CIP). This division also provides administrative support to the Parks and Recreation Commission.

## Service Objectives:

- ✓ Develop and lead department to ensure all full-time and approximately 400 temporary staff members are values-driven
- ✓ Provide departmental budget fiscal responsibility and complete authorized CIP projects within designated fiscal year
- ✓ Work with key staff members and user groups to optimize usage of Ice Arena, Homewood Golf Course, and City Auditorium
- ✓ Pursue partnerships with other governmental and private sector entities to ensure best and most economical delivery of rec services to residents
- ✓ Offer scholarships to enable most youth an opportunity to participate in recreation programs
- ✓ Effectively utilize technology to promote programs and communicate with customers
- ✓ Further develop and support the City's efforts in "going green"
- ✓ Effectively price programs to maximize participation and minimize tax subsidy
- ✓ Ensure program surveys are completed and multiple focus groups (park system, facilities, recreational/wellness programs) are held to gain resident and participant insight/desires on current and future services

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	206,545	206,602	209,192	188,261	-8.9%
Contractual	124,535	126,320	144,414	122,311	-3.2%
Commodities	17,251	4,600	5,937	4,075	-11.4%
Capital	-	7,000	7,000	-	
Other	212	-	-	-	
<b>Total Expenditures</b>	<b>348,543</b>	<b>344,522</b>	<b>366,543</b>	<b>314,647</b>	<b>-8.7%</b>
<b>Funding Sources:</b>					
General Fund	341,257	340,022	361,543	309,647	-8.9%
Miscellaneous Revenue	7,286	4,500	5,000	5,000	11.1%
<b>Total Funding Sources</b>	<b>348,543</b>	<b>344,522</b>	<b>366,543</b>	<b>314,647</b>	<b>-8.7%</b>
<b>Personnel - Authorized FTE</b>	1.55	1.45	1.45	1.45	



# PARKS AND RECREATION ADMIN/SUPPORT

451 -- 49

## Highlights:

In the fall of 2011, the City was notified that Geitel Winakor had bequeathed approximately \$1.7 million to the Department of Parks and Recreation. During 2012, the Parks and Recreation Commission held a public process to gain input on how these funds should be utilized. Ultimately it was determined to pursue purchasing an 80-acre tract of land in west Ames. Currently, the property owners are considering the personal financial implications of selling this large tract of land. A deadline of June 30, 2013 has been established for completing this transaction.

An approximate four-acre tract of land was deeded to the City by a local developer for the development of a neighborhood park in Northridge Heights subdivision. This parcel will be developed during the construction season of 2013 with an anticipated ribbon-cutting to occur in the fall of 2013.

It is anticipated that the City and School District will enter into an agreement whereby the City will contribute \$275,000 (\$55,000 per school) for volleyball and basketball standards. These standards will be installed at each of the five new elementary school gymnasiums as they are constructed over the next five to seven years. This will allow the City's youth and adult sport leagues to be played throughout the community.

The City is contributing \$135,000 to the School District to ensure that each elementary school has a quality play structure (\$22,500 per school). Elementary Schools also serve as neighborhood parks. The School District is contributing a minimum of \$15,000 per site to ensure that a minimum of \$37,500 in equipment is installed. As of FY 12/13, the City has contributed funds for three of the six playgrounds (Northwood, Sawyer, and Edwards).

In support of strengthening our neighborhoods, the City Council has formally offered to accept any size parcel of land from the School District at Roosevelt, Edwards, Wilson-Beardshear, and Crawford so these sites can be maintained as neighborhood parks. The School Board was informed that the City's premise for accepting these parcels includes the specification that the parcels are "gifted, clean and green."

	2010/11	2011/12	2012/13	2013/14
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
Maintain a tax subsidy level of <60%	55%	56%	56%	58%
# of scholarship (low-income) participants	68	34	40	40
Scholarship funding provided	\$1,093	\$864	\$1,000	\$1,000
# of recreation programs	141	141	141	141
# of computer registrations	12,053	12,142	12,000	12,000
% of online computer registrations	28%	31.5%	33%	35%
<b>Efficiency and Effectiveness:</b>				
Maintain 97%+ user satisfaction with:				
Overall appearance of parks	98%	96%	98%	98%
Shelters	93%	95%	97%	97%

# INSTRUCTIONAL PROGRAMS

451 -- 51

The major purpose of this activity is to provide citizens of Ames with instruction in various leisure time experiences. This includes sports and athletics, arts and crafts, and nature appreciation, all for the purpose of being better physically and emotionally fit persons. This category includes Summer Camps, Adult Golf, Tennis, Baseball, Youth Football, Gymnastics, Golf, Soccer, Youth Basketball and Volleyball, Small Wonders, Dance, and such other programs as may be desired by the public and deemed appropriate.

## Service Objectives:

- ✓ Provide appropriate training for staff and volunteers
- ✓ Establish and implement instructor-to-participant ratios
- ✓ Seek youth sport team sponsors to keep participant cost reasonable
- ✓ Secure qualified staff for programs
- ✓ Provide a safe environment for staff and participants
- ✓ Evaluate participation in youth sports programs and implement improvement recommendations
- ✓ Tax subsidy for operations not to exceed 35%

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	173,204	147,886	147,189	159,630	7.9%
Contractual	32,581	37,820	33,242	31,831	-15.8%
Commodities	17,019	16,585	14,547	14,080	-15.1%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>222,804</b>	<b>202,291</b>	<b>194,978</b>	<b>205,541</b>	<b>1.6%</b>
<b>Funding Sources:</b>					
General Fund	79,673	50,384	52,900	59,041	17.2%
Instructional Fees	143,131	151,907	142,078	146,500	-3.6%
<b>Total Funding Sources</b>	<b>222,804</b>	<b>202,291</b>	<b>194,978</b>	<b>205,541</b>	<b>1.6%</b>
<b>Personnel - Authorized FTE</b>	1.50	1.20	1.20	1.20	

# INSTRUCTIONAL PROGRAMS

451 -- 51

## Highlights:

In 2013, for the seventh consecutive year, the Parks and Recreation Department will continue to partner with the Ames Racquet and Fitness Club (ARFC) to provide tennis lessons. This partnership has increased the program quality and participants are pleased with the increased service level.

An agreement between the City and the School District enables the City to use School District facilities at a cost of \$1.25 per participant per program. In FY 13/14, this totals approximately \$1,200.

	2010/11	2011/12	2012/13	2013/14
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
# of programs	40	40	40	40
# of registrations	2,687	2,839	2,737	2,760
# of youth sport sponsors	12	11	18	20
# of youth sport teams sponsored	34	30	31	33
Youth sport sponsor revenue	\$4,200	\$3,625	\$3,850	\$4,000
% of programs instructor/participant ratios adhered to	100%	100%	100%	100%
<b>Efficiency and Effectiveness:</b>				
Instructional operational subsidy	37%	36%	27%	29%
Total cost per registration	\$83.84	\$78.48	\$71.24	\$74.47
Subsidy per registration	\$30.79	\$28.06	\$19.33	\$21.39

# ATHLETIC PROGRAMS

451 -- 52

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

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	108,313	100,851	100,947	107,138	6.2%
Contractual	39,639	38,734	39,496	38,320	-1.1%
Commodities	19,403	21,775	22,555	19,875	-8.7%
Capital	3,909	-	-	-	
Other Expenditures	53	-	-	-	
<b>Total Expenditures</b>	<b>171,317</b>	<b>161,360</b>	<b>162,998</b>	<b>165,333</b>	<b>2.5%</b>
<b>Funding Sources:</b>					
General Fund	50,791	31,810	36,698	39,583	24.4%
Athletic Fees	120,526	129,550	126,300	125,750	-2.9%
<b>Total Funding Sources</b>	<b>171,317</b>	<b>161,360</b>	<b>162,998</b>	<b>165,333</b>	<b>2.5%</b>
<b>Personnel - Authorized FTE</b>	1.03	.60	.60	.60	

# ATHLETIC PROGRAMS

451 -- 52

## Highlights:

Currently, three sand volleyball courts, without lights, exist at Gateway Park. Participation in sand volleyball play/leagues has grown to a level that requires additional facilities to be developed to accommodate both the current demand as well as to accommodate program expansion. The FY 13/14 CIP includes funding for four sand volleyball courts (with lights) to be constructed at McCarthy Lee Park.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of programs	28	28	28	28
# of teams	342	307	312	312
# of participants	4,230	3,579	3,698	3,698
<b>Efficiency and Effectiveness:</b>				
Athletic program subsidy	35%	30%	23%	24%
% of direct costs covered	100%	100%	100%	100%
Total cost per participant	\$44.58	\$47.87	\$44.08	\$44.71
Subsidy per participant	\$15.40	\$14.19	\$9.92	\$10.70

# AQUATICS

451 -- 54

This program is responsible for maintaining a safe, sanitary, and fun environment for swimming activities. Public swimming, instructional, and special events are offered through this activity. Activities are offered year-round at Municipal Pool, in cooperation with the Ames School District, while warm weather swimming is available at the Donald and Ruth Furman Aquatic Center and the Brookside Wading Pool.

## Service Objectives:

- ✓ Provide safe and sanitary facilities for all users
- ✓ Offer programs for all ages based on community needs
- ✓ Offset all operational expenses with user-generated revenues at the Furman Aquatic Center
- ✓ Provide training for staff, focusing on user safety and being customer driven
- ✓ Adhere to established instructor and lifeguard/participant ratios
- ✓ Develop and implement "green" initiatives

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	360,539	380,856	395,368	416,954	9.5%
Contractual	202,418	212,265	211,167	211,509	-0.4%
Commodities	77,039	72,775	78,870	78,810	8.3%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>639,996</b>	<b>665,896</b>	<b>685,405</b>	<b>707,273</b>	<b>6.2%</b>
<b>Funding Sources:</b>					
General Fund	(5,171)	57,066	54,405	74,273	30.2%
Daily Receipts/Lessons	562,367	525,830	549,000	551,000	4.8%
Concessions	82,800	83,000	82,000	82,000	-1.2%
<b>Total Funding Sources</b>	<b>639,996</b>	<b>665,896</b>	<b>685,405</b>	<b>707,273</b>	<b>6.2%</b>
<b>Personnel – Authorized FTE</b>	.75	1.10	1.10	1.10	

# AQUATICS

451 -- 54

## Highlights:

### Administration

Personal Services in FY 13/14 increased due to the Aquatics Coordinator position being filled for the full year.

### Furman Aquatic Center

This facility was well received by the community in its third year of operation with over 110,000 visits. There is no direct subsidy required to operate this facility. The operation is projected to net \$78,173 in revenue in FY 12/13 and \$93,671 in FY 13/14. The 2012 seasonal manager will be rehired in 2013 to assist in the training of the new full-time Aquatics Coordinator.

### Swimming Lessons

Lessons continue to be popular with over 1,500 people of all ages learning to swim each year.

### Municipal Pool

It should be noted that the City and School District's joint use agreement for the pool expires on April 30, 2015. Therefore, the City and School District must address the need for a new indoor aquatics facility prior to FY 15/16.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of visits to Municipal Pool	42,056	44,892	45,000	45,000
# of visits to the Brookside Wading Pool	1,434	2,199	1,700	1,700
# of visits to the Furman Aquatic Center	98,340	110,611	100,000	100,000
Total aquatic user visits	141,920	157,702	146,700	146,700
Swim lesson registrations	1,598	1,596	1,600	1,600
Private swim lessons	300	389	400	400
<b>Efficiency and Effectiveness:</b>				
Subsidy per visit for Municipal Pool	\$1.22	\$1.35	\$1.77	\$1.75
Subsidy per visit for Brookside Wading Pool	\$0.68	\$0.51	\$0.85	\$0.81
Subsidy per visit for Furman Aquatic Center	\$0	\$0	\$0	\$0
# of focus groups held each season	2	2	2	2
Percent of tax support	0%	0%	8%	10.5%

# COMMUNITY CENTER / AUDITORIUM / BANDSHELL

## 451 -- 55

This activity is comprised of events and programs that utilize a full-sized gymnasium, locker rooms, cardio-room, weight room, gymnastic/multipurpose area, auditorium, and office space. Instructional, wellness, and athletic activity programs utilize these facilities.

The City Auditorium and Bandshell are utilized for community arts performances, civic meetings, touring troupes, etc.

### Service Objectives:

- |  |   |
|--|---|
| <p><u>Community Center</u></p> <ul style="list-style-type: none"> <li>✓ Provide a safe and clean facility</li> <li>✓ Maintain a per participant tax subsidy of &lt;\$1.40 per visit</li> <li>✓ Provide activities to maximize 100% of the usable space</li> <li>✓ Develop/implement "green" initiatives</li> </ul> | <p><u>Auditorium/Bandshell</u></p> <ul style="list-style-type: none"> <li>✓ 95% of facility survey responses of good or excellent</li> <li>✓ 98% of staff customer service survey responses of good or excellent</li> <li>✓ Maintain tax subsidy of &lt;\$30,000 in the Auditorium</li> </ul> |
|--|---|

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	161,110	186,134	189,022	193,385	3.9%
Contractual	88,210	98,004	89,824	91,715	-6.4%
Commodities	18,334	14,223	20,795	14,254	0.2%
Capital	12,507	-	-	4,000	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>280,161</b>	<b>298,361</b>	<b>299,641</b>	<b>303,354</b>	<b>1.7%</b>
<b>Funding Sources:</b>					
General Fund	181,677	197,401	194,128	200,281	1.5%
Open Gym	23,531	18,500	25,500	25,500	37.8%
Auditorium Rental	44,576	43,000	41,425	44,575	3.7%
Piano Rental/Tuning Fee	135	-	135	135	
Auditorium Productions	70	3,000	3,000	70	-97.7%
Ticket Sales	2,142	2,900	2,500	2,125	-26.7%
Soda Machines	3,538	3,700	3,700	3,700	0.0%
Local Option/Municipal Band	24,492	29,860	29,253	26,968	-9.7%
Social Program Fees	-	-	-	-	
<b>Total Funding Sources</b>	<b>280,161</b>	<b>298,361</b>	<b>299,641</b>	<b>303,354</b>	<b>1.7%</b>
<b>Personnel - Authorized FTE</b>	1.22	1.40	1.40	1.40	



# COMMUNITY CENTER / AUDITORIUM / BANDSHELL

## 451 -- 55

### Highlights:

#### Community Center

This facility is open from approximately 5 a.m. to 10 p.m. daily. It receives over 100,000 user visits per year. Drop-in usage for open gym during the winter months continues to be limited due to scheduled youth and adult sport leagues and activities. However, with the addition of five (5) new regulation size gymnasiums being constructed (elementary school sites), open gym opportunities for residents will be plentiful in the years to come.

#### Auditorium

The three highest revenue streams for the Auditorium in FY11/12 were Story Theater (\$8,414); Central Iowa Symphony (\$7,204); and Performance Dance (\$4,708). The three groups generating the highest attendance were Story Theater (5,484); Central Iowa Symphony (3,011); and Beth Clarke Dance Studio annual recital (2,716).

#### Bandshell

The Ames Jaycees successfully hosted "Ames on the Half Shell" on seven Friday evenings during the summer of 2012 and plan to continue the event in 2013. This event is attended by all ages and includes families.

Municipal Band concerts continue to be a popular community event. They average over 750 people each Thursday evening in June and July. This program is financed with Local Option Sales Tax funding.

	2010/11	2011/12	2012/13	2013/14
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
Drop-in visits (gym, weight room)	33,467	30,324	30,000	30,000
Total user visits (programs included)	115,603	118,560	118,000	118,000
# of Auditorium events	59	52	56	56
# of Auditorium hours used	813	865	879	879
# of days Auditorium used	203	206	207	207
# of Auditorium visits	25,592	26,624	26,500	26,500
<b>Efficiency and Effectiveness:</b>				
Subsidy per user visit – Community Ctr	\$1.18	\$1.21	\$1.38	\$1.39
Tax subsidy – Community Center:				
Dollar amount	\$136,072	\$142,901	\$162,278	\$164,148
Percent	85%	84%	85%	85%
Subsidy per user visit – Auditorium	\$1.06	\$1.39	\$1.13	\$1.31
Tax subsidy – Auditorium:				
Dollar amount	\$27,122	\$37,086	\$29,900	\$34,437
Percent	38%	44%	39%	42%
Auditorium facility rated good/excellent	95%	96%	97%	97%

# WELLNESS PROGRAM

451 -- 56

This program provides a full range of services in the area of wellness. This includes fitness classes, social/educational workshops, management of the weight room and related training/programs for the citizens of Ames.

## Service Objectives:

- ✓ Stay with industry trends by creating or revising three programs or activities annually
- ✓ Offset all operational expenses with user generated revenues
- ✓ Follow a replacement schedule for cardio room equipment that meets or exceeds customer expectations
- ✓ Expand youth wellness programming

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	196,956	206,678	211,068	215,624	4.3%
Contractual	40,111	44,677	46,876	45,489	1.8%
Commodities	13,800	11,270	11,286	11,286	0.1%
Capital	11,033	13,000	14,253	16,457	26.6%
<b>Total Expenditures</b>	<b>261,900</b>	<b>275,625</b>	<b>283,483</b>	<b>288,856</b>	<b>4.8%</b>
<b>Funding Sources:</b>					
General Fund	(39,111)	(16,726)	(30,625)	(10,999)	-34.2%
Wellness – Fees	279,681	279,476	299,855	299,855	7.3%
Wellmark 3Pt Play	21,330	12,875	14,253	-	
<b>Total Funding Sources</b>	<b>261,900</b>	<b>275,625</b>	<b>283,483</b>	<b>288,856</b>	<b>4.8%</b>
<b>Personnel – Authorized FTE</b>	1.40	1.45	1.45	1.45	

# WELLNESS PROGRAM

451 -- 56

## Highlights:

The weight room/cardio room at the Community Center continues to be popular averaging 16,000 visits annually.

The wellness program received \$21,330 (FY 12/13) from the Wellmark's 3-Point Play Program. This funding will be used to purchase equipment for the weight room. In FY 13/14, this funding will be used to purchase outdoor fitness equipment to be located at Moore Memorial Park.

In the fall of 2012, a public/private partnership began between Parks and Recreation and the Green Hills Retirement Community. Fitness and warm water aqua exercise classes are offered at the Green Hills recreation facility for their residents and also the public-at-large (50 and older) throughout the year. Through this partnership, Green Hills pays the City \$25,000 to administer the program for their residents, \$14,000 of which goes to offset the Wellness Manager's time.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
% of ISU Forker Aqua Program revenues exceeding direct expenses	17%	6%	23%	23%
Total # of wellness classes offered weekly	60	61	61	61
Total # of wellness program registrations	7,984	7,567	7,281	7,281
Total # of annual weight room visits	19,787	16,317	16,500	16,500
Total # of new programs created	4	2	2	2
<b>Efficiency and Effectiveness:</b>				
Total cost per registration	\$9.31	\$10.97	\$11.92	\$12.15
Net gain per registration	\$1.21	\$1.64	\$1.29	\$.46

# HOMEWOOD GOLF COURSE

451 -- 57

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

## Service Objectives:

- ✓ Offset operational expenses with user-generated revenue
- ✓ Maintain an operational fund balance of 27% of expenses (approximately \$62,000)
- ✓ Maintain a minimum of 19,000 rounds of golf annually
- ✓ Maintain a 95% course survey response of good or excellent
- ✓ Maintain a 95% satisfaction of facility staff customer service response of good or excellent
- ✓ Encourage residents of all ages and skill levels to participate in the sport of golf

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	134,907	111,981	121,291	128,500	14.8%
Contractual	61,160	64,041	66,236	69,155	8.0%
Commodities	31,233	32,035	33,768	33,910	5.9%
Capital	-	-	-	-	
Other Expenditures	16	-	-	-	
<b>Total Expenditures</b>	<b>227,316</b>	<b>208,057</b>	<b>221,295</b>	<b>231,565</b>	<b>11.3%</b>
<b>Funding Sources:</b>					
Homewood Golf	(9,265)	(24,043)	(21,587)	(12,630)	-47.5%
Fees & Season Tickets	150,262	150,000	152,000	152,000	1.3%
Interest	757	800	700	700	-12.5%
Rents	32,224	28,000	35,000	35,000	25.0%
Miscellaneous Revenue	3	-	-	-	
Merchandise Sales	26,133	26,500	26,500	27,500	3.8%
Western Wireless Lease	27,202	26,800	28,682	28,995	8.2%
<b>Total Funding Sources</b>	<b>227,316</b>	<b>208,057</b>	<b>221,295</b>	<b>231,565</b>	<b>11.3%</b>
<b>Personnel - Authorized FTE</b>	1.25	.85	.85	.85	

# HOMEWOOD GOLF COURSE

451 – 57

## Highlights:

Personal Services in FY 13/14 increased due to the need to utilize additional seasonal staff. A Course Ranger position will be added to improve the speed of play and to prevent unpaid walk-ons. In FY 12/13, the Golf Course Manager position was upgraded to a Parks and Facilities Supervisor. Additional seasonal staff is needed to maintain the course.

The two financial goals for this operation are to: 1) offset operational expenses with user-generated revenues; and 2) maintain a fund balance of 27% of operational expenses, or approximately \$63,000.

As of July 1, 2013, the fund balance is anticipated to total \$118,000. Approximately \$130,000 is expected for the fund balance as of June 30, 2014.

The Cell Tower Lease Agreement will total \$28,995 in FY 13/14. This agreement has been in place since 1996 and continues to generate funds to offset user fees. Without this funding, Homewood would operate at a net loss of approximately \$17,000 in FY 13/14.

The rental of motorized carts continues to be successful. The 2012 season generated net revenue of \$21,500.

There will be no fee increase for season passes or greens fees in 2013.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
# of rounds per year	19,040	19,243	19,250	19,250
# of days affected by weather	47	40	40	40
# of leagues	5	5	5	5
<b>Efficiency and Effectiveness:</b>				
% of respondents rating course conditions "very good" or "good"	96%	95%	96%	96%
% of respondents rating courtesy of clubhouse staff "very good" or "good"	100%	100%	100%	100%
User focus groups held	6	6	6	6

# AMES/ISU ICE ARENA

451 -- 58

The Ames/ISU Ice Arena provides ice activities for the community. The major ice activity comes from user groups through hourly ice rentals -- Iowa State University Hockey Clubs and Intramurals, Ames Minor Hockey, Adult Hockey, and the Ames Figure Skating Club.

## Service Objectives:

- ✓ Provide a safe and clean facility and a high quality ice surface
- ✓ Maintain an approximate 15% operational fund balance or \$68,000
- ✓ Maximize revenues by renting 80% of available 'prime-time' ice during the school year and 60% of ice time in the summer
- ✓ Develop/implement "going green" initiatives
- ✓ Offset operational expenses with user-generated revenues

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	205,531	224,287	230,269	236,520	5.5%
Contractual	199,497	223,500	210,992	210,699	-5.7%
Commodities	49,866	44,404	48,654	49,050	10.5%
Capital	5,032	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>459,926</b>	<b>492,191</b>	<b>489,915</b>	<b>496,269</b>	<b>0.8%</b>
<b>Funding Sources:</b>					
Ice Arena	(20,756)	15,798	13,960	20,578	30.3%
Recreation Charges	63,302	54,900	63,300	63,300	15.3%
Interest	4,939	5,200	3,200	3,200	-38.5%
Rents	352,745	354,050	350,111	348,847	-1.5%
Miscellaneous Revenue	271	100	250	250	150.0%
Merchandise Sales	59,425	62,143	59,094	60,094	-3.3%
Reimbursements	-	-	-	-	
<b>Total Funding Sources</b>	<b>459,926</b>	<b>492,191</b>	<b>489,915</b>	<b>496,269</b>	<b>0.8%</b>
<b>Personnel - Authorized FTE</b>	1.95	2.10	2.10	2.10	

# AMES/ISU ICE ARENA

451 -- 58

## Highlights:

The two financial goals for this facility are to: 1) offset operational expenses with user-generated revenues; and 2) maintain an Operational Fund balance of 15% of the operational expenses (\$75,000). To assist in meeting these goals, each year the interest earned from the Capital Reserve Fund is transferred to the Operational Fund (approximately \$5,000 annually).

The **Operational Fund** balance is anticipated to total \$191,592 as of July 1, 2013 and is projected to be \$180,389 as of June 30, 2014.

The **Capital Reserve Fund** is anticipated to total \$377,614 as of June 30, 2013 and is projected to total \$347,614 as of June 30, 2014. It should be remembered that annually the City and Iowa State University (ISU) each contribute \$20,000 to the Capital Reserve Fund.

In the 2013/14 Capital Improvements Plan (CIP), the Capital Reserve balance will fund the replacement of water heaters (\$25,000), the addition of variable speed drives to motors (\$30,000), and the purchase of a new skate sharpener (\$15,000).

An agreement is being explored with Iowa State University for additional parking being constructed at the new Jeff and Deb Hansen Agriculture Student Learning Center (located adjacent to the Ice Arena). The additional parking would address the ongoing parking shortage experienced at the Ice Arena. Some of the Capital Reserve Funds may be needed for this project.

The Ice Arena continues to host both the State High School Varsity and Jr. Varsity Hockey Tournaments. Each tournament generates \$5,000 in rental revenue.

This budget includes no fee increases for FY 13/14 for the Ames/ISU Ice Arena.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
User visits: winter public skate sessions	9,830	11,549	12,000	12,000
User visits: summer public skate sessions	1,979	1,885	1,800	1,800
Rented prime-time ice hours – in-season	1,206	1,174	1,175	1,175
Used prime-time ice hours – in-season (public sessions)	277	283	285	285
Percent of utilized prime-time ice in-season	75%	74%	74%	74%
Rented non-prime-time ice hrs in-season	233	242	240	240
Rented ice hours – summer	277	263	265	265
Percent of rented hrs/summer (12hrs/day)	62%	57%	57%	57%
<b>Efficiency and Effectiveness:</b>				
User focus groups held	3	3	3	3
Public skate hours available:				
October – March	14.5/wk	11.5/wk	11.5/wk	11.5/wk

# PARKS ACTIVITIES

452

The City of Ames maintains thirty-six (37) parks and woodland/open spaces for use of its citizenry. These areas cover 1,217 acres of land and include facilities and areas where citizens may participate in a variety of active and passive pursuits. These include using playground equipment, picnicking, bicycling, walking, fishing, wildlife viewing, sports activities, and a variety of other leisure time activities.

## Service Objectives:

- ✓ Develop and maintain parks and facilities in a clean, safe, and aesthetically pleasing manner
- ✓ Clean shelters, park grounds and seasonal restrooms daily
- ✓ Prepare and maintain athletic fields and facilities in a safe and professional manner to prevent injury and for the enjoyment of participants
- ✓ Mow all manicured parkland every 7-10 days
- ✓ Conduct safety inspections on the Skate Park daily
- ✓ Dog Park revenues should equal or exceed expenditures
- ✓ Maintain healthy turf
- ✓ Team with all City departments to ensure that the goals of the City Council and organization are achieved
- ✓ Conduct snow removal on all street and recreational shared use paths
- ✓ Prune trees to protect and improve the health of the urban forest in order to prevent injury to citizens and damage to property
- ✓ Conduct safety inspections on all park play equipment two times per year
- ✓ Promote, coordinate and assist volunteers with Adopt-a-Flower-Garden program
- ✓ Complete capital improvement projects during the year in which they are scheduled
- ✓ Operate the City's mosquito control program

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	761,261	816,093	786,499	826,227	1.2%
Contractual	356,907	307,283	338,469	323,969	5.4%
Commodities	116,935	71,165	87,604	74,550	4.8%
Capital	1,913	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>1,237,016</b>	<b>1,194,541</b>	<b>1,212,572</b>	<b>1,224,746</b>	<b>2.5%</b>

## Funding Sources:

General Fund	1,156,034	1,118,201	1,133,672	1,145,746	2.5%
Shelter Reservations	5,690	-	5,000	5,000	
Facility Rentals	32,957	39,000	34,000	35,000	-10.3%
Dog Park Fees	22,076	21,340	21,400	21,400	0.3%
Athletic Rentals	4,807	3,500	4,600	4,500	28.6%
Donations	3,327	1,800	2,500	2,000	11.1%
Miscellaneous Revenue	975	100	800	600	500.0%
Concessions and Pop	9,836	10,000	10,000	10,000	0.0%
Reimbursements	1,314	600	600	500	-16.7%
<b>Total Funding Sources</b>	<b>1,237,016</b>	<b>1,194,541</b>	<b>1,212,572</b>	<b>1,224,746</b>	<b>2.5%</b>

<b>Personnel – Authorized FTE</b>	8.85	9.35	9.35	9.35
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# PARKS ACTIVITIES

452

## Highlights:

Two privately owned parcels of land that separated McCarthy Lee Park from Munn Woods were acquired in 2012. The two parcels total 7 acres. In 2013, a trail will be developed through this woodland. It will allow residents to access Munn Woods from McCarthy Lee Park without trespassing on private property.

Development of a four-acre neighborhood park in Northridge Heights began in the spring of 2012 with projected completion in the summer of 2013. The property was deeded to the City by a private developer for park purposes in 2012. The site will include the standard neighborhood park amenities; small shelter, play equipment, basketball court, drinking fountain and landscaping. Parking for neighborhood parks is accommodated off-site.

Fleet operations increased the Contractual \$14,952 in the FY 12/13 budget. The increase is primarily the result of higher fuel costs.

The "Adopt a Flower Garden" program engages over 125 volunteers in the care of 55 gardens. Holub Greenhouse and Garden Center annually donates \$8,000 in flowers for this program.

Softball league fees will generate \$24,557 for ball field services (seasonal labor, equipment, and supplies) in FY 13/14. Additionally, \$4,500 generated from sales at the softball concession stand will pay for utility costs and upkeep of this facility.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of parks	36	36	37	37
# of park acres	1,213	1,213	1,224	1,224
Acres developed	259	259	263	263
Acres undeveloped	824	824	831	831
Acres of water (lake at Ada Hayden)	130	130	130	130
# of shelter reservations	1,256	1,373	1,400	1,400
# of annual playground inspections	2	2	2	2
# of acres mowed	333	333	333	337
# of athletic fields	18	18	18	18
# of acres fertilized	60	75	75	75
# of perennials/trees planted	50	70	50	50
# of trees trimmed/removed	450	450	450	450
# of park shelters	13	13	13	14
# of restrooms	9	9	9	9
# of tennis courts	20	20	20	20
Miles of bike path – snow removal	29	30	32	33
<b>Efficiency and Effectiveness:</b>				
% of residents giving "very good" or "good" ratings in park appearance	98%	96%	97%	97%

# LIBRARY ACTIVITIES

455

## Activity Description:

The Ames Public Library's mission statement is: We connect you to the world of ideas. The Library strives to provide facilities, collections, and programs to meet the educational and entertainment needs of all people of our community.

The seven primary goals are as follows:

- ✓ Library customers will have age-appropriate advisory services, resources, and programming to direct them to leisure materials in various formats.
- ✓ Library customers will find materials to stimulate their imagination and enhance their leisure time.
- ✓ Library customers will have the collections, services, and programs they need to satisfy their curiosity and continue to learn throughout their lives.
- ✓ Library customers will have safe, comfortable, and welcoming physical spaces in which to enjoy individual pursuits, express themselves, and meet and interact with others.
- ✓ Library customers will have inviting and user-friendly virtual spaces in order to enjoy individual pursuits, express themselves, and interact with others.
- ✓ Children through age six and their caregivers will have collections, programs, services, and spaces designed to ensure that children will enter school ready to learn to read, write, and listen.
- ✓ School-age children, teens and their caregivers will have collections, programs, services, and spaces designed to encourage reading, library use, and creativity. The library will help them acquire skills in finding and using information; nurture a lifelong love of learning; and aid the transition from child to adult.

	2011/12	2012/13	2012/13	2013/14	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Administration	895,256	891,942	784,968	848,515	-4.9%
Outreach	283,482	298,171	302,454	300,011	0.6%
Collection Development	748,783	760,454	723,089	757,113	-0.4%
Youth Services	377,378	397,692	392,498	420,320	5.7%
Information Services	503,840	539,281	538,153	557,445	3.4%
Circulation	445,594	482,064	475,861	498,169	3.3%
Network Services	162,214	168,704	313,434	227,803	35.0%
<b>Total Operations</b>	<b>3,416,547</b>	<b>3,538,308</b>	<b>3,530,457</b>	<b>3,609,376</b>	<b>2.0%</b>
<b>Personnel - Authorized FTE</b>	31.50	31.50	31.50	31.50	

# LIBRARY ACTIVITIES

455

	2011/12	2012/13	2012/13	2013/14	% Change From
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
Personal Services	2,565,797	2,658,326	2,509,948	2,687,424	1.1%
Contractual	444,505	410,457	594,680	489,080	19.2%
Commodities	69,387	64,525	74,171	72,420	12.2%
Capital	336,608	404,800	351,358	360,152	-11.0%
Other Expenditures	250	200	300	300	50.0%
<b>Total Expenditures</b>	<b>3,416,547</b>	<b>3,538,308</b>	<b>3,530,457</b>	<b>3,609,376</b>	<b>2.0%</b>
<b>Funding Sources:</b>					
General Fund	3,139,416	3,257,788	3,252,792	3,342,866	2.6%
Library State Aid	37,894	38,000	51,067	38,000	0.0%
Central Iowa Interlibrary Loan	-	-	-	-	
Library County	127,323	128,000	128,588	125,000	-2.3%
Library Gilbert	-	-	-	-	
Desk Receipts	103,817	105,000	87,500	95,000	-9.5%
Media Receipts	8,085	9,500	8,000	8,000	-15.8%
Sale of Assets/Misc. Revenue	12	20	2,510	510	2450.0%
<b>Total Funding Sources</b>	<b>3,416,547</b>	<b>3,538,308</b>	<b>3,530,457</b>	<b>3,609,376</b>	<b>2.0%</b>

# LIBRARY – ADMINISTRATION

## 455 -- 2610

The role of Administration is planning and supervising all library functions, including managing finances, physical plant, community relations, scheduling meeting rooms, personnel, and computer operations. This activity carries out the policies and directives of the Ames Public Library Board of Trustees. Administration serves as liaison to the Library's auxiliary organization – Ames Public Library Friends Foundation.

### Service Objectives:

- ✓ Implement contracts for design and construction of the Library Renewal Project
- ✓ Adopt new models of service based on changing technologies
- ✓ Maintain user satisfaction level at 96%
- ✓ Partner with ISU libraries for mutual service benefit
- ✓ Develop strategic plan for next three years
- ✓ Increase fundraising capacity through the Ames Public Library Friends Foundation
- ✓ Foster volunteer opportunities to fulfill mission
- ✓ Complete philanthropic fundraising and grant opportunities to supplement the \$18 million bond financing for the Library Renewal Project

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	683,997	655,228	571,616	653,225	-0.3%
Contractual	192,102	217,814	185,276	167,742	-23.0%
Commodities	19,157	18,900	19,776	17,025	-9.9%
Capital	-	-	8,300	10,523	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>895,256</b>	<b>891,942</b>	<b>784,968</b>	<b>848,515</b>	<b>-4.9%</b>
<b>Funding Sources:</b>					
General Fund	895,256	891,942	784,968	848,515	-4.9%
<b>Total Funding Sources</b>	<b>895,256</b>	<b>891,942</b>	<b>784,968</b>	<b>848,515</b>	<b>-4.9%</b>
<b>Personnel - Authorized FTE</b>	6.50	6.50	6.50	6.50	

# LIBRARY – ADMINISTRATION

455 -- 2610

## Highlights:

- Completed several library-wide initiatives under leadership of Interim Director:
  - Aggressively weeded all collections to cull low circulating and damaged materials.
  - Completed labor-intensive first phase of the Radio Frequency Identification (RFID) capital improvement project. This involved inter-departmental cooperation in evaluating packaging and processing methods, affixing more than 222,000 tags, training staff to program the tags and update the library database.
  - Contributed to design development of the renewed library with focus on enhancing collections, services, programming, customer experience, and fiscal responsibility.
  - Scouted and evaluated potential sites for relocation of the library during construction.
  - Evaluated essential services and designed temporary sites to maximize customer experiences in limited square footage.
  - Developed new procedures for managing operations in the temporary spaces with an eye toward preparing the public for using the renewed facility.
  - Researched, compiled data, interviewed peer libraries, and planned relocation.
  - Coordinated a massive effort of staff, employees of other city departments, and volunteers to successfully move the entire collection and all furnishings and equipment out of the building at 515 Douglas to three temporary facilities.
  - Completed inventory of entire collection.
  - Began the second phase of the RFID project, involving selection of check-out and check-in units and security gates, assimilation of new software, and providing training for internal and external customers in the use of new equipment.
- Concluded design development phase of Library Renovation and Expansion Project.
- Engaged a construction advisor and other professionals to begin pre-construction work such as surveying the property, vacating the alley, acquiring traffic flow easement with neighboring church, inspection of the building for the presence of hazardous materials.
- Served as resource to facilitate private fundraising by the APL Friends Foundation.
- Evaluated, selected, and promoted new initiatives such as e-books and mobile apps.
- Increased budget in all programs for travel, training, and conferences to respond to unique needs and opportunities related to staffing changes, temporary relocation, emerging technologies, changing operations, and planned capital improvements.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Total circulation	1,388,273	1,343,758	1,190,900	1,169,620
Total library visits	416,908	443,895	335,000	335,000
Total reference questions	43,398	50,392	48,500	48,500
Total program attendance	56,804	54,067	35,980	32,380
Total registered borrowers	37,723	37,943	35,000	35,000
Total physical items in collection	217,319	204,962	213,462	223,462
Total digital items in collection	8,690	20,047	57,047	97,047
Total volunteers	576	632	600	600
Total volunteer hours	16,801	17,055	16,000	16,000

## Efficiency and Effectiveness:

Circulation per capita*	23.5	22.8	20.2	19.8
Visits per capita*	7.1	7.5	5.7	5.7
Reference questions per capita*	.9	.9	.8	.8
Cost per circulation	\$2.37	\$2.54	\$2.96	\$3.09
Collection turnover rate	6.1	6.6	4.4	3.6
Registrations as % of population	64%	64%	59%	59%
Volunteers as FTE	8.1	8.2	7.7	7.7

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

# LIBRARY - OUTREACH

## 455 -- 2611

The role of Outreach is to provide service away from the main library building. Services include: the bookmobile, which serves seven neighborhoods in Ames; home delivery to those people physically unable to visit the library or bookmobile; deposit collections at community locations; and programs presented at sites and events around our community.

### Service Objectives:

- ✓ Provide early literacy skill development through Project Smyles
- ✓ Fund Project Smyles via grants and fund drives
- ✓ Train volunteers for outreach work in home-bound services and Project Smyles
- ✓ Evaluate bookmobile schedule and sites
- ✓ Promote home delivery service to eligible persons via senior centers and community contacts

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	243,950	253,858	253,458	251,300	-1.0%
Contractual	38,285	42,788	46,221	45,936	7.4%
Commodities	1,247	1,525	2,775	2,775	82.0%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>283,482</b>	<b>298,171</b>	<b>302,454</b>	<b>300,011</b>	<b>0.6%</b>
<b>Funding Sources:</b>					
General Fund	283,482	298,171	302,454	300,011	0.6%
<b>Total Funding Sources</b>	<b>283,482</b>	<b>298,171</b>	<b>302,454</b>	<b>300,011</b>	<b>0.6%</b>
<b>Personnel - Authorized FTE</b>	3.50	3.50	3.50	3.50	

# LIBRARY - OUTREACH

## 455 -- 2611

### Highlights:

- Collaborated on library-wide initiatives: collection weeding; RFID implementation; building design and development; locating and designing temporary spaces; preparation for and execution of the Library's move to a new, temporary location; completing collection inventory.
- Supported Youth Services Division in All Ames Reads initiative by taking bookmobile and library materials to programs in low-income neighborhoods and to present weekly story times at three bookmobile stops in the summer of 2012.
- Practiced Total City Perspective by providing bookmobile at Water and Electric Department events and other city-sponsored activities.
- Participated in two parades, FACES, Ames Farmer's Market, and Step into Storybooks.
- Added three more Project Smyles sites.
- Cross-trained outreach staff members to provide back-up personnel for all outreach services.
- Evaluated bookmobile schedule.
- Researching and planning field evaluations of new bookmobiles in anticipation of replacing existing vehicle in the next fiscal year.

