# **MEMO**



Item No. 36

**To:** Mayor and Ames City Council Members

From: Steven L. Schainker, City Manager

**Date:** April 24, 2020

**Subject:** FY 2019/20 Final Budget Amendments

At this time of the year we bring before the City Council for your approval the Final Budget Amendments for the fiscal year that will end on June 30<sup>th</sup> of that year. Historically, the approval of these budgets estimates for revenues and expenditures is perfunctory. However, this is not the case this year! Because of the outbreak of the Corona virus, our FY 2019/20 will be negatively impacted by a projected loss of \$9,100,000 in revenue from the amount we estimated back in February. Assuming the emergency continues into the next fiscal year, the total loss in expected revenue no doubt will exceed the \$9,100,000 level. The actual amount will depend on how long the public and private buildings are shut down and how long our residents choose not to utilize these services once they are opened.

While keeping an emphasis on implementing our COVID-19 Response Plan, it is now time to focus attention on a COVID-19 Financial Recovery Plan as well. Thus, we must now think about the financial safety of our city as well as the physical safety of our residents!

The two goals of the Financial Recovery Plan are 1) to end FY 2019/20 and 2) end FY 2020/21 with the same ending balances in the major funds that were approved when you certified the budget back in March. In order to accomplish these goals, reductions in the operating and capital improvement expenditures will be required to offset the projected loss in revenue.

The approval of the Final Amendments for FY 2019/20 represents the Staff's attempt to accomplish Goal 1 of this plan. With the assistance of a dedicated group of Departments Heads, along with their city employees, we are able to meet this first goal for most of the major funds except the Parking, Hotel/Motel, and Ice Arena Funds.

Because of the uncertainly as to how long the crisis will extend into the next fiscal year, more time is needed to develop our recommendations regarding possible expenditure reductions in FY 2020/21 to meet Goal 2. We will likely wait until August to present these recommendations since we will know more about expected duration of the COVID-19 crisis and its financial impact on the City at that time.

	2019/20 Adjusted Fund Balance	2019/20 Final Revenue Change	2019/20 Final Expense Change	2019/20 Net Change	2019/20 Final Fund Balance	Percentage Change from Adjusted
General Fund	9,865,175	(1,610,790)	(1,610,790)	-	9,865,175	0.0%
Special Revenue Funds:						
Local Option Sales Tax	2,061,120	(507,749)	(507,749)	_	2,061,120	0.0%
Hotel/Motel Tax	1,136,131	(759,500)	(651,000)	(108,500)	1,027,631	-9.6%
Road Use Tax	3,571,508	(405,384)	(405,384)	-	3,571,508	0.0%
Animal Shelter Donations Fund	221,292	-	34,116	(34,116)	187,176	-15.4%
City-Wide Housing Programs	473,208	-	(73)	73	473,281	0.0%
CDBG Program	20,594	-	· -	-	20,594	0.0%
HOME Program	-	-	-	-	-	
Employee Benefit Property Tax	-	-	-	-	-	
Police/Fire Retirement	324,439	-	-	-	324,439	0.0%
Parks & Rec Grants/Donations	898	-	20,000	(20,000)	(19,102)	-2227.2%
Library Direct State Aid	-	-	-	-	-	
Library Friends Foundation	53,607	-	-	-	53,607	0.0%
Library Future Needs	187,809	-	-	-	187,809	0.0%
Library Grants/Donations	43,423	-	-	-	43,423	0.0%
Utility Assistance	12,388	-	-	-	12,388	0.0%
Miscellaneous Donations	1,737	-	-	-	1,737	0.0%
Developer Projects	226,096	-	-	-	226,096	0.0%
Economic Development	547,166	-	-	-	547,166	0.0%
Tax Increment Financing (TIF)	(329,398)	-	-	-	(329,398)	0.0%
Total Special Revenue Funds	8,552,018	(1,672,633)	(1,510,090)	(162,543)	8,389,475	-1.9%
Capital Project Funds:						
Special Assessments	(517,986)	-	-	-	(517,986)	0.0%
Street Construction	334,969	(900,000)	(900,000)	-	334,969	0.0%
Airport Construction	481,563	-	-	-	481,563	0.0%
Park Development	2,507,069	-	449,845	(449,845)	2,057,224	-17.9%
General Obligation Bonds	451,464	-	(136)	136	451,600	0.0%
Total Capital Project Funds	3,257,079	(900,000)	(450,291)	(449,709)	2,807,370	-13.8%
Permanent Funds:						
Cemetery Perpetual Care	1,017,523	-	-	-	1,017,523	0.0%
Furman Aquatic Center Trust	1,170,468	<u>-</u>	<u>-</u>	<u>-</u>	1,170,468	0.0%
Total Permanent Funds	2,187,991	-	-	-	2,187,991	0.0%

