

## **FISCAL YEAR 2021/22 CITY COUNCIL BUDGET ISSUES**

Near the beginning of each year's budget preparation cycle, the City Manager and Finance staff present the City Council with a budget overview. This presentation has four main purposes:

1. Present the "big picture" of the coming year's budget, including factors that may later impact the Council's budget decisions
2. Share budget-related input and requests that have been received from local citizens and organizations
3. Seek Council direction on select components of the budget (e.g., overall funding levels for human services and arts)
4. Receive any general funding or service level direction that Council wishes to incorporate into the budget

### ***OVERALL ECONOMIC CONDITION OF THE CITY***

Overall economic conditions in the City of Ames remain strong. However, in addition to the health impacts, COVID-19 has had a significant negative impact on many sectors of our local economy. The City of Ames maintains strong reserves which provide a level of financial flexibility and allowed City staff to take action to reduce expenses and mitigate the financial impact of COVID-19, while continuing to provide essential services to Ames residents and visitors. While this is possible in the short-term, it has become more difficult to curtail general economic activity locally and nationally as COVID-19 continues. Though several revenue sources have seen reductions, the funds most impacted by COVID-19 are the Parking and Hotel/Motel funds as these funds are dependent on event and visitor activities which have seen significant reductions. Additional information is provided below regarding these funds.

We expect a continued modest increase in property valuation to have a positive financial impact on the City budget. Taxable valuation for residential property will increase due to the residential rollback rate adjusting slightly from 55.07% to 56.41%. This small change in rollback will result in a small shift in taxes from the commercial and industrial classes of property to the residential class.

We are anticipating smaller than average increases in health care costs at 5% and a continued modest rate of inflation on goods and services. Certain expenses such as fuel have decreased in cost and are expected to remain low which will be reflected in the budget.

Commercial and industrial property will continue to be taxed at 90% of value regardless of what may happen with replacement tax. A new property classification was implemented in FY 2016/17. Multi-residential property, formerly taxed at 90% of value, will take another step

toward rollback to the residential rate and will be taxed at 67.5% of value, with no state replacement tax.

Interest revenues for the City investments increased through most of FY 2019/20. However, interest rates fell sharply in spring 2020 and are expected to remain low through FY 2021/22. Though this will reduce interest revenue, rates for G.O. Bonds remain at very favorable levels and refunding of bonds in September 2020 resulted in savings to help offset some of the reduced revenue.

The Coronavirus Aid, Relief, and Economic Security Act (CARES) and the FEMA Public Assistance program have helped to offset some of the economic impact of COVID-19 to the City of Ames. In our budget planning we are expecting to return to more normal activity in FY 2021/22; this corresponds with current projections for widespread distribution of COVID-19 vaccinations. We do expect that the financial impact on property tax and utility rate payers may extend a bit longer and, therefore, the budget planning will include an attempt to hold property tax rates as flat as possible while still providing essential services.

### **GENERAL FUND**

Even with the effects of the pandemic, the General Fund ended FY 2019/20 with a balance of approximately \$14.2 million. This created a beginning balance for FY 2020/21 that was almost \$4.4 million higher than what was anticipated in the adopted budget. Revenues overall were \$758,641 lower than budgeted. The pandemic had a significant negative effect on Parks and Recreation program revenue (\$784,669), Hotel/Motel tax revenue (\$387,933) and Property Tax revenue (\$120,746). Building permit revenue, however, was actually higher than what was budgeted by \$235,849, and interest revenue was higher by \$421,795. All other revenue in the General Fund netted to an additional loss of \$122,937 compared to budgeted revenue.

Departments were directed at final amendment time in FY 2019/20 to do everything possible to lower expenses to offset the revenue reduction caused by the pandemic. Actual FY 2019/20 expenses were \$5,152,745 lower than the FY 2019/20 adjusted budget. The largest reductions were in Parks and Recreation (\$576,749), Law Enforcement (\$576,010), Fire Safety (\$200,411), and the transfer of Hotel/Motel tax revenue to the Hotel/Motel Tax fund (\$387,933). Savings across all other departments totaled \$3,411,642.

Of the \$4.4 million additional General Fund balance, approximately \$2.9 million has been earmarked for incomplete FY 2019/20 projects that have been carried over into the FY 2020/21 adjusted budget. These projects include funding for the Downtown Plaza (\$1,100,000), the Auditorium HVAC system (\$400,000), the City Hall security system (\$274,515), the new Homewood clubhouse (\$250,000), the Climate Action Plan (\$130,000), and the Comprehensive Plan update (\$80,735), as well as a number of smaller expenditures. Excluding the carryovers, a balance of approximately \$1.5 million remains, which is available for programming into the FY 2020/21 adjusted budget.

The Council could decide to use some amount of this additional balance to subsidize operating costs, thereby lowering property tax rates in FY 2021/22. This strategy, however, would only lead to a larger increase in the following year when this one-time balance would

need to be replaced with a more permanent revenue source. Therefore, staff recommends that the one-time available balance be used for one-time expenses. The City Manager will present a list of potential projects that could be funded using this balance during the budget review. Please note that in addition to the \$1.5 million noted above, there remains a fund balance in excess of the Council-approved minimum balance that is adequate to mitigate contingencies, such as the loss of state replacement tax per Council direction given during the FY 2020/21 budget process.

### ***CYRIDE***

Though COVID-19 has caused a significant reduction ridership of CyRide, there were offsetting reductions in expenses and additional revenue available through the CARES Act. The Transit Board is expected to ask for minimal or no increase in property tax funding for FY 2020/21.

### ***PARKS AND RECREATION***

Continuing to maintain service levels has been difficult with facility closures, program cancellations, and budget concerns. In response to these difficulties, Parks and Recreation offered outdoor fitness classes which were very popular, virtual programs were started and continue to happen, seasonal part-time staff were not hired and full-time staff were redeployed to fill the gaps, and facility hours were reduced as possible. Modifications were made at all facilities with pre-registration being required for lap swim, open gym, and public skate in order to better control the number of participants in each session. The Ames/ISU Ice Arena has been hit hard as user groups have reduced their rental hours or have cancelled programs altogether. Staff will continue to explore ways to best serve Ames residents during this pandemic.

### ***RESOURCE RECOVERY***

After several years of flat fees, the Resource Recovery Plant increased tipping fees from \$52.75 per ton to \$55.00 per ton on July 1, 2017 and to \$58.75 per ton on July 1, 2019. The per capita fee charged to participating communities was increased from \$9.10 to \$10.50 beginning January 1, 2018. These fee increases primarily offset the general increase in operating costs and the loss of revenue due to reduced capacity to burn refuse derived fuel (RDF) at the Power Plant.