	2010/11	2011/12	2012/13	2013/14
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
Total Outreach circulation	135,802	128,664	90,000	90,000
Outreach programs (Youth, Teen, Adult)	126	135	45	45
Outreach program attendance	7,939	8,738	2,880	2,880
Project Smyles programs	973	956	950	950
Total Project Smyles program attendance	13,181	13,555	13,000	13,000
Home delivery recipients	65	68	66	66
Number of home deliveries	651	717	475	475
Centers served by deposit collections	23	23	14	14
<b>Efficiency and Effectiveness:</b>				
Outreach circulation per FTE	38,801	36,761	25,714	25,714
Outreach circulation as % of system total	9.8%	9.6%	7.6%	7.7%
% change in outreach circulation	8.6%	-5.3%	-30.1%	-0%
# of deliveries per homebound recipient	10	10.5	7.2	7.2

# LIBRARY – COLLECTION DEVELOPMENT

## 455 -- 2612

The role of Collections is to acquire, catalog, and process for public use every item in the library's collection. Related functions include repairing items that are worn or damaged and the removal of outdated, damaged, or infrequently used materials from the collection. Collections manages the inventory of all materials and maintains the library's bibliographic database. Collections also provides interlibrary loan services.

### Service Objectives:

- ✓ Acquire library materials at best price
- ✓ Maintain high level of interlibrary loan service
- ✓ Catalog all materials added to the collection within one week of receipt
- ✓ Process high-demand items within 24 hours of receipt
- ✓ Maintain materials acquisition budget to achieve at least "B" level status as specified by Iowa Library Commission standards
- ✓ Investigate potential efficiencies in acquisition methods, including outsourcing with vendors

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	265,317	287,676	238,722	268,395	-6.7%
Contractual	120,300	42,478	115,959	113,739	167.8%
Commodities	26,308	25,300	25,050	25,050	-1.0%
Capital	336,608	404,800	343,058	349,629	-13.6%
Other	250	200	300	300	50.0%
<b>Total Expenditures</b>	<b>748,783</b>	<b>760,454</b>	<b>723,089</b>	<b>757,113</b>	<b>-0.4%</b>
<b>Funding Sources:</b>					
General Fund	748,783	760,454	723,089	757,113	-0.4%
<b>Total Funding Sources</b>	<b>748,783</b>	<b>760,454</b>	<b>723,089</b>	<b>757,113</b>	<b>-0.4%</b>
<b>Personnel - Authorized FTE</b>	4.00	4.00	4.00	4.00	



# LIBRARY – COLLECTION DEVELOPMENT

## 455 -- 2612

### Highlights:

- Collaborated on library-wide initiatives: collection weeding; RFID implementation; building design and development; locating and designing temporary spaces; preparation for and execution of the Library's move to a new, temporary location; completing collection inventory.
- Worked with adult and youth materials selectors to expand e-book collections.
- Contracted with outside professional to assist with workflow after loss of collection development's department head of 25 years.
- Moved e-collection funds from capital to contractual to reflect the digital nature of the material and lack of physical presence in library.
- Job description of new department supervisor expanded to include administration of Integrated Library System and back-up support for network administrator.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Items added to the collection	26,058	23,256	23,000	25,000
Downloadable items available at year end	8,690	20,047	37,000	40,000
Items withdrawn	30,114	35,613	14,500	15,000
Items mended	1,743	1,518	1,100	1,300
DVD and CDs buffed and repaired	7,516	7,224	6,500	7,300
Interlibrary loans borrowed from others	1,629	1,894	1,800	2,000
Interlibrary loans to others	4,241	3,439	3,500	3,800
<b>Efficiency and Effectiveness:</b>				
% of items processed within 24 hours	27%	37%	35%	35%
% of items processed within one week	98%	96%	96%	96%
Items processed per FTE	6,515	5,814	5,750	6,250

# LIBRARY – YOUTH SERVICES

## 455 -- 2613

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

### Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	362,007	381,339	375,582	401,366	5.3%
Contractual	11,202	12,703	13,446	15,484	21.9%
Commodities	4,169	3,650	3,470	3,470	-4.9%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>377,378</b>	<b>397,692</b>	<b>392,498</b>	<b>420,320</b>	<b>5.7%</b>
<b>Funding Sources:</b>					
General Fund	377,378	397,692	392,498	420,320	5.7%
<b>Total Funding Sources</b>	<b>377,378</b>	<b>397,692</b>	<b>392,498</b>	<b>420,320</b>	<b>5.7%</b>
<b>Personnel - Authorized FTE</b>	5.50	5.50	5.50	5.50	

# LIBRARY – YOUTH SERVICES

## 455 -- 2613

### Highlights:

- Collaborated on library-wide initiatives: collection weeding; RFID implementation; building design and development; locating and designing temporary spaces; preparation for and execution of the Library's move to a new, temporary location; completing collection inventory.
- Practiced Total City Perspective by co-sponsoring programs with each of the following City Departments: Fire, Parks and Recreation, Police, and Water.
- Supported Project Smyles by providing Youth Services staff for the monthly site visits, as well as annual Project Smyles visits and kindergarten visits.
- Partnered with area schools to hold the second annual Battle of the Books for fifth grade and sixth grade students.
- Partnered with Ames Community School District's English as a Second Language-English Language Learners (ESL-ELL) initiative to offer specialized programs at Ames Public Library. A meal, CyRide Information, literacy education, and a free book were provided to each child in attendance at each program.
- Participated in the Ames Reads initiative, which works to connect school, library, community, and City resources so that children will enter school ready to read, be grade-level readers at third grade, and not experience the "summer slide."
- Partnered with Volunteer Center of Story County to implement a leveled books system to coordinate with the method used by the Ames Community School District to evaluate children's reading levels. This service helps guide students and parents to reading options appropriate for their abilities.
- Collaborated with community organizations such as the Iowa Reading Association, Mid-Iowa Community Action (MICA) Early Headstart, Reiman Gardens, ISU Latino Association, and the India Cultural Association.
- Provided customized programs and services to meet the needs of our community's large homeschooling population.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Youth/family program attendance	26,153	25,190	17,000	14,000
Teen program attendance	1,184	921	600	500
Total youth program attendance	27,337	26,111	17,600	14,500
Summer reading program participation	2,262	2,599	2,300	2,000
Total youth circulation	615,403	600,922	533,000	522,200
Youth reference questions	9,353	8,956	8,500	8,500
<b>Efficiency and Effectiveness:</b>				
Circulation per capita (youth population)	77.9	76.1	67.5	66.1
Total program attendance per capita	3.5	3.3	2.2	1.8
Youth reference questions per capita	1.2	1.1	1.1	1.1

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

# LIBRARY – INFORMATION SERVICES

455 -- 2614

The role of Library Information Services is to provide information and readers' advisory service either in person, by telephone, or via electronic resources such as the World Wide Web. Library Information Services staff develops the adult print and media collections and electronic resources. Staff coordinates, plans, and implements library programs of interest to a general audience.

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	493,244	528,459	527,562	544,679	3.1%
Contractual	8,471	8,972	8,991	11,166	24.5%
Commodities	2,125	1,850	1,600	1,600	-13.5%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>503,840</b>	<b>539,281</b>	<b>538,153</b>	<b>557,445</b>	<b>3.4%</b>
<b>Funding Sources:</b>					
General Fund	503,840	539,281	538,153	557,445	3.4%
<b>Total Funding Sources</b>	<b>503,840</b>	<b>539,281</b>	<b>538,153</b>	<b>557,445</b>	<b>3.4%</b>
<b>Personnel - Authorized FTE</b>	6.75	6.75	6.75	6.75	

# LIBRARY – INFORMATION SERVICES

455 -- 2614

## Highlights:

- Collaborated on library-wide initiatives: collection weeding; RFID implementation; building design and development; locating and designing temporary spaces; preparation for and execution of the Library's move to a new, temporary location; completing collection inventory.
- Held series of book discussions and supplemental programs as part of the American Library Association/National Endowment for the Humanities grant, "Let's Talk about it: Making Sense of the American Civil War."
- Integrated all adult fiction collections.
- Began lending e-books in FY12 and expanded borrowing opportunities for customers through a new agreement with Overdrive Advantage.
- Borrowing statistics for downloadable audio materials and e-books are now shown as Virtual Circulation.
- Presented monthly Tech Talks to introduce patrons to library's e-book collections.
- Engaged in extensive staff training in order to meet customer demand for information on the use of various types of e-readers.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Adult print circulation	396,556	370,205	323,300	316,600
Adult non-print circulation	363,455	351,635	308,400	302,000
Virtual circulation	12,869	20,996	26,200	28,820
# of general interest programs	220	238	100	75
Total audience at programs	5,917	5,663	2,500	2,000
Use of electronic database resources	94,275	94,137	94,000	94,000
"Ask a Librarian" web reference activity	1,780	2,472	2,000	2,000
# of reference questions	43,398	41,436	42,000	40,000
<b>Efficiency and Effectiveness:</b>				
% change in adult print circulation	-3.0%	-6.6%	-12.7%	-2.1%
% change in non-print circulation	-11.5%	-3.2%	-12.3%	-2.1%
% change in virtual circulation		63.2%	24.8%	10%
Attendance per program	27	24	25	27
Reference questions per FTE	6,429	6,139	5,926	5,926
Reference questions per open hour	12.2	11.5	12.0	12.0

# LIBRARY - CIRCULATION

455 -- 2615

The role of Circulation is to manage the circulation of library materials, including checking out materials and re-shelving of materials upon return. Related functions include issuing library cards; maintaining the patron database; collecting fines and fees; managing overdue accounts; and processing reserved items (holds).

## Service Objectives:

- ✓ Partner with debt collection agency to facilitate successful resolution of delinquent accounts and restore customer access to library services
- ✓ Implement performance appraisal system for hourly staff
- ✓ Optimize usage of self-check units
- ✓ Implement RFID collection management in preparation for automated materials handling systems
- ✓ Investigate online payment for fines and fees
- ✓ Improve accuracy and turn-around time for shelving of returned materials

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	430,187	462,226	452,638	475,211	2.8%
Contractual	12,929	14,538	16,723	15,458	6.3%
Commodities	2,478	5,300	6,500	7,500	41.5%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>445,594</b>	<b>482,064</b>	<b>475,861</b>	<b>498,169</b>	<b>3.3%</b>
<b>Funding Sources:</b>					
General Fund	445,594	482,064	475,861	498,169	3.3%
<b>Total Funding Sources</b>	<b>445,594</b>	<b>482,064</b>	<b>475,861</b>	<b>498,169</b>	<b>3.3%</b>
<b>Personnel - Authorized FTE</b>	4.25	4.25	4.25	4.25	

# LIBRARY - CIRCULATION

455 -- 2615

## Highlights:

- Collaborated on library-wide initiatives: collection weeding; RFID implementation; building design and development; locating and designing temporary spaces; preparation for and execution of the Library's move to a new, temporary location; completing collection inventory.
- Hired new Circulation Supervisor.
- Evaluated current performance appraisal system with regard to hourly employees.
- Implemented new system for processing and shelving holds.
- Designed and executed a new system for shelving materials in temporary space and in preparation for installation of Automated Materials Handling System in future facility.
- Maintained essential circulation services during move to temporary facilities.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Physical circulation at library (excluding Outreach and virtual circulation)	1,239,602	1,194,089	1,074,700	1,050,800
Holds processed	135,961	139,123	130,000	120,000
Fines/fees collected	\$116,949	\$111,902	\$100,000	\$100,000
Referrals to collection agency	508	487	450	450
Value of materials recovered via collection	\$6,151	\$4,418	\$4,000	\$4,000
Money collected via collection agency	\$13,924	\$12,645	\$12,000	\$12,000
<b>Efficiency and Effectiveness:</b>				
% change in circulation of materials (excluding Outreach and virtual circulation)	-5.1%	-3.7%	-10%	-2.2%
Items checked out per hours open	348	332	322	315
Items circulated per FTE*	91,822	88,452	79,607	77,837

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

# LIBRARY – NETWORK SERVICES

455 -- 2616

Network Services is responsible for the development, implementation, and maintenance of all automated functions of library services as well as the data lines required for network access. Network Services is responsible for the management of the library's integrated library system (ILS) which includes the cataloging of the collection, circulation records, and other aspects of library records management. The library maintains public access to the Internet through a wireless network and library-provided computers.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	87,095	89,540	90,370	93,248	4.1%
Contractual	61,216	71,164	208,064	119,555	68.0%
Commodities	13,903	8,000	15,000	15,000	87.5%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>162,214</b>	<b>168,704</b>	<b>313,434</b>	<b>227,803</b>	<b>35.0%</b>
<b>Funding Sources:</b>					
General Fund	162,214	168,704	313,434	227,803	35.0%
<b>Total Funding Sources</b>	<b>162,214</b>	<b>168,704</b>	<b>313,434</b>	<b>227,803</b>	<b>35.0%</b>
<b>Personnel - Authorized FTE</b>	1.00	1.00	1.00	1.00	



# LIBRARY - NETWORK SERVICES

## 455 -- 2616

### Highlights:

- Collaborated on library-wide initiatives: collection weeding; RFID implementation; building design and development; locating and designing temporary spaces; preparation for and execution of the Library's move to a new, temporary location; completing collection inventory.
- Replaced thin client work stations with personal computers.
- Facilitated patron access to the library's website and access to downloadable materials during the library's move.
- Coordinated and implemented network services enabling library staff to function as an integrated team and provide seamless library services to the public from three separate worksites.
- Expanded electronic services into the smart phone market by researching and acquiring "Boopsie" mobile app.
- Increased budget for computer replacement integrated library system software in order to meet customer demand for improved technology in the expanded and renovated facility, using salary savings in Administration.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of public access computers	23	25	20	20
Public access user sessions	58,478	55,534	42,000	39,000
Total public access hours	38,985	38,133	28,840	26,780
Helpdesk requests submitted	201	189	125	125
Helpdesk requests resolved	199	189	125	125
Public catalog searches	1,174,864	1,222,261	1,125,000	1,125,000
<b>Efficiency and Effectiveness:</b>				
# of sessions per computer	2,543	2,221	2,100	1,950
Average # of minutes per session	40	41	40	40
% of time computers in use	48%	42%	43%	40%
% helpdesk requests resolved	96%	100%	100%	100%
Public catalog searches per capita*	19.9	20.7	19.1	19.1

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

# LIBRARY - GRANTS AND GIFTS

456 -- 26

The role of this program is to manage revenues and expenditures from private and governmental grants, bequests, gifts, and other contributions from individuals, agencies, and civic organizations. Expenditures from this program are funded by non-general fund sources.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	62,331	64,197	70,000	70,000	9.0%
Contractual	10,127	3,803	4,061	700	-81.6%
Commodities	13,899	7,539	15,099	4,750	-37.0%
Capital	12,209	4,000	5,490	2,000	-50.0%
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>98,566</b>	<b>79,539</b>	<b>94,650</b>	<b>77,450</b>	<b>-2.6%</b>
<b>Funding Sources:</b>					
Library Bequests	306	-	-	-	
Friends of the Library	24,545	8,500	14,624	-	-100.0%
Library Donations	73,715	71,039	80,026	77,450	9.0%
<b>Total Funding Sources</b>	<b>98,566</b>	<b>79,539</b>	<b>94,650</b>	<b>77,450</b>	<b>-2.6%</b>
<b>Personnel - Authorized FTE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	

# LIBRARY - GRANTS AND GIFTS

456 – 26

## Highlights:

- Continued development of the design for renovation and expansion of the facility at 515 Douglas with architectural firm Meyers, Scherer, and Rockcastle LLC. (Bequests, Donations, and APL Friends Foundation)
- Received \$60,000 from the Roy J. Carver Charitable Trust for the renovation and expansion project.
- Employed a Construction Advisor to assist Library staff with architectural design development, locating and readying premises from which to operate during the construction period, and the bid solicitation process. (Bequests)
- Engaged engineers and other technical and professional consultants to perform work in preparation for construction, including:
  - Geotechnical exploration of the soil beneath the rain garden (Bequests)
  - Surveying of library property, vacation and platting of the alley west of the building, entering into an access easement with the First United Methodist Church to allow public traffic to flow over a portion of its lot (Bequests)
  - Assessment of the existing facility for the presence of environmentally hazardous materials (Bequests) and the subsequent design of an abatement project (Building Project Donations)
  - Commissioning tasks related to Leadership in Energy and Environmental Design (LEED) Silver Certification (Bequests)
- Entered into a two-year lease agreement for an auxiliary facility for storage and bookmobile parking (Building Project Donations)
- Continued funding Project Smyles to provide reading programs for children and instruction for daycare providers in the encouragement of reading and early literacy skill development. (Direct State Aid, APL Friends Foundation, APL Teen Advisory Group, and grants from: Central Iowa Library Service Area, Morning Rotary, Target, and United Way of Story County)
- Maintained “Books for Babies” program, which provides a children’s book to each Story County newborn and a packet for parents to encourage reading with children. (Direct State Aid)
- Made use of supplemental funding for print and non-print collections. (Ames Public Library Friends Foundation)
- Featured programs for adults and children throughout the year. (Ames Public Library Friends Foundation)
- Enhanced summer reading programs for youth. (Ames Public Library Friends Foundation)
- Held special summer programs, including magic show, for children. (Donations)

# ANIMAL SHELTERING/CONTROL

442 -- 2538

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. The division does provide services to owners requesting (paid) humane euthanasia. An adoption service is provided for persons seeking pets. The division enforces municipal ordinances and state laws related to animals. The division also deals with some urban wildlife conservation and relocation. Animals suspected of having rabies are handled by this division as well.

The Animal Shelter is open to the public for visitation 30 hours per week and by appointment. An animal control officer is available for response ten hours per day on weekdays and eight hours per day on weekends. Limited after hours emergency services are also provided. Sheltered animal care is provided each day, every day.

The division continues programming in humane education, children and animal safety, training and behavioral problem-solving tips, keeping pets home and safe, volunteerism, pets for seniors, and low-income spay/neuter funding.

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	277,875	285,422	265,103	294,498	3.2%
Contractual	44,995	47,114	49,871	45,525	-3.4%
Commodities	13,024	18,850	15,950	16,250	-13.8%
Capital	-	-	10,000	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>335,894</b>	<b>351,386</b>	<b>340,924</b>	<b>356,273</b>	<b>1.4%</b>

## Funding Sources:

General Fund	305,105	314,636	307,024	327,373	4.0%
Animal Impounding Fees	21,772	24,000	19,000	19,000	-20.8%
Infraction Serving	-	-	-	-	
Animal Shelter Donations	9,017	12,750	14,900	9,900	-22.4%
Miscellaneous Revenue	-	-	-	-	
<b>Total Funding Sources</b>	<b>335,894</b>	<b>351,386</b>	<b>340,924</b>	<b>356,273</b>	<b>1.4%</b>

<b>Personnel – Authorized FTE</b>	3.90	3.90	3.90	3.90
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# ANIMAL SHELTERING/CONTROL

442 -- 2538

## Highlights:

The Ames Animal Sheltering and Control program continues to evolve in order to meet the service needs of the community. In terms of sheltering, the program is currently at a **93% rate for animal reclamation and adoption**.

Throughout this year, the **population** of dogs at the Animal Shelter has remained lower than historic averages as staff has more strictly enforced residency requirements for admission. At the same time, re-homing efforts have reduced the length of stay for dogs. Cat populations continue at high levels, near or at shelter capacity.

The division also provides public education on animal issues and has assisted in **resolving neighborhood complaints** through mediation. Barking dogs, pets without leashes, and cases of that character are important to the citizens involved. Amicable resolution of those issues assists both animals and people.

City staff from several departments worked together to implement a number of **energy saving improvements** at the shelter. The larger facility furnace and air conditioner were replaced with much more efficient models. At the same time, a new hot water heater was installed, leaking ductwork was sealed, and new programmable thermostats were installed. All of these items qualified for energy savings rebates that helped reduce the cost. More recently, the office furnace and air conditioner were also replaced as the old furnace began to fail. Improvements to more efficient lighting fixtures are planned.

In response to citizen feedback, the shelter expanded its use of social media. Collaborating with other City staff, the shelter has crafted **a presence in the online environment** that provides important information directly to citizens and has enhanced the shelter's character.

Public educational efforts on issues surrounding **urban wildlife** continue as the tolerance of citizens for wildlife improves.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Animals through the program (dogs, cats, wildlife, exotics, other domestics, ordinance impounds, relinquishments)	1,080	1,040	1,050	1,050
Adoptions and reclamations	708	674	680	700
Annual phone calls	14,000	13,061	13,500	13,500
Visitations	18,000	19,280	19,000	19,000
Public talks and tours	12	13	12	12
Carcass disposals	270	293	280	280
Field calls	2,366	2,781	2,550	2,500
Citations issued	15	19	20	20
Trap permits	12	11	12	12
Wildlife directly handled	240	172	200	200
<b>Efficiency and Effectiveness:</b>				
Adoptions/reclamations as %	89%	93%	90%	90%

# HUMAN SERVICE AGENCIES

444 -- 64

This program accounts for the allocations which are made by the City Council to Human Service providers in the Ames community. These human service agencies also receive funding from Story County, Iowa State University Government of the Student Body (GSB), and the United Way, along with other public and private sources. The agencies provide human services in several broad categories or federations: child care services, prevention and crisis services, health and development services, Story County senior citizen services, and youth and family services. Recommendations on this funding are made to the City Council by the Analysis of Social Service Evaluation Team (ASSET) committee. A portion of the salary of one Assistant City Manager is located here for work with ASSET.

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	21,033	16,659	15,309	16,006	-3.9%
Contractual	1,119,183	1,153,928	1,153,928	1,184,786	2.7%
Commodities	-	-	-	-	
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>1,140,216</b>	<b>1,170,587</b>	<b>1,169,237</b>	<b>1,200,792</b>	<b>2.6%</b>
<b>Funding Sources:</b>					
Local Option	1,140,216	1,170,587	1,169,237	1,200,792	2.6%
<b>Total Funding Sources</b>	<b>1,140,216</b>	<b>1,170,587</b>	<b>1,169,237</b>	<b>1,200,792</b>	<b>2.6%</b>
<b>Personnel – Authorized FTE</b>	.12	.12	.12	.12	

# HUMAN SERVICE AGENCIES

444 -- 64

## Highlights:

- For FY 12/13, the City Council authorized \$1,150,278 for ASSET services, based on the recommendations from the volunteers. This was an increase of 3.49% over the previous year's allocations.
- For FY 13/14, \$1,184,786 is authorized for human service agency funding allocation.
- The City's priorities for FY 13/14 will remain as follows, in order of priority:
  - Assistance to low and moderate income individuals
  - Basic needs
  - Crisis intervention
  - Prevention
  - Transportation
- The City funds approximately 30 agencies through this process.
- During FY 12/13, the City has been working with other ASSET Administrative Staff to facilitate the transition from the Richmond Center to Eyerly Ball. ASSET Administrative Staff will also be determining next steps to present to ASSET for handling substance abuse services.
- The portion of an Assistant City Manager's salary allocated to this program remains at 12% for FY 13/14 in recognition of time spent on the ASSET process and on various human services projects.

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec
Child Care Services:				
Center for Childcare Resources		0		
Ames Community Preschool	72,580	75,525	75,525	
University Community Childcare	40,210	41,698	41,698	
ChildServe	17,660	17,660	17,660	
Orchard Place	5,665	5,665	5,665	
Community & Crisis Services:				
Center for Creative Justice	50,113	51,115	51,115	
Assault Care Center Extending Shelter and Support	48,798	50,910	50,910	
Health & Development Services:				
Homeward of MGMC	28,627	30,440	30,440	
Community & Family Resources	97,268	106,125	106,125	
Lutheran Services in Iowa	2,106	2,825	2,825	
National Alliance for Mentally Ill	432	1,450	1,450	
Eyerly Ball	23,560			
Story County Senior Citizens:				
Heartland Senior Services	155,577	176,905	138,948	
Retired Senior Volunteer Prog	25,000	25,695	25,695	
Foster Grandparents	3,221	3,221	3,221	
HIRTA			37,957	
Youth and Family:				
ARC of Story County	6,490	6,700	6,700	
Boys and Girls Club	88,900	90,675	90,675	
Campfire USA	5,377	5,872	5,872	
Youth & Shelter Services	183,191	188,907	188,907	
Big Brothers Big Sisters	11,560	12,500	12,500	
Legal Aid Society	72,952	75,870	75,870	
Mid-Iowa Community Action	30,857	33,088	33,088	
Emergency Residence Project	58,000	60,481	60,481	
American Red Cross	16,270	13,980	13,980	
Good Neighbor	15,400	15,730	15,730	
The Richmond Center	50,411	52,051	52,051	
Volunteer Center of Story County	5,000	5,190	5,190	
<b>Total Funding Available</b>	<b>1,115,225</b>	<b>1,150,278</b>	<b>1,150,278</b>	<b>1,184,786</b>



# ART SERVICES/AGENCIES

445 -- 64

The allocations recommended by the Commission on the Arts for various community arts operations are budgeted in this activity. In 1991, the City Council added a new project for the acquisition of art for public properties. These funds are administered by the Public Art Commission (PAC).

## Service Objectives:

### Commission On The Arts

- ✓ Review requests for funding from community arts organizations based on criteria provided by City Council
- ✓ Make semi-annual recommendations to the City Council for funding of special grants and annual operating funding recommendations
- ✓ Monitor performance under the awarded grants by reviewing final reports on all annual grants and mini-grants
- ✓ Report Commission opinions on the needs of arts organizations in Ames, as appropriate

### Public Art Commission

- ✓ Enhance the lives of Ames residents with both the Ames Annual Outdoor Art Exhibition and Neighborhood Art projects
- ✓ Continue the successful Art in Parks, Art Around the Corner, and neighborhood art programs
- ✓ Continue to develop a proactive art maintenance program to preserve and distribute artwork throughout City offices

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	80	-	-	-	
Contractual	139,959	138,117	138,117	140,879	2.0%
Commodities	3,538	-	-	-	
Capital	29,200	33,500	33,500	33,500	0.0%
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>172,777</b>	<b>171,617</b>	<b>171,617</b>	<b>174,379</b>	<b>1.6%</b>
<b>Funding Sources:</b>					
Local Option	171,238	171,617	171,617	174,379	1.6%
Public Art Donations	1,539	-	-	-	
Hotel/Motel	-	-	-	-	
<b>Total Funding Sources</b>	<b>172,777</b>	<b>171,617</b>	<b>171,617</b>	<b>174,379</b>	<b>1.6%</b>
<b>Personnel – Authorized FTE</b>	.00	.00	.00	.00	

# ARTS SERVICES/AGENCIES

445 -- 64

## Highlights:

### Commission On The Arts (COTA)

For FY 12/13, the Commission On The Arts was allocated a total of \$138,117, funding for 13 different organizations. This was an increase of 4.76% over the FY 11/12 allocation.

For FY 13/14, COTA recommended funding in the amount of \$140,879 (an increase of 2% over FY 12/13). Two new organizations are receiving funding from the City through COTA, India Cultural Association and Stars over VEISHEA. The Commission anticipates annual grants to be awarded in the amount of \$137,367.40 and up to \$3,511.60 in mini-grants for the Spring and Fall applications periods. Several organizations noted increases in cost for space utilization as a major driver for their increased requests.

### Public Art Commission (PAC)

The Commission's longest running program, Art Around the Corner, will transition this coming year into **AAOSE, the Ames Annual Outdoor Sculpture Exhibition**. This annual revolving sculpture program will now expand into the Campustown area, as well as Downtown.

Past “**Art in the Parks**” successes included a 2008 Patrick Dougherty environmental sculpture in Ada Hayden Heritage Park and Peter Irniq’s 2011 installation of inuksuk stone landmarks in Ada Hayden, Brookside, and McCarthy Lee parks. The PAC is exploring potential future “Art in the Parks” initiatives to maintain this momentum; and unspent annual PAC appropriations are being carried forward to help fund the next major project.

The PAC's current efforts include **collaboration with other groups to expand public art** in the community. This includes working with the Ames Transit Agency to install a sculpture at the new Intermodal Center, working with City staff to explore the incorporation of public art into the City's new Water Treatment Plant, and exploring a partnership with the Ames Foundation to generate private funding for future public art initiatives.

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

	<b>2011/12 Actual</b>	<b>2012/13 Adopted</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Mgr Rec</b>
ACTORS (Ames Community Theater)	12,170	13,464	13,464	
AIOFA (Ames International Orchestra Festival)	7,600	8,080	8,080	
Ames Chamber Artists		2,390	2,390	
Ames Children's Choirs	9,200	9,718	9,718	
Ames Choral Society	2,550	2,690	2,690	
Ames Community Arts Council	7,700	8,111	8,111	
Ames Town & Gown	14,950	16,007	16,007	
Central Iowa Symphony	10,000	10,424	10,424	
Co'Motion:				
Kids Co'Motion	2,860	3,167	3,167	
Co'Motion Dance Theater	5,480	5,593	5,593	
Commission on the Arts Mini Grants	2,810	3,489	3,489	
Friends of Ames Strings	1,200	1,200	1,200	
Story Theater Company	8,780	8,982	8,982	
The Octagon	43,160	44,802	44,802	
<b>Total Funding Available</b>	<b>128,460</b>	<b>138,117</b>	<b>138,117</b>	<b>140,879</b>

# CEMETERY

461

This activity provides efficient interment services and maintains quiet, attractive grounds and facilities at the 9<sup>th</sup> Street Cemetery (53 acres) and Ontario Cemetery (4 acres). Maintenance is provided by contractual services for mowing and trimming of all the cemetery grounds. City personnel coordinate funerals, lot sales, and setting monuments as well as minor maintenance of the grounds. Limited maintenance is also provided for the small "Sunday Cemetery" located next to the old Water Pollution Control Plant.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	79,451	65,719	65,887	66,581	1.3%
Contractual	47,179	59,487	58,752	59,926	0.7%
Commodities	2,661	1,440	9,715	1,715	19.1%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>129,291</b>	<b>126,646</b>	<b>134,354</b>	<b>128,222</b>	<b>1.2%</b>
<b>Funding Sources:</b>					
General Fund	10,166	10,146	14,854	11,722	15.5%
Current Need Lot Sales	9,251	20,000	20,000	20,000	0.0%
Pre-Need Lot Sales	30,720	20,000	20,000	20,000	0.0%
Marker Footings	1,600	2,500	2,500	2,500	0.0%
Interments	55,400	57,000	57,000	57,000	0.0%
Columbarium	4,544	2,000	2,000	2,000	0.0%
Interest	17,610	15,000	18,000	15,000	0.0%
<b>Total Funding Sources</b>	<b>129,291</b>	<b>126,646</b>	<b>134,354</b>	<b>128,222</b>	<b>1.2%</b>
<b>Personnel – Authorized FTE</b>	1.00	1.00	1.00	1.00	

# CEMETERY

461

## Highlights:

**General Fund support** of the cemetery is projected to increase slightly to \$11,722 (FY 13/14 Projected) from \$10,146 (FY 12/13 Adopted).

**Mowing and trimming services** for the cemetery continue to be contracted out. It is estimated that the cemetery will be **mowed 15 times**. The total cost of mowing is estimated at \$30,000 for both FY 12/13 and FY 13/14.

Cemetery **rates** for interments, cremations, lots, etc. continue to be competitive with surrounding communities. The last fee increase was in 2005.

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

Staff worked with a **Cemetery Focus Group** to provide input and recommendations on how the cemetery can be a better experience for visitors. With input of the focus group, staff purchased three granite benches and eleven new trash cans that will be placed in the Ames Municipal Cemetery. With the addition of these items and the items identified in the Capital Improvements Plan, all major items discussed by the group will be addressed. The Focus Group will be asked to provide follow-up and continued feedback to Cemetery staff.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Regular interments	62	62	55	55
Cremains interments	44	41	35	35
Columbarium spaces sold	2	4	5	5
Lots sold	28	97	100	100
Markers/monuments set	48	60	50	50
<b>Efficiency and Effectiveness:</b>				
Revenues as a % of expenses	92%	92%	89%	91%

# CITY-WIDE AFFORDABLE HOUSING

463

This activity administers city-wide affordable housing programs that will assist various housing related activities including, but not limited to: emergency and disaster related assistance, housing fairs, demolitions, etc. The overall goal of this program is to promote better housing and economic conditions and/or opportunities for low and moderate income citizens residing in Ames. This program includes the various miscellaneous affordable housing programs of the City of Ames.

## Service Objectives:

- ✓ Implement activities in a manner consistent with applicable regulations and City's overall affordable housing initiatives
- ✓ Increase and maintain housing stock of affordable housing in Ames
- ✓ Continue to provide reliable, high quality service to both external and internal customers
- ✓ Increase and maintain partnership with state, federal, cities, county, lenders, realtors, developers, and non-profit organizations to increase affordable housing opportunities

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	33,281	29,229	28,082	33,076	13.2%
Contractual	7,704	6,805	7,123	6,769	-0.5%
Commodities	222	300	300	150	-50.0%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>41,207</b>	<b>36,334</b>	<b>35,505</b>	<b>39,995</b>	<b>10.1%</b>
<b>Funding Sources:</b>					
City-Wide Affordable Housing	41,207	36,334	35,505	39,995	10.1%
County-Wide Affordable Housing	-	-	-	-	
<b>Total Funding Sources</b>	<b>41,207</b>	<b>36,334</b>	<b>35,505</b>	<b>39,995</b>	<b>10.1%</b>
<b>Personnel - Authorized FTE</b>	.32	.32	.32	.32	

# CITY-WIDE AFFORDABLE HOUSING

463

## Highlights:

This program continues to account for expenses incurred by the City's Housing Coordinator that are not eligible for reimbursement under the Federal government's Community Development Block Grant program. This includes assistance provided to other departments, such as acquisition of real estate, as well as non-CDBG program administration, such as the State's flood damage grant program.

In FY 12/13 and FY 13/14, staff will continue to host community forums and events to educate and engage the public on various housing topics/awareness such as: hunger and homelessness awareness, fair housing, housing fairs, feedback surveys, etc.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
# of owner-occupied properties assisted with wind or flood damage repair	0	8	0	0
# of community forums/events to educate public on various housing topics/awareness, program policies/procedures, etc.	2	3	4	4

# COMMUNITY DEVELOPMENT BLOCK GRANT

464

This activity administers the federally funded Community Development Block Grant (CDBG) program activities. The activities implemented under this program will include a wide variety of community and economic development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services. The overall goal of the program is to ensure that at least one of the following three national objectives is met: 1) benefit persons of low and moderate income; 2) aid in the prevention or elimination of slums or blight; or 3) meet other community development needs of particular urgency.

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	94,516	98,102	100,559	102,078	4.1%
Contractual	55,700	424,164	788,311	541,210	27.6%
Commodities	359	1,700	850	800	-52.9%
Capital	407,401	-	440,000	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>557,976</b>	<b>523,966</b>	<b>1,329,720</b>	<b>644,088</b>	<b>22.9%</b>
<b>Funding Sources:</b>					
CDBG-R EcoSmart	16,111	-	14,129	-	
Block Grant	541,865	523,966	1,315,591	644,088	22.9%
<b>Total Funding Sources</b>	<b>557,976</b>	<b>523,966</b>	<b>1,329,720</b>	<b>644,088</b>	<b>22.9%</b>
<b>Personnel - Authorized FTE</b>	1.03	1.03	1.03	1.03	



# COMMUNITY DEVELOPMENT BLOCK GRANT

464

## Highlights:

### FY 12/13

- The City of Ames received its **ninth allocation of Community Development Block Grant (CDBG)** funding in the amount of \$511,276. Additionally, approximately \$579,000 was rolled over from FY 11/12 and approximately \$54,870 is anticipated to come from program income in FY 12/13, bringing the total available allocation to approximately \$1,145,276. Up to 20% of each annual allocation may be designated for administrative expenses and the remaining balance used for programming.
- During this year, the process of hiring a new Department Director will be completed.
- The following **action plan programs were** approved for implementation this year:

<ul style="list-style-type: none"> <li>• Neighborhood sustainability programs (home improvement, homebuyer assistance, operation &amp; repair, rental deposit)</li> </ul>	<ul style="list-style-type: none"> <li>• Neighborhood public improvement programs (neighborhood public infrastructure improvements in targeted census tracts)</li> </ul>
<ul style="list-style-type: none"> <li>• General program administration</li> </ul>	

### FY 13/14

- The 2013/14 CDBG allocation for the City of Ames has not yet been announced. However, due to the congressional across-the-board budget reduction discussions, staff is proposing that the budget remain at the 2012/13 appropriation of \$511,276.
- The proposed CDBG action plan projects for 2013/14 have not been designated at this time. However, the following **programs are being proposed** to continue:

<ul style="list-style-type: none"> <li>• Neighborhood sustainability programs (home improvement, homebuyer assistance, acquisition/reuse, operation &amp; repair, rental deposit, dangerous buildings)</li> </ul>	<ul style="list-style-type: none"> <li>• Neighborhood public improvement programs (neighborhood public infrastructure improvements in targeted census tracts)</li> </ul>
<ul style="list-style-type: none"> <li>• General program administration</li> </ul>	

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Annually maintain 70% expenditure rate of funds on activities that serve LMI* households and/or neighborhoods	100%	100%	100%	100%
# of existing single-family rental housing units purchased and/or converted into single-family ownership	0	1	2	3
Neighborhood public infrastructure improvement projects completed in LMI* census tracts - # of linear feet, square yards and/or square feet of sewer pipe, streets/sidewalks/curbs/driveway approaches/gutters and dome pads completed	4,669.40 LF 161.76 sq yds 5 pads	7,805 LF 132 sq yds 136 sq ft pads	728 LF 916.87 sq yds 168 sq ft pads	To be determined
# of first-time homebuyers provided down payment assistance	0	0	2	5
# of LMI owner-occupied units rehabilitated	0	0	10	15
# of LMI* households receiving Renter Affordability Assistance (deposit, utility, transportation, child care)	12	0	10	20
<b>Efficiency and Effectiveness:</b>				
Demonstrated compliance with HUD's monitoring of program reports, files, etc.	Satisfactory	Satisfactory	Satisfactory	Satisfactory
Bi-annual program audit meets federal compliance standards	Yes	Yes	Yes	Yes

\* Low and Moderate Income

# STORM DISASTER ACTIVITY

466

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	-	-	-	
Contractual	186,665	-	250,000	-	
Commodities	-	-	-	-	
Capital	-	-	-	-	
Other	-	-	21,250	-	
<b>Total Expenditures</b>	<b>186,665</b>	<b>-</b>	<b>271,250</b>	<b>-</b>	
<b>Funding Sources:</b>					
General Fund	-	-	250,000	-	
State FEMA	186,665	-	21,250	-	
<b>Total Funding Sources</b>	<b>186,665</b>	<b>-</b>	<b>271,250</b>	<b>-</b>	
 <b>Personnel – Authorized FTE</b>	 0	 0	 0	 0	

# STORM DISASTER ACTIVITY

466

## Highlights:

The City of Ames experienced two storms in 2010 which were declared eligible for FEMA disaster aid. The storms included a wind storm on July 18 and severe flooding during the second week of August.

Estimates at this time total \$1.3 million in damage in 48 projects with 75% covered by Federal FEMA dollars and 10% by State funding.

In 2011/12, five projects remain incomplete and are under appeal, or include a request for an alternative project. The City's 10% match is budgeted for these projects.

# ECONOMIC DEVELOPMENT

465

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

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	69,754	71,555	69,493	72,278	1.0%
Contractual	214,726	153,689	203,726	152,010	-1.1%
Commodities	-	-	-	-	
Capital	-	-	-	-	
Other Expenditures	9,871	-	-	-	
<b>Total Expenditures</b>	<b>294,351</b>	<b>225,244</b>	<b>273,219</b>	<b>224,288</b>	<b>-0.4%</b>
<b>Funding Sources:</b>					
Hotel/Motel	223,480	151,973	152,010	152,010	0.0%
General Fund	-	73,271	71,209	72,278	
Economic Development	70,871	-	50,000	-	
<b>Total Funding Sources</b>	<b>294,351</b>	<b>225,244</b>	<b>273,219</b>	<b>224,288</b>	<b>-0.4%</b>
<b>Personnel – Authorized FTE</b>	.51	.51	.51	.51	

# ECONOMIC DEVELOPMENT

465

## Highlights:

Economic development projects approved by City Council included:

- **Iowa Choice Harvest, LLC**, a startup company establishing a fruit and vegetable processing facility, no local match was provided. The City endorsed the application for state assistance and is the local sponsor.
- **AMCOR Rigid Plastics USA, Inc.** is a large multi-national company that operates the former Ball Plastics plant. A project to retool the Ames plant and retain 150 jobs included a local match of a \$35,000 forgivable loan funded jointly by the City and Ames Economic Development Commission.
- **Solum, Inc.** A California based technology company established an advanced soil testing facility in Ames and is expected to add 25 jobs. The local match was a \$40,000 forgivable loan funded jointly by the City and Ames Economic Development Commission.
- **Webfilings, LLC**, a fast growing Ames and Mountain View, California based technology company began a second expansion project expected to add 135 jobs with the local match provided with the City's existing industrial property tax abatement.