	2019/20 Adjusted Fund Balance	2019/20 Final Revenue Change	2019/20 Final Expense Change	2019/20 Net Change	2019/20 Final Fund Balance	Percentage Change from Adjusted
Enterprise Funds:						
Water Utility	11,797,687	(282,200)	(282,200)	-	11,797,687	0.0%
Water Construction	-	-	-	-	-	
Water Sinking	352,425	-	-	-	352,425	0.0%
Sewer Utility	9,101,740	(479,000)	(479,000)	-	9,101,740	0.0%
Sewer Improvements	-	-	-	-	-	
Sewer Sinking	44,566	-	-	-	44,566	0.0%
Electric Utility	34,639,654	(4,549,597)	(4,549,597)	-	34,639,654	0.0%
Electric Sinking	80,776	-	-	-	80,776	0.0%
Parking	110,700	(289,900)	(283,228)	(6,672)	104,028	-6.0%
Parking Capital Reserve	353,903	(241,509)	-	(241,509)	112,394	-68.2%
Transit Operations	4,899,435	-	91,101	(91,101)	4,808,334	-1.9%
Transit Student Govt Trust	763,053	-	-	-	763,053	0.0%
Transit Capital Reserve	784,144	102,520	-	102,520	886,664	13.1%
Storm Water Utility	1,202,222	-	(35,391)	35,391	1,237,613	2.9%
Storm Water Improvements	-	3,747,450	3,747,450	-	-	
Ames/ISU Ice Arena	179,066	(71,899)	(59,749)	(12,150)	166,916	-6.8%
Ice Arena Capital Reserve	138,173	-	80,000	(80,000)	58,173	-57.9%
Homewood Golf Course	201,450	(44,019)	(44,019)	-	201,450	0.0%
Resource Recovery	345,399	-	(388,643)	388,643	734,042	112.5%
Total Enterprise Funds:	64,994,393	(2,108,154)	(2,203,276)	95,122	65,089,515	0.2%
Delta Occasion Francis	4 000 544				4 000 544	0.00/
Debt Service Fund	1,220,541		-	-	1,220,541	0.0%
Internal Service Funds:						
Fleet Services	250,000	-	(4,567)	4,567	254,567	1.8%
Fleet Reserve	9,832,775	3,000	33,243	(30,243)	9,802,532	-0.3%
Information Technology	122,544	· -	(12,685)	12,685	135,229	10.4%
Technology Reserve	1,971,130	14,895	-	14,895	1,986,025	0.8%
Shared Communications	-	· -	-	-	-	
Risk Management	2,733,755	-	(2,699)	2,699	2,736,454	0.1%
Health Insurance	5,594,802	-	(7,548)	7,548	5,602,350	0.1%
Total Internal Service Funds:	20,505,006	17,895	5,744	12,151	20,517,157	0.1%
Totals	110,582,203	(6,273,682)	(5,768,703)	(504,979)	110,077,224	-0.5%

### General Fund 2019/20 Final Amendment Changes

Davianuas	Amount
Revenues: Hotel/Motel tax receipts	(759,500)
ISU Fire revenue	(27,720)
Building permit revenue	27,024
Library fines/copying revenue	(32,839)
Parks & Recreation program revenue	(460,259)
Cemetery revenue	(8,537)
Airport revenue	(5,250)
LOT transfer (property tax relief)	(278,609)
H/M transfer (property tax relief)	(65,100)
Total Revenue Change	(1,610,790)
Expenses:	
Operations:	
City Council Contingency	(24,146)
City Manager	(20,987)
Media Production Services	(6,000)
Planning/Economic Development	(7,076)
Finance	(22,997)
Legal Services	(6,882)
Human Resources: Fire	(13,230) (80,390)
Inspections	(24,183)
Police/Animal Control	(41,909)
Library	(36,160)
Facilities	(4,500)
Parks and Recreation	(330,720)
Cemetery	(2,986)
Public Works/Airport Operations	(10,779)
Total Operations	(632,945)
CIP:	()
Fire Station 2 relocation study	(35,000)
Fire project savings	(44,345)
Library door replacement Indoor Aquatic Facility study	(30,000) (75,000)
Auditorium LED stage lights	(34,000)
Total CIP	(218,345)
Transfers:	
Hotel/Motel tax receipts to H/M fund	(759,500)
Total Expense Change	(1,610,790)
Net Fund Change	