The Resource Recovery Plant was impacted by reduced capacity to burn RDF in the Electric Power Plant boilers. The Electric Power Plant has plans to bring its primary Unit 8 boiler, which has been off-line since 2019, back on-line in FY 2021/22. This will allow for more RDF to be utilized, which will increase the revenue from tipping fees, recycled metal sales, and RDF sales. Though these two utilities operate as separate enterprises, they work closely together and have developed a new formula for RDF that will provide a more stable revenue source for Resource Recovery. To address the inconsistency in RDF revenue, staffs from Electric Services and Resource Recovery have developed a payment formula based on an operational average delivery of 2,500 tons of RDF per month to the power plant. This baseline of 2,500 tons per month equates to \$900,000 RDF revenue per year for budgeting purposes.

This adjustment in RDF payment still does not provide adequate funding for Resource Recovery operational and capital needs over our five-year planning period. To better provide for these needs and to maintain an adequate on-going fund balance, the current tipping fee of \$58.75 per ton is expected to be increased by \$3.75 per ton to \$62.50 per ton in FY 2022/23. It is anticipated with the new census that per capita revenue will increase approximately \$250,000 to \$1,071,000 per year beginning in 2020/21. However, as the proposed 2020/21 budget continues to be refined it may be necessary to move forward the proposed increase in the tipping fee from FY 2022/23 to FY 2021/22.

## ***PARKING***

The Parking Fund has experienced significant negative impact due to COVID-19. The large reduction in events, retail activity, and more employees working from home has resulted in significant reductions in all revenue sources for the Parking Fund.

The recent policy decision to increase parking fees and begin transferring funds to a Parking Capital reserve has resulted in less fund balance available to help absorb the reductions in revenue. For both FY 2020/21 and FY 2021/22 it appears that the parking system will not generate adequate excess revenue to transfer funds to the Parking Capital Reserve and improvements planned for that fund will be delayed. We are not recommending fee increases for parking and, if needed, the City will utilize funds currently in the Parking Capital Reserve to cover possible shortfalls in the operations fund.

## ***HOTEL/MOTEL TAX FUND***

The hospitality industry has been one of the most impacted by the COVID-19 pandemic. With far less travel and events, overnight visitors and associated tax revenue are a fraction of what we would expect in a typical year. With a little over 70% of the Hotel/Motel Tax revenue being passed through to the Ames Convention and Visitors Bureau, most of the loss of revenue to the City is offset by a reduction in expenses. The City has maintained a strong balance in the Hotel/Motel Tax fund and is able to continue to fund all planned expenses and have a balance available to fund one-time expenditures if needed.

## ***FIRE AND POLICE RETIREMENT AND IPERS***

### ***-MFPRSI***

The City contribution rate to the Municipal Fire and Police Retirement System of Iowa (MFPRSI) will be slightly higher. The current rate is 25.11% of covered wages and will be 26.18% for FY 2021/22. The rate remains well above the City's minimum contribution rate of 17% and is expected to remain so in the foreseeable future. The retirement system has made changes to reduce the volatility in contribution rates and systematically improve the funded status of the pension plan. This has resulted in City contribution rates of around 25% for the past five years. We expect City contribution rates to remain around 25% for the next several years. The employee contribution share remains fixed at 9.40%.

## ***-IPERS***

The City contribution rate to the Iowa Public Employee Retirement System (IPERS) will be unchanged. The current rate is 9.44% of covered wages and will remain at 9.44% for FY 2021/22. The employee contribution will also remain at 6.29% with the fixed 60/40 sharing of the pension cost.

## ***HEALTH INSURANCE***

For several years, the City of Ames experienced health insurance increases between 5% and 9% per year. With recent favorable claims experience and a strong self-insured fund balance, we were able reduce the rate of increase to 3.9% rate for FY 2020/21. For FY 2021/22 we are planning to increase self-insured premium rates by 5.0%. With the planned rate increase we expect a modest draw down in the health plan fund balance. Even with a planned draw-down the balance will remain well above the required levels to maintain a self-insured plan and provide an adequate balance to fund possible claims fluctuations.

## ***ROLLBACK AND VALUATION***

Since 1978, residential and agricultural property has been subject to an assessment limitation order, or “rollback,” that limits annual growth of property values (all other classes of property were eventually added). For each assessment year beginning in 2013, residential and agricultural property value growth is capped at 3%, or whichever is lowest between the two classes (the coupling provision remains).

Commercial, industrial, and railway property have their own rollback, which began at 95% for valuations established during the 2013 assessment year (affecting FY 2014/15) and 90% for the 2014 assessment year and thereafter. The rollback percentage for these properties will remain fixed at 90%, regardless of how fast or slow valuations grow.

The legislature created a standing appropriation beginning in FY 2014/15, to reimburse local governments for the property tax reductions resulting from the new rollback for commercial and industrial property (railroad not included). The “backfill” was funded by the legislature for the current fiscal year, future backfill appropriations are capped at the FY 2015/16 level. The FY 2020/21 budget assumed a 5% reduction in replacement tax, this reduction did not occur, however, a larger portion of the replacement tax has been allocated to property included in TIF districts. The FY 2021/22 budget will include a full appropriation of replacement tax, but with a larger portion allocated to TIF, the replacement tax will be reduced by approximately 4%. Since the reduction is due to allocation to property subject to TIF, all the reduction will be in the debt service levy and fund balance and savings will be available to fully offset the reduction.

A new property class was established for multi-residential property, which first took effect in FY 2016/17. For buildings that are not otherwise classified as residential property, the definition of multi-residential property is broad and includes:

- Mobile home parks
- Manufactured home communities

- Land-leased communities
- Assisted living facilities
- Property primarily used or intended for human habitation containing three or more separate living quarters

The following rollback percentages will be phased in over eight years, beginning in budget FY 2016/17. **There is no backfill provision for this class and with an estimated valuation of \$124.7 million in Ames the reduction of property tax dollars will be approximately \$47,450 in FY 2021/22.**

Multi-Residential Property Rollback Schedule	
January 1, 2015	86.25%
January 1, 2016	82.50%
January 1, 2017	78.75%
January 1, 2018	75.00%
January 1, 2019	71.25%
<b>January 1, 2020</b>	<b>67.50%</b>
January 1, 2021	63.75%
January 1, 2022 and thereafter	same as residential

The rollback for residential property will increase from 55.07% of taxable value to 56.41% for FY 2021/22. This change in the rollback will result in a small shift of property taxes to the residential class from the commercial and industrial classifications.

Rollback Percentage Rates				
Property Class	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Residential	55.6209	56.9180	55.0743	56.4094
Com. & Ind.	90.0000	90.0000	90.0000	90.0000

### **LOCAL OPTION SALES TAX**

Local Option Sales Tax receipts received a boost in FY 2020/21 due primarily to the November 2020 adjustment payment of just over \$1,500,000 for the year ended June 30, 2020. The Iowa Department of Revenue began collection of sales tax on internet transactions beginning January 1, 2019 and started making distributions of internet sales tax collections in late spring of 2019 based on estimates. The Iowa Department of Revenue estimate for current year local option tax is very close to our budgeted amount, but with the large adjustment payment catching up on prior year sales we do have additional fund balance available for one time uses. We are forecasting 5% growth in local option sales tax revenue for FY 2021/22.