The projects above were in support of the Council's goal to support private sector job growth, increase jobs, and develop a stronger tax base.

- The budgeted amounts for FY 11/12 and beyond reflect the addition of \$60,000 to jointly fund a business development coordination to help meet the Council goal to further streamline and improve government processes related to development and business expansion.
- Funding for City staff was shifted from Hotel/Motel to General Fund in FY 12/13.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
(1) State Programs Sponsored	2	3	2	2

Other:

City revolving loans originated				
Community Investment Fund	1	2	1	2

## Efficiency and Effectiveness:

Companies	\$ State/Federal Investment	\$ City Investment	Tax Abatement	\$ Private/AEDC Investment	\$ Total Investment	Jobs Required	\$ Taxable Value
Iowa Choice Harvest, LLC	\$ 405,284	0	No	\$ 620,000	\$ 1,025,284	7	0
AMCOR Rigid Plastics	350,000	35,000	No	24,715,000	25,100,000	150	
Solum, Inc.	100,000	20,000	No	16,020,000	16,140,000	25	
Webfilings, LLC	1,669,000	0	Yes	30,331,000	32,000,000	135	TBD
<b>Totals</b>	<b>\$2,524,284</b>	<b>\$55,000</b>		<b>\$71,686,000</b>	<b>\$74,265,284</b>	<b>317</b>	

## Analysis of Investments:

\$ Per # of Jobs	\$ 7,963	\$ 174	\$ 226,140	\$ 234,275
\$ Leveraged by Local \$	\$ 46		\$ 1,303	\$ 1,350

# CABLE TV SERVICES

467

This activity includes the budget for the Cable Television Services division. This division provides for the broadcast operation and meaningful direction of the City's Government Access cable station and provides minimal staffing and playback support for the cable franchise grantee's Public Access requirement by the Municipal Code, Chapter 25, Section 25.26(3). Activities include assisting Boards and Commissions, City departments/divisions, and City staff in the preparation of presentations made for the purpose of recording. Staff provides customer service to citizen producers and viewers who request airtime, and record programming for both local access stations under the control of the City Council.

This activity is used to promote City government and to educate customers about City services through programming and announcements broadcast on Government Access. Activities also include providing direction and support for video/digital imaging, computer capture, picture printing, and facilitating presentations. These presentations may or may not be broadcast.

## Service Objectives:

- ✓ Create educational programs showcasing City programs and services
- ✓ Work with City staff to develop programs for internal trainings
- ✓ Provide DVD recording of meetings for City employee training
- ✓ Coordinate Channel 16 playbacks
- ✓ Provide live cablecasting of City Council, and Boards and Commission meetings
- ✓ Program Channel 12 for ongoing and continuous coverage
- ✓ Serve as an emergency notification system
- ✓ Coordinate videostreaming of Channel 12

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	83,017	86,846	87,547	90,004	3.6%
Contractual	26,188	29,586	29,207	28,166	-4.8%
Commodities	5,645	5,950	5,950	5,950	0.0%
Capital	32,866	-	4,976	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>147,716</b>	<b>122,382</b>	<b>127,680</b>	<b>124,120</b>	<b>1.4%</b>
<b>Funding Sources:</b>					
General Fund	(289,600)	(325,371)	(320,073)	(334,880)	2.9%
Cable TV Franchise	437,201	447,753	447,753	459,000	2.5%
Miscellaneous Revenue	115				
<b>Total Funding Sources</b>	<b>147,716</b>	<b>122,382</b>	<b>127,680</b>	<b>124,120</b>	<b>1.4%</b>
<b>Personnel - Authorized FTE</b>	1.13	1.13	1.13	1.13	

# CABLE TV SERVICES

467

## Highlights:

Cable TV is staffed by one full-time producer who is primarily devoted to the government access channel (TV12), and two part-time interns who assist with meeting coverage and programming. The full-time producer also provides playback support for Public Access, Channel 84. The Property Maintenance Board of Appeals and Library Board of Trustees meetings have been added to the group of live meetings covered on Channel 12. A new switcher and speakers have been replaced in the Channel 12 control room and Council Chambers. The budget also includes a portion of the Principal Clerks' salary.

### Government Access Channel 12:

- Developed new, original programming including Walk in the Park, and the upcoming Ames Beat.
- Embedded videos in the City of Ames website to enhance services and presentation.
- Created the Ames Channel 12 You Tube Channel with the goal of Channel 12 produced videos being the first to come up in searches for 'Smart Choice', 'City of Ames,' 'Animal Shelter', and 'Ames Police' on You Tube.
- Began two-year documentary covering the Library Renewal process from concept to completion.
- Made equipment upgrades to Channel 12 studio and production equipment.

### Public Access Channel 16:

- A new video server/system controller has been installed in Channel 16.
- Obtained new set furniture and props for no charge from Ames Public Library renewal.
- New programming and renewed interest continues for Channel 16 with continued improvements to the operation of the channel and the diversity of the programming.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Original video programs, Channel 12	264	252	250	250
Hours of programming replay, Channel 12	3,395	4,066	4,000	4,000
Hours of live meeting coverage, Channel 12	245	192	200	200
<b>Efficiency and Effectiveness:</b>				
Of those who use them, usefulness of Channel 12 (3=very useful; 2=somewhat useful; 1=not useful)	2.1	2.1	2.2	2.3
% citizens who view Channel 12 *	36%	39%	40%	41%

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

# COMMUNITY ENRICHMENT CIP

## 459 and 469

### Activity Description:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Activities:</b>					
<b>City Manager:</b>					
Neighborhood Improv Program	9,498	50,000	50,000	50,000	
Sub-Total	9,498	50,000	50,000	50,000	
<b>Economic Development:</b>					
Downtown Façade Improv. Prog.	61,268	50,000	162,895	50,000	
Sub-Total	61,268	50,000	162,895	50,000	
<b>Library:</b>					
Library RFID Tagging	92,720	153,400	185,680		
Library Building Project	729,092	4,500,000	5,392,548	14,073,000	
Sub-Total	821,812	4,653,400	5,578,228	14,073,000	
<b>Parks and Recreation:</b>					
Memorials/ Misc. Donations	647		771		
Park Facility Maintenance	103,552	360,000	582,177	172,500	
Don & Ruth Furman Aqua. Cntr.	42,003		17,153	30,500	
Moore Park Improvements	39,911				
NRV Horseshoe Courts			13,700		
Municipal Pool Improvements	8,215	25,000	169,285	25,000	
Ada Hayden Heritage Park	5,343	25,000	70,000	26,000	
Ada Hayden Fishing Pier			3,000		
Ice Arena Improvements	100,272	180,500	20,901	70,000	
Park Maint. Lighting Grant	416				
Parks Office Lighting Grant	843				
Brookside Audubon Trail	9,600				
Adams Greenway Development	13,675		3,574		
Munn Woods Connection	34,918		49,082		
Brookside Tennis Courts	27,677	380,000	338,000		
Brookside Steps/ Walls	2,100	127,500	180,823		
Gartner Sculpture			2,243		
Moore Park Play Equipment			7,520		
Playground Park Equipment	45,000	30,000	120,000	30,000	
Sand Volleyball Complex				100,000	
Community Gymnasiums				55,000	
Moore Park Exercise Equipment				20,000	
Solar Trash Compactors	1,432				
Greenbriar Park Development	12,036		13,476		
Disc Golf Course Improvements	368		869		
Northridge Heights Park	38,223	245,000	156,777		
Mary Adams Estate	75,789				
DZ Triangle	590		2,800		
Sub-Total	562,610	1,373,000	1,752,151	529,000	



## COMMUNITY ENRICHMENT CIP

### 459 and 469

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Activities:</b>					
<b>Cemetery:</b>					
Cemetery Fencing	42,153		17,847		
Cemetery Lane Improvements		40,000	80,000	65,000	
Sub-Total	42,153	40,000	97,847	65,000	
<b>Total CIP</b>	<b>1,497,341</b>	<b>6,166,400</b>	<b>7,641,121</b>	<b>14,767,000</b>	<b>139.5%</b>





The Intermodal Facility has 384 parking spaces for short and long-term parking. Parking permits are required for reserved spaces, and an hourly meter rate of 75 cents or daily rate of \$10 was implemented in August.

# GENERAL GOVERNMENT

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# GENERAL GOVERNMENT

410

## Program Description:

The General Government program is comprised of leadership, management, and support activities. These activities give direction and needed background assistance to the City's "front-line" services.

The General Government program includes the following activities: Legislative which includes the legislative and policy-making leadership provided by the Mayor and City Council, and the City Clerk which records and maintains the records of the City Council and various appointed commissions and committees. Executive Management includes the City Manager and assistants who provide day-to-day administration and coordination of all the City's service programs. The remainder of this program includes the wide array of staff services, such as Financial Services, Administrative Services, Public Works, Facilities, and the Merit Adjustment. Also included are the activities financed with the contingency Emergency Reserve account.

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Use of Funds:</b>					
Legislative	456,332	487,062	490,515	459,891	-5.6%
Executive	681,906	678,555	673,683	686,854	1.2%
Financial Services	1,235,617	1,291,737	1,276,099	1,302,798	0.9%
Administrative Services	1,898,798	1,978,189	1,946,177	2,013,985	1.8%
Public Works	1,872,696	1,925,936	1,936,803	1,991,386	3.4%
Facilities	504,983	503,447	563,179	502,961	-0.1%
Emergency Reserve	16,346	50,000	171,556	50,000	0.0%
City Council Special Allocations	131,244	141,000	142,999	141,000	0.0%
Merit Adjustment	-	171,444	-	176,097	2.7%
<b>Total Operations</b>	6,797,922	7,227,370	7,201,011	7,324,972	1.4%
General Government CIP	589,063	50,000	2,541,530	50,000	0.0%
<b>Total Expenditures</b>	<b>7,386,985</b>	<b>7,277,370</b>	<b>9,742,541</b>	<b>7,374,972</b>	<b>1.3%</b>
 <b>Personnel – Authorized FTE</b>	 53.85	 54.85	 54.85	 54.85	

# GENERAL GOVERNMENT

410

	2011/12	2012/13	2012/13	2013/14	% Change From
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
Personal Services	5,344,470	5,690,137	5,367,346	5,764,423	1.3%
Contractual	1,728,364	1,439,358	1,660,325	1,446,554	0.5%
Commodities	177,001	97,875	113,184	111,295	13.7%
Capital	137,150	50,000	2,601,686	52,700	5.4%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>7,386,985</b>	<b>7,277,370</b>	<b>9,742,541</b>	<b>7,374,972</b>	<b>1.3%</b>
<b>Funding Sources:</b>					
General Fund	3,641,991	3,725,116	4,689,243	3,724,853	0.0%
Local Option	511,042	166,172	963,141	166,143	0.0%
Hotel/Motel	11,588	1,154	16,538	-	-100.0%
Road Use Tax	182,421	290,037	236,572	263,753	-9.1%
Fire Retirement	12,416	12,792	12,856	13,195	3.2%
G.O. Bonds	86,734	2,400	3,322	2,400	0.0%
Special Assessment	4,745	4,987	152,869	5,022	0.7%
Water	684,447	668,005	717,472	743,127	11.2%
Sewer	594,289	638,570	632,285	649,089	1.6%
Electric	861,349	918,813	893,298	933,851	1.6%
Parking	72,621	77,123	76,535	79,272	2.8%
Storm Sewer	303,181	310,783	307,534	324,613	4.5%
Ice Arena	-	979	-	1,152	17.7%
Homewood	-	708	-	502	-29.1%
Resource Recovery	272,670	286,496	282,315	293,420	2.4%
Equipment	131,723	162,542	158,561	163,505	0.6%
Internal Services	-	7,367	-	7,625	3.5%
Risk Insurance	-	893	-	945	5.8%
Health Insurance	-	1,312	-	1,360	3.7%
Comm. Develop. Block Grant	-	1,121	-	1,145	2.1%
Energy Efficiency Block Grant	15,768	-	-	-	
Construction Grants	-	-	600,000	-	
<b>Total Funding Sources</b>	<b>7,386,985</b>	<b>7,277,370</b>	<b>9,742,541</b>	<b>7,374,972</b>	<b>1.3%</b>

# CITY COUNCIL

411 -- 01

The City Council is the legislative and policy making body in the Ames municipal government. The Mayor and two Councilpersons are elected at-large, while the other four Councilpersons are elected on a ward basis. The Mayor, with the approval of the Council, appoints members of major policy making boards and commissions of the City. City Council meetings are scheduled on the second and fourth Tuesdays of the month, with special meetings and work sessions conducted as needed. The major responsibilities of the City Council include, but are not limited to, enacting ordinances, setting property tax levels, approving city service levels and the related budgets, and participating in community development efforts.

## Service Objectives:

- ✓ Provide long-term vision for community and short-term goals to support that vision
- ✓ Act as Board of Directors for various city utilities (electric, water, wastewater, solid waste)
- ✓ Set policy, approve ordinances and contracts, provide direction to City Manager and City Attorney, represent City in joint ventures, provide forum for community interaction
- ✓ **Work toward the goal to have 10% of the City's electric energy come from renewables by the year 2015.** This goal was accomplished in FY 10/11 with the addition of wind power.
- ✓ Channel input from public and other community institutions into City-provided service programs
- ✓ Oversee financial commitments of the City and prioritize spending
- ✓ **Support the "Cool Cities" initiative to reach the City's carbon footprint reduction goal of 15% by the year 2014 for City buildings, fleet equipment, street lights and traffic lights**
- ✓ Promote policies and projects that support economic development and help promote Ames as a regional center

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	53,845	54,839	54,405	54,531	-0.6%
Contractual	48,785	60,480	58,935	62,330	3.1%
Commodities	18,381	15,160	13,041	16,310	7.6%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>121,011</b>	<b>130,479</b>	<b>126,381</b>	<b>133,171</b>	<b>2.1%</b>
<b>Funding Sources:</b>					
General Fund	121,011	130,479	126,381	133,171	2.1%
Hotel/Motel/FACES	-	-	-	-	
<b>Total Funding Sources</b>	<b>121,011</b>	<b>130,479</b>	<b>126,381</b>	<b>133,171</b>	<b>2.1%</b>
<b>Personnel - Authorized FTE</b>	.00	.00	.00	.00	

# CITY COUNCIL

411 -- 01

## Highlights:

Progress has been made on a number of the City Council goals from FY 12/13. The overall goals set by the City Council fall into the following categories:

- Support Environmental Sustainability
- Promote Economic Development
- Mitigate Flooding in Our Community
- Strengthen Our Community
- Enhance Our Relationship With Iowa State University

Support Environmental Sustainability -- The City and Iowa State University continue sharing the services of the University's Sustainability Coordinator through a contractual arrangement. The Sustainability Task Force in 2012 recommended an electric consumption reduction plan that was adopted by the City Council.

Promote Economic Development -- The Ames Economic Development Commission reported to the City Council in September, 2012 that only 58.15 acres of industrial land is available for development within the City of Ames, with the largest available industrial property totaling only 10.62 acres in size. Based upon the limited available industrial land, the City Council approved the funding for extension of water and sanitary sewer as noted in the Capital Improvements Plan (CIP). This funding will create over 500 acres of available industrial land directly north of Lincoln Highway and another 500 acres, in a future phase, to the south of Lincoln Highway.

In both 2011 and 2012, the City Council asked customers of the Planning and Inspection Divisions if City staff had been utilizing a can-do attitude. The Annual Development Process Survey rated the City staff at a 4 out of 5 rating for its "can do" attitude.

The City Council also celebrated the success of the installation of the sculptural light columns on Highway 30 as part of the Southeast Entry Way Project. The light columns are intended to beautify the entrance to Ames and were funded in partnership with the City of Ames, area businesses, and a transportation enhancement grant from the Iowa Department of Transportation.

The Council revised its land use policy to broaden the available growth area to the north.

Mitigate Flooding in Our Community -- During the fall of 2012, the City Council held a series of workshops on flooding to solicit information from residents and businesses about areas of concern. The consultants working for the City compiled this information and made two presentations to the City Council and shared their findings in December. The consultants will continue their work based on this feedback to create a plan to further reduce the impacts of flooding in the community by looking at not only localized flooding, but also river/watershed flooding that impacts Ames.



# CITY COUNCIL

411 -- 01

## Highlights, continued:

Strengthen Our Community -- After completing a nearly year-long successful community visioning experience, the Ames Convention and Visitors Bureau, the Ames Chamber of Commerce, and the City of Ames collaborated to create a shared logo and tagline. In July 2012, the Ames Community School District, eager to be a partner in marketing the community, requested permission to share the logo in a new color. That request was approved by the Ames City Council. The development of the logo included the creation of a stylebook for each organization, which has been customized to specifically address its particular needs and usage. Work to implement the new logo, tag line and points of pride collection is ongoing. The City, in its work to receive Blue Zone designation, was honored instead by receiving the 2012 Healthy Iowa Community Award. The Healthy Iowa Awards are presented by the Academy for a Healthy Iowa – a collaboration between the Iowa Department of Public Health and Wellness Council of Iowa. Award winners are selected based on providing access to wellness, programming, financial commitment, measurability and sustainability.

Enhance Our Relationship with Iowa State University -- The Campustown area continued to be an area of focus for the City Council as they budgeted dollars that helped established a full time director for the Campustown Action Association in partnership with the Ames Chamber of Commerce.

		2010/11*	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>		<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
The figures below represent the comparison of the levies among the largest eleven cities in Iowa:					
Total Levy/1,000 Ames		\$10.86	\$10.84	\$10.72	
High		\$18.31	\$18.53	\$18.21	
Low		\$9.86	\$10.45	\$10.72	
Average		\$15.01	\$14.63	\$14.67	
	Ames' rank	10 <sup>th</sup> of 11	10 <sup>th</sup> of 11	11 <sup>th</sup> of 11	
Taxable Valuation/Capita Ames		\$40,030	\$36,772	\$37,986	
High		\$76,547	\$66,912	\$66,433	
Low		\$24,185	\$26,641	\$28,035	
Average		\$38,594	\$39,035	\$40,105	
	Ames' rank	4 <sup>th</sup> of 11	7 <sup>th</sup> of 11	6 <sup>th</sup> of 11	
Total Levy/Capita Ames		\$434.73	\$398.61	\$407.21	
High		\$922.40	\$806.26	\$800.53	
Low		\$330.85	\$368.86	\$394.41	
Average		\$565.06	\$566.75	\$579.43	
	Ames' rank	8 <sup>th</sup> of 11	10 <sup>th</sup> of 11	10 <sup>th</sup> of 11	

\* Reflects 2000 census, impacts per capita comparisons for future years



A storm water retention area was installed to filter water from the Ames Intermodal Facility site before being released into College Creek.

# CITY CLERK

411 -- 03

This activity records and maintains proceedings of the City Council, Zoning Board of Adjustment, Housing Board of Appeals, Civil Service Commission, and Local Board of Health. This activity also prepares agendas, takes minutes; publishes proceedings, accounts, legal notices, and documents; has custody of bonds and contracts; records and certifies special assessments; issues cemetery deeds and various licenses; maintains legal documents; provides public information and notification on various items.

## Service Objectives:

- ✓ Coordinate the preparation of City Council, Civil Service, and Zoning Board of Adjustment agenda packets and ensure compliance with Open Meetings Law
- ✓ Provide administrative support to the Mayor and City Council, attend all official meetings, and ensure minutes and adopted measures are available within three working days of the meeting
- ✓ Ensure the proper posting, filing, publication, and processing of official City notices and documents
- ✓ Provide courteous and proficient retrieval of requested documents and information for internal and external customers
- ✓ Process permit and license applications within 24 hours of receipt
- ✓ Maintain a central filing system for official City records
- ✓ Supervise the City's Records Management Program and assist other departments in implementing system
- ✓ Provide admin support, training, and pertinent materials to 133 citizens serving on 20 City boards and commissions, including facilitation of the Mayor and Council's appointment process
- ✓ Serve as Deputy Commissioner of Elections and provide Notary Public services
- ✓ Provide City Council agendas, minutes, and packet materials to the public in an electronic format
- ✓ Research new technologies to improve the storing and retrieving of City records

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	247,429	254,923	262,295	264,363	3.7%
Contractual	80,639	100,210	100,139	60,657	-39.5%
Commodities	4,288	1,450	1,700	1,700	17.2%
Capital	2,965	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>335,321</b>	<b>356,583</b>	<b>364,134</b>	<b>326,720</b>	<b>-8.4%</b>
<b>Funding Sources:</b>					
General Fund	185,226	217,451	225,113	183,769	-15.5%
Beer & Liquor Licenses	76,815	65,000	65,000	68,000	4.6%
Cigarette Permits	4,875	4,500	4,500	4,500	0.0%
Misc. Licenses/Permits/Fees	2,606	3,500	3,500	3,500	0.0%
Garbage Hauler Licenses	3,250	2,400	2,400	2,400	0.0%
Zoning Appeal Fee	790	600	600	800	33.3%
Water	15,440	15,783	15,755	15,938	1.0%
Sewer	15,440	15,783	15,755	15,938	1.0%
Electric	30,879	31,566	31,511	31,875	1.0%
<b>Total Funding Sources</b>	<b>335,321</b>	<b>356,583</b>	<b>364,134</b>	<b>326,720</b>	<b>-8.4%</b>
<b>Personnel - Authorized FTE</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	

# CITY CLERK

411 – 03

## Highlights:

A total of 525 permits/licenses were issued in 18 categories during FY 11/12. Liquor Licenses and/or Beer Permits accounted for 134. Temporary Obstruction Permits (TOPs) increased slightly over last year and totaled 71. Staff coordinated 22 special event meetings during last fiscal year.

No fee is charged for TOPs, but the applicant is required to provide proof of liability coverage and name the City as an additional insured. Other free-of-charge services provided during FY 11/12 included 18 Banner Permits and 266 notarizations and/or certifications. Staff also tracks an average of 225 insurance certificates and 35 Letters of Credit to ensure that the City is protected against claims.

The City Clerk/Records Manager is responsible for responding to City-wide public records requests that are not of a routine nature. In calendar year 2012, 25 requests were received. Under Chapter 22, Code of Iowa, the City is allowed to charge the requesting party for the employees' time (based on salary without benefits) and materials necessary to fulfill the request. Due to the expense, oftentimes the requestor does not want to pay the fee; therefore, no longer wants the records after the research has been done. In 2012, expenses incurred totaled \$985.50 with only \$70.18 being collected.

The usage rate of the Files Management System (FMS) reveals that over 1,200 searches are performed per month. Converting the City's official records to electronic format is underway. It is estimated that there are nearly 60,000 official documents in 9,794 files to be scanned and indexed. The conversion work is being done in-house by staff and a part-time temporary employee working six hours/week rather than an outside vendor, saving \$700 annually. Conversion involves a multi-step process. At this time last year, only 1,000 files had been scanned; descriptions had not been entered or information linked. As of this date, 5,167 files and all contents have been scanned, and all steps have been completed for 1,146 files.

All Council meeting and weekly non-agenda materials are now distributed to the Mayor and City Council in electronic format, thus substantially reducing printing costs. The FY 13/14 budget request is \$1,200, which is a decrease of over \$4,000 (from \$5,332 in 2011).

Staff created and distributed agenda materials and recorded minutes for 47 City Council meetings, 10 Civil Service meetings, and 13 Zoning Board of Adjustment meetings during FY 11/12.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
% of City Council minutes published within timeframe prescribed by <u>Code of Iowa</u>	100%	100%	100%	100%
<b>Efficiency and Effectiveness:</b>				
# of meetings reported	71	70	71	71
# of legal notices processed	201	230	226	230
# of resolutions finalized	592	575	599	590
# of documents recorded	113	120	102	112
# of licenses/permits processed	512	500	525	500
# of cemetery deeds issued	54	50	53	50
# of election petitions accepted	0	13	0	25

# EXECUTIVE MANAGEMENT

413 -- 04

It is the responsibility of the City Manager's Office to provide the overall administrative direction for the City organization in accordance with policies established by the City Council. Other responsibilities are to ensure that City operations are conducted economically, efficiently, and effectively, and that City Council and citizen concerns are addressed. This office also develops recommendations to the City Council for changes in programs, operations, and policies. In addition, the City Manager's office presents, reviews, and monitors the annual operating budget and CIP program for the City. The office personnel also staff a number of City boards and commissions ranging from external public advisory bodies to internal employee committees, and represent the City as a member of the union contract negotiating teams. The office personnel also work with the City Council on community development issues and with Iowa State University on joint concerns.

## Service Objectives:

- ✓ Provide comprehensive vision and leadership for the City organization so that desires and needs of the community and City Council goals are met
- ✓ Prepare and provide to the City Council a fiscally responsible budget to finance City operations in support of community desires and City Council goals
- ✓ Oversee and support City departments as they provide the best possible services to the community at the lowest possible cost
- ✓ Represent the City in relationships with other state, federal, and local organizations
- ✓ Provide complete and objective information and recommendations to City Council
- ✓ Respond to public requests and inquiries in a courteous and timely manner

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	615,179	616,612	603,572	620,794	0.7%
Contractual	51,055	50,393	54,439	53,330	5.8%
Commodities	15,672	11,550	15,672	12,730	10.2%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>681,906</b>	<b>678,555</b>	<b>673,683</b>	<b>686,854</b>	<b>1.2%</b>
<b>Funding Sources:</b>					
General Fund	391,686	388,133	388,063	396,146	2.1%
Employee Council Revenues	-	-	-	-	
Water	70,002	70,570	69,403	70,639	0.1%
Sewer	70,002	70,570	69,403	70,639	0.1%
Electric	150,216	149,282	146,814	149,430	0.1%
<b>Total Funding Sources</b>	<b>681,906</b>	<b>678,555</b>	<b>673,683</b>	<b>686,854</b>	<b>1.2%</b>
<b>Personnel - Authorized FTE</b>	3.71	4.71	4.71	4.71	

# EXECUTIVE MANAGEMENT

413 -- 04

## Highlights:

For FY 12/13, the portion of the City Manager's office salaries charged to the Electric Utility was maintained at 22%, based on time spent planning for future capacity, the 161 kV tie line project, the upcoming cost-of-service/rate study, and public improvement/large project contract support. This level of support from the Electric Fund will continue for FY 13/14. In FY 12/13, several studies will be completed, including gasification and electric resource options study. For FY 13/14, staff will be working to address the results of those studies.

The City Manager's Office is also involved in several major projects for water and wastewater. Due to this involvement, the Executive Management Program is supported 10.4% by the Water Fund and 10.4% by the Wastewater Fund. These projects include the design and construction of a new water plant in 2015 and significant capital infrastructure improvements to the WPC Facility as a result of the facility evaluation study in FY 12/13. The flood mitigation study is also being supported by the City Manager's Office.

Staff will be spending additional time in FY 13/14 supporting various departments as they address space needs. Staff is helping facilitate modifications to City Hall and the Library expansion project that was approved by voters. As always, a major emphasis of this office is the facilitation of the accomplishment of Council goals and staffing of various Council-appointed boards and commissions. Staff has also participated in the Hospital-Medical Zone discussion with community members,

For FY 13/14, 10% of the City Manager's salary will continue to be charged to the Economic Development program to reflect work spent on development proposals and possible prospects. These have included coordination of efforts to expand services for industrial growth east of I-35 and annexation proposals.

City Manager staff is increasing the time spent on supporting a number of relatively new initiatives, including researching the possibilities of converting the refuse derived fuel to an alternative fuel source.

A full-time Management Analyst position was added in FY 12/13. This position has proven to be of great value, assisting departments with projects and program analysis. Since July, this position has facilitated special events, staffed Student Affairs Commission, responded to Council referrals, coordinated and analyzed sustainability projects, and managed grant projects for the City. This position has also been helpful in transitioning ASSET responsibilities from the retired Assistant City Manager and the new Assistant City Manager. A few of the major projects that this position coordinated on behalf of the City Manager's Office include: financial analysis of industrial growth, Hazard Mitigation Plan Update, gasification financial analysis, water meter technology team and changes related to fats, oils, and grease in sanitary sewers.

The FY 12/13 Adjusted Personal Services budget reflects the retirement of one Assistant City Manager and the hiring of a new Assistant City Manager.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of Council referrals to staff	81	89	67	75
% Referred to:				
City Manager's Office	31%	24%	19%	30%
Planning and Housing	30%	32%	27%	30%
Public Works	24%	32%	30%	30%
All other City departments	14%	13%	24%	10%
# Union contracts negotiated	5	3	2	2
<b>Efficiency and Effectiveness:</b>				
Survey rating for quality of City services:				
Good	69%	63%	64%	65%
Very good	28%	31%	32%	33%

# FINANCE ADMINISTRATION AND BUDGET

414 -- 15

The purpose of the Finance Administration and Budget activity is to provide overall financial management and analysis for the City of Ames. The activity provides direct supervision of Accounting and Reporting, Utility Customer Service, Information Services, Communications Services, Purchasing Services, and Debt Service activities and provides financial advice and direction to all City departments.

## Service Objectives:

- ✓ Coordinate the preparation of the City's Annual Operating and Capital Budgets
- ✓ Maintain the City's excellent credit rating (Moody's – Aaa)
- ✓ Maintain the City's Program Performance Budget as a decision making tool
- ✓ Submit and receive the GFOA Distinguished Budget Presentation Award and continually improve the budget document
- ✓ Monitor revenues and expenditures as approved by the City Council
- ✓ Provide accurate financial information on a timely basis
- ✓ Coordinate the issuance of City debt and monitor debt capacity
- ✓ Maintain fund accountability for all City funds
- ✓ Audit and monitor all P-card transactions for compliance with procedures and policies

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	306,123	313,507	311,696	310,241	-1.0%
Contractual	31,244	38,094	40,437	38,829	1.9%
Commodities	1,330	1,375	1,375	1,375	0.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>338,697</b>	<b>352,976</b>	<b>353,508</b>	<b>350,445</b>	<b>-0.7%</b>
<b>Funding Sources:</b>					
General Fund	67,741	70,595	70,702	70,089	-0.7%
Police/Fire 411 Spec. Revenue	3,387	3,530	3,535	3,504	-0.7%
Water	50,804	52,946	53,026	52,567	-0.7%
Sewer	50,804	52,946	53,026	52,567	-0.7%
Electric	142,252	148,250	148,474	147,187	-0.7%
Parking	3,387	3,530	3,535	3,504	-0.7%
Resource Recovery	13,548	14,119	14,140	14,018	-0.7%
Fleet Services	6,774	7,060	7,070	7,009	-0.7%
<b>Total Funding Sources</b>	<b>338,697</b>	<b>352,976</b>	<b>353,508</b>	<b>350,445</b>	<b>-0.7%</b>
<b>Personnel - Authorized FTE</b>	<b>2.84</b>	<b>2.84</b>	<b>2.84</b>	<b>2.84</b>	

# FINANCE ADMINISTRATION AND BUDGET

414 -- 15

## Highlights:

- The City received the Government Finance Officers Association (GFOA) certificate of excellence for both financial reporting and the budget document.
- Supported new Information Technology initiatives including new website design and conversion of City Council materials from paper to electronic.
- The Aaa bond rating from Moody's Investor Services for general obligation bond issues was maintained.
- Implemented new utility rate structures for Storm Water and Electric Utilities.
- Continued management and coordination among Federal Emergency Management Agency (FEMA), Iowa Homeland Security, and City departments for storm and flood related disaster assistance grants.
- Increase in Projected General Obligation Bonds is related to issuance of bonds for the Library addition and remodeling referendum.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Bonded Indebtedness:				
General Obligation Bonds	\$46,185,000	\$45,240,000	\$49,975,000	\$62,619,000
Revenue Bonds	0	0	0	0
Years Received GFOA Distinguished Budget Presentation Award	24	25	26	27
General Obligation Bonds	\$46,185,000	\$45,240,000	\$49,975,000	\$62,619,000
<b>Efficiency and Effectiveness:</b>				
Maintain or improve General Obligation Bond rating which contributes to lower cost of debt	Moody's Aaa	Moody's Aaa	Moody's Aaa	Moody's Aaa
Budget book rating of "outstanding" by at least 1 of 3 GFOA reviewers in the 31 categories for distinguished budget presentation	15/31	19/31	20/31	20/31
General Fund actual expenses as a percent of the adopted budget	98.4%	101.0%	100%	100%
General Fund actual revenues as a percent of the adopted budget	100.5%	101.6%	100%	100%
Financial documents posted on website within one day of completion	6/6	6/6	6/6	6/6



# ACCOUNTING AND REPORTING

414 -- 16

The purpose of the Accounting and Reporting activity is to provide processing and reporting of all financial transactions for the City of Ames. The activity also provides financial controls and treasury management for departments to help ensure proper stewardship of public funds. The activity provides services that support management decisions through timely and accurate processing and reporting of payroll, accounts payable, accounts receivable, and cash transactions. Treasury management function provides investment and cash management services within the parameters set by the City of Ames Investment Policy and the Code of Iowa. The goals of this activity are to provide timely and accurate financial transaction processing and reporting and to maintain proper controls over financial assets in an efficient manner.

## Service Objectives:

- ✓ Process payments for goods and services and pay all vendors timely and accurately, taking advantage of any discounts offered.
- ✓ Process and distribute payroll for all City employees accurately and timely. File quarterly and annual payroll tax returns and W-2 forms accurately and timely.
- ✓ Receive unqualified opinions on the City's annual audited financial statements and compliance with requirements described in OMB Circular A-133.
- ✓ Monitor the City's debt and ensure accurate and timely principal and interest payments.
- ✓ Protect and manage the City's cash assets in accordance with the applicable investment policy and provide for a reasonable rate of return.
- ✓ Prepare a Comprehensive Annual Financial Report in conformance with GAAP that meets the requirements of the GFOA excellence in financial reporting program.

	2011/12	2012/13	2012/13	2013/14	% Change
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	677,552	705,766	690,040	712,544	1.0%
Contractual	281,526	295,216	294,393	306,215	3.7%
Commodities	4,929	8,625	6,200	6,100	-29.3%
Capital	-	-	2,300	-	
Other	-	-	-	-	
Sub-Total	964,007	1,009,607	992,933	1,024,859	1.5%
Reimbursements	(67,087)	(70,846)	(70,342)	(72,506)	2.3%
<b>Total Expenditures</b>	<b>896,920</b>	<b>938,761</b>	<b>922,591</b>	<b>952,353</b>	<b>1.4%</b>

## Funding Sources:

Reimbursements	67,087	70,846	70,342	72,506	2.3%
General Fund	240,804	251,420	246,306	254,192	1.1%
Road Use Tax Fund	11,055	11,537	11,367	11,755	1.9%
Police/Fire 411 Spec. Revenue	8,735	8,966	9,023	9,395	4.8%
Special Assessment	4,745	4,987	4,869	5,022	0.7%
Bond Funds	2,400	2,400	2,400	2,400	0.0%
Water	69,137	72,377	71,161	73,476	1.5%
Sewer	46,828	48,860	48,262	49,896	2.1%
Electric	265,629	277,972	273,327	282,290	1.6%
Parking	19,280	20,192	19,859	20,498	1.5%
Resource Recovery	119,368	125,422	122,615	126,442	0.8%
Fleet Services	41,852	43,782	43,060	44,481	1.6%
<b>Total Funding Sources</b>	<b>896,920</b>	<b>938,761</b>	<b>922,591</b>	<b>952,353</b>	<b>1.4%</b>

<b>Personnel - Authorized FTE</b>	9.00	9.00	9.00	9.00
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# ACCOUNTING AND REPORTING

414 -- 16

## Highlights:

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

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Percent of payments to vendors within seven days of appropriate internal approval	100%	95%	100%	100%
Percent of accurate payroll reports filed on a timely basis	100%	100%	98%	100%
Unqualified audit opinion received	Yes	Yes	Yes	Yes
Comprehensive Annual Financial Report submitted to GFOA on a timely basis	Yes	Yes	Yes	Yes
Percentage of bond payments paid accurately and timely	100%	100%	100%	100%
Quarterly investment reports provided to City Council	4	4	4	4
<b>Efficiency and Effectiveness:</b>				
Average monthly accounts payable checks issued to vendors	1,450	1,300	1,250	1,200
Average monthly electronic payments to vendors	5	5	10	15
Average monthly payroll checks issued	248	212	210	210
Percent of employees using direct deposit	85%	86%	91%	91%
Number of W-2 forms issued	1,200	1,279	1,262	1,280
Audit findings noted	1	0	0	0
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received	33	34	35	36
Number of bond issues monitored	9	10	10	10
Average amount of outstanding bond principal	\$46,185,000	\$45,712,500	\$48,030,000	\$57,527,000
Average value of investment portfolio	\$95,500,000	\$100,000,000	\$100,000,000	\$100,000,000
Average rate of return on investments	0.97%	0.76%	0.60%	0.50%
Annual bond rating	Aaa	Aaa	Aaa	Aaa

# PUBLIC RELATIONS SERVICES

415 -- 05

The goal of this program is to promote a positive identity for the City of Ames, to provide information about local government, and to promote City programs and services for citizen and media use.

Information is channeled directly through Cable TV 12, City Side (the utility bill insert), the City of Ames website, social media, and through press releases to commercial radio, television, and newspaper. In addition, publications, fliers, signs, events, and presentations are used to educate the public.

Within the City organization, the Public Relations Officer serves as an informal liaison for departments with a monthly newsletter and by assisting with orientation days four times per year, with Mayor/Council events, and with special City-wide and departmental events.

## Service Objectives:

- ✓ Produce monthly newsletters for internal and external audiences
- ✓ Work with departments/divisions to produce custom publications
- ✓ Monitor and update City of Ames website, Facebook, and Twitter pages
- ✓ Coordinate advertising purchase and placement for several City departments
- ✓ Produce annual Resident Satisfaction survey with assistance from Iowa State University
- ✓ Produce press releases
- ✓ Serve as primary media contact and source of information for media inquiries
- ✓ Community vision and brand implementation
- ✓ Hire and mentor Iowa State University interns
- ✓ Oversee government access television programming
- ✓ **Support Utilities in marketing and promoting programs in support of the City Council's "Go Green" goal**
- ✓ Coordinate community events

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	115,322	122,026	122,026	125,934	3.2%
Contractual	39,514	42,813	43,181	41,657	-2.7%
Commodities	1,151	650	750	900	38.5%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>155,987</b>	<b>165,489</b>	<b>165,957</b>	<b>168,491</b>	<b>1.8%</b>

## Funding Sources:

General Fund	77,993	82,744	82,978	84,245	1.8%
Water	15,599	16,549	16,596	16,849	1.8%
Sewer	15,599	16,549	16,596	16,849	1.8%
Electric	31,197	33,098	33,191	33,699	1.8%
Resource Recovery	15,599	16,549	16,596	16,849	1.8%
<b>Total Funding Sources</b>	<b>155,987</b>	<b>165,489</b>	<b>165,957</b>	<b>168,491</b>	<b>1.8%</b>

<b>Personnel - Authorized FTE</b>	1.19	1.19	1.19	1.19	
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# PUBLIC RELATIONS SERVICES

415 -- 05

## Highlights:

One full-time Public Relations Officer (PRO) staffs the Public Relations Office. The office budget includes one part-time public relations intern and supervision of the Electric Services Department part-time intern. The budget also includes a portion of the Principal Clerks' salary.