# Local Option Sales Tax 2019/20 Final Amendment Changes

	Amount	
Revenues: Community Betterment (40%) Property Tax Relief (60%) H/M Tax transfer	(185,740) (278,609) (43,400)	
Total Revenue Change	(507,749)	
Expenses:		
·		
Operations: Municipal Band	(7,000)	
CIP: Neighborhood Improvement Program Downtown Façade Grant Program Campustown Façade Grant Program Fire Station Signage City Hall Improvements Accessibility Enhancements Campustown Improvements (signal) Total CIP	(29,150) (110,370) (16,245)	Remaining budget: 13,157 Remaining budget: 64,001 Remaining budget: 34,000 Remaining budget: 188,279
Transfers: General Fund (property tax relief)	(278,609)	
Total Expense Change	(507,749)	
Net Fund Change		

### Hotel/Motel Tax 2019/20 Final Amendment Changes

Devenues	Amount
Revenues: Transfer from General Fund	(759,500)
Total Revenue Change	(759,500)
Expenses:	(= 10 =00)
Passthrough to ACVB Transfer to General Fund	(542,500) (65,100)
Transfer to Local Option Sales Tax	(43,400)
Total Expense Change	(651,000)
Net Fund Change	(108,500)

## Road Use Tax 2019/20 Final Amendment Changes

	Amount	
Revenues:		
Road Use Tax	(405,384)	
Total Revenue Change	(405,384)	
Expenses:		
Operations:		
Financial Services	(1,016)	
Human Resources	(2,703)	
Parks and Recreation/ROW Maintenance	(23,180)	
Public Works Administration	(2,591)	
Traffic Operations	(29,524)	
Traffic Engineering	(7,750)	
Street Maintenance	500	
Snow/Ice Control	(142,987)	
Public Works Engineering Public Works GIS	(9,083) (1,283)	
Total Operations	(219,617)	
•	(=:0,0::/	
CIP: Traffic Calming	(20,000)	
Signal Upgrades	(9,297)	
Main Street Pavers	,	Remaining budget: 366,303
19/20 Collector/Bloomington (signals)	9,227	<b>3 3</b> ,
Multi-Model Improvements	(210,000)	
Multi-Modal/13th and Clark	210,000	
Total CIP	(185,767)	
Total Expense Change	(405,384)	
Net Fund Change		

### Animal Shelter Donations 2019/20 Final Amendment Changes

Expenses:	Amount
Animal Control: Additional funds for dog kennels	34,116
Total Expense Change	34,116
Net Fund Change	(34,116)

## City-Wide Housing 2019/20 Final Amendment Changes

	Amount
Expenses:	
Financial Services:	
Accounting charges	(73)
Total Expense Change	(73)
Net Fund Change	73

## Parks and Rec Donations/Grants 2019/20 Final Amendment Changes

Expenses:	Amount
Parks and Recreation CIP: Homewood Clubhouse	20,000
Total Expense Change	20,000
Net Fund Change	(20,000)

### Street Construction 2019/20 Final Amendment Changes

Revenues:	Amount
Street Engineering CIP: MPO funding for 19/20 Arterial/13th Street	(900,000)
Total Revenue Change	(900,000)
Expenses:	
Street Engineering CIP:	
19/20 Arterial/13th Street/Wilson to Duff	(900,000)
Total Expense Change	(900,000)
Net Fund Change	

# Park Development 2019/20 Final Amendment Changes

Expenses:	Amount
Parks and Recreation CIP: Homewood Clubhouse	449,845
Total CIP	449,845
Total Expense Change	449,845
Net Fund Change	(449,845)

## General Obligation Bonds 2019/20 Final Amendment Changes

Expenses:	Amount
Experience.	
Financial Services:	(136)
PW/Engineering CIP: 19/20 Concrete Pavement Campustown Improvements Total CIP	(600,000) 600,000
Total Expense Change	(136)
Total Fund Change	(136)

# Water Utility Fund 2019/20 Final Amendment Changes

	Amount
Revenues: IDALS grant (Campustown Imp) ISU contract sales Metered charges	100,000 (172,200) (210,000)
Total Revenue Change	(282,200)
Expenses:	
Operations: City Manager Financial Services Legal Services Human Resources W & PC Control Administration W & PC Lab Services Water Treatment Plant Public Works Administration Public Works Engineering Total Operations	(3,816) (4,351) (1,140) (1,763) (5,767) (12,280) (122,190) (2,593) (14,480) (168,380)
CIP: Remote Storage Building New Water Treatment Plant South Skunk Well Field Campustown Improvements (IDALS grant) Water System Improvements Total CIP  Total Expense Change	21,800 (21,800) (100,000) Remaining budget: 477,500 100,000 (113,820) Remaining budget: 3,629,990 (113,820)
Net Fund Change	