A summary of the Local Option Sales Tax Fund with some illustrative options for the FY 2021/22 budget is included in Attachment 1 of this document and is by no means a recommendation for the upcoming budget. Though we do not need specific budget decisions at this time, staff is requesting Council direction on funding levels for ASSET, COTA, and other outside organizations.

## ASSET HUMAN SERVICES FUNDING

The City Council adopted the following priorities for human services funding in FY 2021/22 (note: priority categories AND sub-bullets are in priority order).

### #1 Meet basic needs, with emphasis on low to moderate income:

- Quality childcare cost offset programs, including daycare and State of Iowa licensed in-home facilities
- Food cost offset programs to assist in providing nutritious perishables and staples
- Medical and dental services
- Housing cost offset programs, including utility assistance
- Sheltering
- Transportation cost offset programs
- Legal assistance
- Disaster response

### #2 Meet mental health and chemical dependency needs:

- Ensure substance abuse prevention and treatment is available in the community
- Provide outpatient emergency access to services
- Provide crisis intervention services
- Provide access to non-emergency services

### #3 Youth development services and activities:

- Skill development and enhancement
- Summer enrichment/prevention of loss of learning

The following table summarizes each year's ASSET allocations by funder. It is important to note that Central Iowa Community Services (CICS) withdrew as an ASSET funder effective July 1, 2020. CICS continues to fund services; however, CICS funding is now accounted for separately from the ASSET process.

	Story County	CICS	United Way	ISU Student Gov't.	City Budgeted Amount	City % Increase	Total
2015/16	879,857	349,856	1,002,833	167,339	1,212,375	6.4%	3,612,260
2016/17	1,031,870	430,718	1,084,827	178,882	1,278,973	5.5%	4,005,270
2017/18	1,072,156	448,724	1,193,303	194,430	1,355,711	6.2%	4,264,324
2018/19	1,142,625	602,229	1,228,443	194,430	1,423,497	5.0%	4,591,224
2019/20	1,461,105	477,792	1,265,293	194,430	1,466,202	3.0%	4,864,822
2020/21	1,534,160	0	1,265,293	211,000	1,524,850	4.0%	4,535,303

The prior budget year is not the only way to evaluate the amount to budget for the next fiscal year. The amount budgeted at this time each year can vary if the volunteers do not recommend funding the entire amount authorized by the City Council. Additionally, the amount contracted with agencies is often not entirely drawn down each year. In FY 2019/20, \$18,390 (1.2%) of the City allocation was not drawn down by agencies. However, contributing to this was the way in which the COVID-19 pandemic impacted ASSET

agencies and their delivery of services. Some agencies temporarily closed their doors while others provided services telephonically, virtually, and/or on a very limited in-person basis. Funds in the amount of \$50,835 were carried over into FY 2020/21 by University Community Childcare and Youth and Shelter Services, and are excluded in the amount listed above.

FY 2019/20 City Funds			FY 2020/21 City Funds			FY 2021/22
Requested	Budgeted	Contracted	Requested	Budgeted	Contracted	Requested
1,667,899	1,466,202	\$1,466,202	1,625,097	1,524,850	1,524,850*	1,740,209

\*In FY 2020/21, \$95,000 had been allocated to MICA for the Dental Clinic. This amount was not included in their contract for services as they had closed the Dental Clinic in March 2020. The services are being transitioned to Primary Health Care and they requested the \$95,000 to assist with Dental Clinic equipment expenditures for 6 operatories. City Council has approved this request and agreement for FY 2020/21.

**For FY 2021/22, City ASSET funds requested by agencies total \$1,740,209, up \$215,359 or 14.12% over the current FY 2020/21 contracted services of \$1,524,850.**

The following requests are noteworthy for the City Council:

- Ames Community Preschool Center (Day Care - Infant, Children, and School Age)** – ACPC has requested a 17% increase in City funds for all levels of day care services (\$131,150 requested). The City allocated a total of \$112,128 in FY 2020/21. ACPC is in their third year of offering families four categories of tuition assistance with the greater assistance going to families with higher financial needs. While enrollment dropped the second half of FY 2019/20 due to the pandemic, the percentage of families needing to utilize the sliding fee scale increased. Additional funding from ASSET could increase the quantity of families served as well as increase the level of support provided to each child.
- Bridge Home/formerly known as Emergency Residence Project (Emergency Shelter and Rapid Re-housing Service Coordination)** – Bridge Home has requested a substantial increase for its Emergency Shelter and Service Coordination. Bridge Home continues providing most of its sheltering in hotels due to the pandemic and the need to safely maintain social distancing for clients. This form of sheltering increases costs and given the unknowns with the pandemic, Bridge Home’s shelter request for FY 2021/22 is \$100,883 compared to the FY 2020/21 City allocation of \$80,706 (25% increase). In FY 2020/21, the City also allocated \$4,470 in service coordination and the FY 2021/22 request increased to \$6,013 (135% increase) for this service. The increase in request is because 70% of the clients served in this program are Ames/Story County residents. Bridge Home’s requests to United Way and Story County also reflect substantial increases.
- Good Neighbor (Emergency Assistance for Basic Material Needs)** – Good Neighbor has requested an increase for its Emergency Assistance for Basic Material Needs which is rent and utility assistance. In FY 2019/20, the City allocated \$16,259 for this program. Good Neighbor is requesting \$24,100 (48% increase). Issues that Good Neighbor encounters with the clients they are serving include the lack of a living



wage and/or affordable childcare, poor physical health conditions, mental health and addiction problems. The organization coordinates services with local churches and other entities. It utilizes 67% of their ASSET funds on basic needs for rent and utilities.

- **HIRTA (Transportation - City)** - HIRTA is requesting \$130,000 from the City, which is a 225% increase over the current year allocation of \$40,993. The funding HIRTA has been receiving from the City through the ASSET process goes towards providing general transportation services to City residents for rides within the City limits of Ames as well as out of town trips to communities such as Boone, Nevada, Story City, and Des Moines.

Prior to FY 2020/21, HIRTA had been supplementing the cost of rides with federal transit funds (FTA) and this is what kept the request to the City at a consistently low amount between \$38,000 - \$40,000 annually. HIRTA received clarification last summer that the FTA could no longer be used to supplement rides provided within City limits since the City’s transit system, CyRide, also receives FTA funds. Therefore, HIRTA’s FTA funds need to be used in the rural areas.