The PRO accomplished the following:

- Implemented new City of Ames logo
- Established Brag Team to continue Community Visioning Project efforts
- Continued developing marketing materials for Smart Energy
- Coordinated publicity/advertising for new merged Eco Fair
- Produced City Side monthly newsletter; quarterly Neighborhood News; monthly internal newsletter City Slickers
- Worked with electric and stormwater utilities to share rate change information
- Hosted "This Week in Ames" on Channel 12 weekly update program

Continued efforts for FY 12/13 and FY 13/14:

- Continue to implement City of Ames logo; facilitate Brag Team; increase brand visibility
- Remain active in local, national professional groups (3CMA, PrAM)
- Handle media relations, press releases, and special events; update publications
- Supervise two public relations interns
- Supervise the TV staff, budget, and operations

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
# of media releases distributed	230	169	170	180
# of City-assisted community events	8	6	5	5
# of marketing campaigns developed	5	4	4	5

## Efficiency and Effectiveness:

Of those who use them, usefulness of news sources for learning about the City of Ames (3=very useful; 2=somewhat useful; 1=not useful)

ISU Daily	2.2	2.2	2.0	2.0
Ames Tribune	2.3	2.3	2.2	2.1
KASI/KCCQ Radio	2.3	2.3	2.3	2.2
Des Moines Register	2.2	2.2	2.0	2.0
City Side	2.3	2.4	2.3	2.3
Channel 12	1.9	2.1	2.1	2.1
City of Ames website	2.4	2.4	2.4	2.4
AmesNewsOnline (formerly Ames365.com)	2.1	2.2	2.1	-
The Sun	1.8	2.0	2.0	2.0

# LONG-RANGE PLANNING

415 -- 08

This activity involves the preparation, coordination, presentation, and implementation of advanced planning activities that typically extend beyond any one fiscal year, or that pertain to the development of the Land Use Policy Plan and any amendments thereof. Examples of these planning activities include: 1) Land Use Policy Plan; 2) major ordinance changes and proposals, including rezonings; 3) neighborhood planning studies; 4) Downtown and other commercial planning studies; and 5) other special planning studies assigned by the City Council and the City Manager. In this capacity, the Department of Planning and Housing serves as a staff and technical resource to the Planning and Zoning Commission and the Historic Preservation Commission, and serves as liaison between the commissions and the Ames City Council.

## Service Objectives:

- ✓ Coordinate implementation of all types of adopted long-range plans
- ✓ Respond to community needs for analysis and policies for long-range land use
- ✓ Assess and update adopted policies and plans against projected need as directed by City Council
- ✓ Revisit City Code, policies, and procedures with a goal to streamline current procedures and policies for development
- ✓ Provide data for long-range planning decisions
- ✓ Encourage meaningful and timely community input
- ✓ Coordinate long-range planning policies and regulations with other jurisdictions and agencies
- ✓ Explore new trends and innovative means of achieving long-range planning objectives

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	300,452	325,102	270,171	158,509	-51.2%
Contractual	40,568	34,040	79,415	34,980	2.8%
Commodities	2,574	2,100	2,725	2,100	0.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>343,594</b>	<b>361,242</b>	<b>352,311</b>	<b>195,589</b>	<b>-45.9%</b>
<b>Funding Sources:</b>					
General Fund	332,507	361,242	335,773	195,589	-45.9%
Hotel Motel Tax	11,087	-	16,538	-	
<b>Total Funding Sources</b>	<b>343,594</b>	<b>361,242</b>	<b>352,311</b>	<b>195,589</b>	<b>-45.9%</b>
<b>Personnel - Authorized FTE</b>	3.23	3.23	3.23	1.73	

# LONG-RANGE PLANNING

415 – 08

## Highlights:

### FY 12/13

- Continue process of **National Register nomination for Main Street Cultural District**.
- Continue **revisions to Chapter 31** – Guidelines for Historic District.
- The adjusted budget now includes **\$18,000 to hire outside expertise** to assist with the city-wide **Lighting Code Update and/or Landscaping Code Update**.
- Initiate code amendment review process for **city-wide landscaping standards, lighting, airport protection standards, and digital signs**.
- Continue participation with other City departments in **comprehensive flood mitigation study**.
- Continue working on **long-term zoning interface between hospital/medical zone and neighboring residential areas**.
- Both years' budgets include \$2,000 for **historic preservation activities**, including training, public education and awareness, preservation awards, and other preservation activities.
- **Continue** implementing the Council's annual **Downtown Façade Grant Program**.
- Complete the process of **hiring a new Departmental Director**.

### FY 13/14

- For the first time, in 2013/14 staffing levels and program expenditures are adjusted to reflect how only **20% of Planning staff's time is being devoted to Long-Range Planning**, rather than being equally split with Current Planning. This priority on using staff resources to facilitate current growth decreases the time available to address long-range planning priorities.
- Implement any **regulatory options** that Council may select from the **flood mitigation study**.
- Complete **annexations in Northern Growth Area** as directed by City Council (Athen/Grant Avenue).
- Adopt **revised flood plain maps** following completion of the **College and Worle Creek study**.
- Prepare **Ames Urban Fringe amendments** as needed to facilitate the new **East Industrial Area**.
- Complete **National Register nomination process for Main Street Cultural District**.
- Complete **revisions to Chapter 31** – Guidelines for Historic District.
- Complete code amendment review process for **city-wide landscaping standards, lighting, airport protection standards, and digital signs**.
- Complete work on **long-term zoning interface between hospital/medical zone and neighboring residential areas**.
- Continue implementing the **Downtown Façade Program**.
- Determine timing for the next 5-year scheduled review of the Land Use Policy Plan (LUPP).
- Staff from the **Inspections Division and Planning** will **strengthen** their collaboration to better enforce **existing zoning codes**.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
LUPP amendments completed (both map and text amendments)	4	0	4	3
Rezoning completed	8	2	2	6
Zoning text amendments completed	4	12	6	10
Annexations completed	1	1	2	2

## Efficiency and Effectiveness: <sup>(1)</sup>

	<b>Average Number of Days to Process</b>			
Citizen-initiated rezonings	51	50	61	60
Citizen-initiated LUPP map and/or text changes	45	0	142	70
Citizen-initiated zoning text changes	41	75	123	50

<sup>(1)</sup> Indicated processing time is the average number of calendar days to process citizen-initiated proposal from date of submitting a complete application to date of Council's first reading. This excludes calendar days while waiting for applicant's response.

# CURRENT PLANNING

415 -- 09

The Department of Planning and Housing serves as a staff and technical resource to the customer, Planning and Zoning Commission, Zoning Board of Adjustment, and the Historic Preservation Commission. The department serves as liaison between the commissions and the Ames City Council. Staff analyzes and makes recommendations on subdivisions, planned unit developments, and development plans. This occurs in conjunction with the City's Development Review Committee process. Staff advises the City Council and City Manager on planning and development matters and provides technical assistance to the Zoning Board of Adjustment and other City boards and commissions.

## Service Objectives:

- ✓ Help applicants accomplish their development goals consistent with City development policies
- ✓ Implement development regulations as adopted by City Council and State of Iowa
- ✓ Provide an efficient and fair process for applicants
- ✓ Process applications in a timely, thorough and accurate manner
- ✓ Provide timely and accurate responses to public inquiries
- ✓ Continue to provide reliable, high quality service to both internal and external customers
- ✓ **Promote Ames as a welcoming place to do business by embracing a "can do" attitude in support of the Council's goal to further streamline and improve government processes**
- ✓ Coordinate development review with other City departments and outside agencies
- ✓ Ensure compliance with adopted laws and policies
- ✓ Encourage meaningful and timely community input
- ✓ Look for ways to improve processes and regulations to better meet objectives
- ✓ Provide applicants with the legal basis for planning decisions
- ✓ Review impact of past planning and development codes, policies and procedures to identify possible areas for improvement
- ✓ Ensure consistency in code interpretation through defined process for making and documenting administrative interpretations

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	305,080	327,232	270,807	477,141	45.8%
Contractual	28,899	32,240	43,077	33,180	2.9%
Commodities	1,129	1,100	1,725	1,100	0.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>335,108</b>	<b>360,572</b>	<b>315,609</b>	<b>511,421</b>	<b>41.8%</b>
<b>Funding Sources:</b>					
General Fund	326,839	351,772	303,809	501,621	42.6%
Development Review Fees	7,630	7,000	10,000	8,000	14.3%
Map/Document Sales	639	1,800	1,800	1,800	0.0%
<b>Total Funding Sources</b>	<b>335,108</b>	<b>360,572</b>	<b>315,609</b>	<b>511,421</b>	<b>41.8%</b>
<b>Personnel – Authorized FTE</b>	<b>3.22</b>	<b>3.22</b>	<b>3.22</b>	<b>4.72</b>	

# CURRENT PLANNING

415 -- 09

## Highlights:

### FY 12/13

- Feedback from customers indicates that they are more and more **satisfied with staff's efforts to facilitate development** within the Council's adopted codes.
- Staff continues to emphasize a **"can do attitude"** and **excellent customer service** in working with all development proposals.
- A **staff liaison** has been designated to work with the **Ames Community School District** on development of new school sites and the disposition and possible redevelopment of former school sites.
- Staff continues its efforts to improve the **Development Review Committee (DRC)**. This team is now facilitated by the City's Business Development Coordinator.
- Staff will complete the process of **hiring a new Departmental Director**.

### FY 13/14

- For the first time, in 2013/14 staffing levels and program expenditures are adjusted to reflect how 80% of Planning staff's time is being devoted to Current Planning, rather than being equally split with Long-Range Planning. This is due to the **more active development climate** and to staff's efforts to **emphasize responsive customer service and a "can do attitude"**.
- Staff will review inter-departmental processes to provide for **more efficient implementation of ordinances and policies**.

<b>Service Accomplishments (process completions):</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
Preliminary plat	2	2	3	3
Final plat	9	4	9	10
Plat of survey	22	16	15	15
Certificate of Appropriateness	6	8	7	8
Façade grants	2	12	5	5
Major site development plan/master plan	3	2	2	2
Minor site development plan	20	24	25	20
Permitted home occupation	8	10	5	5
Zoning Board of Adjustment cases	28	21	20	20
Flood plain permits	51	19	25	25

### **Efficiency and Effectiveness:**

The following statistics indicate the average number of calendar days to review/process the complete applications, excluding the days while waiting for the applicant's response. <sup>(1)</sup>

	<b>Number of Days to Process</b>			
Preliminary plat	52	107 <sup>(2)</sup>	63	50
Final plat	19	22	22	20
Plat of survey	28	31	35	30
Certificate of Appropriateness	33	7	9	15
Façade grants	24	28	21	25
Major site development plan/master plan	62	56	56	55
Minor site development plan	28	31	19	25
Permitted home occupation	3	4	4	3
Zoning Board of Adjustment cases	29	30	26	25
Flood plain permits	5	6	8	8

<sup>(1)</sup> For half of FY 09/10, the review time indicated includes the days waiting for the applicant's response and/or Council action. Since December 2009, the applicant's response time and the Council's processing time have been deducted from the total to better monitor staff's efficiency in processing applications.

<sup>(2)</sup> This figure reflects two projects, one of which had been active off and on since 2010 while waiting for revisions and attempting to address critical storm water conveyance easement issues.



# LEGAL SERVICES

415 -- 20

The mission of the City Attorney's Office is to provide the highest quality legal services to the City at the lowest possible cost to the taxpayers; to provide sound and objective legal advice and representation to City officials and staff, Mary Greeley Medical Center and all other City departments; to earn and keep the respect and trust of those for whom and with whom the office works; and to act in accordance with the highest ethical and professional standards.

## Service Objectives:

- ✓ Advise Council, staff, boards and commissions on legal and policy matters
- ✓ Supervise and monitor all legal work performed by outside counsel
- ✓ Incorporate advances in technology to enhance legal services in a timely and efficient manner
- ✓ Provide legal advice and support at all meetings of City Council and at meetings of boards and commissions as needed
- ✓ Draft ordinances and amendments, and publish Municipal Code
- ✓ Draft and review contracts, real estate, and other legal documents
- ✓ Litigate in District and Appellate Courts claims by and against the City
- ✓ Respond to public inquiries regarding City Code and regulatory matters
- ✓ Collect unpaid bills and fines through negotiation and settlement or litigation as needed
- ✓ Advise and represent Mary Greeley Medical Center in contract, employment, collection, and regulatory matters
- ✓ Represent the City in all administrative and arbitration claims, including labor and employment, inspections, housing, licensing, animal control, and other administrative matters
- ✓ Prosecute all criminal complaints, traffic tickets, code enforcement violations, parking appeals, and other municipal infractions in courts-of-law as necessary

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	549,796	568,773	573,609	591,691	4.0%
Contractual	60,974	35,423	48,037	45,882	29.5%
Commodities	4,614	2,300	2,363	2,510	9.1%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>615,384</b>	<b>606,496</b>	<b>624,009</b>	<b>640,083</b>	<b>5.5%</b>
<b>Funding Sources:</b>					
General Fund	319,353	301,898	313,251	322,803	6.9%
Mary Greeley Medical Center	18,244	17,500	17,500	17,500	0.0%
Other Departments	2,348	5,500	4,100	4,100	-25.5%
Fees and Fines	24,328	22,000	22,000	22,000	0.0%
Water	56,522	58,403	60,050	61,640	5.5%
Sewer	56,522	58,403	60,050	61,640	5.5%
Electric	89,304	92,276	94,879	97,390	5.5%
Parking	33,890	35,231	36,466	36,884	4.7%
Process Server Parking Rev.	177	100	100	100	0.0%
Resource Recovery	14,696	15,185	15,613	16,026	5.5%
Miscellaneous Revenue	-	-	-	-	
<b>Total Funding Sources</b>	<b>615,384</b>	<b>606,496</b>	<b>624,009</b>	<b>640,083</b>	<b>5.5%</b>
<b>Personnel - Authorized FTE</b>	5.95	5.95	5.95	5.95	

# LEGAL SERVICES

415 -- 20

## Highlights:

### Public Improvement Projects

The City Attorney provided document preparation and review, legal advice and analysis for the following major public improvement projects:

- Library Expansion Project consisting of 26 separate legal matters, 277 documents and 133 events
- Intermodal Facility consisting of 19 separate legal matters, 183 documents and 125 events and advice regarding 6 bond claims
- Mary Greeley Medical Center facilities expansion and bond financing, including 7 separate legal matters, 164 documents and 38 events
- New Water Plant project including land acquisition, including 6 separate legal matters, 225 documents and 80 events
- Wastewater Ultraviolet Disinfection System and compliance with NPDES Permit, including 7 separate legal matters, 316 documents and 86 events

### Major Planning Projects

Deery Brothers business site development; Wilson Toyota business expansion project; and Northcrest/E-Free expansion project

### Other Major Tasks

- Council initiatives: Eastern Growth; Drainage District
- Represented the City in civil litigation matters and supervised outside counsel.
- Property Maintenance Appeal Board launch
- Advised and assisted the Ames Public Library Board of Trustees regarding the Library Director vacancy and transition
- Responded to the Equal Employment Opportunity Commission and the Iowa Civil Rights Commission complaint allegation involving former Inspections employee. Original complaint was received in October of 2011 and we are still awaiting a final decision from ICRC.
- Preparation and review of 48 ordinances; code supplements updated quarterly
- Represented the City in an administrative revocation of a vending license after receiving complaints regarding a large vending trailer on Main Street. This one administrative matter involved legal department staff time from April through October. The vending license was ultimately revoked after a contested hearing was held in September.
- Property Tax Appeal caseload continues to grow. In 2011, 22 appeals were filed and in 2012, 18 appeals were filed. Currently, there are appeals pending on 233 individual parcels, valued at \$112,409,800 (7 commercial properties, 10 cooperatives and 1 condominium).

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Legal matters opened (litigation, advice, subdivision review, etc.)	1,487	1,319	1,284	1,284
Documents created/reviewed	19,089	18,173	17,469	17,469
Other events and legal services requiring review	11,441	9,265	8,748	8,748
Litigation matters filed with the District Court	669	532	336	336
<b>Efficiency and Effectiveness:</b>				
% of incoming phone calls returned by end of the next business day	89%	86%	76%	76%
# of matters closed	1,242	1,384	1,314	1,314
% of timely responses by Legal Department target completion dates	92%	80%	77%	77%

# HUMAN RESOURCES

415 -- 21

Human Resources provides a full range of services in support of all City departments and the Civil Service Commission. These services include recruitment and selection, classification, wage and salary administration, affirmative action, employee training and development, employee and labor relations including collective bargaining, contract administration, and policy research and development. The department's goal is to provide a comprehensive program which will further the contribution made by employees to assist the City in attaining its objectives.

## Service Objectives:

- ✓ Provide the highest quality human resources support to other City functions to carry out the goals of Council
- ✓ Monitor compliance with state and federal laws and City policy with regard to human resources related issues
- ✓ Maintain a database of current labor market information and perform classification and compensation studies to maintain pay equity and external competitiveness
- ✓ Provide employees and managers with training tools and resources to enhance individual and team performance as a means of achieving our Excellence Through People organizational culture
- ✓ Attract and retain qualified employees through the use of progressive recruitment techniques and competitive compensation and benefit systems
- ✓ Strive to maintain strong relations through collaborative negotiations, contract interpretation and resolution of grievances at the lowest possible level

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	460,588	471,013	450,187	463,493	-1.6%
Contractual	88,267	123,701	148,606	147,789	19.5%
Commodities	8,152	6,330	6,800	6,850	8.2%
Capital	-	-	-	-	
Other	-	-	-	-	
Sub-Total	557,007	601,044	605,593	618,132	2.8%
Reimbursements	(108,282)	(116,654)	(117,302)	(119,731)	2.6%
<b>Total Expenditures</b>	<b>448,725</b>	<b>484,390</b>	<b>488,291</b>	<b>498,401</b>	<b>2.9%</b>
<b>Funding Sources:</b>					
General Fund	244,360	264,220	266,462	271,979	2.9%
Road Use Tax Fund	31,916	34,385	34,822	35,543	3.4%
Water	30,524	32,884	33,186	33,874	3.0%
Sewer	26,681	28,744	29,129	29,732	3.4%
Electric	92,351	99,494	100,468	102,548	3.1%
Parking	5,236	5,641	5,693	5,810	3.0%
Storm Sewer Utility	2,061	2,220	2,059	2,102	-5.3%
Resource Recovery	15,095	16,262	16,472	16,813	3.4%
Hotel/Motel Tax	501	540	-	-	-100.0%
<b>Total Funding Sources</b>	<b>448,725</b>	<b>484,390</b>	<b>488,291</b>	<b>498,401</b>	<b>2.9%</b>
<b>Personnel - Authorized FTE</b>	<b>4.41</b>	<b>4.41</b>	<b>4.41</b>	<b>4.41</b>	

# HUMAN RESOURCES

415 -- 21

## Highlights:

Fiscal year 2011/2012 year held many accomplishments for the Human Resources Department. There were many successful recruitments conducted that included several high-profile positions such as Assistant City Manager, Assistant Director of Finance, Resource Recovery Superintendent, Planner, and Firefighter. The department developed new training opportunities within the Employee Development Center that included: Interviewing Skills & Guidelines, What are my Benefits, Harassment for Supervisors, FMLA, and updating the Coaching Module of Supervisory Essentials. In addition, the department assisted in the settlement of voluntary agreements with three labor unions and a favorable arbitration decision with one other labor union.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
# of leadership development coaching hours provided to leaders	30	50	75	100
# of hours of leadership and management development training offered	105	52	105	25
Attendance at formal training programs offered through Employee Development Center	1,719	1,431	1,500	1,500
# of recruitments (open and promotional)	54	50	45	50
# of applications (open and promotional)	3,244	2,211	2,500	2,500
# of external hires (full and part-time)	84	58	30	40
# of internal promotions	31	29	30	25
<b>Efficiency and Effectiveness:</b>				
% of City employees that rated sponsored training programs as above average or better	87%	88%	89%	90%
Average # of work days to complete external recruitment for full-time positions (from date posted to date offer extended)	56	68	56	56
% of diverse (protected class) applicants based on total applications received	26.88%	11.44%	20%	20%

# PUBLIC WORKS ADMINISTRATION

416 -- 72

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

## Service Objectives:

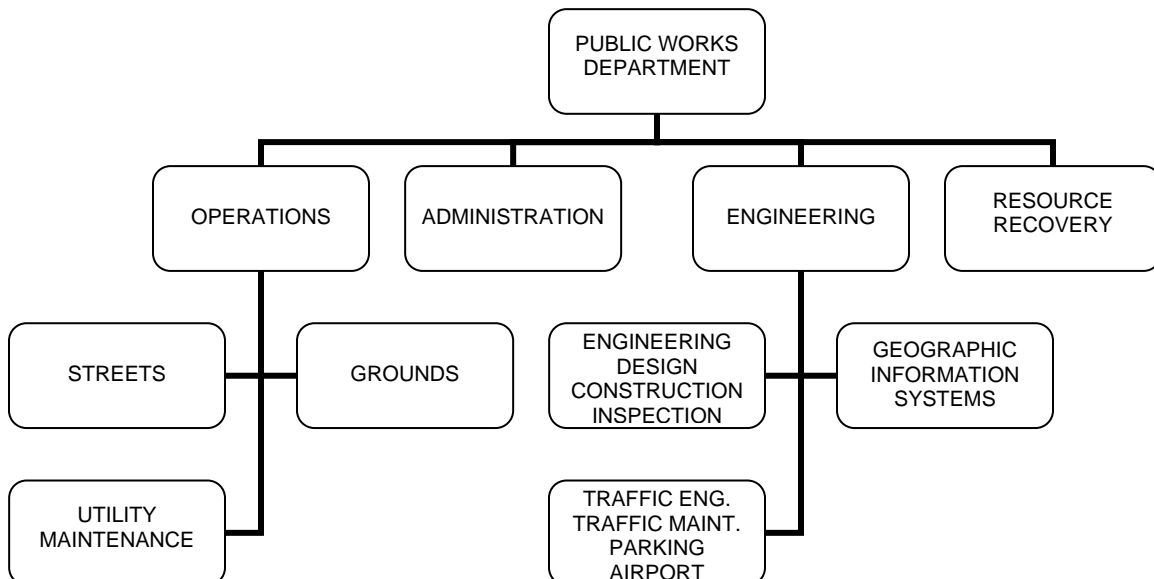
- ✓ Oversee and coordinate the activities of four Public Works divisions (Engineering, Operations, Resource Recovery, and Administration)
- ✓ Provide management direction and administrative support to Public Works employees
- ✓ Provide oversight and guidance for the Public Works portion of the Capital Improvements Plan
- ✓ Sell and arrange for installation of Veterans' Memorial bricks

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	314,510	322,302	323,216	332,696	3.2%
Contractual	30,008	31,575	28,967	32,300	2.3%
Commodities	1,058	1,000	3,500	3,500	250.0%
Capital	-	-	-	2,700	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>345,576</b>	<b>354,877</b>	<b>355,683</b>	<b>371,196</b>	<b>4.6%</b>

## Funding Sources:

General Fund	105	500	250	250	-50.0%
Road Use Tax Fund	86,367	89,102	88,859	92,737	4.1%
Water	86,368	88,425	88,858	92,737	4.9%
Sewer	86,368	88,425	88,858	92,736	4.9%
Resource Recovery	86,368	88,425	88,858	92,736	4.9%
<b>Total Funding Sources</b>	<b>345,576</b>	<b>354,877</b>	<b>355,683</b>	<b>371,196</b>	<b>4.6%</b>

**Personnel - Authorized FTE**                      3.00                      3.00                      3.00                      3.00



# PUBLIC WORKS ADMINISTRATION

416 -- 72

## Highlights:

Public Works Administration staff is serving on an **interdepartmental and interagency team** led by the City Manager's office to evaluate potential impacts of future flooding in the Ames region. This evaluation will review the historical impacts of flooding in the area, forecast the potential for future events, and evaluate possible **flood mitigation measures** from a regional perspective.

Public Works Administration staff worked with Parks and Recreation Administration on the mowing team efforts. This resulted in transcending department boundaries to accomplish the collective work of mowing the public greenscape. Through this **Total City Perspective**, greater efficiencies are being realized. What was traditionally Public Works or Parks maintenance responsibility is no longer looked at within the typical department boundaries, but rather how best to accomplish the work.

Federal storm water discharge regulation issues continue to require **staff involvement** in FY 12/13. In FY 13/14, staff involvement will focus on evaluation of the sanitary and storm sewer systems.

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

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Number of projects with reimbursements from grants and other outside sources	8	7	13	7
Dollars received as reimbursements for project costs	\$2,511,323	\$2,387,534	\$5,692,060	\$2,048,000
Number of Veterans' Memorial bricks sold	13	7	8	10
# of departmental FTEs	75.0	75.0	75.0	75.0
<b>Efficiency and Effectiveness:</b>				
Administrative cost per employee	\$4,456	\$4,606	\$4,765	\$4,933
Administrative costs as a percent of Operations	2.9%	2.9%	2.8%	2.8%

# PUBLIC WORKS ENGINEERING

416 -- 80

The Engineering Division provides technical designs and construction inspection to ensure reliability and quality control for capital improvement projects. The Division also provides design review/acceptance and inspection services on subdivision public infrastructure construction. The Engineering Division is also involved in the long-range planning of projects to ensure development of streets, water distribution, sanitary sewer and storm sewer systems to meet current and future needs of the community. Another function of the Engineering Division is to maintain records for public infrastructure, including an electronic Geographic Information System (GIS) of this infrastructure.

## Service Objectives:

- ✓ Plan, design, and implement public infrastructure projects including water main, sanitary sewers, storm drains, and streets rehabilitation and reconstruction
- ✓ Prepare certified engineering plans and specifications and administer bid process for capital improvement plan construction projects
- ✓ Supervise construction of all authorized public improvement projects
- ✓ Employ interns and co-ops for design, inspection, GIS, and traffic analysis
- ✓ Maintain as-built drawings and archive records of public infrastructure construction
- ✓ Provide a high level of communication to the public throughout all stages of projects; coordinate meetings and citizen advisory committees as necessary
- ✓ Develop and maintain city-wide GIS, provide GIS support to user department and coordinate with Mapping & Policy Support (MAPS) for base map information
- ✓ Review plans and plats for consideration of public and private improvements
- ✓ Provide technical support to the Ames Area Metropolitan Planning Organization
- ✓ Manage the City of Ames NPDES / Municipal Separate Storm Sewer System (MS4) permit

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	1,259,390	1,294,268	1,293,424	1,328,869	2.7%
Contractual	217,917	255,306	256,248	260,101	1.9%
Commodities	48,798	21,485	31,448	31,220	45.3%
Capital	1,015	-	-	-	
<b>Total Expenditures</b>	<b>1,527,120</b>	<b>1,571,059</b>	<b>1,581,120</b>	<b>1,620,190</b>	<b>3.1%</b>

## Funding Sources:

General Fund	-	-	(3,735)	-	
General Fund Design Reimb	707,696	664,279	664,279	663,500	-0.1%
Road Use Tax Fund	29,964	124,706	78,076	93,133	-25.3%
Water	264,730	225,351	283,844	290,399	28.9%
Sewer	205,563	228,519	230,522	228,957	0.2%
Storm Sewer	301,120	306,902	305,475	320,921	4.6%
Electric Fund	18,047	21,302	22,659	23,280	9.3%
<b>Total Funding Sources</b>	<b>1,527,120</b>	<b>1,571,059</b>	<b>1,581,120</b>	<b>1,620,190</b>	<b>3.1%</b>

<b>Personnel - Authorized FTE</b>	13.00	13.00	13.00	13.00
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# PUBLIC WORKS ENGINEERING

416 – 80

## Highlights:

In response to 2008 and 2010 flooding, staff continues to work through the applications of two **Hazard Mitigation Grant Program** project applications administered by FEMA for potential public improvement funding. These projects include Stuart Smith Park Bank Stabilization (stream bank stabilization to protect the existing 24-inch watermain) and Northridge Parkway (localized flooding in a residential subdivision). Staff has also been involved with the community-wide Flood Mitigation Study that is analyzing river flood impacts. Activities are in support of City Council's priority goal of **flood mitigation**. Realizing the importance of the storm sewer system, City Council has directed staff to proceed with a **new rate structure** based on impervious area.

The **Sanitary Sewer System Evaluation (SSSE)** is a high priority project for Engineering and Operations staff that will continue for at least another year. This project works to identify and eliminate infiltration/inflow from entering the sanitary sewer system. An engineering consultant was hired in spring 2012 to televise and smoke test sewer pipes, inspect manholes, monitor base flow and wet weather flow conditions, and to create a model of the sanitary sewer system. Considering the extremely dry weather that has occurred in 2012, monitoring of the wet weather flow conditions has not been successful. In taking advantage of the dry conditions, over 40 percent of the system has been televised, smoke tested and inspected.

Through the City of Ames **Smart Watershed** program, staff continues to respond to citizen requests for additional information about storm water related topics. Topics being promoted include soil quality restoration, phosphorus-free fertilizers, picking up pet waste, installation of rain gardens and rain barrels. Established Rain Barrel and Rain Garden Cost Share Programs continue. To further improve water quality, promote water conservation, and make a difference in water quantity control one-step-at-a-time, **newly offered Cost Share Programs include Soil Quality Restoration, Native Landscaping, and Tree Plantings**. In partnership with other departments and organizations, the next annual **EcoFair** is planned for March 30, 2013. The Public Works Engineering portion of this event is organized to focus on water quality components, including current initiatives to improve watershed runoff. The EcoFair is an open house for the citizens to learn how to make a difference on their property and community-wide.

Storm water requirements, as mandated through the **Municipal Separate Storm Sewer System (MS4) permit**, continue to be a focus of the Engineering Division. Through direction from the Iowa Department of Natural Resources, staff is working to finalize a new ordinance for stormwater quality standards. This new ordinance will require that the first 1.25 inches of rain per acre of development are treated using structural and non-structural means such as vegetated swales, rain gardens, and bioretention cells. The stormwater management requirements for flood control will still exist in addition to these new requirements.

**Americans with Disabilities Act (ADA) compliance** has had a significant impact on Public Works projects. The Iowa Department of Transportation recently adopted new design guidelines and specifications for pedestrian facilities. Over \$130,000 was expended in the design and construction of 100 pedestrian facilities as well as just over \$35,000 in temporary pedestrian facilities used during construction projects.



# PUBLIC WORKS ENGINEERING

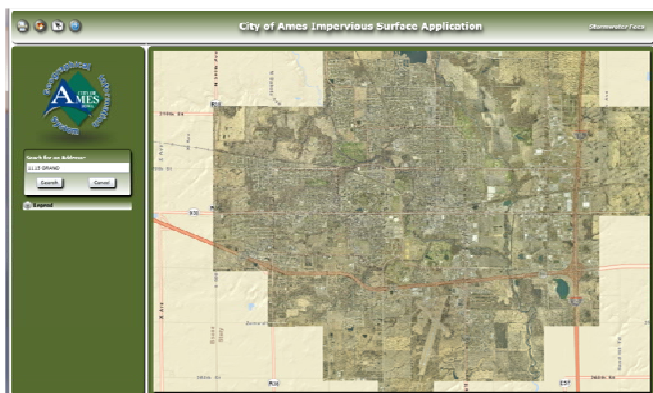
416 – 80

## Highlights, continued:

To enhance the public's knowledge about various capital improvement projects, the Engineering Division holds **project informational meetings**. Prior to the preliminary design, staff meets with interested parties to gather information related to the project area. This information ranges from special access needs during construction to desired changes to the existing pavement alignment or drainage. Prior to and throughout construction, additional notices are hand-delivered to residents and businesses to coordinate construction activities. Listening to the users of the project area enables the design and construction to address concerns and strengthen our neighborhoods. For some large projects that include land acquisition, such as the **Grand Avenue Extension**, staff implements context sensitive solutions to a larger degree which enables the citizens to provide input prior to hiring a design consultant. This also allows citizen input throughout the entire project design.

The Engineering Division's GIS workgroup provides GIS support, services, and coordination across the organization. Of top priority is implementing GIS to close gaps in information sharing between departments, thereby increasing the value of the information which is maintained. When done correctly, GIS can significantly improve efficiencies in business processes, flow of information, and accessibility to information creating a superb **decision support tool**.

GIS staff continues to work on development and implementation of web and mobile based applications. **Mobile GIS** is now being used via Apple I pads in several workgroups within Public Works including water and sanitary sewer operations, storm water and streets operations and most recently by traffic operations as we migrate to a GIS integrated traffic sign database. Staff is working with a software development firm to develop a custom mobile sign management application to handle the many unique challenges traffic signs pose in the GIS environment. The new application features a barcode reader for easier inventorying and tracking of sign maintenance, condition and work performed. The implementation will allow traffic staff to transition seamlessly into the planned citywide retro-reflectivity study.



City of Ames, Iowa

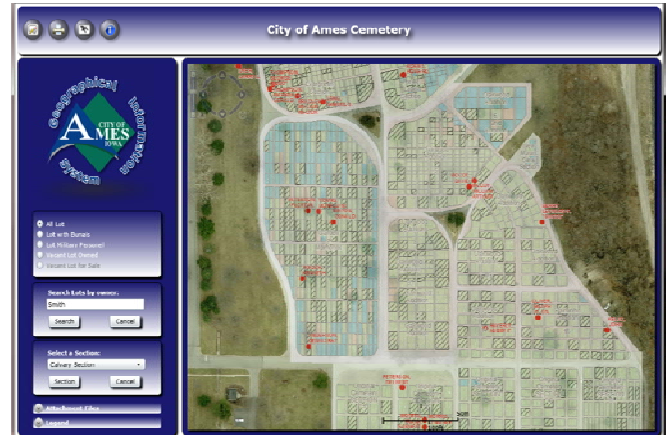
Numerous **web applications** have been developed using Flex, Silverlight and Java Script. Most recently staff has begun development using HTML 5 allowing browser based web mapping applications to work on all platforms including smart phones and tablets. These applications continue to be developed and are not yet available to the public.

# PUBLIC WORKS ENGINEERING

416 – 80

## Highlights, continued:

Web mapping applications are increasingly being used internally and publicly with a roll-out of additional public web mapping applications planned for spring and summer 2013. Examples of existing public web mapping sites include **Neighborhood Associations**, **Cemetery Map** and a **Stormwater Utility Billing** application. These sites can be accessed through the City of Ames GIS page.



<http://www.cityofames.org/index.aspx?page=1547>

## Service Accomplishments:

# of CIP projects inspected/administered  
# of subdivision public infrastructure projects inspected  
# of construction site erosion and sediment control site inspections  
# of plans and specifications prepared for capital improvement plan projects

2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
25	23	25	25
0	4	2	2
201	280	250	250
22	20	17	20

## Efficiency and Effectiveness:

Projects bid under engineer's estimate  
Projects bid within 10% of engineer's estimate  
Projects completed within 10% of original bid  
Projects completed on time  
% of completed as-builts records

2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
89%	75%	88%	90%
61%	40%	88%	90%
94%	69%	90%	90%
94%	78%	90%	90%
80%	91%	90%	90%

# FACILITIES

418 -- 29

The purpose of this activity is to establish and provide facility maintenance services for City Hall, the Maintenance Facility (on Edison Street), and the Carpenter Shop located east of the Water Plant. Some minor maintenance or facility consultation services may also be provided by staff on other City facilities. Most of the maintenance is currently provided under contract by specialized vendors. This program is intended to maintain each facility to appropriate regulations, to provide City employees with a productive work environment, and to create and maintain an attractive City Hall that represents our community.

## Service Objectives:

- ✓ Maintain an attractive City Hall facility (grounds and exterior of City Hall)
- ✓ Provide limited maintenance activities to other City buildings
- ✓ Maintain efficient equipment (motors, pumps, generators, boiler, etc.) at City Hall
- ✓ Maintain the Ames Veterans' Memorial
- ✓ Provide quality janitorial services
- ✓ Coordinate and manage special projects
- ✓ Perform monthly building walkthrough inspections at City Hall
- ✓ **Create strategic plan outlining goals and action steps for the City of Ames government to reduce carbon emissions**
- ✓ **Establish baseline carbon footprint data and track City progress against Council goal to reduce CO<sub>2</sub> output by 15% by 2014**

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	139,204	142,330	141,898	147,520	3.6%
Contractual	307,594	343,739	343,642	336,604	-2.1%
Commodities	63,216	22,450	24,885	23,900	6.5%
Capital	-	-	57,856	-	
Sub-Total	510,014	508,519	568,281	508,024	-0.1%
Reimbursements	(5,031)	(5,072)	(5,102)	(5,063)	-0.2%
					0.2%
<b>Total Expenditures</b>	<b>504,983</b>	<b>503,447</b>	<b>563,179</b>	<b>502,961</b>	<b>-0.1%</b>

## Funding Sources:

General Fund	299,465	275,469	334,845	274,888	-0.2%
Interdepartmental Labor	4,200	-	-	-	
City Assessor	13,707	13,813	13,902	13,797	-0.1%
Road Use Tax Funds	23,119	23,299	23,448	23,271	-0.1%
Police/Fire 411 Special Revenue	294	296	298	296	0.0%
Water	19,071	19,219	19,343	19,196	-0.1%
Sewer	14,232	14,342	14,434	14,325	-0.1%
Electric	35,224	35,497	35,725	35,454	-0.1%
Parking	10,828	10,912	10,982	10,899	-0.1%
Resource Recovery	1,746	1,759	1,771	1,757	-0.1%
Fleet Services	83,097	108,841	108,431	109,078	0.2%
<b>Total Funding Sources</b>	<b>504,983</b>	<b>503,447</b>	<b>563,179</b>	<b>502,961</b>	<b>-0.1%</b>

<b>Personnel - Authorized FTE</b>	1.30	1.30	1.30	1.30
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# FACILITIES

418 -- 29

## Highlights:

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

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

- City Hall is the administrative center for City operations and for the community, and is used daily, in the evenings, and on weekends by City staff, City Council, and by numerous local civic organizations.
- In FY 12/13 and FY 13/14, an increased effort is being placed on improving the appearance inside and out by updating wall finishes and repairing worn and damaged surfaces.
- Some landscaping improvements will also be done.
- The utilities budget (gas & electric) for this facility has been reduced by \$17,000 due to the installation of more energy efficient lighting, heat pumps, and warmer winters.

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

- This facility is used by Fleet Services, Public Works, Police, Fire, CyRide, Electric, and Story County (for off-site record storage) and is the only maintenance center for this purpose.
- The emphasis on this facility for FY 13/14 will be to maintain it status quo, but will also include some interior painting and signage updates.
- The utility budget for this facility remains flat due to efforts accomplished in previous years that lowered energy costs to their current level.
- A new, central HVAC system will be installed in FY 12/13 which will improve air quality in the offices, and will be more efficient; especially in the west bank of offices now heated only by portable space heaters and cooled only by seven window air-conditioners.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
Maintenance Cost Per Square Foot:				
City Hall – Excluding Community Center	\$5.08	\$5.60	\$5.28	\$5.37
Maintenance Facility	\$2.79	\$2.48	\$3.15	\$3.17

# CITY COUNCIL CONTINGENCY

412 -- 01

The City Council Contingency Fund accounts for those funds designated by the City Council to be considered as contingency and are allocated within the General Fund. Through the careful use of the contingency funds, the City Council has been able to respond to needs and opportunities which were not foreseen at the time of budget preparation.

The FY 11/12 adjusted year was increased to \$100,000 and \$56,488 was carried over for educational costs related to global warming and pollution reduction (\$15,905), Tiger Grant support (\$10,000), dangerous buildings (\$8,810), historic preservation standards match (\$20,000), and Campustown Action Association (\$1,773).

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	-	-	-	
Contractual	15,346	50,000	171,556	50,000	0.0%
Commodities	1,000	-	-	-	
Capital	-	-	-	-	
Other					
<b>Total Expenditures</b>	<b>16,346</b>	<b>50,000</b>	<b>171,556</b>	<b>50,000</b>	<b>0.0%</b>
<b>Funding Sources:</b>					
General Fund	16,346	50,000	171,556	50,000	0.0%
<b>Total Funding Sources</b>	<b>16,346</b>	<b>50,000</b>	<b>171,556</b>	<b>50,000</b>	<b>0.0%</b>
<b>Personnel - Authorized FTE</b>	.00	.00	.00	.00	

# CITY COUNCIL SPECIAL ALLOCATIONS

410 -- 01

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	-	-	-	
Contractual	131,244	138,700	141,999	140,000	0.9%
Commodities	-	2,300	1,000	1,000	-56.5%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>131,244</b>	<b>141,000</b>	<b>142,999</b>	<b>141,000</b>	<b>0.0%</b>
<b>Funding Sources:</b>					
General Fund	8,056	-	-	-	
Local Option	98,188	116,000	117,999	116,000	0.0%
Hotel/Motel	-	-	-	-	
Water	6,250	6,250	6,250	6,250	
Sewer	6,250	6,250	6,250	6,250	
Electric	6,250	6,250	6,250	6,250	
Resource Recovery	6,250	6,250	6,250	6,250	
<b>Total Funding Sources</b>	<b>131,244</b>	<b>141,000</b>	<b>142,999</b>	<b>141,000</b>	<b>0.0%</b>
<b>Project Detail:</b>					
Ames Partner City Association	3,000	5,000	5,000	5,000	
Ames Historical Society	15,722	16,000	18,000	16,000	
Main Street Cultural District	30,000	31,000	31,000	31,000	
Hunziker Youth Sports Complex	25,000	25,000	25,000	25,000	
VEISHEA Pancakes/Events	8,000	8,000	8,000	8,000	
United Ames	13,000				
Campustown Action Association		25,000	25,000	25,000	
Sustainability Coordinator	25,000	25,000	25,000	25,000	
Homecoming Pancakes		1,000	1,000	1,000	
FACES Celebration	3,466	5,000	4,999	5,000	
Visioning	8,056				
<b>Total</b>	<b>131,244</b>	<b>141,000</b>	<b>142,999</b>	<b>141,000</b>	<b>0.0%</b>

The expense of \$25,000 for the Sustainability Coordinator reflects the cost to complete task to promote and educate Ames residents about community-wide sustainability as part of the Council's "go-green" goal.

