

**COUNCIL ACTION FORM**

**SUBJECT:** REQUEST FROM AMES INTERNATIONAL PARTNER CITIES  
ASSOCIATION TO CARRY OVER FY 2017/18 FUNDS INTO FY 2018/19

**BACKGROUND:**

The Ames International Partner Cities Association (AIPCA) organizes international partner city activities on behalf of the community of Ames. Currently, Ames is partnered with Koshu City, Japan. Each year, the City Council allocates funding for outside organizations, including AIPCA. In FY 2017/18, the City has an agreement to fund AIPCA in the amount of \$8,000. Of this total, \$2,100 is to support the expenses for sending a youth delegation to Japan. This delegation was originally scheduled to depart in June, but now is anticipated to travel in July, which is in the next fiscal year. AIPCA has requested to carry over the \$2,100 budgeted in FY 2017/18 for this expense.

Additionally, \$3,000 of AIPCA's FY 2017/18 funding is to support exploration of a partnership with a new city. Originally, AIPCA intended to explore a partnership with a city in Italy. That prospect has not materialized; instead a potential partnership is being explored with a city in China. This change in direction has delayed the use of these funds, which AIPCA has also requested to carry over into FY 2018/19.

AIPCA was awarded \$6,000 in funds in FY 2018/19. These two carryovers will affect AIPCA's FY 2017/18 and FY 2018/19 allocations as follows:

**FY 2017/18:**

\$8,000 awarded

*Carry over \$2,100 for youth delegation trip in July*

*Carry over \$3,000 for New Partner City exploration*

= \$2,900 actual expenses this FY

**FY 2018/19:**

\$5,100 in carryover from previous year

\$6,000 in new funding for hosting a youth delegation, sending an adult delegation, and  
supplies (per the application budget)

= \$11,100 actual expenses this FY

**ALTERNATIVES:**

1. Approve the request to carry over \$5,100 from AIPCA's FY 2017/18 allocation into FY 2018/19.
2. Do not approve the request.

**CITY MANAGER'S RECOMMENDED ACTION:**

Funds have been budgeted for AIPCA to undertake a variety of activities in FY 2017/18. Due to circumstances outside AIPCA's control, two AIPCA activities will be delayed into FY 2018/19. Authorizing a carryover of \$5,100 will allow these two activities to take place in FY 2018/19. Approving this request will not affect the total amount budgeted for AIPCA in this two-year period.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the request to carry over \$5,100 from AIPCA's FY 2017/18 allocation into FY 2018/19.

March 8, 2018

To members of Ames city council:

I am writing to you regarding Ames International Partnership Cities Association. This fiscal year we will use very little of the money from the city that was budgeted for us. In our 2017-18 grant, we requested money to cover expenses for an adult delegation to come to Ames in September 2017 from our sister city, Koshu Japan. We also budgeted to send a student delegation to travel to Koshu in June 2018.

However, the Japanese cancelled their trip here last September and our students were not able to travel in June but instead are traveling in July.

With the cancellation and the date change of the youth trip to July, we will not be using a large amount of our requested 2017-18 grant. However, in fiscal year 2018-19 we will have extra traveling expenses as we will send a youth delegation in July, host a youth delegation in September and potentially send an adult delegation in June 2019. We also typically have our annual meeting in June but since we would like to have the youth delegate present, we will likely reschedule the meeting to July which will create another expense that would normally happen in the 2017-18 budget to occur in the following 2018-19 budget.

With those changes in mind, the AIPCA board is requesting that we be allowed to transfer the grant money that we would normally use on those expenses from the 2017-18 grant to our 2018-19 grant.

Thank you for considering our request and please let me know if you have any further questions or need more clarification.

Sincerely,

Jennifer Malone  
AIPCA treasure