CyRide has contracted with HIRTA for over ten years to provide the Dial-A-Ride (DAR) paratransit service. **In reviewing the FY 2021/22 ASSET budget submitted by HIRTA, cost comparisons were made with the DAR contract as many of the riders on HIRTA’s general transportation service could qualify for DAR.**

FY 2020/21 ASSET Contract	FY 2020/21 DAR Contract	FY 2021/22 ASSET Request	FY 2021/22 Proposed DAR Contract
\$40,993	\$175,000 (budgeted)	\$130,000	\$175,000 (budgeted)
\$17.27 per ride	\$16.50 per ride*	\$17.46 per ride	\$21.52 per ride*
Passenger charge: \$2.50 in town \$5.00 out of town	Passenger charge: \$2.00 in town Out of town - NA	Passenger charge (anticipated): \$2.50 in town \$5.00 out of town	Passenger charge: \$2.00 in town Out of town - NA

\*The DAR contract with HIRTA allows CyRide to access federal funds that offset the cost of the ride by 80%.

HIRTA’s increase in their ASSET request is to address the loss of FTA funds that they can no longer use towards in town rides. **However, CyRide also receives FTA funds and is able to offset DAR costs through their contract with HIRTA and could serve additional riders as City staff believes there are general transportation service riders on HIRTA that could qualify for DAR and receive their transportation at a lower cost.**

For those rides that are provided outside of the Ames city limits, HIRTA continues to use FTA funds to supplement these rides and is a transportation option for Ames residents as CyRide does not provide this level of service. A review of claims from prior years submitted to the City for reimbursement shows that there are

approximately 80 rides provided per month to Ames residents needing transportation to communities surrounding Ames, so funding through the ASSET contract would need to continue as the be needed to support these rides.

It is important to find the right service options (paid for by either CyRide or ASSET) for riders and avoid duplication so the investment in transportation across all funding sources can be maximized.

- **Primary Health Care (PHC) (Dental Services)** – PHC is a new agency to the ASSET process for FY 2021/22, and its funding request is for dental services. Dental services were previously provided through the MICA Dental Clinic which closed in March 2020. The two agencies have been working together to ensure a smooth transition for services and clients. Since the new Dental Clinic will be co-located with PHC’s medical clinic, PHC anticipates serving up to 2,400 clients within the first full year of providing dental services. PHC is requesting \$95,000 which is the same amount of funds that was originally allocated to MICA for dental services in FY 2020/21, but was subsequently withheld from its contract as the Dental Clinic closed.
- **Wings of Refuge** – Wings of Refuge is another new agency to ASSET. They provide housing and employment support to female victims of sex trafficking. Although approved to be in the ASSET process beginning FY 2021/22, Wings of Refuge decided not to request funds at this time.
- **YWCA (Youth Development/Mentoring, Advocacy/Parent and Student Support, Advocacy Against Student Discrimination)** – YWCA has participated in the ASSET process for over 20 years and has consistently requested and received funding from United Way. YWCA has also been recognized as a student organization at Iowa State University and has received funding from ISU Student Government. Approximately a year ago, YWCA was notified by ISU Student Government that it would be transitioning YWCA from a student organization to the ASSET process effective July 1, 2021. In anticipation of a reduction in funding from ISU Student Government and other sources, YWCA is requesting funds from both the City and County for the first time. The request to the City is \$15,000 (\$5,000 for each service).

In previous budgeting cycles, the City Council has requested information as to which services indicated clients were turned away due to a lack of funding. For FY 2021/22, there are 71 individual services for which agencies have requested City funding. The table below shows the breakdown of whether clients were turned away in the last full fiscal year and reasons for being turned away.

<b>Agency Response to Whether Clients Were Turned Away</b>	<b># of Services</b>
No clients turned away	45
Clients turned away	19
Clients turned away because service unavailable due to COVID-19	7
No information provided regarding clients turned away	2
Some clients turned away due to ineligibility under criteria or rules violations	5
No clients turned away, but other sources of funding used or services curtailed	3
No data – new service/new request to the City	2

The “Clients turned away” category above includes services where there is a waiting list. However, many of the services were impacted the last quarter of FY 2019/20 due to COVID-19. This created challenges with determining the number of individuals turned away from services since several agencies either temporarily closed, offered services via a virtual platform, or limited capacity for social distancing purposes.

In addition to the amount authorized for human services programs, the City will also budget its share of the ASSET administrative expenses. The City’s estimated share for these expenses in FY 2021/22 is \$7,100.

Last year, the City Council authorized a 4% increase in funding. The table below indicates allocation options based on the percentage increases from the FY 2020/21 contracted amount of \$1,524,850.

Increase from Current	Dollar Increase	Total City Funding Authorized
0%	0	1,524,850
1%	15,249	1,540,098
5%	76,243	1,601,093
14.12% (request)	215,359	1,740,209
+		
ASSET Admin. Share	7,100	<i>In addition to services</i>

The attached spreadsheet (Attachment 2) indicates the services requested from the City compared to the current year.

**COTA – PERFORMANCE ARTS FUNDING**

The Commission on the Arts (COTA) allocation for FY 2020/21 is \$183,898. This was an 8.9% increase compared to the allocation for FY 2019/20. For FY 2021/22, COTA organizations have requested funding in the amount of \$218,175 (excluding special spring and fall grants). This is an 18.6% (\$34,277) increase from the FY 2020/21 appropriation.

A total of 16 organizations submitted applications for funding this year, compared to 18 in FY 2020/21. Applications were not received from the Ames Chapter of the Des Moines Metro Opera Guild, Central Iowa Touring Ensemble, or Co'Motion Dance Theater. These organizations received funding in FY 2020/21. An application was received from Friends of Ames Strings, which did not receive grant funds in FY 2020/21.

As always, a range of options is available for establishing an authorized allocation for FY 2021/22. It should be noted that the amount authorized by the City Council is used entirely by COTA. COTA sets aside a portion of the funds authorized by the Council for Special Project Grant funds to distribute later in the year.

Increase from Current	Dollar Increase	Amount Authorized
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0%	-	183,898
1%	1,839	185,737
5%	9,195	193,093
18.6% (request)	34,277	218,175

**FUNDING REQUESTS FROM OUTSIDE ORGANIZATIONS**

City staff accepts applications from outside organizations wishing to receive funds for their organizations’ operations (attached). The City Council has exempted the Ames Economic Development Commission’s business development partnership, the Ames/ISU Sustainability Coordinator and the Ames Human Relations Commission from this process, since those activities are conducted in an official capacity on behalf of the City government.

Funds for these programs come from two sources. The Hotel/Motel Tax Fund supports the workforce development activities undertaken by the Ames Economic Development Commission. Requests from other outside organizations are supported with funds from the Local Option Sales Tax Fund.

During the February 2020 Budget Wrap-Up meeting, the City Council adopted a new policy regarding reimbursement for parking meters that are closed for special events. The policy indicates that parking will no longer be waived, effective July 1, 2020. Instead, event organizers must reimburse the Parking Fund for lost revenue. The City Council included \$5,738 in Local Option Sales Tax funds in FY 2020/21 to cover these costs for FY 2020/21, since the parking reimbursement policy became effective after organizers had submitted their budget requests.