# MERIT PAYROLL ADJUSTMENT

417 -- 66

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	171,444	-	176,097	2.7%
<b>Total Expenditures</b>	-	<b>171,444</b>	-	<b>176,097</b>	<b>2.7%</b>
<b>Funding Sources:</b>					
General Fund	-	100,355	-	103,608	3.2%
Local Option	-	172	-	143	-16.9%
Leased Housing	-	-	-	-	
Road Use Tax Fund	-	7,008	-	7,314	4.4%
Housing Assistance	-	-	-	-	
Water	-	9,248	-	9,562	3.4%
Sewer	-	9,179	-	9,560	4.2%
Electric	-	23,826	-	24,448	2.6%
Parking	-	1,617	-	1,677	3.7%
Storm Sewer Utility	-	1,661	-	1,590	-4.3%
Ice Arena	-	979	-	1,152	17.7%
Homewood Golf	-	708	-	502	-29.1%
Resource Recovery	-	2,525	-	2,529	0.2%
Fleet Services	-	2,859	-	2,937	2.7%
Information Services	-	7,367	-	7,625	3.5%
Risk Insurance	-	893	-	945	5.8%
Health Insurance	-	1,312	-	1,360	3.7%
Hotel/Motel	-	614	-	-	-100.0%
County-Wide Affordable Housing	-	-	-	-	
Comm. Develop. Block Grant	-	1,121	-	1,145	2.1%
<b>Total Funding Sources</b>	-	<b>171,444</b>	-	<b>176,097</b>	<b>2.7%</b>
<b>Personnel - Authorized FTE</b>	.00	.00	.00	.00	

# GENERAL GOVERNMENT CIP

419

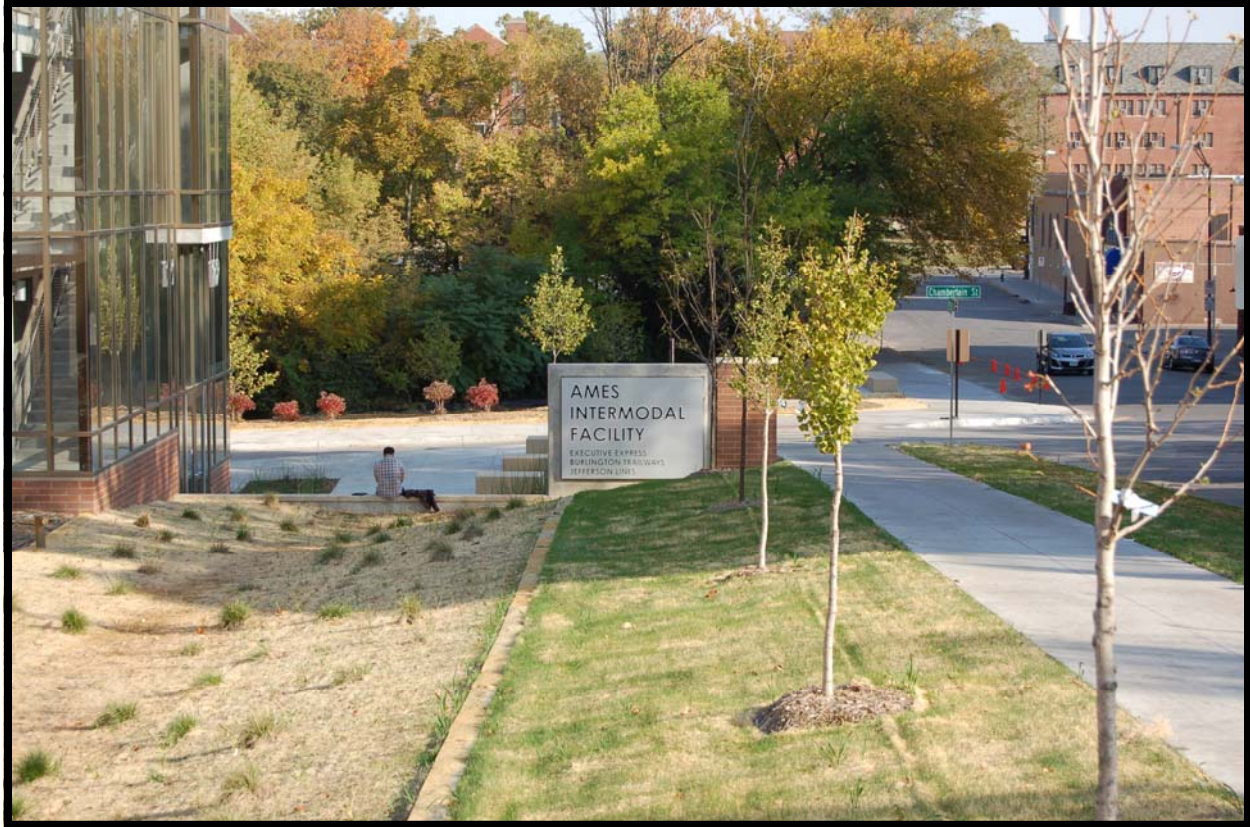
## Activity Description:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Activities:</b>					
<b>Long-Range Planning:</b>					
Southeast Entryway	67,548		208,646		
Southeast Entryway IDOT Grant	269,867		346,444		
Sub-Total	337,415	0	555,090	0	
<b>Facilities:</b>					
City Hall Mechanical/Structural	96,489	50,000	208,124	50,000	
City Hall Space Re-Use	76,107		723,893		
ARRA Energy Block Grant	15,768				
EOC Grant			600,000		
Cool Cities Facility Improvement	63,284		230,850		
Sub-Total	251,648	50,000	1,762,867	50,000	
<b>Total CIP</b>	<b>589,063</b>	<b>50,000</b>	<b>2,317,957</b>	<b>50,000</b>	<b>0</b>

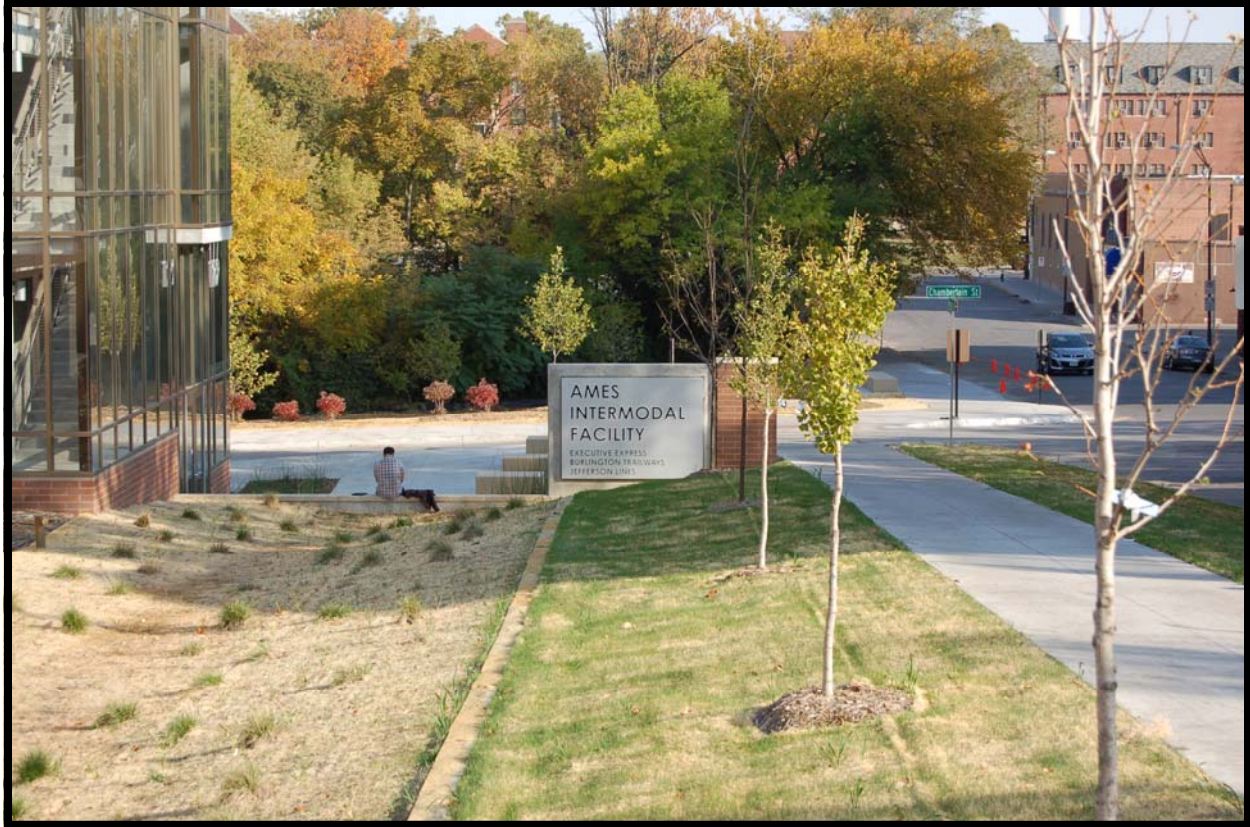






The Ames Intermodal Facility is managed by Iowa State University's Parking Division on behalf of CyRide, the transit agency responsible for public transportation within Ames.

The Federal Transit Administration, the Iowa Department of Transportation, Iowa State University, and the City of Ames cooperated financially to bring this project to completion.



The Ames Intermodal Facility is managed by Iowa State University's Parking Division on behalf of CyRide, the transit agency responsible for public transportation within Ames.

The Federal Transit Administration, the Iowa Department of Transportation, Iowa State University, and the City of Ames cooperated financially to bring this project to completion.

# DEBT SERVICE

470

This program accounts for the payment of principal and interest on bonds issued by the City of Ames. There are two types of bonds that this covers: 1) General Obligation Bonds which are accounted for in the Debt Service Fund and which are full face and an obligation of the City; and 2) Revenue Bonds which are accounted for from the earnings of the enterprise funds. The City has Revenue Bonds for the Electric Fund.

	2011/12	2012/13	2012/13	2013/14	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
General Obligation Funds	9,103,364	9,704,178	9,471,977	10,132,131	4.4%
Electric Revenue Bonds	-	-	-	-	
Bond Costs	73,246	-	194,888	-	
Electric Revenue	-	-	-	-	
<b>Total Expenditures</b>	<b>9,176,610</b>	<b>9,704,178</b>	<b>9,666,865</b>	<b>10,132,131</b>	<b>4.4%</b>

The City of Ames' debt is managed in accordance with the Capital Improvement Financing and Debt Management policies adopted by the City Council. Total debt service cost is expected to grow at an average rate of just under three percent over the five-year capital planning period. The levy rate for debt service is expected to remain relatively flat for the term of the CIP with the use of fund balances to stabilize property tax rates. The City expects to remain well under debt limits set by the Code of Iowa and further limited by City Council reserves. The City's General Obligation bonds currently have the highest rating (Aaa) from Moody's Investor Services. Two of the reasons stated for the strong rating include rapid retirement of debt principal and low debt burden. These positions will be maintained throughout the five-year capital planning period.

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



# DEBT SERVICE

470

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
<b>Expenditures By Type:</b>					
Contractual	73,246		194,888		
Other Expenditures	9,103,364	9,704,178	9,471,977	10,132,131	4.4%
<b>Total Expenditures</b>	<b>9,176,610</b>	<b>9,704,178</b>	<b>9,666,865</b>	<b>10,132,131</b>	<b>4.4%</b>
<b>Funding Sources:</b>					
Debt Service	9,103,364	9,704,178	9,471,977	10,132,131	4.4%
Bond Costs	73,246	-	194,888	-	
Electric Revenue	-	-	-	-	
<b>Total Funding Sources</b>	<b>9,176,610</b>	<b>9,704,178</b>	<b>9,666,865</b>	<b>10,132,131</b>	<b>4.4%</b>
<b>Debt Service Principal and Interest Breakdown:</b>					
<u>G.O. Bonds</u>					
Issuance Costs	73,246		194,888		
Principal	7,620,000	8,013,472	7,925,000	8,102,495	1.1%
Interest	1,483,364	1,690,706	1,546,977	2,029,636	20.0%
<b>Total G.O. Bonds</b>	<b>9,176,610</b>	<b>9,704,178</b>	<b>9,666,865</b>	<b>10,132,131</b>	<b>4.4%</b>
<u>Revenue Bonds</u>					
Principal	-	-	-	-	
Interest	-	-	-	-	
<b>Total Revenue Bonds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Debt Service</b>	<b>9,176,610</b>	<b>9,704,178</b>	<b>9,666,865</b>	<b>10,132,131</b>	<b>4.4%</b>

## DEBT SERVICE COST ALLOCATION FOR 2013/2014 BUDGET

Valuation \$2,326,417,320

Use of Bond Proceeds	Allocated Debt Service	Debt Service Abatements	Property Tax Support	Rate Per \$1,000 Valuation
Fire Department Apparatus	\$ 193,292	\$ 48,324	\$ 144,968	0.06231
Library	1,205,650	-	1,205,650	0.51824
Ada Hayden Heritage Park	355,007	-	355,007	0.15260
City Hall Improvements	14,276	-	14,276	0.00614
Aquatic Center	935,443	-	935,443	0.40210
Water Projects	396,637	396,637	-	
Sewer Projects	66,784	66,784	-	
Urban Renewal – TIF	117,055	117,055	-	
Storm Sewer	323,866	-	323,866	0.13921
Streets	5,540,222	-	5,540,222	2.38143
Special Assessments	247,348	247,348	-	
2013/2014 CIP G.O. Bonds <sup>(1)</sup>	736,551	132,131	604,420	0.25981
<b>Total G. O. Debt</b>	<b>\$ 10,132,131</b>	<b>\$ 1,008,279</b>	<b>\$ 9,123,852</b>	<b>3.92184</b>
Use of Fund Balance		750,000	(750,000)	-0.32238
<b>Total Debt Service Cost</b>	<b>\$ 10,132,131</b>	<b>\$ 1,758,279</b>	<b>\$ 8,373,852</b>	<b>3.59946</b>
<b>FY 13/14 Debt Service Levy</b>			<b>\$ 8,373,852</b>	<b>3.59946</b>
<b>2013/2014 CIP G. O. Issue</b>				
Resource Recovery Improvements		\$ 1,355,370	Abated	
Collector Street Pavement Improvements		420,000		
CyRide Route Pavement Improvements		2,000,000		
Downtown Street Improvements		1,000,000		
Concrete Pavement Improvements		1,185,000		
Asphalt/Seal Coat Street Rehabilitation		470,000		
Arterial Street Pavement Improvements		825,000		
Grand Avenue Extension		300,000		
<b>Subtotal Debt Issue</b>		<b>\$ 7,555,370</b>		
Library Expansion/Renovation		13,479,000		
<b>Grand Total Debt Issue 2013/14</b>		<b>\$ 21,034,370</b>		

**Prior Year CIP Not Issued:**

Extension of Utilities East \$ 4,300,000 Water and Sewer Abated

<sup>(1)</sup> Without Library

# CITY OF AMES, IOWA

## PROJECTION OF DEBT CAPACITY

	2011/12 ACTUAL	2012/13 BUDGETED	2013/14 PROJECTED
1. Total Actual Valuation	3,453,383,950	3,485,540,534	3,536,735,367
2. State Mandated Debt Limit	172,669,198	174,277,027	176,836,768
3. City Reserve (25% of Limit)	43,167,300	43,569,257	44,209,192
<b>Unreserved Debt Capacity</b>	<b>129,501,898</b>	<b>130,707,770</b>	<b>132,627,576</b>
4. Outstanding Debt	45,240,000	49,975,000	42,940,000
5. Proposed Issues			21,034,370
6. Balance of Proposed Issues			
<b>Total Debt Subject to Limit</b>	<b>45,240,000</b>	<b>49,975,000</b>	<b>63,974,370</b>
7. Available Unreserved Debt Capacity (\$)	84,261,898	80,732,770	68,653,206
8. Available Unreserved Debt Capacity (%)	65.07%	61.77%	51.76%
9. Total Debt Capacity (\$)	127,429,198	124,302,027	112,862,398
10. Total Debt Capacity (%)	73.80%	71.32%	63.82%

### Notes:

1. Total assessed valuation plus utility valuation growth assumption is 3.0% per year.
2. State of Iowa statutory debt limit is 5% of total actual valuation.
3. City policy reserves 25% of available debt capacity.
4. Current outstanding debt subject to limit at fiscal year end includes all debt in which property taxes are pledged.
5. Debt issues subject to limit proposed are part of Capital Improvements Plan.
6. Debt balance on issues in Capital Improvements Plan.
7. Debt capacity available after deducting the reserved capacity.
8. Percentage of debt capacity available after deducting the reserved capacity.
9. Debt capacity available prior to deducting the reserved capacity.
10. Percentage of debt capacity available prior to deducting the reserved capacity.

# CITY OF AMES, IOWA

## PROJECTION OF DEBT CAPACITY

	2014/15 PROJECTED	2015/16 PROJECTED	2016/17 PROJECTED	2017/18 PROJECTED
1. Total Actual Valuation	3,642,837,428	3,752,122,551	3,864,686,228	3,980,626,815
2. State Mandated Debt Limit	182,141,871	187,606,128	193,234,311	199,031,341
3. City Reserve (25% of Limit)	45,535,468	46,901,532	48,308,578	49,757,835
<b>Unreserved Debt Capacity</b>	<b>136,606,403</b>	<b>140,704,596</b>	<b>144,925,733</b>	<b>149,273,506</b>
4. Outstanding Debt	37,000,000	31,405,000	25,625,000	20,045,000
5. Proposed Issues	6,916,000	8,687,500	6,590,000	6,290,000
6. Balance of Proposed Issues	20,212,960	25,762,276	32,394,502	36,382,915
<b>Total Debt Subject to Limit</b>	<b>64,128,960</b>	<b>65,854,776</b>	<b>64,609,502</b>	<b>62,717,915</b>
7. Available Unreserved Debt Capacity (\$)	72,477,443	74,849,820	80,316,231	86,555,591
8. Available Unreserved Debt Capacity (%)	53.06%	53.20%	55.42%	57.98%
9. Total Debt Capacity (\$)	118,012,911	121,751,352	128,624,809	136,313,426
10. Total Debt Capacity (%)	64.79%	64.90%	66.56%	68.49%

### Notes:

1. Total assessed valuation plus utility valuation growth assumption is 3.0% per year.
2. State of Iowa statutory debt limit is 5% of total actual valuation.
3. City policy reserves 25% of available debt capacity.
4. Current outstanding debt subject to limit at fiscal year end includes all debt in which property taxes are pledged.
5. Debt issues subject to limit proposed are part of Capital Improvements Plan.
6. Debt balance on issues in Capital Improvements Plan.
7. Debt capacity available after deducting the reserved capacity.
8. Percentage of debt capacity available after deducting the reserved capacity.
9. Debt capacity available prior to deducting the reserved capacity.
10. Percentage of debt capacity available prior to deducting the reserved capacity.



# SUMMARY OF ALL BONDS PAYABLE AT JUNE 30, 2012 FOR THE CITY OF AMES

Bond Type	Date of Issue	Interest Rates	Maturity Date	Amount Originally Issued	Outstanding June 30, 2012
<b><u>General Obligation Bonds:</u></b>					
Corp. Fire & Ada Hayden Park	10/04	2.75 – 3.25%	6/14	6,030,000	1,355,000
Corp. Fire & G.O. Refunding	9/05	3.50 – 3.65%	6/17	5,495,000	1,765,000
Corporate Purpose 2006	10/06	4.00%	6/18	5,285,000	3,020,000
Corporate, Pool & Water	11/07	3.75 – 4.15%	6/19	9,630,000	6,465,000
Corporate, Pool & Water	10/08	3.75 – 4.15%	6/20	8,355,000	6,100,000
G.O. Refunding	4/09	2.50 – 3.00%	6/13	6,995,000	980,000
Corporate Purpose 2009B	10/09	2.00 – 3.50%	6/21	11,165,000	8,935,000
Corporate Purpose 2010	9/10	2.00 – 2.50%	6/22	6,690,000	5,795,000
G.O. Refunding 2011A	5/11	2.00 – 3.35%	6/21	5,980,000	4,720,000
Corporate Purpose 2011	9/11	1.00 – 2.40%	6/23	6,675,000	6,105,000
<b>Total G.O. Bonds</b>					<b><u>\$ 45,240,000</u></b>
<b>TOTAL ALL BONDS</b>					<b><u>\$ 45,240,000</u></b>

## INTERMODAL FACILITY SERVICES

### ***Cars***

- Parking for 384 vehicles for short and long-term use

### ***Car and Van Pools***

- 20 free parking spaces for qualified participants

### ***Bikes***

- Bike path connections, shower, and bike locker facilities

### ***Buses***

- Jefferson Lines and Burlington Trailways
  - Service to Des Moines, Cedar Rapids, Chicago, Denver, Omaha, Indianapolis, St. Louis, and other cities
- Executive Express
  - 13-14 daily departures to Des Moines International Airport
- HIRTA (Heart of Iowa Regional Transit Agency)
  - Door-to-door service in central Iowa
- CyRide
  - Stops one block away for public transportation within Ames

### ***Taxis***

- Taxi stand for transportation within Ames

### ***On Foot***

- Public restrooms for Campustown visitors

# INTERNAL SERVICES PROGRAM & TRANSFERS

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# INTERNAL SERVICES PROGRAM

510 -- 529

## Program Description:

Internal support services are operations which support other City programs. In contrast to the support services in the General Government Program, these operations are entirely funded by charges made to other City programs. These activities thus represent money which has already been budgeted once within the operating programs and are grouped together to identify "twice budgeted" amounts. The City chooses to budget these amounts as an internal accountability tool, and they are not reported to the State. Information Technology (Data Processing) provides hardware and programming support to the other City programs upon request. Communication covers the cost of operating the City's telephone system. Purchasing Services procures goods for City departments at the lowest possible cost, consistent with the quality needed to meet required standards; provides printing services to all City departments, and provides messenger services between the City offices on a daily basis. 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. Fleet Maintenance Services involves the maintenance and operating costs for City vehicles and other pieces of equipment. Fleet Acquisition and Disposal involves the systematic replacement of City equipment out of depreciation monies paid by operating City departments.

	2011/12	2012/13	2012/13	2013/14	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Information Technology	1,903,186	1,769,723	2,190,326	1,927,454	8.9%
Communication & WiFi Services	259,741	250,509	305,836	292,769	16.9%
Purchasing Services	428,934	442,293	447,697	459,884	4.0%
Risk Management	2,043,914	2,066,821	2,065,119	2,159,453	4.5%
Health Insurance Management	6,614,985	6,558,158	7,011,101	7,468,340	13.9%
Fleet Maintenance Services	1,788,561	1,766,890	1,870,382	1,969,621	11.5%
Fleet Acquisition & Disposal	1,831,886	876,489	2,290,817	1,588,095	81.2%
<b>Total Operations</b>	14,871,207	13,730,883	16,181,278	15,865,616	15.5%
Internal Services CIP	101	-	52,910	80,000	
<b>Total Expenditures</b>	<b>14,871,308</b>	<b>13,730,883</b>	<b>16,234,188</b>	<b>15,945,616</b>	<b>16.1%</b>
 <b>Personnel – Authorized FTE</b>	 28.04	 28.04	 28.04	 28.04	

# INTERNAL SERVICES PROGRAM

## 510 -- 529

	2011/12	2012/13	2012/13	2013/14	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	
Personal Services	2,432,666	2,503,936	2,512,869	2,593,901	3.6%
Contractual	3,514,858	3,536,775	3,482,152	3,613,884	2.2%
Commodities	1,110,899	936,473	1,102,522	1,254,740	34.0%
Capital	1,878,967	837,095	2,722,691	1,649,121	97.0%
Other Expenditures	5,933,918	5,916,604	6,413,954	6,833,970	15.5%
<b>Total Expenditures</b>	<b>14,871,308</b>	<b>13,730,883</b>	<b>16,234,188</b>	<b>15,945,616</b>	<b>16.1%</b>
<b>Funding Sources:</b>					
General Fund	36,011	41,117	41,611	42,537	3.5%
Road Use Tax Fund	12,595	13,503	14,019	14,878	10.2%
Street Construction	12,148	11,625	12,070	13,585	16.9%
Water	27,416	29,613	30,747	32,509	9.8%
Sewer	13,253	13,884	14,416	15,479	11.5%
G.O. Bonds	54,942	57,488	58,783	63,651	10.7%
Electric	249,265	249,265	249,265	249,265	0.0%
Parking	513	519	540	590	13.7%
Resource Recovery	19,448	21,885	22,722	23,546	7.6%
Internal Services	1,572,236	1,647,239	1,650,407	1,644,729	-0.2%
Fleet Maintenance Services	1,953,337	1,919,173	2,072,199	2,202,660	14.8%
Risk Insurance	2,043,914	2,066,821	2,065,119	2,159,453	4.5%
Health Insurance	6,614,985	6,558,158	7,011,101	7,468,340	13.9%
Fleet Acquisition & Disposal	1,670,554	727,600	2,145,434	1,438,900	97.8%
Computer Replacement	590,691	372,993	845,755	575,494	54.3%
<b>Total Funding Sources</b>	<b>14,871,308</b>	<b>13,730,883</b>	<b>16,234,188</b>	<b>15,945,616</b>	<b>16.1%</b>

# INFORMATION TECHNOLOGY

511

The purpose of the Information Technology activity is to provide electronic information systems for internal City of Ames activities to assist in delivery of programs and services to citizens of Ames.

The services provided by the Information Technology activity include network infrastructure support; desktop computer support; and planning, analysis, and implementation of information systems.

## Service Objectives:

- ✓ Provide integration, standardization, and security for City data systems
- ✓ Replace one-fourth of the City's personal computers each fiscal year
- ✓ Provide 24/7 access to the City's website to ensure access to City government
- ✓ Support and enhance four major e-government services including recreation registration, parking ticket payment, utility service inquiries, and streaming video
- ✓ Support and maintain a network with at least 99.9% availability
- ✓ Provide support for users of City information systems
- ✓ Establish and maintain network systems to allow efficient flow of information
- ✓ Upgrade, maintain, and support over 80 business applications such as financial systems, public safety systems, GIS, permitting systems, Lotus Notes, maintenance, and Web based applications
- ✓ Coordinate future systems development

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	905,607	928,073	941,216	969,629	4.5%
Contractual	582,361	623,442	631,131	632,268	1.4%
Commodities	144,345	75,738	112,699	204,836	170.5%
Capital	270,873	142,470	505,280	120,721	-15.3%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>1,903,186</b>	<b>1,769,723</b>	<b>2,190,326</b>	<b>1,927,454</b>	<b>8.9%</b>
<b>Funding Sources:</b>					
Interest	21,414	20,000	20,000	18,200	-9.0%
Miscellaneous Revenue	8,192	-	-	-	
Data Processing Fee	1,345,346	1,376,518	1,379,901	1,417,710	3.0%
Equipment Replacement Funds	375,552	176,924	595,943	290,196	64.0%
Shared Communication ISU	45,575	56,802	56,144	57,809	1.8%
Shared Comm. Story County	43,479	56,802	56,144	57,809	1.8%
Shared Comm. E911 Board	20,335	25,875	26,050	27,921	7.9%
Shared Emerg. Comm. Police	43,293	56,802	56,144	57,809	1.8%
<b>Total Funding Sources</b>	<b>1,903,186</b>	<b>1,769,723</b>	<b>2,190,326</b>	<b>1,927,454</b>	<b>8.9%</b>
<b>Personnel - Authorized FTE</b>	10.00	10.00	10.00	10.00	

# INFORMATION TECHNOLOGY

## 511

### Highlights:

#### For FY 12/13

- Replace seven file servers.
- Replace one desktop PC per IT replacement schedule.
- Implement PC Client Management software.
- Expand the production storage network that allows for the consolidation of servers, electrical power savings, and network disk storage.
- Service growth is due to PCs being retained, PCs brought back into service, or PCs adding network connectivity.

#### For FY 13/14

- Replace four file servers.
- Replace four desktop PCs per IT replacement schedule.
- Expand the recovery storage network that contains snap shots of the production data and is located in a remote location.
- Replace the financial application server.
- Purchase and implement new Inspections software.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Lotus Notes collaboration clients	457	457	457	457
PCs/printers supported	398/226	417/222	438/222	438/222
Tablet computers supported	8	20	20	28
Physical/virtual servers supported	27/3	28/7	24/19	24/22
Service requests logged	2,520	2,519	2,500	2,500
<b>Efficiency and Effectiveness:</b>				
Clients who said our services met their needs	92.1%	86.1%	92.1%	92.1%
Clients who said our support met or exceeded their expectations	92.4%	94.0%	95.6%	95.6%
Personal computer turnover	62/15.6%	72/17.3%	60/13.7%	73/16.5%
Information Technology \$/ City FTE	\$2,402	\$2,437	\$2,499	\$2,567

# COMMUNICATION

512

The purpose of the Communication and WiFi Services activity is to provide voice data systems for internal City of Ames activities to assist in delivery of programs and services to citizens of Ames.

The services provided by the Communication and WiFi Services activity include voice network infrastructure support; WiFi infrastructure; unified communications; phone switch maintenance; and planning, analysis, and implementation of voice system improvements.

## Service Objectives:

- ✓ Establish and maintain cost effective network systems to allow efficient flow of voice information
- ✓ Provide training and support for users of City voice systems
- ✓ Coordinate future system development
- ✓ Repair and recover costs of accidental cable cuts to the system
- ✓ Accumulate replacement costs to replace the phone switch and phones by 2011
- ✓ Charge all the long-distance expense to departments
- ✓ Maintain WiFi system in selected locations

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Contractual	222,095	244,059	243,580	243,580	-0.2%
Commodities	4,160	4,425	4,689	4,689	6.0%
Capital	33,486	2,025	57,567	44,500	2097.5%
Other Expenditures					
<b>Total Expenditures</b>	<b>259,741</b>	<b>250,509</b>	<b>305,836</b>	<b>292,769</b>	<b>16.9%</b>
<b>Funding Sources:</b>					
Internal Services Fund	33,486	23,275	78,817	65,750	182.5%
Phone Operation & Maintenance	219,128	219,583	220,692	220,692	0.5%
Long Distance	7,127	7,651	6,327	6,327	-17.3%
<b>Total Funding Sources</b>	<b>259,741</b>	<b>250,509</b>	<b>305,836</b>	<b>292,769</b>	<b>16.9%</b>

<b>Personnel - Authorized FTE</b>	.00	.00	.00	.00
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# COMMUNICATION

## 512

### Highlights:

#### For FY 12/13

- The current system will receive regular maintenance.
- We will expand our telephone system to accommodate the Library temporary location and Public Safety Next Generation 911 enhancements.
- The September 2007 network infrastructure readiness assessment will be reevaluated, telephone system replacement cost will be recalculated, and the network telephone system RFP preparation initiated.
- We should have all the funds accumulated to replace the telephone system.

#### For FY 13/14

- The current system will receive regular maintenance.
- The implementation of the network infrastructure improvements and the preparation of the telephone request for proposal will be completed and replacement at the end of FY 14/15.
- The network fiber infrastructure will be expanded to connect Water and Pollution Control, Animal Control, and Fire Station #3.
- We should have all the funds accumulated to replace the telephone system.

As part of the goal to provide cost effective services, a financial analysis is conducted each year to determine if more cost effective alternatives are available for telephone systems. The City network and phone switch continue to be the lowest cost methods to maintain the current service level.

	2010/11	2011/12	2012/13	2013/14
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Service calls	137	129	133	133
Extensions charged to departments	396	398	398	398
Other telephone extensions	191	212	212	212
CenturyLink communication lines	86	91	91	91
<b>Efficiency and Effectiveness:</b>				
Extension charge to departments	\$555	\$555	\$555	\$555
Equivalent outside vendor cost	\$631	\$631	\$631	\$631
\$ accumulated for system replacement	\$586,326	\$556,068	\$516,040	\$484,717
% new phone switch cost accumulated	120.4%	114.2%	106.0%	99.6%
Phone switch is latest software version	Yes	Yes	Yes	Yes
Collections cover long distance charges	Yes	Yes	Yes	Yes
Long-distance rate per minute	4.3¢	4.3¢	4.3¢	4.3¢

# PURCHASING SERVICES

513 -- 515

The services provided by the Purchasing activity include purchase and contract processing and administration assistance, purchase card program administration, office supply management, centralized document processing and decentralized copier administration, and mail processing and messenger services.

## Service Objectives:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	531,250	547,712	553,060	570,763	4.2%
Contractual	101,365	152,183	154,756	161,737	6.3%
Commodities	22,201	31,735	32,790	32,565	2.6%
Capital	7,230	-	-	-	
Other Expenditures	-	-	-	-	
Sub-Total	662,046	731,630	740,606	765,065	4.6%
Reimbursements	(233,112)	(289,337)	(292,909)	(305,181)	5.5%
<b>Total Expenditures</b>	<b>428,934</b>	<b>442,293</b>	<b>447,697</b>	<b>459,884</b>	<b>4.0%</b>
<b>Funding Sources:</b>					
General Fund	30,676	36,917	37,423	38,278	3.7%
Road Use Tax Fund	12,595	13,503	14,019	14,878	10.2%
Street Construction	12,148	11,625	12,070	13,585	16.9%
GO Bonds	54,942	57,488	58,783	63,651	10.7%
Water	27,416	29,613	30,747	32,509	9.8%
Sewer	13,253	13,884	14,416	15,479	11.5%
Electric	249,265	249,265	249,265	249,265	0.0%
Parking	513	519	540	590	13.7%
Resource Recovery	19,448	21,885	22,722	23,546	7.6%
Fleet Maintenance Services	3,343	3,394	3,524	3,844	13.3%
Outside Offset/Printer	2,208	2,335	2,335	2,335	0.0%
Miscellaneous	1,425	-	-	-	
Messenger Reimbursement	1,702	1,865	1,853	1,924	3.2%
<b>Total Funding Sources</b>	<b>428,934</b>	<b>442,293</b>	<b>447,697</b>	<b>459,884</b>	<b>4.0%</b>
<b>Personnel - Authorized FTE</b>	7.00	7.00	7.00	7.00	

# PURCHASING SERVICES

513 – 515

## Highlights:

### Purchasing services:

- Large bid projects and contracts were successfully concluded in FY 11/12.
- Five new term contracts were added in FY 11/12 to provide more economic and efficient means of procuring goods and services.
- Eleven training sessions were developed and presented by Purchasing Division staff in FY 11/12 to improve administration of the City Council approved purchasing policies.
- The division regained the fully certified agency accreditation from Universal Public Purchasing Certification Council (UPPCC).

### Printing services:

- Upgraded the high speed copier for better efficiency.
- Color printing, added in FY 05/06, is approximately 19% of shop sales.
- The Print Shop offers a variety of document services. The number of orders requesting services as well as print-only or material-only has increased to 67% of Print Shop orders. Document design/setup is a frequently requested service.

### Messenger services:

- A new contract was negotiated with the presort mail services provider resulting in \$.008/piece savings from the previous contract.
- The average cost of an outgoing U.S. Mail piece in FY 11/12, exclusive of Library parcels but including all other U.S. Mail, was \$.4372 – less than the retail First Class cost of a 1-ounce letter.

### FY 12/13 goals that are in progress include:

- As part of the new City web site, posting of bids and proposals will be enhanced to include bid documents, planholder lists, bid results, and automated bidder registration.
- Revise purchasing policies regarding sales tax and bid thresholds for public improvement projects.
- Update the color printer and dispose of the offset press in the Print Shop.

### FY 13/14 goals include:

- Evaluate electronic document management systems for possible implementation.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Print Shop number of impressions	1,176,048	1,057,282	1,000,000	1,000,000
Volume of bids	\$18,133,823	\$19,975,358	\$20,000,000	\$20,000,000
Volume of p-card transactions	\$909,696	\$876,452	\$950,000	\$975,000
Volume of purchase orders	\$42,108,677	\$42,621,787	\$40,000,000	\$40,000,000
Pieces of outgoing US Mail	134,342	171,430	160,000	155,000
<b>Efficiency and Effectiveness:</b>				
Printing orders that include assembly and/or bindery services	63%	67%	65%	67%
Average cost/impression-black (includes costs of assembly, bindery and materials)	\$.063	\$.067	\$.067	\$.067
Average cost/impression – color	\$.218	\$.214	\$.222	\$.222
Savings on bids	32.9%	37%	30%	30%
Annual/term contracts	115	120	123	126
Outgoing US mail sent via discount	92%	86%	86%	86%
Savings realized by discounted mailing programs	\$15,720	\$12,459	\$12,000	\$12,000

# RISK MANAGEMENT

521

Risk Management uses well-developed management and technical skills to involve citizens, elected officials, and employees in an overall process which seeks to improve the quality of life in our City by creating an environment which limits exposure to risk of injury or damage to people or property. Areas of responsibility include workers' compensation, general and professional liability, vehicle and property claims, occupational safety and training, insurance and self-insurance program design, exposure analysis, risk financing, and the coordination of these areas among all City departments.

## Service Objectives:

- ✓ Coordinate loss control efforts with City's property and liability insurance carriers to ensure that all departments have a clear understanding of conditions that increase exposure to losses and best practices for reducing those exposures
- ✓ Manage the City's self-insured workers' compensation claims and post-accident light duty, return-to-work programs efficiently and effectively
- ✓ Coordinate with the City's liability insurance carrier to ensure that all claims received by the City are adjudicated pursuant to applicable laws and City policies
- ✓ Implement and direct the City's Safety Policy. Design and implement programs and projects to ensure departments are provided the proper information and support to help them eliminate accidents and achieve compliance with applicable regulations and standards.
- ✓ Improve and coordinate the City's pre-placement and post-injury physical examination capabilities to reduce the potential for inappropriate placement of individuals in positions for which they may be physically unsuited or at increased exposure of injury

	2011/12	2012/13	2012/13	2013/14	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	104,424	107,401	107,835	111,288	3.6%
Contractual	1,834,261	1,779,070	1,744,934	1,835,815	3.2%
Commodities	447	350	350	350	0.0%
Capital	-	-	-	-	
Other Expenditures	104,782	180,000	212,000	212,000	17.8%
<b>Total Expenditures</b>	<b>2,043,914</b>	<b>2,066,821</b>	<b>2,065,119</b>	<b>2,159,453</b>	<b>4.5%</b>

## Funding Sources:

Risk Insurance	(176,329)	(180,130)	(178,575)	(57,307)	-68.2%
Interest Earnings	7,822	7,000	10,400	7,000	0.0%
Liability Insurance	216,712	228,651	214,599	228,180	-0.2%
Property Insurance Departments	686,695	686,695	673,103	712,639	3.8%
Prof. Liability Departments	29,982	31,483	30,624	32,155	2.1%
Law Enforcement Liability	31,473	33,047	32,132	33,739	2.1%
Transit Insurance Departments	152,927	160,573	154,231	161,943	0.9%
Auto Insurance	61,894	64,989	62,956	66,104	1.7%
General Liability / Auto Claims	-	-	21,250	-	
Dept Contribution Workers Comp	574,754	579,270	604,544	619,000	6.9%
411 Dept. Cont. Work. Comp.	224,776	222,051	234,120	240,000	8.1%
Safety Training	162,707	162,707	135,250	116,000	-28.7%
ICAP Rebate/Miscellaneous	70,501	70,485	70,485	-	
<b>Total Funding Sources</b>	<b>2,043,914</b>	<b>2,066,821</b>	<b>2,065,119</b>	<b>2,159,453</b>	<b>4.5%</b>

<b>Personnel - Authorized FTE</b>	1.19	1.19	1.19	1.19	
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# RISK MANAGEMENT

521

## Highlights:

### Overall Insurance and Risk Management Budget

Charges to departments for risk insurance for FY 13/14 are up less than 2%. This minor change is in spite of increases in property insured values and self-insured workers compensation claims. For FY 12/13, the City renewed its casualty insurance (liability, auto) with the incumbent insurer, ICAP, for essentially the same as the expiring premium, also receiving the third of three annual \$70,485 investment credits which had been paid in conjunction with initial enrollment in the ICAP insurance pool. A rate increase of 5% is projected for FY 13/14.