# Sewer Utility Fund 2019/20 Final Amendment Changes

	Amount	
Revenues:		
ISU contract sales	(307,000)	
Metered charges	(157,000)	
FOG surcharge	(15,000)	
Total Revenue Change	(479,000)	
Expenses:		
Operations:		
City Manager	(3,816)	
Financial Services	(2,832)	
Legal Services	(1,140)	
Human Resources	(1,320)	
WPC Facility Operations	(110,260)	
W & PC Administration	(5,768)	
W & PC Lab Services	(22,807)	
Public Works Administration	(2,593)	
Public Works Engineering	(16,751)	
Total Operations	(167,287)	
CIP:		
Watershed Nutrient Reduction	(120,000)	Remaining budget: 80,000
Clarifier Drives	(108,340)	
E30 Lift Station	108,340	
Digester Improvements	,	Remaining budget: 1,281,287
Campustown Improvements	156,000	
Sanitary Sewer Improvements	(156,000)	
Total CIP	(311,713)	
Total Expense Change	(479,000)	:
Net Fund Change		

# Electric Utility Fund 2019/20 Final Amendment Changes

	Amount	
Revenues: Metered charges Renewable energy credits ISU/Administration ISU/Transmission system Street light construction Fines BP Canada gas sales Investment interest Miscellaneous revenue Damage claims	(3,687,500) (25,000) (20,000) (174,757) 30,571 1,089 (1,000,000) 300,000 10,000 16,000	
Total Revenue Change	(4,549,597)	
Expenses:  Operations: City Manager Financial Services Customer Service Purchasing Services Legal Services Human Resources Electric Administration Production Fuel/Purchased Power Electric Dist/Oper/Maint Extension/Improvements Technical Services Total Operations	(8,072) (13,908) (2,480) (2,475) (1,812) (5,478) 42,949 (250,527) (2,401,286) (62,437) (375,000) (37,100) (3,117,626)	
CIP: Unit 8 Superheat Replacement	(1,431,582)	Remaining budget: 5,099,455
PW/Engineering: Electric share of PW GIS savings	(389)	
Total Expense Change	(4,549,597)	
Net Fund Change		

# Parking 2019/20 Final Amendment Changes

	Amount
Revenues:	
Parking	(82,500)
East Parking	(124,950)
Campustown Parking	(82,450)
Total Revenue Change	(289,900)
Expenses:	
Operations:	
Financial Services	(1,135)
Legal Services	(552)
Human Resources	(282)
Parking Enforcement	(39,000)
Parking Operations	(750)
Total Operations	(41,719)
Transfers:	
Parking Capital Reserve Fund	(241,509)
Total Expense Change	(283,228)
Net Fund Change	(6,672)

## Parking Capital Reserve 2019/20 Final Amendment Changes

Revenues:	Amount
Transfers: Parking Operations transfer	(241,509)
Total Revenue Change	(241,509)
Expenses:	
Net Fund Change	(241,509)

# Transit Operations 2019/20 Final Amendment Changes

Revenues:	Amount
Total Revenue Change	
Expenses:	
Operations: Financial Services Legal Services Human Resources Total Operations	(6,151) (174) (5,094) (11,419)
Transfers: Transfer to CyRide Capital Reserve	102,520
Total Expense Change	91,101
Net Fund Change	(91,101)

## Transit Capital Reserve 2019/20 Final Amendment Changes

_	Amount
Revenues: Transfer from CyRide operations	102,520
Total Revenue Change	102,520
Expenses:	
Transit CIP:	
Transfers	
Total Expense Change	
Net Fund Change	102,520

# Storm Water Utility 2019/20 Final Amendment Changes

Revenues:	Amount
Novonacc.	
Total Revenue Change	
Expenses:	
Operations:	
Purchasing Charges	(45)
Human Resources Charges	(245)
PW Engineering Storm Water Permit Program	(7,317)
Total Operations	(18,754) (26,361)
Total Operations	(20,001)
CIP:	
Campustown Improvements	70,000
Flood Response/Mitigation	(504,418)
River Flooding Mitigation	504,418
15/16 Facility Rehab/Cooper Subdivision	(8,990)
19/20 Facility Rehab/Bloomington Hgts	(40)
17/18 Erosion/Kinyon/Clark Storm Water Imp (to cover Kinyon/Clark)	16,313 (16,313)
Storm Water Imp (to Cover Kinyon/Clark) Storm Water Imp (to Campustown Imp)	(70,000)
Total CIP	(9,030)
rotar on	(0,000)
Total Expense Change	(35,391)
Net Fund Change	35,391