The total amount allocated for these requests in FY 2020/21 was \$226,112. The types of request and sources of funds are broken down in the following table:

Purpose	Source	Allocation
General Outside Funding Requests	Local Option Sales Tax Fund	205,374
Parking Waivers	Local Option Sales Tax Fund	5,738
<i>Local Option Sales Tax Fund Total</i>		<i>211,112</i>
AEDC Workforce Initiatives	Hotel/Motel Tax Fund	15,000
<b>TOTAL</b>		<b>226,112</b>

The total FY 2021/22 request is \$246,251, which is an 8.9% increase over the FY 2020/21 operating request total. There is no change in the portion of the requests that would be financed from the Hotel/Motel Tax Fund in FY 2021/22 (\$15,000). The portion of the requests that would be financed from the Local Option Sales Tax Fund totals \$231,251 for FY 2021/22, which is a 9.5% increase over the amount budgeted in the current year from Local Option funds (\$211,112).

Organization/Program	FY 2020/21 Adopted	FY 2021/22 Request	% Change
Ames Historical Society	46,927	46,927	-
Ames International Partner City Assn.	5,525	5,800	5.0%
Campustown Action Assn.	35,168	36,000	2.4%
Hunziker Youth Sports Complex	31,876	45,000	41.2%

Ames Main Street	50,035	50,035	-
Story County Housing Trust Fund	35,843	35,000	-2.4%
Ames Main Street Farmers' Market	-	7,000	n/a
Ames Main Street (Parking Waivers)	5,496	5,489	-0.1%
CAA (Parking Waivers)	242	-	-100%
AEDC Workforce Development*	15,000	15,000	-
<b>TOTAL</b>	<b>\$ 226,112</b>	<b>\$ 246,251</b>	<b>8.9%</b>

\*funded from Hotel/Motel Tax Fund balance

**Highlights from the requests are summarized below:**

- **Hunziker Youth Sports Complex** – HYSC funding has remained relatively level for the past several years (current year allocation = \$31,876). HYSC is requesting a substantial increase in FY 2021/22, for a total of \$45,000. HYSC indicates the increase will help offset additional expenses for maintenance of additional fields and green space for warmups. This additional space will improve the ability of the organization to host more games and tournaments. HYSC also indicates the COVID-19 pandemic has caused a substantial loss of revenue in the current year.
- **Ames Main Street Farmers' Market** – This is a new request for \$7,000. The Farmers' Market is asking for City funds to support musical entertainment, a petting zoo, cooking contest, pony rides, and other market expenses.

The past practice has been to include the amount approved for the prior fiscal year in the recommended budget. **The City Council is not being asked to evaluate or approve the merits of these requests at this time. Instead, City staff is seeking direction from the City Council regarding a total amount of Local Option Sales Tax funds available to be allocated for the coming year, including reimbursement for parking meter closures.** The applications will be reviewed by staff with that budget authority in mind, and recommendations will be made to the City Council. As with other funding processes, a variety of options are available to the City Council:

Increase from Current (\$211,112)	Dollar Increase	Amount Authorized
1%	2,111	213,223
5%	10,556	221,668
9.5% (all requests)*	20,139	231,251

\*excludes the AEDC request, which would be funded from the Hotel/Motel Tax Fund

**PUBLIC ART COMMISSION**

City Council will receive the Public Art Commission's request for funding for FY 2021/22 in January. The funding level of \$46,000 adopted for FY 2020/21 is currently included as the FY 2021/22 allocation for projecting the Local Option Sales Tax Fund balance.

**ROAD CONDITIONS/ROAD USE TAX FUND**

In our annual Resident Satisfaction Survey's ranking of capital improvement priorities, the reconstruction of existing streets is the top priority for our residents. This represents a

challenge, since the lane-miles of streets continue to expand, existing streets continue to age, and recent winters have been particularly hard on our roadways.

The Road Use Tax Fund (RUTF) is accumulated through motor vehicle registration fees, motor vehicle fuel taxes, an excise tax imposed on the rental of automobiles, and a use tax on trailers. The RUTF revenue is restricted in use and the City uses the funds for operations and maintenance of street rights-of-way as well as capital improvements.

The Road Use Tax receipts fell initially with the COVID-19 outbreak but quickly recovered. The DOT is currently forecasting that RUTF distributions will be lower in FY 2020/21 and are not yet making full forecasts for FY 2021/22. The DOT forecasted a RUTF distribution of \$7,429,500 for FY 2019/20. After an initial slowdown with the COVID-19 outbreak, RUT receipts rebounded with lower fuel prices and we ended the year well above budget at \$7,961,955. The adopted budget for FY 2020/21 is \$7,488,555 and though current revenue is tracking lower than the prior year, we are still forecasting to make the budgeted revenue number.

The FY 2021/22 distributions will be based on the 2020 census and if Ames has a higher relative population growth, we will receive a greater percentage of the distribution. We are currently forecasting Road Use Tax revenue of \$7,835,270 for FY 2021/22, or about 4.6% over our current year. This number is in line with our long-term planning for the fund. Past experience has indicated that actual receipts are impacted by fuel prices and general economic activity. Lower fuel prices are expected to continue, the impact of reduced general economic activity is still an unknown so we will continue to closely monitor expenses and revenue for this fund.

## ***TOWN BUDGET MEETING***

On November 5, 2020, the annual Town Budget Meeting was held for the first time in a virtual format. Minutes from the meeting are included as Attachment 3 to this document.

### **City Council's Input**

*(Given the information provided, the City Council's input is requested.)*

### Service Level Increases

### Service Level Decreases

### Other Issues



**Attachment 1**

**LOCAL OPTION SALES TAX FUND SUMMARY**

	<b>FY 20/21 Adopted</b>	<b>FY 20/21 Adjusted</b>	<b>+5% ASSET/COTA FY 21/22 Estimated</b>
<b>Revenues</b>			
Local Option Sales Tax	\$ 8,577,268	\$ 10,351,680	\$ 8,920,360
Transfer from Hotel/Motel	144,200	31,531	144,200
Grants	-	-	-
Other Revenue	-	-	-
<b>Total Revenues</b>	<u>8,721,468</u>	<u>10,383,211</u>	<u>9,064,560</u>
<b>Transfers</b>			
Ice Arena	20,000	20,000	20,000
Park Development	100,000	100,000	100,000
60% Property Tax Relief	5,146,361	6,211,008	5,352,216
<b>Total Transfers</b>	<u>5,266,361</u>	<u>6,331,008</u>	<u>5,472,216</u>
<b>Expenses</b>			
Human Service Agencies	1,524,850	1,480,685	1,601,093
Commission on the Arts	183,898	183,898	193,093
City Council Spec. Alloc.	208,374	223,874	200,000
Human Services Admin	26,363	26,059	24,727
Public Art	46,000	100,940	46,000
Municipal Band	31,882	11,535	31,882
Event Parking Subsidy	5,738	5,738	-
<b>Total Expenses</b>	<u>2,027,105</u>	<u>2,032,729</u>	<u>2,096,795</u>
<b>Net Increase/(Decrease)</b>	1,428,002	2,019,474	1,495,549
<b>Beginning Balance</b>	<u>2,061,120</u>	<u>7,136,101</u>	<u>2,554,991</u>
<b>Available for CIP</b>	3,489,122	9,155,575	4,050,540
<b>CIP Projects</b>	<u>1,905,750</u>	<u>6,600,584</u>	<u>1,651,800</u>
<b>Ending Balance</b>	1,583,372	2,554,991	2,398,740
<b>Minimum Fund Bal. Rsv.</b>	1,013,214	2,188,328	967,149
<b>Avail Un-Resv Fund Bal.</b>	<u>\$ 570,158</u>		<u>\$ 1,431,591</u>