The City renewed the property insurance for slightly less than the budgeted amount due to changing to two new insurers (one for power generation and one for all other) and avoiding a \$220,000 renewal increase from the former incumbent, FM Global. In FY 13/14, we are projecting 6% higher property premiums due to property value increases, including the expanded library.

Overall, the Risk Management budget decreases 1% from \$2,248,106 in FY 12/13 to \$2,224,836 in FY 13/14.

### Workers' Compensation

Workers' Compensation claims administration was outsourced to EMC Risk Services for a third year effective August 1, 2012. The relationship continues to be beneficial to the City with standardized and correct processing of Workers' Compensation claims. The FY 12/13 budget for this service is not to exceed the contract amount of \$55,000, with the same projected for FY 13/14. The severity of the injuries, not necessarily the number of claims, explains the increase in the cost of claims. The claims total for FY 11/12 includes four extraordinary claims totaling \$206,000, hence the jump in FY 11/12 followed by the decrease in FY 12/13. Another large cost driver continues to be the cost of "411" medical claims for Police & Fire disability retirees, with the incurred claims (reserves and expenditures) between July 1, 2009 and December 31, 2012 amounting to \$701,315 for nine claimants (seven open and two closed claims).

### Safety and Loss Control

The OSHA safety training and consulting contract with Iowa Association of Municipal Utilities (IAMU) was renewed. The written program component of the contract is on schedule to be completed in early 2013, with only maintenance required going forward. Several multi-department joint training sessions are planned to facilitate interaction where common safety interests exist. This contract decreases \$25,000 in FY 12/13 and an additional \$22,000 in FY 13/14.

The property loss control philosophy of the new property insurers places more responsibility on the City when assessing capital improvement enhancements due to loss exposure reduction. Following the recent completion of facility inspections, no capital improvement projects will be required during this fiscal year in order to comply with property insurer requirements.

	2010/11	2011/12	2012/13	2013/14
<b>Worker's Compensation</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Claim count	102	76	60	70
Average cost per claim	\$1,601	\$5,263	\$2,650	\$2,600
Total of paid claims	\$163,274	\$399,985	\$159,000	\$182,000
411 Police and Fire claims	Cumulative costs, based on 2 closed and 7 open claims (January 2009 through December 2012)			
			Paid	\$ 236,762
			Reserved	<u>464,553</u>
			Total	\$ 701,315

# HEALTH INSURANCE MANAGEMENT

522

The Health Insurance Management activity accounts for the management of City sponsored employee health programs. This activity includes accumulation of revenue from City, employee, and retiree contributions and payment of medical, dental, and prescription drug claims, excess insurance, claims administration and health and wellness programming.

One of the City's Human Resources Officers is responsible for the administration of the activity, including selection of the third party administrator for the payment of benefits, setting appropriate contribution rates, and financial and regulatory reporting. They also interact with participants in the plan to ensure that benefits are administered correctly. The City's Health Promotion Coordinator is responsible for the health programs and services offered to employees and members on our City insurance plan. This includes developing, implementing and evaluating all health promotion programs and services, facilitating the Health Insurance Advisory Committee, coordinating services with our health plan partners, and collaboratively reviewing health data and future trends with the Human Resources personnel.

## Service Objectives:

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

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	157,901	159,341	160,362	164,859	3.5%
Contractual	623,585	648,163	634,735	672,111	3.7%
Commodities	6,498	14,050	14,050	9,400	-33.1%
Capital	-	-	-	-	
Other Expenditures	5,827,001	5,736,604	6,201,954	6,621,970	15.4%
<b>Total Expenditures</b>	<b>6,614,985</b>	<b>6,558,158</b>	<b>7,011,101</b>	<b>7,468,340</b>	<b>13.9%</b>
<b>Funding Sources:</b>					
Health Insurance	8,142	(42,796)	358,066	298,328	-797.1%
Interest Earnings	29,781	30,000	30,000	30,000	0.0%
COBRA Contributions	21,236	10,000	10,000	15,000	50.0%
COBRA Subsidy	-	-	-	-	
Retiree Contributions	209,233	222,000	215,000	225,971	1.8%
Medicare Supplement	30,264	30,000	30,000	30,000	0.0%
Employee Contributions	529,073	559,765	555,527	599,969	7.2%
Stop Loss Recoveries	258,973	-	7,811	-	
Department Contributions	5,454,814	5,670,175	5,727,555	6,185,759	9.1%
Other Premiums	73,469	79,014	77,142	83,313	5.4%
<b>Total Funding Sources</b>	<b>6,614,985</b>	<b>6,558,158</b>	<b>7,011,101</b>	<b>7,468,340</b>	<b>13.9%</b>
<b>Personnel - Authorized FTE</b>	1.65	1.65	1.65	1.65	

# HEALTH INSURANCE MANAGEMENT

522

## Highlights:

### Health Insurance

The City continues to benefit from implementation of health program changes recommended by the City Health Insurance Team in late 2003. For FY 12/13, rates for health insurance contributions increased 5% responding to better than expected health care claim expenditures during FY 11/12. For FY 13/14, health insurance rates are budgeted to increase approximately 8%. This is due in part, to additional fees that the City will be required to pay under the Patient Protection and Affordable Care Act.

The Health Care Self Insurance Fund maintains a strong balance, representing more than four months of claims costs, greatly improving the City's ability to absorb the inevitable fluctuations in future health care claims experience.

The City has implemented a host of programs and services that have strengthened our ability to moderate and absorb expected fluctuations. These programs include:

#### 1. Outcomes Medication Therapy Management Services

- These services help our members get the best results possible from their medications through enhanced consumer understanding of medications, increased consumer adherence to medication directions and prevention of drug complications, conflicts and interactions.
- In 2012, Outcomes Personal Pharmacists “touched” 87 members for an estimated cost avoidance of \$65,828.

#### 2. Disease Management Services provided by Wellmark/Healthways

- This program provides personalized nurse support, educational materials and other support services to members diagnosed with asthma, heart failure, coronary artery disease, chronic obstructive pulmonary disease, diabetes, or impact conditions including acid-related stomach disorders and low back pain.

#### 3. Health Promotion

- Overall, one-time participation continues to remain near 90%. Research by Dee Edington indicates a relationship between higher participation rates and lowered health care costs.
- The Healthy4Life program (previously Healthy Employee 2010) program was created in 2006 to motivate actionable healthy lifestyle behavior change that results in improved health risk status of the participants.
  - There are a total of 120 participants currently in the program.
  - 96 successfully completed the program in FY 11/12 (88% completion rate). 108 of the 109 continued in the program for FY 12/13 (99% retention rate).
  - 80% of the participants in the HE2010 are in the low risk category after five years (60% 2005 baseline).
  - The high risk population has decreased from 10 individuals (2005) to one (2011) (90% reduction).

# HEALTH INSURANCE MANAGEMENT

522

## Highlights, continued:

- Flu vaccination continues to be a popular service. 458 flu shots were provided through the Health Promotion program in FY 11/12.
- The Health Insurance Advisory Committee (HIAC) is a highly effective labor-management committee that continues to play a vital role in the communication and understanding of health benefits and employee health for the City. The purpose of HIAC is to use the thirteen organizational values to advise the City administration in evaluating the administration of the health insurance program, communicate with system members, and make recommendations for the plan design changes.
- The Health Plan Partners team meets regularly throughout the year to address health care costs, trends, and educational opportunities. The team is comprised of representatives from Wellmark, Outcomes, and the City of Ames. This collaboration has resulted in the development of the Health Care Consumerism training, the creation of the Health Management email update, and improved communication and data sharing among entities involved.
- The City of Ames is certified as a Gold Well Workplace by the Wellness Council of America (WelCOA). The City of Ames is the only municipality in the state with this level of designation. We have sustained this level of certification since 2000! Currently we are pursuing the Platinum designation.

	2010/11 Actual	2011/12 Actual	2012/13 Adjusted	2013/14 Projected
<b>Service Accomplishments:</b>				
Health Benefit Trust ending balance	\$2,462,511	\$2,902,813	\$3,052,782	\$3,094,266
Well Workplace designation level received	Gold	Gold	Gold	
<b>Efficiency and Effectiveness:</b>				
Health insurance rate increases (calculated based on total City contributions for each fiscal year )	5%	5%		8%
Mercer's National Survey of Employer- Sponsored Health Plans Medical Trend	6.9%	6.1%		
	<b><u>Baseline</u></b>	<b><u>FY10/11</u></b>	<b><u>FY11/12</u></b>	<b><u>FY12/13</u></b>
Percent of eligible employees who participated in at least one health promotion program (est. 550 employees)		482 (88%)	525 (94%)	
Health Risk Status - percentage in low risk (recommended 70-85%)				
HE2010 (Low=0-2 risks)	60% (2005)	80%		
Annual health care claims/member (annual percent change)		\$3,284	\$3,836	
Estimated cost of Health Promotion program (amount/eligible member)	\$137	\$123	\$144	(\$135)
Overall Satisfaction of Health Promotion program (all employee survey; 1-5 ranking with 5 = extremely satisfied)		4.01 (2011)		Goal 4.5+





# FLEET MAINTENANCE SERVICES

525

Purpose - Provide centralized maintenance and management of the City's fleet.

Description - Plan, schedule, and complete all service, maintenance, and repairs on the fleet using the most efficient and the least expensive methods to maintain a high quality and reliable fleet. Utilize City staff, vendor shops, and all resources to accomplish professional proactive fleet management goals.

## Service Objectives:

- ✓ Overall service satisfaction = >95%
- ✓ Maintain to OEM Standards
- ✓ Shop rate = < private sector
- ✓ Billable hours = > 100%

	2011/12	2012/13	2012/13	2013/14	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	606,350	636,155	628,648	652,154	2.5%
Contractual	294,830	358,060	341,290	352,067	-1.7%
Commodities	887,346	772,675	900,444	965,400	24.9%
Capital	-	-	-	-	
Other Expenditures	35				
<b>Total Expenditures</b>	<b>1,788,561</b>	<b>1,766,890</b>	<b>1,870,382</b>	<b>1,969,621</b>	<b>11.5%</b>
<b>Funding Sources:</b>					
Fleet Services	(127,750)	(164,535)	(176,428)	(166,490)	1.2%
Interest	760	1,000	-	-	-100.0%
Labor	422,329	416,500	416,500	437,300	5.0%
Sublets	155,998	184,800	181,000	182,000	-1.5%
Motor Pool User Fees	61,382	61,000	61,000	61,000	0.0%
Stocked Parts & Supplies	53,995	58,000	54,000	54,000	-6.9%
Non-Stocked Parts & Supplies	193,214	179,000	193,500	204,500	14.2%
Fuel	633,437	516,000	640,000	697,000	35.1%
Building User Fees	49,244	53,767	53,767	53,861	0.2%
Insurance	77,994	77,208	59,387	62,606	-18.9%
Administration Fee	429,290	533,039	533,039	533,039	0.0%
Fleet Acquisition Support	(161,332)	(148,889)	(145,383)	(149,195)	0.2%
<b>Total Funding Sources</b>	<b>1,788,561</b>	<b>1,766,890</b>	<b>1,870,382</b>	<b>1,969,621</b>	<b>11.5%</b>
<b>Personnel – Authorized FTE</b>	<b>6.93</b>	<b>6.93</b>	<b>6.93</b>	<b>6.93</b>	

# FLEET MAINTENANCE SERVICES

525

## Highlights:

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

- No increase in administrative fees (overhead expenses) is planned for FY 13/14.
- The City's shop rate will be increased from \$59.50/hour to \$62.50/hour (+5%) and is designed to recover the total cost of all technicians' salaries and benefits. Parts installed by the City staff are assessed at cost. The average shop rate for 2012 in the private sector is \$103.00/hour plus a 25% - 40% markup on parts.
- A revised forecasting model was used to provide fleet expense projections for the operating departments for FY 13/14. Creating a smoothing effect was emphasized to reduce the year-to-year variability of these costs; however fuel costs were based on the previous year's consumption.
- Average fuel costs have been adjusted from \$2.50 to \$3.10 per gallon for FY 12/13, and are projected to be \$3.30/gallon for FY 13/14. Fuel continues to be the largest line item in this budget, at \$697,000, for FY 13/14.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
City shop rate vs. average private sector shop rate	54%	64%	64%	61%
Billable hours vs. adopted goal	102%	102%	100%	100%

# FLEET ACQUISITION AND DISPOSAL

526

**Purpose** – Purchase vehicles and equipment matched to adopted public service tasks and programs. Replace each unit as economically as possible without sacrificing quality, reliability, and appearance. Purchase “green” vehicles and equipment wherever feasible.

**Description** – Plan replacement schedules, prepare replacement cost projections, collect adequate replacement funds, and purchase units matched to their assigned tasks. Dispose of units when they no longer provide economical service. Recommend utilization between operating departments to maximize the City’s value received from each unit. Recommendations are made to purchase or lease fleet units to gain the most economical value for its application.

## Service Objectives:

- ✓ Units replaced on schedule = 100%
- ✓ 15% of vehicles to be “green”
- ✓ Average purchase price paid = < 90% of Manufacturer’s Statement of Retail Prices
- ✓ Disposal values = > book value

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	127,134	125,254	121,748	125,208	0.0%
Contractual	89,372	21,135	21,135	21,487	1.7%
Commodities	45,902	37,500	37,500	37,500	0.0%
Capital	1,567,378	692,600	2,110,434	1,403,900	102.7%
Other Expenditures	2,100	-	-	-	
<b>Total Expenditures</b>	<b>1,831,886</b>	<b>876,489</b>	<b>2,290,817</b>	<b>1,588,095</b>	<b>81.2%</b>
<b>Funding Sources:</b>					
Fleet Services	(16,889)	(521,386)	869,643	123,362	-123.7%
Sales of Assets	282,474	200,000	200,000	200,000	0.0%
Replacement Escrow	1,069,171	1,048,986	1,075,791	1,115,538	6.3%
Deficiency Replacement	335,798	-	-	-	
Fleet Acquisition Support	161,332	148,889	145,383	149,195	0.2%
<b>Total Funding Sources</b>	<b>1,831,886</b>	<b>876,489</b>	<b>2,290,817</b>	<b>1,588,095</b>	<b>81.2%</b>
<b>Personnel - Authorized FTE</b>	1.27	1.27	1.27	1.27	

# FLEET ACQUISITION AND DISPOSAL

526

## Highlights:

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

- Equipment and vehicles proven to be reliable for providing City services continue to be changed or discontinued by manufacturers.
- “Green” units continue to be too small for many city uses.
- More research and some trial and error are required to procure acceptable units.
- In many cases, the manufacturers have discontinued an acceptable model and replaced it with a smaller unit that isn’t acceptable, or a larger unit at a higher cost. Example: Ford Crown VIC police cars were replaced with a smaller Ford Taurus, or a larger SUV. Many times the larger SUV is being purchased in order to perform the required duties.
- In a constant effort to turn the fleet “green”, every vehicle purchased by the City must be at least a flex-fueled unit that runs on E85 or gasohol, a hybrid, an electric unit that runs on rechargeable batteries, LP fueled, or a unit with the most fuel efficient engine.

<b>Service Accomplishments:</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Adjusted</b>	<b>2013/14 Projected</b>
% of replacements completed	95%	90%	50%	100%
<ul style="list-style-type: none"> <li>• Selected units scheduled for replacement in FY 12/13 received extended life cycles rather than being replaced</li> </ul>				
Avg % of MSRP* paid	74-80%	74-80%	75%	75%
Avg % of book value received for retired units sold	=>100%	=>100%	100%	100%
% of fleet considered to be “green”	14%	14%	15%	16%

\* Manufacturer’s Suggested Retail Prices

# INTERNAL SERVICES CIP

## 529

### Activity Description:

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

	2011/12 Actual	2012/13 Adopted	2012/13 Adjusted	2013/14 Mgr Rec	% Change From Adopted
<b>Activities:</b>					
<b>Fleet Services:</b>					
Building Maint. & Improvements	101		52,910	80,000	
Sub-Total	101		52,910	80,000	
<b>Total CIP</b>	<b>101</b>		<b>52,910</b>	<b>80,000</b>	

# TRANSFERS

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

	2011/12	2012/13	2012/13	2013/14	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
ACVB Pass Through	1,061,952	1,071,430	1,071,430	1,103,571	3.0%
Transfers	12,948,785	13,600,168	13,989,776	14,238,785	4.7%
<b>Total Expenditures</b>	<b>14,010,737</b>	<b>14,671,598</b>	<b>15,061,206</b>	<b>15,342,356</b>	<b>4.6%</b>
<b>Funding Sources:</b>					
General Fund	3,537,022	3,487,996	3,581,679	3,606,553	3.4%
Local Option	4,181,092	4,222,703	4,013,213	4,293,413	1.7%
Hotel/Motel	1,274,640	1,285,715	1,285,715	1,324,286	3.0%
Leased Housing	21,294				
Road Use Tax Fund			12,703	20,000	
T.I.F. South Bell	117,065	116,817	116,817	117,055	.2%
Employee Benefit Property Tax	1,456,038	1,581,937	1,581,937	1,752,495	10.8%
Police/Fire 411 Special Revenue		200,000	200,000	370,000	85.0%
Library Bequests		31,000			
Library State Funds	9,261	9,000	11,722	10,000	11.1%
Library Friends Foundation	33,041	26,500	48,556	50,000	88.7%
Special Assessment	213,592	213,735	248,627	247,348	15.7%
Summer 2005 G.O. Bonds	215,953				
Summer 2006 G.O. Bonds			211,802		
Summer 2007 G.O. Bonds			36,330		
Summer 2008 G.O. Bonds	157,474				
Summer 2012 G.O. Bonds	2,859	357,000	354,141		
Water	328,716	420,623	401,248	416,637	-1.0%
Sewer		262,971	74,330	86,787	67.0%
Electric	1,871,746	1,926,800	1,926,800	1,959,481	1.7%
Transit	343,626	453,801	528,801	860,000	89.5%
Transit G.S.B.		75,000	426,785	96,170	28.2%
Resource Recovery				132,131	
Fleet Replacement Funds	247,318				
<b>Total Funding Sources</b>	<b>14,010,737</b>	<b>14,671,598</b>	<b>15,061,206</b>	<b>15,342,356</b>	<b>4.6%</b>







This facility was designed with safety in mind for travelers. The stairway is fully open to view with glass all around, and night lighting provides even more security.

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

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All the funds for the City are listed above and all are appropriated.

A fund balance reserve for minimum fund balances is established for certain funds, based on an evaluation of each fund using the Budget and Fiscal Policies adopted by the City Council. Enterprise Fund balances, and other funds used for capital projects, may significantly exceed the unreserved fund balance due to the balances for future pay-as-you-go capital projects.

## GENERAL FUND

This fund accounts for general government programs such as: Police, Fire, Legislative, Executive, Legal, Planning, Streets, Library, Parks, Recreation, Human Resources, Public Buildings, Emergency Reserve, and other accounts.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Property Taxes:				
General	12,943,935	13,031,486	13,031,486	13,586,314
Excise Tax	36,637	36,193	36,193	33,139
Other	26,075	23,708	23,708	23,912
Transit Levy	1,371,004	1,468,331	1,468,331	1,507,018
Excise Tax	3,874	4,078	4,078	3,673
<b>Total Tax Revenues</b>	<b>14,381,525</b>	<b>14,563,796</b>	<b>14,563,796</b>	<b>15,154,056</b>
<b>Non-Tax Revenues:</b>				
General Services:				
Licenses and Permits	84,296	73,000	73,000	76,000
Cable TV Franchise	437,201	447,753	447,753	459,000
State Gov't Revenues	17,040	17,040	17,040	17,726
Fees/Service Charges	61,925	59,200	60,788	59,059
Metropolitan Planning Org.	66,013	67,179	68,116	69,659
Miscellaneous Revenue	37,983	15,713	15,802	15,697
Interest Earnings	146,014	250,000	157,000	160,000
Hotel/Motel Taxes	1,487,328	1,500,000	1,500,000	1,545,000
Streets:				
State Gov't Revenues	30,377	29,999	29,999	29,999
Fees/Service Charges	121,576	91,919	88,798	88,156
Intra-Gov't. Service Charge	696,876	655,779	655,779	655,000
Police and Fire:				
Licenses and Permits	767,621	927,000	927,000	768,000
Fees/Service Charges	1,812,339	1,907,895	1,898,994	1,993,974
Fines & Forfeitures	190,312	150,000	150,000	160,000
Miscellaneous Revenue	107,969	102,088	102,713	105,349
Airport	205,289	208,068	212,308	219,745
Library	277,131	280,520	277,665	266,510
Cemetery	119,125	116,500	119,500	116,500
Recreation:				
Fees/Service Charges	1,239,109	1,216,203	1,252,293	1,258,910
Miscellaneous Revenues	132,986	118,375	121,353	106,300
<b>Total Non-Tax Revenues</b>	<b>8,038,510</b>	<b>8,234,231</b>	<b>8,175,901</b>	<b>8,170,584</b>
<b>Total Before Transfers</b>	<b>22,420,035</b>	<b>22,798,027</b>	<b>22,739,697</b>	<b>23,324,640</b>

**GENERAL FUND, continued**

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>TRANSFERS:</b>				
Local Option Tax Receipts	4,161,092	4,202,703	3,993,213	4,273,413
Electric - In Lieu of Taxes	1,871,746	1,926,800	1,926,800	1,959,481
Police/Fire Retirement		200,000	200,000	370,000
Empl. Benefit Prop. Taxes	1,456,038	1,581,937	1,581,937	1,752,495
Hotel/Motel	127,613	128,571	128,571	132,429
<b>Total Transfers</b>	<b>7,616,489</b>	<b>8,040,011</b>	<b>7,830,521</b>	<b>8,487,818</b>
<b>TOTAL REVENUES</b>	<b>30,036,524</b>	<b>30,838,038</b>	<b>30,570,218</b>	<b>31,812,458</b>
<b>EXPENSES:</b>				
Public Safety:				
Crime Prevention/Police Svcs.	4,878,299	5,113,593	5,085,068	5,377,198
General Investigation	1,047,692	1,095,910	1,074,690	1,102,648
Emergency Communications	954,458	1,026,899	1,003,415	1,052,180
Police Admin & Records	758,913	786,403	804,603	802,216
Shared Communications Proj.	43,293	56,802	56,144	57,809
Fire Administration/Support	976,136	1,012,468	1,005,742	1,061,209
Fire Suppression	4,538,677	4,751,838	4,799,917	5,083,496
Fire Prevention/Safety Ed	125,484	137,596	137,542	140,571
Structural Code Enforcement	599,547	716,705	661,446	642,367
Rental Housing Code	315,661	325,052	314,471	316,304
Electric Code Enforcement	87,093	86,377	86,674	93,340
Plumbing & Mechanical	89,918	97,207	96,861	100,565
Property Maint. Inspections	104,732	110,824	104,720	138,776
Traffic Control/Engineering	117,724	128,798	130,499	135,235
Civil Defense	14,950	14,500	14,500	14,500
Street Lights	717,199	690,000	706,000	730,000
Public Safety Total	15,369,776	16,150,972	16,082,292	16,848,414
Transportation:				
Street Surface Maintenance	6,887	3,800	5,090	5,205
Right-of-Way Maintenance	4,890		4,200	
Airport	123,881	117,058	119,730	121,745
Transportation Total	135,658	120,858	129,020	126,950

## GENERAL FUND, continued

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
Community Enrichment:				
Animal Control	326,877	338,636	326,024	346,373
Library Circulation Services	445,594	482,064	475,861	498,169
Library Information Services	503,840	539,281	538,153	557,445
Library Youth Services	377,378	397,692	392,498	420,320
Library Outreach Services	283,482	298,171	302,454	300,011
Collection Development	748,783	760,454	723,089	757,113
Library Network Services	162,214	168,704	313,434	227,803
Library Administration	895,256	891,942	784,968	848,515
Instructional Programs	222,804	202,291	194,978	205,541
Athletic Programs	171,317	161,360	162,998	165,333
Wellness	261,900	275,625	283,483	288,856
Com Ctr/Auditorium/Bandshell	255,669	268,501	270,388	276,386
Aquatics	639,996	665,896	685,405	707,273
Turf Maintenance	279,436	269,445	273,067	285,058
Forestry	89,050	89,997	82,699	89,488
Parks Structural Maintenance	527,260	483,674	486,485	503,192
Park Administration	311,801	326,393	343,010	320,741
Parks/Recreation Admin	348,543	344,522	366,543	314,647
Dog Park Operations	19,821	16,294	19,206	16,611
Mosquito Control	9,648	8,738	8,105	9,656
Cable TV	147,716	122,382	127,680	124,120
Cemeteries	129,291	126,646	134,354	128,222
Community Enrich Subtotal	7,157,676	7,238,708	7,294,882	7,390,873
General Government:				
City Council	121,011	130,479	126,381	133,171
Executive Management	391,686	388,133	388,063	396,146
Legal Services	364,450	346,998	356,951	366,503
City Clerk	273,562	293,451	301,113	262,969
Human Resources	244,360	264,220	266,462	271,979
Accounting & Reporting	307,891	322,266	316,648	326,698
Finance Administration/Budget	67,741	70,595	70,702	70,089
Public Relations	77,993	82,744	82,978	84,245
Facilities	317,372	289,282	290,891	288,685
Ames Veterans Memorial	105	500	250	250
Public Works Engineering	707,696	664,279	660,544	663,500
Long-Term Planning	332,507	361,242	335,773	195,589
Current Planning	335,108	360,572	315,609	511,421
Economic Development		73,271	71,209	72,278

# GENERAL FUND, continued

FUND SUMMARY	2011/12 ACTUAL	2012/13 ADOPTED	2012/13 ADJUSTED	2013/14 MGR REC
General Government, continued:				
Flood Mitigation/Studies			250,000	
Visioning	8,056			
City Council Contingency	16,346	50,000	171,556	50,000
Merit/Payroll Adjust		100,355		103,608
Purchasing Services	36,011	41,117	41,611	42,537
General Gov't Sub-Total	3,601,895	3,839,504	4,046,741	3,839,668
General Government CIP:				
City Hall Space Re-use	76,107		1,005,322	
General Gov't Total	3,678,002	3,839,504	5,052,063	3,839,668
<b>Total Before Transfers</b>	26,341,112	27,350,042	28,558,257	28,205,905
<b>TRANSFERS:</b>				
Transit Levy	1,374,879	1,472,409	1,472,409	1,510,691
Resource Recovery	452,862	452,862	452,862	452,862
Hotel/Motel	1,487,328	1,500,000	1,500,000	1,545,000
Airport Construction	46,953	62,725	81,408	98,000
Internal Services	175,000		75,000	
<b>Total Transfers</b>	3,537,022	3,487,996	3,581,679	3,606,553
<b>TOTAL EXPENSES</b>	29,878,134	30,838,038	32,139,936	31,812,458
Excess (Deficit) Revenues				
Over (Under) Expenses	158,390	0	(1,569,718)	0
Beginning Balance	7,969,959	6,558,631	8,128,349	6,558,631
Ending Balance	8,128,349	6,558,631	6,558,631	6,558,631
Minimum fund balance target:				
20% of expenses less pass-through transfer				5,751,353
Unreserved fund balance				807,278

**SPECIAL REVENUE - LOCAL OPTION TAXES**

This fund accounts for the collection of 1% local option tax as approved by the voters on November 4, 1986. Revenue is allocated 60% for property tax relief and 40% is used for community betterment, including human services and arts agencies. Fund balance is reserved at 25% of budgeted expenditures less the 60% tax relief transfer. Reserves are for cash flow and revenue fluctuations. A portion of the fund is committed for future park development.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Local Option Taxes:				
60% Tax Relief	4,161,092	4,202,703	3,993,213	4,273,413
40% Community Betterment	2,774,062	2,801,803	2,662,142	2,848,942
S.E. Entryway IDOT/DNR Grant	263,063		388,211	
Miscellaneous Revenues				
<b>Total Before Transfers</b>	<b>7,198,217</b>	<b>7,004,506</b>	<b>7,043,566</b>	<b>7,122,355</b>
<b>TRANSFERS:</b>				
Hotel/Motel	85,075	85,714	85,714	88,286
Parks & Rec Special Revenue				
<b>Total Transfers</b>	<b>85,075</b>	<b>85,714</b>	<b>85,714</b>	<b>88,286</b>
<b>TOTAL REVENUES</b>	<b>7,283,292</b>	<b>7,090,220</b>	<b>7,129,280</b>	<b>7,210,641</b>
<b>EXPENSES:</b>				
Public Safety CIP:				
Firearms Training Range	(488)			
Bike Trails and Paths	73,886		773,160	430,000
Mobile Data Terminals – Police			13,912	
Fire Mobile Data			25,143	
Police CAD/Dispatching	29,652		47,814	
Fire Station Improvements				53,270
RR Quiet Zone Improvements	1,894			
RR Medians – North-South			100,000	
<b>Public Safety Total</b>	<b>104,944</b>	<b>0</b>	<b>960,029</b>	<b>483,270</b>
Transportation CIP:				
Asphalt Resurfacing	(2,051)		100,000	
Sidewalk Safety	25,829	50,000	125,614	50,000
Shared Use Path Maintenance		50,000	141,220	50,000
L-Way Median Improvements	6	25,000	25,000	
<b>Transportation Total</b>	<b>23,784</b>	<b>125,000</b>	<b>391,834</b>	<b>100,000</b>
Community Enrichment CIP:				
Public Art	42,778	33,500	33,500	33,500
Art Services & Agencies	128,460	138,117	138,117	140,879



## SPECIAL REVENUE - LOCAL OPTION TAXES, continued

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
Community Enrich. CIP, cont.				
Human Services	1,115,225	1,150,278	1,150,278	1,184,786
City Staff – Human Services	24,991	20,309	18,959	16,006
Park Development	50,259	245,000	170,253	
Municipal Band	24,492	29,860	29,253	26,968
Merit/Payroll Adjustments		172		143
S.E. Entryway	337,415		407,090	
Neighborhood Improv Program	9,498	50,000	50,000	50,000
City Hall Improvements	12,155	50,000	207,202	50,000
Library RFID Tagging	92,720	153,400	185,680	
Parks & Rec Facility Maint.	103,552	360,000	582,177	172,500
Municipal Pool Maintenance	8,215	25,000	169,285	25,000
Playground Equipment	45,000	30,000	120,000	30,000
AHHP Fishing Pier			3,000	
Munn Woods Connection	34,918		49,082	
Disc Golf Course Improvements	368		869	
Cool Cities Mech/Structural	63,284		230,850	
Cemetery Improvements	42,153	40,000	97,847	65,000
Ada Hayden Heritage Park		25,000	70,000	26,000
Downtown Façade		50,000	100,000	50,000
Brookside Tennis Courts	27,677	380,000	338,000	
Brookside Steps/Walls	2,100	127,500	180,823	
NRV Horseshoe Courts			12,200	
Sand Volleyball Complex				100,000
Community Gymnasiums				55,000
Aquatic Center Improvements				30,500
Community Enrichment Total	2,165,260	2,908,136	4,344,465	2,056,282
General Government:				
Ames Historical Society	15,722	16,000	18,000	16,000
Youth Sports Complex	25,000	25,000	25,000	25,000
Ames Partner City	3,000	5,000	5,000	5,000
Main St. Cultural District	30,000	31,000	31,000	31,000
United Ames	13,000			
Campustown Action Assn.		25,000	25,000	25,000
FACES Celebration	3,466	5,000	4,999	5,000
VEISHEA Pancakes	8,000	8,000	8,000	8,000
Homecoming Pancakes		1,000	1,000	1,000
General Government Total	98,188	116,000	117,999	116,000
<b>Total Before Transfers</b>	<b>2,392,176</b>	<b>3,149,136</b>	<b>5,814,327</b>	<b>2,755,552</b>

# **SPECIAL REVENUE - LOCAL OPTION TAXES, continued**

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>TRANSFERS:</b>				
To General Fund (Tax Relief)	4,161,092	4,202,703	3,993,213	4,273,413
To Ice Arena	20,000	20,000	20,000	20,000
<b>Total Transfers</b>	<u>4,181,092</u>	<u>4,222,703</u>	<u>4,013,213</u>	<u>4,293,413</u>
<b>TOTAL EXPENSES</b>	<u>6,573,268</u>	<u>7,371,839</u>	<u>9,827,540</u>	<u>7,048,965</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	710,024	(281,619)	(2,698,260)	161,676
Beginning Balance	<u>4,517,249</u>	<u>2,817,864</u>	<u>5,227,273</u>	<u>2,529,013</u>
Ending Balance	<u>5,227,273</u>	<u>2,536,245</u>	<u>2,529,013</u>	<u>2,690,689</u>

Committed For Park Development 646,072

Minimum fund balance target:	
25% of expenses excluding 60% pass-through	<u>693,888</u>
Unreserved fund balance	<u>1,350,729</u>

**SPECIAL REVENUE - HOTEL/MOTEL TAX**

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

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Hotel/Motel Taxes	1,487,328	1,500,000	1,500,000	1,545,000
<b>TOTAL REVENUES</b>	<u>1,487,328</u>	<u>1,500,000</u>	<u>1,500,000</u>	<u>1,545,000</u>
<b>EXPENSES:</b>				
Community Environment:				
Human Resources	501	540		
Merit		614		
City Staff Economic Develop.	71,470			
Economic Dev. Projects	150,000	150,000	150,000	150,000
Chamber of Commerce Dues	2,010	1,973	2,010	2,010
Downtown Façade	61,268		62,895	
Historic Preservation Comm.	11,087		16,538	
Refund & Withholdings:				
Ames Convention & Visitors	1,061,952	1,071,430	1,071,430	1,103,571
<b>Total Before Transfers</b>	<u>1,358,288</u>	<u>1,224,557</u>	<u>1,302,873</u>	<u>1,255,581</u>
<b>TRANSFERS:</b>				
General Fund	127,613	128,571	128,571	132,429
Local Option	85,075	85,714	85,714	88,286
<b>Total Transfers</b>	<u>212,688</u>	<u>214,285</u>	<u>214,285</u>	<u>220,715</u>
<b>TOTAL EXPENSES</b>	<u>1,570,976</u>	<u>1,438,842</u>	<u>1,517,158</u>	<u>1,476,296</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	(83,648)	61,158	(17,158)	68,704
Beginning Balance	398,492	231,875	314,844	297,686
Ending Balance	<u>314,844</u>	<u>293,033</u>	<u>297,686</u>	<u>366,390</u>

## SPECIAL REVENUE - LEASED HOUSING

This fund accounts for the operations of a Federal Low-Income Housing Assistance Program. In 2010 and 2011, City staff conducted a review of alternatives for administration of the program due to reductions in reimbursement rates for program administration. Based on the review, the program will be administered by an agency other than the City of Ames. This fund will be closed out per guidance from the U.S. Department of Housing and Urban Development.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Federal Rental Assistance				
Miscellaneous Revenue				
Interest Earnings				
<b>TOTAL REVENUES</b>				
<b>EXPENSES:</b>				
<b>TRANSFERS:</b>				
Affordable Housing	21,294			
<b>TOTAL EXPENSES</b>	21,294			
Excess (Deficit) Revenues				
Over (Under) Expenses	(21,294)			
Beginning Balance	21,294			
Ending Balance	0			

**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 for operating cash. Revenues reflect new census numbers and a rate of \$94.00 for 12/13 and \$96.50 for 13/14 per capita.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
State Shared Revenue	5,547,195	5,542,710	5,542,710	5,690,122
<b>TOTAL REVENUES</b>	<b>5,547,195</b>	<b>5,542,710</b>	<b>5,542,710</b>	<b>5,690,122</b>
<b>EXPENSES:</b>				
Public Safety:				
Sign & Signal Maintenance	693,620	696,074	719,321	719,592
Traffic Engineering	101,847	101,717	103,642	108,242
Sub-Total	795,467	797,791	822,963	827,834
Public Safety CIP:				
Signal – 28 <sup>th</sup> & Grand	7,012		20,414	
Traffic Engineering Studies	48,169	50,000	136,750	80,000
Signal – S. Dayton/S.E. 16 <sup>th</sup>	5,800		166,774	
Permanent Traffic Ct. Stations	1,250		173,750	
Multi-Modal Roadway Improv.		23,000	23,000	74,000
Signal – Lincoln Way/Sheldon	10,000		106,930	
Signal – Lincoln Way/Ash	7,500		114,760	
Dotson – L'Way Intersection		242,500	309,632	
Signal - Lincoln Way/Hayward		175,000	175,000	
Traffic Calming Program				36,000
Signal – 20 <sup>th</sup> /Grand				200,000
Camera Detection Retrofits				60,000
CIP Sub-Total	79,731	490,500	1,227,010	450,000
Public Safety Total	875,198	1,288,291	2,049,973	1,277,834
Transportation:				
Street Surface Maintenance	1,634,728	1,446,471	1,511,419	1,600,232
Street Surface Cleaning	207,001	202,243	205,780	212,910
Snow & Ice Control	557,529	975,220	998,824	1,038,064
Right-of-Way Maintenance	548,771	560,385	618,068	602,019
Sub-Total	2,948,029	3,184,319	3,334,091	3,453,225
Transportation CIP:				
Neighborhood Curb Program	3,454	75,000	165,815	75,000
Asphalt Resurfacing	178,794	650,000	914,846	650,000
Concrete Pavement		50,000	50,000	50,000
Retaining Wall Reconstruction	4,400	40,000	115,600	40,000
6 <sup>th</sup> St. Bridge over Squaw Crk		20,000	20,000	40,000
Mortensen Road Improvements				10,000
Pavement Restoration				75,000
Sidewalk Safety Program				50,000
CIP Sub-Total	186,648	835,000	1,266,261	990,000
Transportation Total	3,134,677	4,019,319	4,600,352	4,443,225

# **SPECIAL REVENUE - ROAD USE TAX, continued**

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
General Government:				
Human Resources	31,916	34,385	34,822	35,543
Accounting & Reporting	11,055	11,537	11,367	11,755
Facilities	23,119	23,299	23,448	23,271
Merit/Payroll Adjustments		7,008		7,314
Public Works Administration	86,367	89,102	88,859	92,737
Public Works Engineering	29,964	124,706	78,076	93,133
Purchasing Services	12,595	13,503	14,019	14,878
General Gov't Total	195,016	303,540	250,591	278,631
<b>Total Before Transfers</b>	4,204,891	5,611,150	6,900,916	5,999,690
<b>TRANSFERS:</b>				
Fleet Services			12,703	20,000
<b>TOTAL EXPENSES</b>	4,204,891	5,611,150	6,913,619	6,019,690
Excess (Deficit) Revenues				
Over (Under) Expenses	1,342,304	(68,440)	(1,370,909)	(329,568)
Beginning Balance	1,809,221	1,600,098	3,151,525	1,780,616
Ending Balance	3,151,525	1,531,658	1,780,616	1,451,048
Minimum fund balance target:				
10% of operating expenses				455,969
Unreserved fund balance				995,079

**SPECIAL REVENUE – CITY-WIDE AFFORDABLE HOUSING**

This fund includes miscellaneous housing activity including repayment of housing grant loan programs and money from the sale of miscellaneous housing properties.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Repayments	24,486		1,160	
Donations	17			
<b>TRANSFERS:</b>				
Leased Housing	21,294			
County-wide Housing	563,171			
<b>TOTAL REVENUES</b>	<b>608,968</b>	<b>0</b>	<b>1,160</b>	<b>0</b>
<b>EXPENSES:</b>				
Miscellaneous Housing	41,181	36,334	35,505	39,995
lowans Helping lowans	26			
<b>TOTAL EXPENSES</b>	<b>41,207</b>	<b>36,334</b>	<b>35,505</b>	<b>39,995</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	567,761	(36,334)	(34,345)	(39,995)
Beginning Balance	237,975	787,950	805,736	771,391
Ending Balance	805,736	751,616	771,391	731,396