## Storm Water Improvements 2019/20 Final Amendment Changes

	Amount
Revenues: FEMA River Flooding Mitigation funds	3,747,450
Total Revenue Change	3,747,450
Expenses:	
Storm Water CIP:	
River Flooding Mitigation	3,747,450
Total CIP	3,747,450
Total Expense Change	3,747,450
Net Fund Change	

### Ames/ISU Ice Arena 2019/20 Final Amendment Changes

	Amount
Revenues:	
Pooled Cash Interest	195
Child Daily Admission	(1,237)
Adult Admissions	(1,833)
Noon Skate	(939)
Pick-Up Hockey	(576)
Skate Sharpening	(500)
ISU Skating Class	(930)
Skate Rental	(10,572)
Ice Rink Rental	(14,484)
Ice Rink Rental Nontaxable	(30,580)
Figure Sessions	(1,000)
Birthday Packages	(728)
Pro Shop Sales	(910)
Concessions and Pop	(7,552)
Soda Machine	(253)
Total Revenue Change	(71,899)
Expenses:	
Operations:	
Ice Arena Operations	(59,749)
•	
Total Expense Change	(59,749)
Net Fund Change	(12,150)

## Ice Arena Capital Reserve 2019/20 Final Amendment Changes

Expenses:	
Ice Arena CIP: Concession/office area (early start) Parking lot reconstruction (early start) Total CIP	5,000 75,000 80,000
Total Expense Change	80,000
Net Fund Change	(80,000)

### Homewood Golf Course 2019/20 Final Amendment Changes

	Amount
Revenues: Pooled Cash Interest Green Fees Season Tickets Golf Punchcards Rentals Miscellaneous Revenue Pro Sho Sales Beer Sales Concessions and Pop	417 (16,000) (11,000) (4,000) (10,000) 264 (500) (2,400) (800)
Total Revenue Change	(44,019)
Expenses:  Operations: Purchasing charges Human Resources charges Course Administration Course Maintenance Total Operations	(5) (59) (34,219) (9,736) (44,019)
Total Expense Change	(44,019)
Net Fund Change	-

## Resource Recovery 2019/20 Final Amendment Changes

Revenues:	Amount
Nevenues.	
Total Revenue Change	
Expenses:	
Operations: Financial Services Legal Services Human Resources PW Administration Resource Recovery Operations Total Operations	(6,607) (300) (894) (2,593) (67,000) (77,394)
CIP: System Improvements Total CIP	(311,249) (311,249)
Total Expense Change	(388,643)
Net Fund Change	388,643

### Fleet Maintenance 2019/20 Final Amendment Changes

	Amount
Expenses:	
Operations:	
Financial Services	(2,075)
Human Resources	(492)
Fleet Maintenance	(2,000)
Total Operations	(4,567)
Total Expense Change:	(4,567)
Net Fund Change	4,567

### Fleet Reserve 2019/20 Final Amendment Changes

	Amount
Revenues: Public Works transfer	3,000
Total Revenue Change	3,000
Expenses:	
Operations:	
Fleet Replacement	33,243
Total Operations	33,243
Total Expense Change:	33,243
Net Fund Change	(30,243)

## Information Technology 2019/20 Final Amendment Changes

	Amount
Expenses:	
Operations:	
Financial Services	(68)
Human Resources	(597)
Data Services	(12,020)
Total Operations	(12,685)
Total Expense Change	(12,685)
Net Fund Change	12,685

# Technology Reserve 2019/20 Final Amendment Changes

_	Amount
Revenues: Body-worn cameras replacement funds	14,895
Total Revenue Change	14,895
Expenses:	
Technology Replacement:	
Total Expense Change	
Net Fund Change	14,895

### Risk Insurance 2019/20 Final Amendment Changes

Amount
(73)
(2,626)
(2,699)
(2,699)
2,699

### Health Insurance 2019/20 Final Amendment Changes

	Amount
Expenses:	
Operations:	
Human Resources charges	(98)
Health Insurance Administration	(1,850)
Health Promotion Program	(5,600)
Total Operations	(7,548)
Total Expense Change	(7,548)
Net Fund Change	7,548