Agency	Service	Index	City of Ames		21/22 Proposed Units of Service	Unit of Service	21/22 Proposed Cost per Unit	Service Statistics
			Contracted 2021	Request 21/22				Clients Turned Away in 19/20
ACCESS	Emergency Shelter	2.08	\$ 54,739	\$ 57,476	2,190	24 Hr Period Food/Shelter	\$ 127.00	COVID-19 impacted service delivery. 137 turned away due to service being at capacity.
ACCESS	Domestic Abuse Crisis and Support	3.07	\$ 29,285	\$ 30,749	2,500	Staff Hour	\$ 102.00	0
ACCESS	Sexual Abuse Crisis and Support	3.08	\$ 7,815	\$ 8,206	1,620	Staff Hour	\$ 103.00	0
ACCESS	Battering Court watch	3.10	\$ 5,818	\$ 6,109	570	Staff Hour	\$ 102.00	0
ACCESS	Public Education and Awareness	1.12	\$ 3,906	\$ 4,101	270	Staff Hour	\$ 101.00	0
			\$ 101,563	\$ 106,641				
Ames Comm. Preschool Center	Day Care - Infant	2.02	\$ 7,946	\$ 9,297	3,000	1 Full Day	\$ 71.72	COVID-19 impacted service delivery. There was a waiting list of approximately 50 families that has been exhausted. Most opted to keep children at home due to changes in work schedules, household finances, etc. There are 6-8 families who may return in January 2021.
Ames Comm. Preschool Center	Day Care - Children	2.03	\$ 67,559	\$ 79,004	23,750	1 Full Day	\$ 55.51	COVID-19 impacted service delivery. Most opted to keep children at home due to changes in work schedules, household finances, etc. Previous waiting list was exhausted. There are 9 families who may return in January 2021
Ames Comm. Preschool Center	Day Care - School Age	2.04	\$ 36,623	\$ 42,849	48,075	1 Partial Day (3 hrs)	\$ 15.94	COVID-19 impacted service delivery. Up until March 2020 there were waiting lists at all sites. Serving at a reduced capacity but there are openings.
			\$ 112,128	\$ 131,150				
All Aboard for Kids	Out of School Program	1.09	\$ 2,714	\$ 3,000	350	1 Partial Day (3 hrs)	\$ 74.29	2 individuals turned away due to elopement issues.
			\$ 2,714	\$ 3,000				
American Red Cross	Disaster Services Program	2.12	\$ 9,933	\$ 10,000	60	Staff Hour	\$ 1,637.95	0
			\$ 9,933	\$ 10,000				
Boys and Girls Club	Youth Development and Social Adjustment - Daily Program	1.07	\$ 116,724	\$ 116,724	16,800	Client Contact/Day	\$ 35.21	COVID-19 impacted service delivery. Club was closed March 17 - July 6. Would normally serve 250-300 children.
			\$ 116,724	\$ 116,724				
Campfire	Day Care- School Age	2.04	\$ 2,410	\$ 2,000	4,500	1 Partial Day (3 hrs)	\$ 59.20	COVID-19 impacted service delivery. There was a waiting list of 8 youth each week.
Campfire	Day Care - School Age - Scholarships	2.04	\$ 5,360	\$ 3,500	341	1 Partial Day (3 hrs)	\$ 103.09	
			\$ 7,770	\$ 5,500				
Center for Creative Justice	Correctional Services - Probation Supervision	2.09	\$ 61,244	\$ 64,306	3,870	Client Hour	\$ 72.06	0
			\$ 61,244	\$ 64,306				
ChildServe	Day Care - Infant	2.02	\$ 6,000	\$ 6,000	7,758	1 Full Day	\$ 57.51	Agency reported keeping a waiting list of families looking for childcare services and reviewed list at least monthly. But did not capture the number of qualifying families that were turned away.
ChildServe	Day Care - Children	2.03	\$ 15,000	\$ 15,000	17,375	1 Full Day	\$ 49.84	Agency reported keeping a waiting list of families looking for childcare services and reviewed list at least monthly. But did not capture the number of qualifying families that were turned away.
			\$ 21,000	\$ 21,000				
Bridge Home	Rapid Re-Housing Emerg. Assistance for Basic Needs	2.01	\$ 6,712	\$ 3,495	311	Client Contact	\$ 91.41	0
Bridge Home	Emergency Shelter	2.08	\$ 80,706	\$ 100,883	10,411	24 Hr Period Food/Shelter	\$ 39.28	COVID-19 impacted service delivery. As of March, clients were served in hotel rooms rather than the shelter in order to ensure social distancing. 73 families/individuals were turned away from shelter as follows: 67 due to unavailable shelter space; 1 maxed out length of stay at shelter; 5 were ineligible for services (ie, no trespass order).
Bridge Home	Transitional Housing	2.07	\$ 15,956	\$ 19,945	5,183	1 Full Day	\$ 23.00	0
Bridge Home	Rapid Re-Housing Service Coordination	3.13	\$ 4,470	\$ 10,483	3,831	Client Hour	\$ 22.26	0
			\$ 107,844	\$ 134,806				
Good Neighbor	Emergency Assistance for Basic Material Needs	2.01	\$ 20,349	\$ 22,384	3,068	Client Contact	\$ 80.72	Between September 24, 2019 - November 5, 2019 14 households were turned away due to significant numbers of requests and lower-than-usual donations.
Good Neighbor	Healthy Food Vouchers	2.01	\$ 5,500	\$ 6,050	3,068	Client Contact	\$ 20.44	0
			\$ 25,849	\$ 28,434				
Heartland Senior Services	Day Care - Adults , Adult Day Center	3.02	\$ 61,852	\$ 61,852	3,900	Client Day	\$ 79.87	COVID-19 impacted service delivery. Center temporarily closed.
Heartland Senior Services	Congregate Meals	3.06	\$ 25,134	\$ 25,134	3,800	Meals	\$ 18.27	COVID-19 impacted service delivery. Clients receiving HDM instead.
Heartland Senior Services	Home Delivered Meals	3.05	\$ 15,690	\$ 16,475	42,500	Meals	\$ 6.38	0
Heartland Senior Services	Home Delivered Meals Under 60 Program	3.05	\$ 2,060	\$ 2,060	750	Meals	\$ 8.79	0