**SPECIAL REVENUE – COMMUNITY DEVELOPMENT BLOCK GRANT**

This fund reflects the activity of the City's Community Development Block Grant (CDBG). The fund balance reflects the balance of loans outstanding, in addition to cash and investments held by the fund.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Program Repayments	4,718	4,718	4,718	4,718
Sale of Homes	18,024	20,000	220,000	129,000
CDBG Admin	103,541	102,303	218,129	102,303
Community Dev. Block Grant	414,162	409,212	872,516	409,212
CDBG R. Ecosmart	15,107		14,129	
Miscellaneous Revenue	17		228	
<b>TOTAL REVENUES</b>	<b>555,569</b>	<b>536,233</b>	<b>1,329,720</b>	<b>645,233</b>
<b>EXPENSES:</b>				
Merit and Payroll Adjustments		1,121		1,145
CDBG Administration	93,832	114,754	119,528	117,218
CDBG Programs	464,144	409,212	1,210,192	526,870
<b>TOTAL EXPENSES</b>	<b>557,976</b>	<b>525,087</b>	<b>1,329,720</b>	<b>645,233</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(2,407)	11,146	0	0
Beginning Balance	39,897	44,040	37,490	37,490
Ending Balance	37,490	55,186	37,490	37,490

**SPECIAL REVENUE - TAX INCREMENT FINANCING (TIF)**

This fund has been established for the receipt of tax revenues from TIF districts. In FY 08/09, a TIF project on South Bell was added. The TIF fund records TIF project expenditures and collects revenue for repayment of debt issued to fund TIF projects.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Property Taxes	191	228	228	10,866
Interest	1,312		350	
<b>TOTAL REVENUES</b>	1,503	228	578	10,866
<b>EXPENSES:</b>				
None				
<b>TRANSFERS:</b>				
Debt Service	117,065	116,817	116,817	117,055
<b>TOTAL EXPENSES</b>	117,065	116,817	116,817	117,055
Excess (Deficit) Revenues				
Over (Under) Expenses	(115,562)	(116,589)	(116,239)	(106,189)
Beginning Balance	164,491	47,655	48,929	(67,310)
Ending Balance	48,929	(68,934)	(67,310)	(173,499)



## SPECIAL REVENUE – DON & RUTH FURMAN AQUATIC FACILITY CONSTRUCTION

This fund reflects donations for the construction of a new aquatics facility. Two one million dollar gifts were used for the construction of a 50-meter multipurpose pool and other enhancements. In FY 12/13, the remainder of the fund will be used for aquatics facility improvements and the fund will be closed.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest Earnings	253			
<b>TOTAL REVENUES</b>	253	0	0	0
<b>EXPENSES:</b>				
Don & Ruth Furman Aquatic Ctr	42,003		17,153	
<b>TOTAL EXPENSES</b>	42,003	0	17,153	0
Excess (Deficit) Revenues				
Over (Under) Expenses	(41,750)		(17,153)	
Beginning Balance	58,903		17,153	0
Ending Balance	17,153	0	0	0

## SPECIAL REVENUE - FIRE/POLICE PENSION RETIREMENT

This fund accounts for pensions for Firefighters and Police Officers. The 1990 Iowa Legislature combined the individual systems under Chapter 411 into one statewide system. The balance in the fund is used to offset the City's contribution to the statewide system. The FY 13/14 required contribution rate increased to 30.12% of payroll.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest Earnings	11,102	15,000	10,250	5,000
<b>TOTAL REVENUES</b>	11,102	15,000	10,250	5,000
<b>EXPENSES:</b>				
Financial Services	12,416	12,792	12,856	13,195
<b>TRANSFERS:</b>				
Transfer to General		200,000	200,000	370,000
<b>TOTAL EXPENSES</b>	12,416	212,792	212,856	383,195
Excess (Deficit) Revenues				
Over (Under) Expenses	(1,314)	(197,792)	(202,606)	(378,195)
Beginning Balance	1,367,227	1,369,753	1,365,913	1,163,307
Ending Balance	1,365,913	1,171,961	1,163,307	785,112

## SPECIAL REVENUE - EMPLOYEE BENEFIT PROPERTY TAX

The portion of the City contribution to the Police and Fire Retirement System that is not offset by the Trust Fund balance is levied in this fund.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Property Taxes	1,451,935	1,577,556	1,577,556	1,748,237
Utility Excise Tax	4,103	4,381	4,381	4,258
<b>TOTAL REVENUES</b>	1,456,038	1,581,937	1,581,937	1,752,495
<b>EXPENSES:</b>				
Transfers – General	1,456,038	1,581,937	1,581,937	1,752,495
<b>TOTAL EXPENSES</b>	1,456,038	1,581,937	1,581,937	1,752,495
Excess (Deficit) Revenues				
Over (Under) Expenses	0	0	0	0
Beginning Balance	0	0	0	0
Ending Balance	0	0	0	0

## MISCELLANEOUS SPECIAL REVENUES

This fund includes Softball Complex, Project Share, Public Safety Trusts and Park and Rec Trust. This fund accounts for donations and other revenues designated for purposes other than general operations. Fund balances are designated for the specified purposes.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Project Share Donations	19,146	20,500	19,800	19,800
Alternative Energy Donations	564			
Animal Shelter Donations	26,801	12,600	13,400	13,200
Public Art	200			
FEMA	349,028			
Police Grants	49,526	9,464	93,544	3,690
Police Forfeiture	11,691		5,000	
State E911 Grant			134,369	
E911 Radio Consoles			33,592	
Misc. Police/Fire Donations	60			
<b>Park &amp; Rec Trust:</b>				
Interest Earnings	17,457	350	14,300	250
Park Facilities	3,050	3,050	3,050	
Park & Rec Misc. Donations	647		1,500	
DZ Triangle	2,703		2,800	
Adams Property	145,000			
G. Winakor Donation	1,704,768		13,200	
Brookside Audubon Trail	9,600			
Wellmark 3-Point Play				20,000
Moore Park Play Equipment			7,710	
Park & Rec Trust Total	1,883,225	3,400	42,560	20,250
<b>TOTAL REVENUES</b>	2,340,241	45,964	342,265	56,940
<b>EXPENSES:</b>				
<b>Community Enrichment:</b>				
Moore Park Improvements	39,911			
Ada Hayden Heritage Park	5,343			
Mary Adams Estate	75,789			
Solar Trash Compactors	1,432			
DZ Triangle	590		2,800	
Animal Control	9,017	12,750	14,900	9,900
Memorials	647		771	
Public Art	1,539			
FEMA 2010 Wind/Flood	186,665		21,250	
Brookside Audubon Trail	9,600			
Adams Greenway Development	13,675		3,574	
Gartner Sculpture			2,243	

# **MISCELLANEOUS SPECIAL REVENUES, continued**

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
Community Enrichment, cont'd:				
NRV Horseshoe Courts			1,500	
Moore Park Play Equipment			7,520	
Moore Park Exercise Equipment				20,000
Community Enrichment Total	344,208	12,750	54,558	29,900
Public Safety:				
Police Forfeiture	11,497			
Police Grants	55,651	9,464	64,157	
Police Radio Consoles			167,961	
Shared Use Path Improvements			17,055	
Miscellaneous Public Safety	645			
Public Safety Total	67,793	9,464	249,173	0
Utilities:				
Project Share Assistance	19,638	20,500	19,800	19,800
<b>TOTAL EXPENSES</b>	431,639	42,714	323,531	49,700
Excess (Deficit) Revenues				
Over (Under) Expenses	1,908,602	3,250	18,734	7,240
Beginning Balance	(180,651)	1,890,873	1,727,951	1,746,685
Ending Balance	1,727,951	1,894,123	1,746,685	1,753,925

## SPECIAL REVENUE - LIBRARY DONATIONS

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

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest Earnings	9,959	6,900	400	400
Library Friends Foundation Don.	57,034	35,000	58,457	50,000
Library Direct State Aid	9,261	9,000	11,722	10,000
Donations	1,906	4,000	2,000	2,000
Project Smyles Donations	4,609	3,000	8,275	3,000
American Civil War Grant	3,000			
Roy Carver Grant	60,000			
Library Renovation Donations	300,000		160,000	540,000
<b>Total Before Transfers</b>	<b>445,769</b>	<b>57,900</b>	<b>240,854</b>	<b>605,400</b>
<b>TOTAL REVENUES</b>	<b>445,769</b>	<b>57,900</b>	<b>240,854</b>	<b>605,400</b>
<b>EXPENSES:</b>				
Administration	1,796	1,500	5,110	2,000
Collections	10,253	3,000	3,815	
Youth Services	12,848	7,539	11,690	4,500
Information Services	7,159	2,500	2,742	
Building Project Bequest	611,937			
Project Smyles	63,578	65,000	71,225	70,950
American Civil War Program	2,932		68	
Library Renovation Project Don.	98,971		910,732	594,000
<b>TOTAL EXPENSES</b>	<b>809,474</b>	<b>79,539</b>	<b>1,005,382</b>	<b>671,450</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(363,705)	(21,639)	(764,528)	(66,050)
Beginning Balance	1,286,903	158,786	923,198	158,670
Ending Balance	923,198	137,147	158,670	92,620

## SPECIAL REVENUE - DEVELOPER PROJECTS

This fund accounts for the developer share of improvements required by development agreements. Fund balance will be retained until improvements are required.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest	373		200	
<b>TOTAL REVENUES</b>	373	0	200	0
<b>EXPENSES:</b>				
Oakwood Road Path			5,500	
<b>TOTAL EXPENSES</b>	0	0	5,500	0
Excess (Deficit) Revenues				
Over (Under) Expenses	373	0	(5,300)	0
Beginning Balance	148,843	143,344	149,216	143,916
Ending Balance	149,216	143,344	143,916	143,916

## SPECIAL REVENUE - ECONOMIC DEVELOPMENT

This fund was expanded in 2000/01 to account for revolving loan, community investment, and pass-through State loan activity. Approved loans are shown as expenses. The fund balance reflects the balance of loans outstanding, in addition to cash and investments held by the fund.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Loan Repayments	46,722			
<b>TOTAL REVENUES</b>	46,722	0	0	0
<b>EXPENSES:</b>				
Community Investment Fund			50,000	
BIV	61,000			
Homestyle Furniture	6,204			
Phasient Tech LLC	3,667			
<b>TOTAL EXPENSES</b>	70,871	0	50,000	0
Excess (Deficit) Revenues				
Over (Under) Expenses	(24,149)	0	(50,000)	0
Beginning Balance	601,272	533,980	577,123	527,123
Ending Balance	577,123	533,980	527,123	527,123

## PERMANENT FUND - CEMETERY

This fund accounts for the sale of cemetery lots and the portion of cemetery lot sales designated for perpetual care. Interest earnings are transferred to the General Fund for cemetery operations. The fund balance will be retained to provide cemetery maintenance.

Revenue from the sale of cemetery lots is split 80% to cemetery operations in the General Fund, and 20% to the Cemetery Fund.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Sale of Cemetery Lots	10,829	10,500	11,500	10,500
<b>TOTAL REVENUES</b>	<u>10,829</u>	<u>10,500</u>	<u>11,500</u>	<u>10,500</u>
<b>EXPENSES:</b>				
None				
<b>TOTAL EXPENSES</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	10,829	10,500	11,500	10,500
Beginning Balance	879,887	890,387	890,716	902,216
Ending Balance	<u>890,716</u>	<u>900,887</u>	<u>902,216</u>	<u>912,716</u>

## PERMANENT FUND – DONALD & RUTH FURMAN AQUATIC CENTER OPERATIONS

This fund contains the one million dollar gift from Donald and Ruth Furman to establish an endowment to subsidize the City's ongoing operational costs, to fund future repairs and enhancements, and to replace equipment.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest	9,061	9,000	8,700	5,000
<b>TOTAL REVENUES</b>	<u>9,061</u>	<u>9,000</u>	<u>8,700</u>	<u>5,000</u>
<b>EXPENSES:</b>				
None				
<b>TOTAL EXPENSES</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	9,061	9,000	8,700	5,000
Beginning Balance	1,080,621	1,089,621	1,089,682	1,098,382
Ending Balance	<u>1,089,682</u>	<u>1,098,621</u>	<u>1,098,382</u>	<u>1,103,382</u>

**DEBT SERVICE**

This fund accounts for payment of principal and interest on general obligation bonds. Iowa State University participates in the repayment of bonds issued to fund Fire capital acquisitions. The available fund balance will be used to reduce future debt service.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Proceeds from Bonds				
Miscellaneous Revenue	48,657			
Property Taxes	7,626,775	7,870,117	7,870,117	8,353,471
Excise Tax	21,551	21,864	21,864	20,381
ISU Participation	48,256	48,051	48,051	48,324
Interest	41,835	51,000	51,000	30,000
<b>Total Before Transfers</b>	<b>7,787,074</b>	<b>7,991,032</b>	<b>7,991,032</b>	<b>8,452,176</b>
<b>TRANSFERS:</b>				
Water	328,716	420,623	388,545	396,637
Sewer		262,971	61,627	66,787
Special Assessment	213,592	213,735	248,627	247,348
T.I.F.	117,065	116,817	116,817	117,055
G.O. Bonds	373,427		248,132	
Resource Recovery				132,131
<b>Transfer Total</b>	<b>1,032,800</b>	<b>1,014,146</b>	<b>1,063,748</b>	<b>959,958</b>
<b>TOTAL REVENUES</b>	<b>8,819,874</b>	<b>9,005,178</b>	<b>9,054,780</b>	<b>9,412,134</b>
<b>EXPENSES:</b>				
July 2004 G.O. Bonds	704,838	709,038	709,038	712,425
July 2005 G.O. Bonds	388,553	387,528	387,528	391,153
Summer 2006 G.O. Bonds	568,000	570,800	570,800	572,800
Summer 2007 G.O. Bonds	1,046,500	1,047,438	1,047,438	1,052,250
Summer 2008 G.O. Bonds	909,770	905,582	905,582	905,645
Summer 2009 G.O. Bonds	1,134,350	1,131,950	1,131,950	1,134,250
Summer 2010 G.O. Bonds	649,925	644,625	644,625	644,225
2009A Refunding Bonds	1,677,400	1,009,400	1,009,400	
Summer 2011 G.O. Bonds	627,960	605,758	605,758	605,707
2011A Refunding	1,396,068	1,385,775	1,385,775	1,370,175
Summer 2012 G.O. Bonds		1,306,284	1,074,083	1,100,950
Summer 2013 G.O. Bonds				1,642,551
<b>TOTAL EXPENSES</b>	<b>9,103,364</b>	<b>9,704,178</b>	<b>9,471,977</b>	<b>10,132,131</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(283,490)	(699,000)	(417,197)	(719,997)
Beginning Balance	1,942,412	1,628,857	1,658,922	1,241,725
Ending Balance	1,658,922	929,857	1,241,725	521,728



## CAPITAL PROJECTS - SPECIAL ASSESSMENT

This fund accounts for collection of special assessments and payment of principal of abated G. O. bonds, and the construction of streets and sanitary sewers for benefited property special assessment districts.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Collections	237,252	220,000	320,000	225,000
<b>Total Before Transfers</b>	237,252	220,000	320,000	225,000
<b>TRANSFERS:</b>				
Summer 2012 G.O. Bonds	2,859	357,000	354,141	
<b>Total Transfers</b>	2,859	357,000	354,141	
<b>TOTAL REVENUES</b>	240,111	577,000	674,141	225,000
<b>EXPENSES:</b>				
General Government:				
Accounting/Reporting	4,745	4,987	4,869	5,022
S. E. Entryway			148,000	
Utilities:				
Woodview Drive Wtr/Swr Proj.	2,859	357,000	354,141	
<b>Total Before Transfers</b>	7,604	361,987	507,010	5,022
<b>TRANSFERS:</b>				
Debt Service	213,592	213,735	248,627	247,348
<b>Total Transfers</b>	213,592	213,735	248,627	247,348
<b>TOTAL EXPENSES</b>	221,196	575,722	755,637	252,370
Excess (Deficit) Revenues				
Over (Under) Expenses	18,915	1,278	(81,496)	(27,370)
Beginning Balance	35,273	8,924	54,188	(27,308)
Ending Balance	54,188	10,202	(27,308)	(54,678)

## 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.

FUND SUMMARY	2011/12 ACTUAL	2012/13 ADOPTED	2012/13 ADJUSTED	2013/14 MGR REC
<b>REVENUES:</b>				
Stimulus Funding	41,451			
Developer Contributions		192,500	192,500	
I-JOBS				
MPO/STP/IDOT Funds	665,438	1,562,000	2,951,411	1,863,000
Recreation Trail Grant			25,000	
Miscellaneous Revenue	66,124	219,000	260,935	
Federal Earmark Grand Ave Ext.	374,980			
<b>TOTAL REVENUES</b>	<b>1,147,993</b>	<b>1,973,500</b>	<b>3,429,846</b>	<b>1,863,000</b>
<b>EXPENSES:</b>				
Transportation:				
Arterial 13 <sup>th</sup> /Stange/RR	(20,900)			
10/11 Asphalt – I-JOBS	269,603			
Grand Avenue Extension				123,000
11/12 Collector – Ash	159,873		900,127	
Main Street Alley			41,935	
10/11 Arterial - Duff/L-Way/7th	505,293		183,595	
S. Grand Ext. S.E. 16 <sup>th</sup> Street	406,924			
Stimulus Duff Rehab 6-13 <sup>th</sup>	2,641			
12/13 Arterial – State Avenue		1,281,000	1,281,000	
13/14 Collector – Sheldon				1,060,000
Transportation Total	<b>1,323,434</b>	<b>1,281,000</b>	<b>2,406,657</b>	<b>1,183,000</b>
Public Safety:				
Signal Lincoln Way/Sheldon			50,000	
Signal Lincoln Way/Ash			50,000	
Long-Range Transportation Plan				320,000
Dotson/L'Way Intersection		692,500	692,000	
Skunk Rvr Trail SE 16 <sup>th</sup> /SRV Pk				360,000
Skunk River Trail Ext AHHP			96,175	
Skunk River Trail HYSC–SE 16 <sup>th</sup>			86,000	
Permanent Traffic Ct. Stations			50,000	
Signal 28 <sup>th</sup> & Grand			155,000	
Public Safety Total	<b>0</b>	<b>692,500</b>	<b>1,179,175</b>	<b>680,000</b>

**CAPITAL PROJECTS - STREET CONSTRUCTION, continued**

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
General Government:				
Purchasing Services	12,148	11,625	12,070	13,585
<b>TOTAL EXPENSES</b>	<b>1,335,582</b>	<b>1,985,125</b>	<b>3,597,902</b>	<b>1,876,585</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(187,589)	(11,625)	(168,056)	(13,585)
Beginning Balance	409,950	277,385	222,361	54,305
Ending Balance	222,361	265,760	54,305	40,720

## CAPITAL PROJECTS - AIRPORT CONSTRUCTION

This fund accounts for construction, purchase of land, and improvements for the municipal airport. Federal Aviation Administration (FAA) participated in 90% of costs until 04/05 when FAA's contribution increased to 95%. The excess of Airport operations each year is transferred from the General Fund to finance improvements.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Federal Government Revenues	814,762		1,133,380	
<b>Total Before Transfers</b>	814,762	0	1,133,380	
<b>TRANSFERS:</b>				
General	46,953	62,725	81,408	98,000
<b>TOTAL REVENUES</b>	861,715	62,725	1,214,788	98,000
<b>EXPENSES:</b>				
Airport Const. Fund Improv.	37,269			
9/10 Rehab Taxiway A1	699,065			
Runway Rehab 13/31				
10/11 West Apron Rehab	45,837		1,261,917	
11/12 Driveways/Parking				
<b>TOTAL EXPENSES</b>	782,171	0	1,261,917	0
Excess (Deficit) Revenues				
Over (Under) Expenses	79,544	62,725	(47,129)	98,000
Beginning Balance	60,481	8,057	140,025	92,896
Ending Balance	140,025	70,782	92,896	190,896

## CAPITAL PROJECTS – ARRA ENERGY BLOCK GRANT

This fund accounts for the City's American Recovery and Reinvestment Act Grant under the Energy Efficiency and Conservation Block Grant Program.

FUND SUMMARY	2011/12 ACTUAL	2012/13 ADOPTED	2012/13 ADJUSTED	2013/14 MGR REC
<b>REVENUES:</b>				
ARRA Energy Block Grant	73,087		24,627	
<b>TOTAL REVENUES</b>	73,087	0	24,627	0
<b>EXPENSES:</b>				
ARRA Energy Block Grant	15,768			
<b>TOTAL EXPENSES</b>	15,768	0	0	0
Excess (Deficit) Revenues				
Over (Under) Expenses	57,319	0	24,627	
Beginning Balance	(81,946)	0	(24,627)	
Ending Balance	(24,627)	0	0	0

## CAPITAL PROJECTS – VARIOUS CONSTRUCTION GRANTS

This fund accounts for various construction grants.

FUND SUMMARY	2011/12 ACTUAL	2012/13 ADOPTED	2012/13 ADJUSTED	2013/14 MGR REC
<b>REVENUES:</b>				
EECBG Energy Grants	1,259		49,865	
Emergency Op Center Grant			600,000	
<b>TOTAL REVENUES</b>	1,259	0	649,865	0
<b>EXPENSES:</b>				
Park Office Lighting	843			
Park Maintenance Lighting	416			
Ice Arena Lighting				
City Hall Gym Lighting				
Fire Station #3 Temp Controls				
13 <sup>th</sup> Street LED Lights				
City Hall West Lot Lights				
LED Traffic Signals				
Electric Distribution Heat Pump			8,000	
Resource Recovery Lighting			24,315	
Wells Pump/Motor			17,550	
Emergency Op Center Grant			600,000	
<b>TOTAL EXPENSES</b>	1,259	0	649,865	0
Excess (Deficit) Revenues				
Over (Under) Expenses	0	0	0	0
Beginning Balance	0	0	0	0
Ending Balance	0	0	0	0

**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.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Bond Proceeds	6,675,000	17,365,500	13,215,000	21,034,370
Interest	65,648		45,559	
<b>TOTAL REVENUES</b>	<b>6,740,648</b>	<b>17,365,500</b>	<b>13,260,559</b>	<b>21,034,370</b>
<b>EXPENSES:</b>				
Debt Service:				
Bond Costs	73,246		194,888	
Debt Service Total	73,246	0	194,888	0
Public Safety:				
Squaw Creek Footbridge	24,704	400,000	375,296	
Public Safety Total	24,704	400,000	375,296	0
Transportation:				
11/12 Asphalt Resurfacing	51,815		713,685	
11/12 Asphalt Paving	127,610		2,446,290	
11/12 Collector – Ash/Hayes	603,131		614,136	
11/12 Collector – Ridgewood	34,031		578,578	
11/12 Arterial – Dayton Avenue	67,064			
Douglas – Main to 7 <sup>th</sup> Street	79,518		910,481	
Dotson/L'Way Intersection	82,868			
Grand Ave Curbs/Intakes-IDOT	77,866			
Main Street Alley	8,689		41,311	
08/09 Arterial ND/Delaware/Ont	(9,829)		(34,829)	
Stim L'Way/Hickory/Franklin	2,685		132,315	
Stimulus Duff Rehab 6 <sup>th</sup> -13 <sup>th</sup>	1,206			
S. Duff Improvement Project	2,106		167,894	
S. Grand Extension – S.E. 16 <sup>th</sup>	157,154		1,838	300,000
U.S. 69 Grand Ave Extension	9			
East 13 <sup>th</sup> Street – I35 to 570th	136,608			
Bridge Rehabilitation			165,000	
Arterial 13 <sup>th</sup> Stange – RR	4,307			
Grant Avenue Paving			15,000	
09/10 Concrete Pavement	404,420		1,098,241	
09/10 & 10/11 Asphalt Pave	946,334			
10/11 Collector Storm Street	720,519			
08/09 Concrete Paving	(7,980)			
S.E. 16 <sup>th</sup> Paving & Bridge	16,963			
10/11 Arterial Duff/L'Way/7 <sup>th</sup>	163,942		87,378	
10/11 Arterial 6 <sup>th</sup> /Grand/NW	59,890			
Kellogg Avenue & Main Street	1,108,974			

**CAPITAL PROJECTS - BOND PROCEEDS, continued**

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
Transportation, continued:				
10/11 Concrete Pavement	641,347		253,152	
N. Hazel/N. 3 <sup>rd</sup> CDBG	32,407			
10/11 CyRide – Ontario	591,632			
12/13 Asphalt/Seal Coat Rehab		620,500	620,500	
12/13 Asphalt Street Reconstr.		928,000	928,000	
Meadowlane/E. 13 <sup>th</sup> /Carr Drive	12,465	1,250,000	1,237,535	
12/13 CyRide – Todd Dr./L'Way	101	1,420,000	1,419,899	
12/13 Arterial – State Avenue	601	219,000	218,399	
Clark Avenue – Main/5 <sup>th</sup> Street		950,000	950,000	
12/13 Concrete Pavement	1,101	600,000	598,899	
12/13 CDBG Aplin/Beedle	1,962		64,038	
12/13 Asphalt/Seal Coat Rehab				470,000
13/14 Collector/Sheldon				420,000
13/14 CyRide/Jewel/Ken Maril				2,000,000
13/14 Arterial/W. L'Way				825,000
5 <sup>th</sup> Street/Duff to Burnett				1,000,000
13/14 Concrete Pavement				1,185,000
Transportation Total	6,121,516	5,987,500	13,227,740	6,200,000
Utilities:				
East Ames Utilities		4,300,000		
North Ames Utilities		1,401,000	1,401,000	
Flood Response/Mitigation Proj.		820,000	820,000	
Gateway Stormwater Rehab			145,885	
Teagarden/Middle Branch				203,063
Res. Rec. System Improv.				150,000
Res. Rec. Primary Shredder				1,000,000
Res. Rec. Fire System Upgrade				205,370
Utilities Total	0	6,521,000	2,366,885	1,558,433
Community Enrichment:				
Library Renovation Project	18,184	4,500,000	4,481,816	13,479,000
General Government:				
Facilities	84,334		922	
Accounting & Reporting	2,400	2,400	2,400	2,400
Purchasing Services	54,942	57,488	58,783	63,651
General Government Total	141,676	59,888	62,105	66,051
<b>Total Before Transfers</b>	<b>6,379,326</b>	<b>17,468,388</b>	<b>20,708,730</b>	<b>21,303,484</b>
<b>TRANSFERS:</b>				
To Special Assessment	2,859	357,000	354,141	
To Debt Service	373,427		248,132	
<b>TOTAL EXPENSES</b>	<b>6,755,612</b>	<b>17,825,388</b>	<b>21,311,003</b>	<b>21,303,484</b>



**CAPITAL PROJECTS - BOND PROCEEDS, continued**

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(14,964)	(459,888)	(8,050,444)	(269,114)
Beginning Balance	8,741,990	1,275,554	8,727,026	676,582
Ending Balance	8,727,026	815,666	676,582	407,468

## ENTERPRISE - WATER UTILITY

This fund accounts for the operation of a municipally owned water utility which provides services to residents of the City and some contiguous areas. Major capital improvements have been financed from current revenues and the Water Fund balance.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
IDNR Rvr Valley Low Head Dam		75,000		125,000
Fees/Service Charges	99,996	54,552	79,770	81,864
Contract Sales	803,326	882,000	835,000	723,000
Metered Sales	7,657,546	7,759,751	7,991,800	8,421,500
Miscellaneous	39,281	20,000	25,000	25,000
Interest Earnings	68,815	70,000	70,000	70,000
Internal Service Charges	157,135	70,000	70,000	70,000
Cell Tower Lease	17,060	18,520	18,520	18,520
Farm Land Rental	17,028	12,137	20,227	21,913
Sprint PCS Land Rental	33,120	33,120	33,120	33,534
USDA Pump Station Repay	87,040	285,216	465,960	
<b>Total Before Transfers</b>	<b>8,980,347</b>	<b>9,280,296</b>	<b>9,609,397</b>	<b>9,590,331</b>
<b>TOTAL REVENUES</b>	<b>8,980,347</b>	<b>9,280,296</b>	<b>9,609,397</b>	<b>9,590,331</b>
<b>EXPENSES:</b>				
Utilities:				
Water Production	330,480	378,418	387,414	370,066
Water Treatment	1,548,886	1,587,688	1,540,423	1,631,327
Water Metering	445,897	429,924	432,412	448,472
Water Pumping	297,473	294,573	298,305	333,773
Water Administration	588,844	605,750	612,137	605,879
Water Conservation Marketing	34,850	53,749	53,611	53,579
Water Laboratory	182,185	196,127	178,300	190,204
Water Customer Service	370,840	384,017	372,683	389,172
Utility Locating	80,544	79,193	81,655	83,187
Water Distribution Maintenance	708,093	852,911	791,001	786,456
Sub-Total	<b>4,588,092</b>	<b>4,862,350</b>	<b>4,747,941</b>	<b>4,892,115</b>
Utilities CIP:				
Security Improvements		255,000		125,000
Water System Improvements	1,334,029	900,000	1,801,255	975,000
Variable Speed Drives			165,000	
24-inch Supply Line Expansion	47,805		27,195	
Water Supply Capacity Study			3,550	
East Ames Utilities Extension	15,400			
Water Plant Expansion	89,403			183,000
Water Supply Expansion		854,000	854,000	
River Valley Low Head Dam				225,000

# ENTERPRISE - WATER UTILITY, continued

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
Utilities CIP, continued:				
NADC Pump Station Improv	207,409		345,591	
N. Dakota Decommissioning				100,000
CIP Sub-Total	1,694,046	2,009,000	3,196,591	1,608,000
Utilities Total	6,282,138	6,871,350	7,944,532	6,500,115
General Government:				
Executive Management	70,002	70,570	69,403	70,639
Legal Services	56,522	58,403	60,050	61,640
City Clerk	15,440	15,783	15,755	15,938
Human Resources	30,524	32,884	33,186	33,874
Accounting & Reporting	69,137	72,377	71,161	73,476
Finance Admin/Budget	50,804	52,946	53,026	52,567
Public Relations	15,599	16,549	16,596	16,849
Public Works Administration	86,368	88,425	88,858	92,737
Public Works Engineering	264,730	225,351	283,844	290,399
Facilities	19,071	19,219	19,343	19,196
Merit/Payroll Adjustment		9,248		9,562
Purchasing Services	27,416	29,613	30,747	32,509
Sustainability Coordinator	6,250	6,250	6,250	6,250
Amortization	(2,314)			
General Government Total	709,549	697,618	748,219	775,636
<b>Total Before Transfers</b>	6,991,687	7,568,968	8,692,751	7,275,751
<b>TRANSFERS:</b>				
Fleet Services			12,703	20,000
Debt Service	328,716	420,623	388,545	396,637
<b>Total Transfers</b>	328,716	420,623	401,248	416,637
<b>TOTAL EXPENSES</b>	7,320,403	7,989,591	9,093,999	7,692,388
Excess (Deficit) Revenues				
Over (Under) Expenses	1,659,944	1,290,705	515,398	1,897,943
Beginning Balance	8,141,515	7,835,655	9,801,459	10,316,857
Ending Balance	9,801,459	9,126,360	10,316,857	12,214,800

Minimum fund balance target:  
10% of operating expenses  
Unreserved fund balance

566,775  
11,648,025

## ENTERPRISE – WATER CONSTRUCTION

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

FUND SUMMARY	2011/12 ACTUAL	2012/13 ADOPTED	2012/13 ADJUSTED	2013/14 MGR REC
<b>REVENUES:</b>				
Drinking Water – State Rev. Loan		3,873,000	4,907,216	3,913,000
<b>TOTAL REVENUES</b>	0	3,873,000	4,907,216	3,913,000
<b>EXPENSES:</b>				
Utilities CIP:				
Water Plant Expansion	891,942	3,873,000	3,299,000	3,913,000
<b>TOTAL EXPENSES</b>	891,942	3,873,000	3,299,000	3,913,000
Excess (Deficit) Revenues				
Over (Under) Expenses	(891,942)	0	1,608,216	0
Beginning Balance	0	0	(891,942)	716,274
Ending Balance	(891,942)	0	716,274	716,274

**ENTERPRISE - SEWER UTILITY - OPERATIONS** (Also referred to as **WATER POLLUTION CONTROL (WPC)**)

This fund accounts for the operation of a municipally owned sewer utility, which provides services to residents of the City and some contiguous areas.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Customer Billings	5,142,603	5,638,071	5,654,100	5,855,100
Other Gov't Participation	26,232	35,900	23,500	24,600
Fees/Service Charges	8,580	18,400	8,600	8,600
Interest Earnings	47,033	51,000	40,000	40,000
Farmland Income	139,257	100,000	125,000	125,000
Miscellaneous Revenue	7,492			
Internal Service Charge	54,709	26,000	26,000	26,000
Contract Sales	799,154	853,500	1,052,300	981,300
Flood Warning Maint. Charge	10,575	12,300	12,900	15,725
USDA Pump Station Repay	72,960	196,512	308,040	
<b>Total Before Transfers</b>	<b>6,308,595</b>	<b>6,931,683</b>	<b>7,250,440</b>	<b>7,076,325</b>
<b>TRANSFERS:</b>				
Fleet Services	61,686			
<b>TOTAL REVENUES</b>	<b>6,370,281</b>	<b>6,931,683</b>	<b>7,250,440</b>	<b>7,076,325</b>
<b>EXPENSES:</b>				
Utilities:				
Sanitary Sewer System	579,937	395,633	454,375	475,256
Administration	665,950	692,608	699,533	691,517
Flood Warning System	26,173	20,444	24,183	26,208
Plant Maintenance	683,541	790,602	767,388	820,052
Plant Operation	1,012,721	1,167,209	1,158,709	1,210,551
Laboratory	338,346	364,236	331,128	353,235
Farm Operations	46,544	57,516	57,516	61,750
Metering	307,757	291,674	292,790	303,769
Sewer Customer Service	339,316	350,790	341,274	356,462
Utility Locating	49,156	52,836	49,994	50,093
Utilities Sub-Total	4,049,441	4,183,548	4,176,890	4,348,893
Utilities CIP:				
Sanitary Sewer Rehabilitation	180,857	300,000	891,253	200,000
Clear Water Diversion	62,766	25,000	75,050	25,000
Sanitary Sewer System Eval	532,229	1,000,000	2,020,895	
Automation Study/Upgrade	423,855		87,174	
East Ames Utilities Expansion	31,388			
Water Pump Station Paint		128,000	219,800	
Lagoon Liners	9,187		554,058	
Long-Range WPC Facility Plan	242,716	193,000	143,284	
NADC Pump Station Improv	176,722		204,278	
Methane Engine Overhaul	107,924			

**ENTERPRISE - SEWER UTILITY - OPERATIONS (Also referred to as WATER POLLUTION CONTROL - WPC), continued**

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
Utilities CIP, continued:				
WPC Replacement Blowers			65,000	
WPC Electric Repairs	44,459		97,500	163,000
WPC Diesel Storage Tank	18,765		206,235	
WPC Plant Disinfection	203,497			
Vertical Turbine Pumps	362,671	418,000	1,171,329	
WAS Pump #1		48,000		
Cogeneration System				200,000
Digester Improvements				889,000
Secondary Treatment Improv.				90,000
Mechanical & HVAC Systems				93,000
WPC Street Repairs				450,000
Trickling Filter Pump Station				148,000
WPC Plant Structural Repairs				31,000
Clarifier Maintenance				100,000
CIP Sub-Total	2,397,036	2,112,000	5,735,856	2,389,000
Utilities Total	6,446,477	6,295,548	9,912,746	6,737,893
General Government:				
City Clerk	15,440	15,783	15,755	15,938
Executive Management	70,002	70,570	69,403	70,639
Legal Services	56,522	58,403	60,050	61,640
Human Resources	26,681	28,744	29,129	29,732
Accounting & Reporting	46,828	48,860	48,262	49,896
Finance Admin/Budget	50,804	52,946	53,026	52,567
Public Relations	15,599	16,549	16,596	16,849
Public Works Admin	86,368	88,425	88,858	92,736
Public Works Engineering	205,563	228,519	230,522	228,957
Facilities	14,232	14,342	14,434	14,325
Merit/Payroll Adjustments		9,179		9,560
Purchasing Services	13,253	13,884	14,416	15,479
Sustainability Coordinator	6,250	6,250	6,250	6,250
General Gov't Total	607,542	652,454	646,701	664,568
<b>Total Before Transfers</b>	7,054,019	6,948,002	10,559,447	7,402,461
<b>TRANSFERS:</b>				
Debt Service		262,971	61,627	66,787
Fleet Services			12,703	20,000
<b>Total Transfers</b>	0	262,971	74,330	86,787
<b>TOTAL EXPENSES</b>	7,054,019	7,210,973	10,633,777	7,489,248

**ENTERPRISE - SEWER UTILITY - OPERATIONS (Also referred to as WATER POLLUTION CONTROL - WPC), continued**

Excess (Deficit) Revenues				
Over (Under) Expenses	(683,738)	(279,290)	(3,383,337)	(412,923)
Beginning Balance	5,704,617	2,174,320	5,020,879	1,637,542
Ending Balance	5,020,879	1,895,030	1,637,542	1,224,619
Minimum fund balance target:				
10% of operating expenses				501,346
Unreserved fund balance				723,273

## ENTERPRISE – SANITARY SEWER IMPROVEMENTS

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

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
State Clean Water Rev. Loan		1,525,000	2,719,053	5,635,000
<b>TOTAL REVENUES</b>	0	1,525,000	2,719,053	5,635,000
<b>EXPENSES:</b>				
Utilities CIP:				
WPC Residuals Handling				625,000
WPC Plant Disinfection		1,525,000	2,409,000	
Lift Station Improvements				1,040,000
Secondary Treatment Improv.				700,000
13/14 Sanitary Sewer Rehab				3,270,000
CIP Total	0	1,525,000	2,409,000	5,635,000
<b>TOTAL EXPENSES</b>	0	1,525,000	2,409,000	5,635,000
Excess (Deficit) Revenues Over (Under) Expenses	0	0	310,053	0
Beginning Balance	0	0	0	310,053
Ending Balance	0	0	310,053	310,053



**ENTERPRISE - ELECTRIC UTILITY**

This fund accounts for the operation of a municipally owned electric utility, which generates and distributes electrical power to customers within the City and some contiguous areas. The fund balance is available for operations and improvements. The transfer to the General Fund constitutes a payment in lieu of taxes.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Metered Sales	53,484,800	56,520,000	54,500,000	54,165,000
Adjustment to Sales		(200,000)		
Fly Ash Sales	46,158	20,000	20,000	
Renewable Energy Credits	58,724	2,000	50,000	52,000
Other Power Sales	1,220,371	1,900,000	1,900,000	1,300,000
ISU Interconnection	93,708	932,000	2,157,037	464,360
ISU Transmission System Share	31,690	40,000	40,000	80,000
ISU Wind Purchases	804,165	750,000	1,000,000	1,000,000
Street Lights	715,295	720,000	696,000	720,000
Security Lighting Rental	115,104	115,000	115,000	125,000
Subdivision Construction	89,183	20,000	20,000	100,000
Street Lighting Construction	1,500	10,000	10,000	
Fees/Service Charges	99,012	97,500	557,500	473,500
Miscellaneous Revenue	435,850	320,000	320,000	350,000
Interest Earnings	302,710	310,000	325,000	325,000
<b>Total Before Transfers</b>	<b>57,498,270</b>	<b>61,556,500</b>	<b>61,710,537</b>	<b>59,154,860</b>
<b>TRANSFERS:</b>				
Fleet Services	185,632			
<b>TOTAL REVENUES</b>	<b>57,683,902</b>	<b>61,556,500</b>	<b>61,710,537</b>	<b>59,154,860</b>
<b>EXPENSES:</b>				
Public Works Engineering:				
Electric Relocations	70,175	200,000	449,671	100,000
Utilities:				
Electric Production	10,365,722	10,442,787	12,249,369	10,823,934
Plant Fuel Purchases	27,468,579	32,702,186	30,052,818	30,962,505
Electric Distribution – Operation	2,473,711	2,845,280	2,986,236	2,936,185
Electric Distribution - Extension	1,448,144	1,489,200	2,281,100	2,132,200
Electric Technical Services	978,819	1,046,952	1,103,738	1,119,609
Electric Engineering	660,533	705,784	746,130	814,931
Electric Administration	1,728,734	1,581,664	1,535,071	1,151,883
Utility Deposit Interest	2,734			
Electric Customer Service	655,681	697,042	658,261	686,967
<b>Utilities Sub-Total</b>	<b>45,782,657</b>	<b>51,510,895</b>	<b>51,612,723</b>	<b>50,628,214</b>
Utilities CIP:				
Inlet Heating for GT2	503		18,812	805,000
Feed Water Heater Tube	23,006	980,000	996,994	