Agency	Service	Index	City of Ames		21/22 Proposed Units of Service	Unit of Service	21/22 Proposed Cost per Unit	Service Statistics
			Contracted 20/21	Request 21/22				
Heartland Senior Services	Senior Food Program	2.01	\$ 4,400	\$ 4,400	1,390	Client Contact	\$ 9.52	0
Heartland Senior Services	Service Coordination - Outreach	3.13	\$ 45,915	\$ 45,915	2,100	Client Hour	\$ 69.94	0
Heartland Senior Services	Activity and Resource Center	3.14	\$ 40,080	\$ 40,080	5,700	Client Contact	\$ 13.99	COVID-19 impacted service delivery. Activities not being provided at this time.
			\$ 195,131	\$ 195,916				
HIRTA	Transportation - City	2.13	\$ 40,993	\$ 130,254	17,835	One-Way Trip	\$ 17.46	Agency reported not being able to meet 380 requests due to budget cuts with lower driver staff and full schedules.
			\$ 40,993	\$ 130,254				
Legal Aid	Legal Aid - Society , Legal Aid - Civil	2.10	\$ 101,432	\$ 127,000	3,700	Staff Hour	\$ 90.74	0
			\$ 101,432	\$ 127,000				
Lutheran Services in Iowa	Crisis Intervention , Crisis Child Care	3.09	\$ 5,700	\$ 5,700	60	Contacts	\$ 822.52	21 families due to not having space in provider's homes and DHS requirements.
			\$ 5,700	\$ 5,700				
Mary Greeley Home Health Services	Community Clinics and Health Education	3.01	\$ 17,512	\$ 18,000	4,500	Clinic Hour	\$ 100.02	0
Mary Greeley Home Health Services	In-Home Health Assistance	3.04	\$ 15,962	\$ 16,300	7,600	Hours	\$ 60.89	0
			\$ 33,474	\$ 34,300				
MICA	Community Clinics - Child Dental	3.01	\$ 1,650	\$ 1,650	55	Clinic Hour	\$ 212.91	0
MICA	Community Clinics - Fluoride Varnish	3.01	\$ 825	\$ 825	572	Clinic Hour	\$ 66.70	0
MICA	Food Pantry	2.01	\$ 22,562	\$ 27,796	7,375	Client Contact	\$ 20.05	0
MICA	Dental Clinic (funds allocated to Primary Health Care for equipment)		\$ 95,000	\$ -	-	0	\$ -	Dental Clinic closed March 2020. Primary Health Care will be providing the services.
			\$ 120,037	\$ 30,271				
NAMI	Public Education and Awareness	1.12	\$ 7,200	\$ 7,250	2,200	Staff Hour	\$ 39.58	0
			\$ 7,200	\$ 7,250				
Primary Health Care	Dental Clinic	3.01	\$ -	\$ 95,000	3,600	Clinic Hours	\$ 238.49	
			\$ -	\$ 95,000				
Raising Readers	Thrive by Five	1.10	\$ 10,937	\$ 12,031	2,930	Client Hour	\$ 22.06	COVID-19 impacted service delivery.
Raising Readers	Out-of-School Time Learning	1.10	\$ 14,666	\$ 16,133	900	Client Hour	\$ 104.50	0
			\$ 25,603	\$ 28,164				
RSVP	Disaster Services - Volunteer Management for Emergencies	2.12	\$ 7,050	\$ 7,300	500	Staff Hour	\$ 30.43	0
RSVP	Transportation	2.13	\$ 1,400	\$ 1,500	1,650	One-Way Trip	\$ 18.76	0
RSVP	Volunteer Management	1.11	\$ 23,214	\$ 24,000	37,000	Volunteer Hour	\$ 4.13	0
			\$ 31,664	\$ 32,800				
The Arc of Story County	Special Recreation - Active Lifestyles	3.19	\$ 5,320	\$ 5,300	8,200	Participant Hour	\$ 8.64	COVID-19 impacted service delivery
The Arc of Story County	Respite Care	3.11	\$ 4,000	\$ 4,000	700	Client Hour	\$ 17.14	COVID-19 impacted service delivery
The Arc of Story County	Service Coordination	3.13	\$ 1,400	\$ 1,450	440	Client Hour	\$ 12.50	0
			\$ 10,720	\$ 10,750				
The Salvation Army	Emergency Asst. for Basic Material Needs (Food Pantry)	2.01	\$ 10,003	\$ 10,303	2,580	Client Contact	\$ 237.94	0
The Salvation Army	Emergency Asst. for Basic Material Needs (Homeless Prev)	2.01	\$ 24,748	\$ 25,490	180	Client Contact	\$ 444.86	1,089 requests were declined due to no available appointment times/no funds available; households who received help within the past year; reside outside of Story County, eviction in spite of assistance, failure to follow program requirements, and a pattern of reliance on emergency assistance.
The Salvation Army	Disaster Services	2.12	\$ 911	\$ 938	30	Staff Hour	\$ 373.70	0
The Salvation Army	Representative Payee Services	2.14	\$ 13,880	\$ 14,296	2,050	Client Contact	\$ 36.93	13 clients are on the waiting list; unable to serve additional clients at this time due to limited staffing.
			\$ 49,542	\$ 51,027				
University Community Childcare	Child Care - Infant	2.02	\$ 30,720	\$ 31,149	3,120	Full Day	\$ 78.20	Waiting list as of June 2020: 38 ISU student families and 45 non-student families. Occupancy was 92% for the year, based on licensed capacity. Let families know wait might be 1 to 1.5 years or longer.
University Community Childcare	Child Care - Children	2.03	\$ 36,634	\$ 40,297	8,320	Full Day	\$ 62.60	Waiting list as of June 2020: 71 ISU student families and 76 non-student families. Occupancy was 90% for the year, based on licensed capacity.
University Community Childcare	Comfort Zone	2.05	\$ 1,165	\$ -	-	Partial Day	\$ -	Agency not requesting funding for this service; plans to discontinue it.
			\$ 68,519	\$ 71,446				