# **ENTERPRISE - ELECTRIC UTILITY, continued**

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
Utilities CIP, continued:				
#8 Air Heater Basket	137,809	100,000	100,000	
Plant Dist Substation Expansion	10,230		89,770	
Unit #8 Boiler Repair	3,066,933	2,500,000	2,840,206	
Combustion Turbine Control	(4,282)			
Interconnection Improvements	443,479	4,000,000	9,946,435	
Power Plant Fire Protection	16,031	570,000	953,969	
Cooling Tower Repair #8			1,220,000	
Vet Med Substation	141,439		14,653	
Demand Side Management	1,051,302	1,000,000	1,000,000	1,000,000
#7 Nitrogen Oxide Control			230,000	
Unit #8 Turb/Gen Overhaul		1,500,000	1,500,000	
#7 & #8 Oil Gun Upgrade	14,183			
GT-1 Inspection & Overhaul		850,000	850,000	
Unit 7 & 8 Dist Control System		425,000	425,000	
Unit 8 Nitrogen Oxide Control			1,380,000	
Unit 7 Cooling Tower Repair			50,000	400,000
Unit 8 Mercury Capital		300,000	300,000	300,000
Turbine Controls Upgrade		450,000	450,000	
Unit 7 Cooling Tower Piping	157,428			
Electric Services Storage Bldg.			125,000	
Vet Med Substation Volt Supprt	214		349,786	
69 kV Switchyard Relay/Control		150,000	150,000	1,700,000
Vet Med Substation Feeders		300,000		300,000
Unit #8 Blading/Diaphragms		2,000,000	1,170,086	
69 kV Transmission Reconstr.		250,000		520,000
Mortensen Road Underground		30,000	30,000	300,000
Plant Sub Switchgear Exten		110,000	110,000	950,000
Underground Storage Tanks		15,000	15,000	15,000
CEMS Equipment/Systems		450,000	450,000	
Top-O-Hollow Substation				250,000
Unit #7 Crane Repair				230,000
Unit #8 Precipitator Control				200,000
CT#1 Evaporator Cooler				300,000
CIP Sub-Total	5,058,275	15,980,000	24,765,711	7,270,000
Utilities Total	50,840,932	67,490,895	76,378,434	57,898,214

# ENTERPRISE - ELECTRIC UTILITY, continued

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
General Government:				
Executive Management	150,216	149,282	146,814	149,430
Legal Services	89,304	92,276	94,879	97,390
Public Records	30,879	31,566	31,511	31,875
Human Resources	92,351	99,494	100,468	102,548
Accounting & Reporting	265,629	277,972	273,327	282,290
Finance Admin/Budget	142,252	148,250	148,474	147,187
Public Relations	31,197	33,098	33,191	33,699
GIS Reimbursables	18,047	21,302	22,659	23,280
Facilities	35,224	35,497	35,725	35,454
Merit/Payroll Adjustments		23,826		24,448
Purchasing Services	249,265	249,265	249,265	249,265
Sustainability Coordinator	6,250	6,250	6,250	6,250
General Gov't Total	1,110,614	1,168,078	1,142,563	1,183,116
<b>Total Before Transfers</b>	52,021,721	68,858,973	77,970,668	59,181,330
<b>TRANSFERS:</b>				
Payment in Lieu of Taxes	1,871,746	1,926,800	1,926,800	1,959,481
<b>TOTAL EXPENSES</b>	53,893,467	70,785,773	79,897,468	61,140,811
Excess (Deficit) Revenues				
Over (Under) Expenses	3,790,435	(9,229,273)	(18,186,931)	(1,985,951)
Beginning Balance	43,404,358	36,004,952	47,194,793	29,007,862
Ending Balance	47,194,793	26,775,679	29,007,862	27,021,911
Minimum fund balance target:				
Based on contingency for casualty in power generation or distribution				10,100,000
Unreserved fund balance				16,921,911

**ENTERPRISE - PARKING OPERATIONS AND IMPROVEMENT**

This fund accounts for operations of the City parking system including operation and maintenance of meters and lots, parking meter attendants, collection of meter coin, rentals, and fines.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Miscellaneous	4,369	6,820	5,090	4,090
Illegal Parking	259,741	290,000	320,000	320,000
Overtime Parking	146,512	155,000	155,000	155,000
Interest Earnings	3,156	3,000	2,500	2,500
Fines/Clerk of Court	850			
East District – Downtown	199,879	189,400	191,900	192,120
West District – Campustown	147,757	140,920	140,500	142,500
Collection Agency Fees	20,868	23,000	12,000	22,000
<b>TOTAL REVENUES</b>	<b>783,132</b>	<b>808,140</b>	<b>826,990</b>	<b>838,210</b>
<b>EXPENSES:</b>				
Transportation:				
Parking Operation/Maintenance	247,769	249,661	255,613	255,939
Parking Law Enforcement	278,868	334,246	357,848	338,906
Parking Violation Collection	156,563	167,459	166,516	168,420
Right-of-Way Maintenance	2,903	4,108	4,530	4,843
Transportation Total	<b>686,103</b>	<b>755,474</b>	<b>784,507</b>	<b>768,108</b>
General Government:				
Legal Services	33,890	35,231	36,466	36,884
Human Resources	5,236	5,641	5,693	5,810
Accounting & Reporting	19,280	20,192	19,859	20,498
Finance Admin/Budget	3,387	3,530	3,535	3,504
Facilities	10,828	10,912	10,982	10,899
Merit/Payroll Adjustments		1,617		1,677
Purchasing Services	513	519	540	590
General Government Total	<b>73,134</b>	<b>77,642</b>	<b>77,075</b>	<b>79,862</b>
<b>TOTAL EXPENSES</b>	<b>759,237</b>	<b>833,116</b>	<b>861,582</b>	<b>847,970</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	23,895	(24,976)	(34,592)	(9,760)
Beginning Balance	327,774	313,900	351,669	317,077
Ending Balance	<b>351,669</b>	<b>288,924</b>	<b>317,077</b>	<b>307,317</b>

Minimum fund balance target:  
10% of operating expenses  
Unreserved fund balance

**84,797**  
**222,520**

**ENTERPRISE - TRANSIT AGENCY - OPERATIONS**

This fund accounts for the operation and capital improvements of mass transit bus system within the City. The Transit Board consists of representatives from Iowa State University, Government of Student Body, and City of Ames. Funding is provided by passenger fares, student fees, Iowa State University, Government Student Body, Iowa Department of Transportation, Federal Government, and a property tax levy.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Metro Planning Org Reimb	25,045	34,000	30,000	30,000
FTA Section 5307	1,528,279	1,530,000	1,540,702	1,985,414
IDOT Oper Asst & Reimb	818,735	819,100	834,250	870,339
ISU Administration	599,880	641,872	641,872	658,561
Fees/Service Charges	827,913	821,127	782,427	859,750
Miscellaneous Revenue	13,083	15,000	15,400	7,400
Interest Earnings	13,056	10,000	18,000	14,000
ISU Tuition	3,204,263	3,499,053	3,499,053	3,726,491
ISU Tuition Excess	134,814	75,000	150,000	60,000
<b>Total Before Transfers</b>	<b>7,165,068</b>	<b>7,445,152</b>	<b>7,511,704</b>	<b>8,211,955</b>
<b>TRANSFERS:</b>				
General Levy (Property Tax)	1,366,129	1,463,659	1,463,659	1,510,691
Government of the Student Body		75,000	160,000	
<b>Transfer Total</b>	<b>1,366,129</b>	<b>1,538,659</b>	<b>1,623,659</b>	<b>1,510,691</b>
<b>TOTAL REVENUES</b>	<b>8,531,197</b>	<b>8,983,811</b>	<b>9,135,363</b>	<b>9,722,646</b>
<b>EXPENSES:</b>				
Transportation:				
Fixed Route Service (Cy-Ride)	6,106,770	6,416,783	6,556,207	6,829,765
Dial-a-Ride Service	172,083	163,621	173,742	181,951
Transit Admin/Support	1,596,758	1,705,059	1,710,971	1,762,421
<b>Total Before Transfers</b>	<b>7,875,611</b>	<b>8,285,463</b>	<b>8,440,920</b>	<b>8,774,137</b>
<b>TRANSFERS:</b>				
Government of the Student Body	134,814	75,000	150,000	60,000
Transit Capital Reserve	208,812	378,801	378,801	800,000
<b>Total Transfers</b>	<b>343,626</b>	<b>453,801</b>	<b>528,801</b>	<b>860,000</b>
<b>TOTAL EXPENSES</b>	<b>8,219,237</b>	<b>8,739,264</b>	<b>8,969,721</b>	<b>9,634,137</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	311,960	244,547	165,642	88,509
Beginning Balance	475,016	658,411	786,976	952,618
Ending Balance	786,976	902,958	952,618	1,041,127

## ENTERPRISE - TRANSIT CAPITAL RESERVE

This fund accounts for Cy-Ride grant and capital activities. A fund balance has accumulated largely due to the timing of several projects where the local share was collected prior to the project completion or bus delivery.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
IDOT Revenues	2,354,250	3,228,340	6,181,347	3,071,011
ISU Parking	17,000	17,000	17,000	17,000
Interest Revenue	9,639	10,000	10,000	5,000
<b>Total Before Transfers</b>	<b>2,380,889</b>	<b>3,255,340</b>	<b>6,208,347</b>	<b>3,093,011</b>
<b>TRANSFERS:</b>				
Transit	208,812	378,801	378,801	800,000
Government of the Student Body			266,785	96,170
<b>Total Transfers</b>	<b>208,812</b>	<b>378,801</b>	<b>645,586</b>	<b>896,170</b>
<b>TOTAL REVENUES</b>	<b>2,589,701</b>	<b>3,634,141</b>	<b>6,853,933</b>	<b>3,989,181</b>
<b>EXPENSES:</b>				
Capital Improvements	2,744,683	3,682,200	7,779,993	3,987,146
<b>TOTAL EXPENSES</b>	<b>2,744,683</b>	<b>3,682,200</b>	<b>7,779,993</b>	<b>3,987,146</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(154,982)	(48,059)	(926,060)	2,035
Beginning Balance	1,479,505	92,657	1,324,523	398,463
Ending Balance	1,324,523	44,598	398,463	400,498

## ENTERPRISE – GSB TRANSIT TRUST

This fund is used for the stabilization of the contributions from the Government Student Body (GSB) at Iowa State University (ISU) to the Transit operating budget. The fund balance fluctuates based on fee approval, enrollment, and service levels.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest	10,105	9,000	13,200	10,600
<b>Total Before Transfers</b>	10,105	9,000	13,200	10,600
<b>TRANSFERS:</b>				
Transit	134,814	75,000	150,000	60,000
<b>TOTAL REVENUES</b>	144,919	84,000	163,200	70,600
<b>EXPENSES:</b>				
Transfer to Operations	0	75,000	160,000	
Transfer to Capital Reserve			266,785	96,170
<b>TOTAL EXPENSES</b>	0	75,000	426,785	96,170
Excess (Deficit) Revenues Over (Under) Expenses	144,919	9,000	(263,585)	(25,570)
Beginning Balance	1,099,457	1,171,457	1,244,376	980,791
Ending Balance	1,244,376	1,180,457	980,791	955,221

## ENTERPRISE – TRANSIT AGENCY INTERMODAL FACILITY

This is a new fund to show revenues and expenses associated with the construction of the intermodal facility. The City is the recipient of the Federal Tiger and Earmark Fund to build the facility. This project has been completed and the fund will be closed.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
ISU Admin	8,750	8,750	8,750	
IA 78-0001-00 Tiger	5,721,468		617,782	
ICB-CY11 Ames	300,000			
Interest Earnings	(1,967)			
<b>Total Before Transfers</b>	6,028,251	8,750	626,532	
<b>TRANSFERS:</b>				
General Fund	8,750	8,750	8,750	
<b>TOTAL REVENUES</b>	6,037,001	17,500	635,282	0
<b>EXPENSES:</b>				
Const. of Intermodal Facility	6,021,467	0	563,315	
<b>TOTAL EXPENSES</b>	6,021,467	0	563,315	0
Excess (Deficit) Revenues				
Over (Under) Expenses	15,534	17,500	71,967	
Beginning Balance	(87,501)	(70,001)	(71,967)	
Ending Balance	(71,967)	(52,501)	0	0



**ENTERPRISE - STORM SEWER**

The Storm Sewer Utility was established in 1994/95 to provide routine maintenance of storm sewers.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Fees & Service Charges	1,047,238	1,057,304	1,086,166	1,142,390
Developer Reimbursement	1,382	3,000	3,000	188,000
I-Jobs Retention Cells	32,223			
SW Permits and Reviews	12,750	14,000	14,000	14,000
Interest Earnings	12,529	11,000	11,000	6,500
Internal Service Charges	73,639	51,000	51,000	51,000
Miscellaneous Revenue	11		5,778	
Watershed Improv. Review Bd.	30,434			
DOT Emergency Relief Projects	31,433			
ISU – Arbor/Sheldon Erosion	20,564			
HMPG Hazard Mitigation		2,150,000	885,000	
<b>TOTAL REVENUES</b>	<b>1,262,203</b>	<b>3,286,304</b>	<b>2,055,944</b>	<b>1,401,890</b>
<b>EXPENSES:</b>				
Utilities:				
Engineering	301,120	306,902	305,475	320,921
Maintenance	357,380	267,485	267,566	253,144
Merit/Payroll Adjustments		1,661		1,590
Human Resources	2,061	2,220	2,059	2,102
Customer Service	1,985	2,340	2,340	2,400
Sub-Total	662,546	580,608	577,440	580,157
Utilities CIP:				
Storm Sewer Intake Rehab			150,000	
Low Point Drainage	74,055	125,000	498,389	
Outlet Erosion Control	84,920	100,000	182,330	150,000
S. Water Facility Rehab	13,539	100,000	345,249	351,937
Storm Sewer Improvements	52,392	2,475,000	1,407,608	250,000
Teagarden Area Study	47,225		12,775	
Sub-Total CIP	272,131	2,800,000	2,596,351	751,937
<b>TOTAL EXPENSES</b>	<b>934,677</b>	<b>3,380,608</b>	<b>3,173,791</b>	<b>1,332,094</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	327,526	(94,304)	(1,117,847)	69,796
Beginning Balance	1,444,809	530,469	1,772,335	654,488
Ending Balance	1,772,335	436,165	654,488	724,284
Minimum fund balance target:				
10% of operating expenses				58,016
Unreserved fund balance				666,268

## ENTERPRISE - AMES/ISU ICE ARENA

This fund accounts for the operation of the Ice Arena.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Pro Shop Sales	3,258	4,000	3,000	3,000
Equipment Rental	25,030	23,000	25,100	25,100
Skate Sharpening	4,848	4,600	4,800	4,800
Admissions	58,454	50,300	58,500	58,500
Dasher Board Advertising	7,231	6,843	8,244	8,244
Ice Rink Rental	320,839	323,150	318,911	317,647
Concessions	48,936	51,300	47,850	48,850
Interest Earnings	4,939	5,200	3,200	3,200
Miscellaneous Revenue	7,147	8,000	6,350	6,350
<b>TOTAL REVENUES</b>	<b>480,682</b>	<b>476,393</b>	<b>475,955</b>	<b>475,691</b>
<b>EXPENSES:</b>				
Ames/ISU Ice Arena	459,926	492,191	489,915	496,269
Merit & Payroll Adjustments		979		1,152
<b>TOTAL EXPENSES</b>	<b>459,926</b>	<b>493,170</b>	<b>489,915</b>	<b>497,421</b>
 Excess (Deficit) Revenues				
Over (Under) Expenses	20,756	(16,777)	(13,960)	(21,730)
Beginning Balance	180,895	187,433	201,651	187,691
Ending Balance	201,651	170,656	187,691	165,961
 Minimum fund balance target:				
Based on seasonal cash flow requirements				68,000
Unreserved fund balance				97,961

## ENTERPRISE - ICE ARENA CAPITAL RESERVE

This fund accounts for capital replacement contributions from the City of Ames and Iowa State University (ISU). Both the City of Ames and ISU contribute \$20,000 annually. Funds may only be spent on approved capital improvements at the Ice Arena. Interest earned by the reserve is credited to the Ice Arena Operations Fund to improve the fund balance and reduce rate increases required to fund operations.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Transfer from Local Option	20,000	20,000	20,000	20,000
ISU Participation	20,000	20,000	20,000	20,000
<b>TOTAL REVENUES</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>EXPENSES:</b>				
Ice Arena Improvements	100,272	180,500	20,901	70,000
<b>TOTAL EXPENSES</b>	<b>100,272</b>	<b>180,500</b>	<b>20,901</b>	<b>70,000</b>
Excess (Deficit) Revenues Over (Under) Expenses	(60,272)	(140,500)	19,099	(30,000)
Beginning Balance	422,945	454,643	362,673	381,772
Ending Balance	362,673	314,143	381,772	351,772

## ENTERPRISE - HOMEWOOD GOLF COURSE

This fund accounts for the operation of a 9-hole municipal golf course.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest Earnings	757	800	700	700
Golf Course Fees/Rentals	182,486	178,000	187,000	187,000
Pro Shop Sales	2,416	2,500	2,500	2,500
Concessions	23,720	24,000	24,000	25,000
Cell Tower Lease	27,202	26,800	28,682	28,995
Miscellaneous Revenue			563	
<b>TOTAL REVENUES</b>	<b>236,581</b>	<b>232,100</b>	<b>243,445</b>	<b>244,195</b>
<b>EXPENSES:</b>				
Homewood Golf Course	227,316	208,057	221,295	231,565
Merit & Payroll Adjustments		708		502
<b>TOTAL EXPENSES</b>	<b>227,316</b>	<b>208,765</b>	<b>221,295</b>	<b>232,067</b>
 Excess (Deficit) Revenues Over (Under) Expenses	 9,265	 23,335	 22,150	 12,128
Beginning Balance	87,425	91,928	96,690	118,840
Ending Balance	96,690	115,263	118,840	130,968

Minimum fund balance target:

Based on seasonal cash flow requirements	60,000
Unreserved fund balance	70,968

## ENTERPRISE - RESOURCE RECOVERY - OPERATIONS AND IMPROVEMENTS

This fund accounts for the operation of a municipally owned Resource Recovery Plant that provides service to 13 communities and several governmental organizations on a contractual basis. The member organizations contribute a per capita fee of \$9.10. The tipping fee is \$52.75 per ton. A transfer from the General Fund of \$452,862 is the Ames share of the per capita.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Per Capita Charges	258,513	272,327	272,327	272,327
ISU Charges	128,509	190,000	128,500	128,500
Other Contracts	22,865	22,540	20,540	20,540
Sale of Metals	326,613	304,800	334,400	324,400
Electric Plant RDF	736,242	960,000	735,000	742,000
Public Fees	49,939	37,000	48,000	48,000
Other Customers	2,226,093	2,600,000	2,200,000	2,200,000
Interest	19,227	25,000	23,000	20,000
Other Revenues	118,635	80,000	28,000	13,000
<b>Total Before Transfers</b>	<b>3,886,636</b>	<b>4,491,667</b>	<b>3,789,767</b>	<b>3,768,767</b>
<b>TRANSFERS:</b>				
General Fund	452,862	452,862	452,862	452,862
<b>TOTAL REVENUES</b>	<b>4,339,498</b>	<b>4,944,529</b>	<b>4,242,629</b>	<b>4,221,629</b>
<b>EXPENSES:</b>				
Utilities:				
Resource Recovery Process	2,546,553	2,785,470	2,632,100	2,672,318
Landfill Operations	15,176	19,134	20,244	19,317
Yard Waste Management	19,496	37,250	37,250	33,550
Processing Reject Disposal	846,257	888,875	900,380	881,250
Sub-Total	<b>3,427,482</b>	<b>3,730,729</b>	<b>3,589,974</b>	<b>3,606,435</b>
Utilities CIP:				
Recyclables Building	6,373			
Resource Rec. Renovations	97,525	285,750	337,455	345,800
Fire System Upgrade	5,630		65,000	
Alternative Feed System	63,632			
Primary Shredder			130,000	
CIP Sub-Total	<b>173,160</b>	<b>285,750</b>	<b>532,455</b>	<b>345,800</b>
Utilities Total	<b>3,600,642</b>	<b>4,016,479</b>	<b>4,122,429</b>	<b>3,952,235</b>

# ENTERPRISE - RESOURCE RECOVERY - OPERATIONS AND IMPROVEMENTS, continued

FUND SUMMARY	2011/12 ACTUAL	2012/13 ADOPTED	2012/13 ADJUSTED	2013/14 MGR REC
General Government:				
Human Resources	15,095	16,262	16,472	16,813
Legal	14,696	15,185	15,613	16,026
Accounting & Reporting	119,368	125,422	122,615	126,442
Finance Admin/Budget	13,548	14,119	14,140	14,018
Public Relations	15,599	16,549	16,596	16,849
Facilities	1,746	1,759	1,771	1,757
Merit/Payroll Adjustments		2,525		2,529
Purchasing Services	19,448	21,885	22,722	23,546
Public Works Administration	86,368	88,425	88,858	92,736
Sustainability Coordinator	6,250	6,250	6,250	6,250
General Government Total	292,118	308,381	305,037	316,966
<b>Total Before Transfer</b>	3,892,760	4,324,860	4,427,466	4,269,201
<b>TRANSFERS:</b>				
Debt Service				132,131
<b>TOTAL EXPENSES</b>	3,892,760	4,324,860	4,427,466	4,401,332
Excess (Deficit) Revenues				
Over (Under) Expenses	446,738	619,669	(184,837)	(179,703)
Beginning Balance	2,298,822	2,378,736	2,745,560	2,560,723
Ending Balance	2,745,560	2,998,405	2,560,723	2,381,020
Minimum fund balance target:				
10% of operating expenses				392,340
Unreserved fund balance				1,988,680

## INTERNAL SERVICES – FLEET MAINTENANCE 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.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest Earnings	760	1,000		
Operational Dept Charges	2,077,441	2,079,314	2,192,193	2,285,306
<b>Total Before Transfers</b>	2,078,201	2,080,314	2,192,193	2,285,306
<b>TRANSFERS:</b>				
Fleet Purchases Interest				
Road Use Tax Transfer			12,703	20,000
Water Transfer			12,703	20,000
Sewer Transfer			12,703	20,000
<b>Total Transfers</b>	0	0	38,109	60,000
<b>TOTAL REVENUES</b>	2,078,201	2,080,314	2,230,302	2,345,306
<b>EXPENSES:</b>				
General Government:				
Accounting & Reporting	41,852	43,782	43,060	44,481
Finance Admin/Budget	6,774	7,060	7,070	7,009
Facilities	83,198	108,841	108,431	109,078
Merit/Payroll Adjustments		2,859		2,937
Purchasing Services	3,343	3,394	3,524	3,844
<b>General Government Total</b>	135,167	165,936	162,085	167,349
Internal Services:				
Fleet Maintenance Services	1,788,561	1,766,890	1,870,382	1,969,621
Fleet Acquisition & Disposal	161,332	148,889	145,383	149,195
Facility Improvements			52,910	80,000
<b>Internal Services Total</b>	1,949,893	1,915,779	2,068,675	2,198,816
<b>TOTAL EXPENSES</b>	2,085,060	2,081,715	2,230,760	2,366,165
Excess (Deficit) Revenues				
Over (Under) Expenses	(6,859)	(1,401)	(458)	(20,859)
Beginning Balance	257,771	147,251	250,912	250,454
Ending Balance	250,912	145,850	250,454	229,595

## INTERNAL SERVICES – FLEET REPLACEMENT

This fund accounts for the accumulation of funds for use in the replacement of City of Ames fleet vehicles and related equipment. This fund allows operating departments to accumulate funds to replace vehicles and equipment over the useful life of that equipment.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest Earnings	55,832	60,000	60,000	57,000
Equip. Replacement Charges	1,688,413	1,248,986	1,275,791	1,315,538
<b>TOTAL REVENUES</b>	1,744,245	1,308,986	1,335,791	1,372,538
<b>EXPENSES:</b>				
Fleet Acquisition & Disposal	1,670,554	727,600	2,145,434	1,438,900
<b>Total Before Transfers</b>	1,670,554	727,600	2,145,434	1,438,900
<b>TRANSFERS:</b>				
Electric Fund	185,632			
Sewer Fund	61,686			
<b>Total Transfers</b>	247,318	0	0	0
<b>TOTAL EXPENSES</b>	1,917,872	727,600	2,145,434	1,438,900
Excess (Deficit) Revenues				
Over (Under) Expenses	(173,627)	581,386	(809,643)	(66,362)
Beginning Balance	7,041,545	6,455,811	6,867,918	6,058,275
Ending Balance	6,867,918	7,037,197	6,058,275	5,991,913



## INTERNAL SERVICES – INFORMATION TECHNOLOGY

Information Technology and Communication Services operate on a reimbursable basis.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Information Technology Charges	1,345,981	1,376,518	1,379,901	1,417,710
Communication Services	226,255	227,234	227,019	227,019
<b>TOTAL REVENUES</b>	<b>1,572,236</b>	<b>1,603,752</b>	<b>1,606,920</b>	<b>1,644,729</b>
<b>EXPENSES:</b>				
General Government:				
Merit/Payroll Adjustments		7,367		7,625
Internal Services:				
Information Technology	1,345,981	1,376,518	1,379,901	1,417,710
Communication Services	226,255	227,234	227,019	227,019
City Hall IT Remodel		43,487	43,487	
Internal Services Total	<b>1,572,236</b>	<b>1,647,239</b>	<b>1,650,407</b>	<b>1,644,729</b>
<b>TOTAL EXPENSES</b>	<b>1,572,236</b>	<b>1,654,606</b>	<b>1,650,407</b>	<b>1,652,354</b>
Excess (Deficit) Revenues Over (Under) Expenses	0	(50,854)	(43,487)	(7,625)
Beginning Balance	147,529	147,526	147,529	104,042
Ending Balance	147,529	96,672	104,042	96,417

## INTERNAL SERVICES – COMPUTER REPLACEMENT FUND

This fund accounts for the accumulation of funds for use in the replacement of City of Ames computers and related Information Services equipment. This fund allows operating departments to accumulate funds to replace Information Services equipment over the useful life of the equipment. Activities include a shared communication project with other law enforcement agencies in Ames and Story County.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Interest	21,414	20,000	20,000	18,200
Equip. Replacement Funds	392,224	240,777	379,357	270,330
Shared Comm. ISU	45,575	56,802	56,144	57,809
Shared Comm. Story County	43,479	56,802	56,144	57,809
Shared Comm. E911 Board	20,335	25,875	26,050	27,921
Shared Comm. Ames Police	43,293	56,802	56,144	57,809
Shared Comm. Fire		2,700	2,700	2,700
<b>Total Before Transfers</b>	<b>566,320</b>	<b>459,758</b>	<b>596,539</b>	<b>492,578</b>
<b>TRANSFERS:</b>				
General Fund	175,000		75,000	
<b>TOTAL REVENUES</b>	<b>741,320</b>	<b>459,758</b>	<b>671,539</b>	<b>492,578</b>
<b>EXPENSES:</b>				
Replacement Computer Equip.	312,574	51,752	361,530	176,971
Info Technology Computer Purch	96,104	98,983	208,226	128,725
Phone System Purchases	33,486	23,275	78,817	65,750
Shared Communication Project	148,527	198,983	197,182	204,048
<b>TOTAL EXPENSES</b>	<b>590,691</b>	<b>372,993</b>	<b>845,755</b>	<b>575,494</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	150,629	86,765	(174,216)	(82,916)
Beginning Balance	2,392,844	2,375,378	2,543,473	2,369,257
Ending Balance	2,543,473	2,462,143	2,369,257	2,286,341

## INTERNAL SERVICES - RISK MANAGEMENT

This fund accounts for payment of insurance premiums for Worker's Compensation, comprehensive liability and other insurance covered by the Risk Management Program. Loss prevention is also included in the program. The fund balance includes the required reserves plus an accrual calculation for unreported claims.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Department Insurance Charges	1,412,891	1,438,630	1,402,442	1,350,760
Interest Earnings	7,822	7,000	10,400	7,000
City Contrib. Workers' Comp	799,530	801,321	838,664	859,000
<b>TOTAL REVENUES</b>	<b>2,220,243</b>	<b>2,246,951</b>	<b>2,251,506</b>	<b>2,216,760</b>
<b>EXPENSES:</b>				
General Government:				
Merit/Payroll Adjustments		893		945
Internal Services:				
Risk Management Admin	136,789	120,554	120,988	124,301
Workers Comp Claims	353,128	305,000	305,000	330,000
Workers Comp Admin	97,471	112,606	116,920	146,208
Liability Insurance	168,201	164,633	164,103	174,364
Auto Insurance	62,428	51,613	62,956	66,104
Excess Insurance		66,295		
Liability Claims	49,879	34,000	50,000	50,000
Transit Insurance	152,927	124,998	154,231	161,943
Property Insurance	710,240	685,895	680,915	712,639
Prof. Liability Claims	29,982	28,000	30,624	32,155
Internal Safety Training	146,640	162,706	135,250	116,000
411 Medical	104,756	180,000	212,000	212,000
Police Professional Insurance	31,473	30,521	32,132	33,739
<b>TOTAL EXPENSES</b>	<b>2,043,914</b>	<b>2,067,714</b>	<b>2,065,119</b>	<b>2,160,398</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	176,329	179,237	186,387	56,362
Beginning Balance	905,795	928,552	1,082,124	1,268,511
Ending Balance	1,082,124	1,107,789	1,268,511	1,324,873

Minimum fund balance target:

Reserved for deductibles and retained risk	1,000,000
Unreserved fund balance	324,873

**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. An 8% contribution rate increase is budgeted for FY 13/14. The reserve for post employment health care benefits reflects the City's liability for funding post employment health care benefits.

<b>FUND SUMMARY</b>	<b>2011/12 ACTUAL</b>	<b>2012/13 ADOPTED</b>	<b>2012/13 ADJUSTED</b>	<b>2013/14 MGR REC</b>
<b>REVENUES:</b>				
Employee/Retiree Contributions	738,306	781,765	770,527	825,940
Medicare Supplement Contribut.	30,264	30,000	30,000	30,000
Interest Earnings	29,781	30,000	30,000	30,000
City Contributions	5,791,266	5,749,189	5,812,508	6,269,072
COBRA Contributions	21,236	10,000	10,000	15,000
<b>TOTAL REVENUES</b>	<b>6,610,853</b>	<b>6,600,954</b>	<b>6,653,035</b>	<b>7,170,012</b>

**EXPENSES:**

General Government:

Merit/Payroll Adjustments	1,312	1,360
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Internal Service:

Health Administration	75,912	88,147	87,725	79,777
Medical Claims	4,397,294	4,275,800	4,741,855	5,073,785
Dental Claims	321,315	343,302	335,338	355,458
Pharmacy Claims	1,079,414	1,087,502	1,094,761	1,162,727
Medicare Supplement Premium	28,708	30,000	30,000	30,000
Specific Excess Insurance	139,564	145,262	143,751	148,064
Aggregate Excess	20,422	20,832	20,832	20,832
Reinsurance	11,879	35,281	20,879	21,923
Access Fee	59,469	61,220	60,658	61,871
Health Promotion	201,231	189,894	192,188	219,754
ASO Medical	185,074	191,762	193,958	203,268
ASO Dental	22,482	23,091	23,091	24,015
Pharmacy Outcomes	26,040	26,040	26,040	26,040
Disease Management	46,181	40,025	40,025	40,826
<b>TOTAL EXPENSES</b>	<b>6,614,985</b>	<b>6,559,470</b>	<b>7,011,101</b>	<b>7,469,700</b>

Excess (Deficit) Revenues

Over (Under) Expenses	(4,132)	41,484	(358,066)	(299,688)
Beginning Balance	2,902,817	3,052,782	2,898,685	2,540,619
Ending Balance	2,898,685	3,094,266	2,540,619	2,240,931

Reserve for Post-Employment  
Health Care Benefits

Minimum fund balance target:

Estimated 3 months of claims 1,450,000

Reserve for post-employment health care benefits 251,219

Unreserved fund balance 539,712





Twelve enclosed bike lockers are conveniently provided for bike storage.

## **AMES CITY COUNCIL APPOINTEES**

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

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

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
Donald Kom	Electric	515-239-5171
Duane Pitcher	Finance	515-239-5113
Shawn Bayouth	Fire	515-239-5414
Paul Hinderaker	Fleet Services/Facilities	515-239-5520
Julie Huisman	Human Resources	515-239-5199
Vacant	Library	515-239-5630
Vacant	Parks and Recreation	515-239-5350
Vacant	Planning & Housing	515-239-5400
Chuck Cychosz	Police	515-239-5130
John Joiner	Public Works	515-239-5162
Sheri Kyras	Transportation – CyRide	515-239-5563
John Dunn	Water & Pollution Control	515-239-5150

**ELECTRIC RATE COMPARISON**  
**For Rates in Effect October 2012**  
 By Ames Municipal Electric System

**RESIDENTIAL RATE COMPARISON**

	250 kWh	% *	500 kWh	% *	750 kWh	% *	1,000 kWh	% *
<b>SUMMER</b>								
<b>Ames Electric Svcs.</b>	\$ 35.80	<b>-22.18%</b>	\$ 63.60	<b>-13.85%</b>	\$ 91.40	<b>-8.97%</b>	\$ 119.20	<b>-7.93%</b>
Alliant Energy	41.01		71.51		97.07		132.52	
MidAmerican Energy	30.90		53.08		75.26		97.43	
Consumers Energy	64.25		95.00		125.75		156.50	
Midland Power Coop	47.85		75.70		103.55		131.40	
<b>WINTER</b>								
<b>Ames Electric Svcs.</b>	30.80	<b>-31.25%</b>	53.60	<b>-24.95%</b>	76.40	<b>-20.98%</b>	99.20	<b>-18.65%</b>
Alliant Energy	36.85		63.20		84.11		105.02	
MidAmerican Energy	30.26		51.80		73.33		94.86	
Consumers Energy	64.25		95.00		125.75		156.50	
Midland Power Coop	47.85		75.70		103.55		131.40	

**COMMERCIAL/INDUSTRIAL RATE COMPARISON**

	7,500 kWh	% *	10,000 kWh 40KW	% *	12,500 kWh 50KW	% *	30,000 kWh 100 KW	% *
<b>SUMMER</b>								
<b>Ames Electric Svcs.</b>	\$ 835.50	<b>7.61%</b>	\$ 885.00	<b>-24.37%</b>	\$ 1,371.25	<b>-5.53%</b>	\$ 2,875.00	<b>-10.60%</b>
Alliant Energy	833.58		1,089.82		1,362.28		3,218.44	
MidAmerican Energy	700.21		898.81		1,097.41		2,487.58	
Consumers Energy	908.50		1,381.20		1,707.75		3,523.00	
Midland Power Coop	663.50		1,311.00		1,638.75		3,634.00	
<b>WINTER</b>								
<b>Ames Electric Svcs.</b>	685.50	<b>-3.12%</b>	1,023.00	<b>-3.28%</b>	1,241.25	<b>-5.25%</b>	2,615.00	<b>-9.27%</b>
Alliant Energy	603.11		704.04		880.05		2,104.58	
MidAmerican Energy	655.23		834.31		1,013.40		2,266.98	
Consumers Energy	908.50		1,381.20		1,707.75		3,523.00	
Midland Power Coop	663.50		1,311.00		1,638.75		3,634.00	

\* % indicates difference in A.M.E.S. rates compared to average of other four utilities.

NOTE: Some utilities also offer optional rates for electric heat, time-of-use, etc.

**ENERGY COST ADJUSTMENT FOR 2012 RATE COMPARISON**

**SUMMER RATE PERIOD**

	Residential	Commercial	Industrial		
Ames Electric Svcs.	\$ - 0.00540	\$ - 0.00540	\$ - 0.00540	Ames Electric Svcs.	June, July, Aug, Sep
Alliant Energy	0.01810	0.01810	0.02220	Alliant Energy	June 16 - Sep 15
MidAmerican Energy	N/A	N/A	N/A	MidAmerican Energy	June, July, Aug, Sep
Consumers Energy	0.00050	0.00050	0.00050	Consumers Energy	N/A
Midland Power Coop	0.00900	0.00900	0.00900	Midland Power Coop	N/A



## RESIDENTIAL WATER RATE COMPARISON

Iowa Cities of 10,000 and Over Population  
Rates as of September 2011

### *With Softening*

	Population Served	Minimum	600 cf	1,000 cf	10,000 cf	50,000 cf	100,000 cf
Ames	58,965	\$ 9.56	\$ 20.78	\$ 28.26	\$ 225.23	\$ 1,088	\$ 2,176
Ankeny	45,582	6.79	21.19	34.02	345.10	1,721	3,456
Boone	12,600	7.37	24.02	37.34	533.28	1,686	3,362
Cedar Rapids	126,326	9.90	20.10	26.90	188.52	850	1,666
Iowa City	67,831	6.41	21.36	33.32	243.62	1,104	2,179
Marshalltown	27,552	5.50	14.56	20.60	157.75	695	1,384
Newton	15,579	8.38	14.66	20.94	129.44	600	1,206
W. Des Moines	61,500	3.00	22.35	35.25	325.80	1,619	3,237
Ames Rank Among 23		7	14	17	19	12	12

### *With Other Treatment*

	Population Served	Minimum	600 cf	1,000 cf	10,000 cf	50,000 cf	100,000 cf
Cedar Falls	39,260	\$ 9.21	\$ 14.43	\$ 17.91	\$ 75.30	\$ 321	\$ 623
Fort Dodge	25,206	10.84	18.90	28.56	200.26	849	1,569
Marion	34,768	10.27	14.04	19.06	131.27	601	1,170
Sioux City	82,648	9.07	20.15	31.23	229.45	1,028	1,881
Ames Rank Among 33		10	16	22	24	15	15

Range		\$ 0.00	\$ 9.17	\$ 13.97	\$ 70.21	\$ 305	\$ 563
	to	14.29	32.26	53.25	533.28	2,663	5,325
Median Rate		\$ 8.20	\$ 20.51	\$ 28.86	\$ 230.75	\$ 1,011	\$ 1,925
Ames, % of Median		116.6	101.3	97.9	97.6	107.6	113.0

## RESIDENTIAL SEWER SERVICE CHARGE COMPARISON

Iowa Cities of 10,000 and Over Population  
Rates as of September 2011

	Population Served	Minimum	600 cf	1,000 cf	10,000 cf	50,000 cf	100,000 cf
Ames	58,965	\$ 7.87	\$ 19.93	\$ 27.97	\$ 208.87	\$ 1,013	\$ 2,018
Ankeny	45,582	14.41	38.31	54.24	430.61	2,089	4,194
Boone	12,600	3.00	50.82	82.70	800.00	3,988	7,973
Cedar Falls	39,260	13.30	20.46	27.62	188.72	905	1,800
Cedar Rapids	126,326	15.35	21.43	27.51	164.31	772	1,532
Fort Dodge	25,206	14.04	18.12	26.28	209.88	1,026	2,046
Iowa City	67,831	8.15	28.10	44.06	403.16	1,999	3,994
Marshalltown	27,552	10.27	20.83	27.87	186.27	890	1,770
Newton	15,579	7.38	16.86	26.34	239.64	1,188	2,373
Sioux City	82,648	10.63	26.58	42.52	407.34	2,024	4,043
W. Des Moines	61,500	3.00	24.83	39.38	366.75	1,822	3,641
Ames Rank Among 37		20	26	25	29	29	27

Range		\$ 1.92	\$ 11.08	\$ 15.13	\$ 106.25	\$ 511	\$ 1,018
	to	25.20	50.82	82.70	800.00	3,988	7,973
Median Rate		\$ 8.15	\$ 23.16	\$ 32.22	\$ 247.80	\$ 1,191	\$ 2,377
Ames, % of Median		96.6	86.1	86.8	84.3	85.1	84.9

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