Agency	Service	Index	City of Ames		21/22 Proposed Units of Service	Unit of Service	21/22 Proposed Cost per Unit	Service Statistics
			Contracted 20/21	Request 21/22				
Volunteer Center of Story County	Volunteer Management	1.11	\$ 5,250	\$ 6,450	2,350	Volunteer Hour	\$ 34.23	0
Volunteer Center of Story County	Advocacy for Social Development	1.02	\$ 2,400	\$ 3,000	1,040	Volunteer Hour	\$ 21.97	0
			\$ 7,650	\$ 9,450				
YWCA	Youth Development and Social Adjustment (Girl Power)	1.07	\$ -	\$ 5,000	36,000	Client Contact/day	\$ 0.62	0
	Advocacy for Social Development (Parent/Student Support)	1.02	\$ -	\$ 5,000	1,800	Staff Hour	\$ 12.48	0
	Advocacy for Social Development (Student Discrimination)	1.02	\$ -	\$ 5,000	1,850	Staff Hour	\$ 12.14	0
			\$ -	\$ 15,000				
Youth and Shelter Services	Substance Abuse Treatment - Outpatient	3.16	\$ 9,184	\$ 9,184	650	Client Hour	\$ 195.77	0
Youth and Shelter Services	Primary Treatment /Health Maintenance Family Counseling	3.17	\$ 60,038	\$ 63,040	6,700	Client Hour	\$ 149.27	0
Youth and Shelter Services	Emergency Assistance for Basic Needs - TLP	2.01	\$ 4,674	\$ 6,500	2,600	Client Contact	\$ 38.00	8 clients were turned away due to no openings or not meeting eligibility guidelines. The Lighthouse Program closed by end of 2019.
Youth and Shelter Services	Emergency Shelter - Rosedale	2.08	\$ 32,442	\$ 32,442	730	24 Hr Period Food/Shelter	\$ 297.88	18 clients were turned away due to appropriate gender bed unavailable, did not meet age criteria, actively suicidal or under the influence of a substance/needed hospitalization
Youth and Shelter Services	Rosedale Crisis	3.09	\$ 5,240	\$ 5,250	80	Contact	\$ 65.63	0
Youth and Shelter Services	Storks Nest	2.11	\$ 6,905	\$ 7,250	540	Client Contact	\$ 149.46	0
Youth and Shelter Services	Youth Dev and Social Adjustment - Mentoring	1.07	\$ 29,589	\$ 31,068	3,000	Client Contact/Day	\$ 67.99	58 youth on a waiting list at the end of the school year due to a variety of reasons such as referral for mentor occurs too late within the year, student with special needs and need to find mentor with certain skill set, no available mentors (scheduling conflicts, not completing screening process)
Youth and Shelter Services	Youth Dev and Social Adjustment - Community Youth Dev	1.07	\$ 30,045	\$ 31,547	1,952	Client Contact/Day	\$ 57.57	0
Youth and Shelter Services	Employment Assistance for Youth - Skills	1.08	\$ 19,934	\$ 20,931	1,250	Staff Hour	\$ 30.08	0
Youth and Shelter Services	Out of School Program - Summer Enrichment	1.09	\$ 10,475	\$ 10,999	11,000	Partial Day	\$ 7.99	0
Youth and Shelter Services	Family Development/Education - Pathways, FADSS	1.10	\$ 11,147	\$ 11,704	2,600	Client Hour	\$ 38.01	0
Youth and Shelter Services	Public Education/ Awareness	1.12	\$ 32,514	\$ 35,765	2,200	Staff Hour	\$ 74.33	0
Youth and Shelter Services	Public Education/ Awareness - Child Safety	1.12	\$ 8,229	\$ 8,640	375	Staff Hour	\$ 69.49	0
			\$ 260,416	\$ 274,320				
	<b>TOTAL</b>		\$ 1,524,850	\$ 1,740,209				
					0			

## MINUTES OF THE TOWN BUDGET MEETING

AMES, IOWA

NOVEMBER 5, 2020

The Town Budget Meeting was called to order by City Manager Steve Schainker at 7:00 p.m. on the 5th day of November, 2020, in the Council Chambers of Ames City Hall, 515 Clark Avenue. He introduced Finance Director Duane Pitcher and Budget Manager Nancy Masteller.

City Manager Schainker announced that it was impractical to hold an in-person Town Budget meeting due to the Governor of Iowa declaring a public health emergency because of the COVID-19 pandemic. Therefore, limits have been placed on public gatherings, and this meeting is being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. Mr. Schainker then provided how the public could participate in the meeting via internet or by phone

### Members of the Public Participating:

Lisa Hovis, 317 Main Street, Ames  
Catherine Scott, 1510 Roosevelt, Ames  
Stan Rabe, 219 Wildflower Drive, Ames  
Heather Johnson, 310 Topaz, Ames  
Valerie Williams, 703 Carroll, Ames  
Sam Schill, 2502 Ridgetop Road, Ames  
Merlin Pfannkuch, 1424 Kellogg Avenue, Ames

City Manager Schainker welcomed the audience and informed them that this meeting was the beginning of the process to prepare the 2021/22 City Budget. He invited the audience watching to join the meeting via internet or by calling in or provide written comments. The can also send their comments or suggestions via email. Mr. Schainker explained that residents will be asked tonight to explain where they would like to see more or less funding.

The 2021/22 budget calendar and budget adoption process were explained by City Manager Schainker. The first step in the budget process is the Resident Satisfaction Survey. The Survey has gone out, responses have been received, and the results were presented at the City Council meeting held in October. According to Mr. Schainker, City Departments have already started gathering information to assist them in preparing their capital improvements and operating budgets for Fiscal Year 2021/22.

Mr. Schainker again emphasized that the purpose of this Town Budget Meeting was to gather input from the community. He made the public aware of important dates for upcoming meetings concerning the 2021/22 City Budget. He stated that, at its meeting to be held on December 8, 2020, the Council will be provided guidance on the City's budget priorities. Staff will put together the Operating Budget in November and December. On January 19, 2021, the recommended Capital Improvements Plan (CIP) will be presented. On January 26, public comments on the Capital Improvement Plan will be accepted. On January 29, February 2, 3, and 4, the Budget Overview and Department Budget Hearings will be held. Budget Wrap-Up will be on February 9. The final budget hearing and adoption of the FY 2021/22 Budget will be held on March 9.

Finance Director Duane Pitcher explained that the City received approximately one-third (32.23%) of the property taxes that were paid in Ames for 2020/21. The School District received 45.55%; Story County, 20.21%, and DMACC, 2.02%. Mr. Pitcher showed how the taxable valuation of property had changed from FY 2011/12 to the current fiscal year. He explained that the taxable valuation for 2020/21 was only up 1.1%.

Mr. Pitcher provided a summary of the 2020/21 Adopted Revenues and Expenditures. He stated that charges for services equates to approximately 43.4% or nearly half of the Revenues. The total revenues for the 2020/21 Adopted Budget (before transfers) was \$230,361,774. Finance Director Pitcher explained where the money is spent: Utilities, 32.2% (\$77,326,182); Capital Improvement projects, 25.1% (\$60,240,023); Public Safety, 9.0% (\$21,532,918); Transportation, 8.2% (\$19,656,862); Internal Services: 8.4% (20,154,282); Debt Service, 7.6% (\$19,252,430); Community Enrichment, 6.6% (\$15,733,875); and General Government, 2.9% (\$6,987,200).

Director Pitcher showed how the 2020/21 Property Tax Levy, which is a compilation of the General Fund Levy, Trust and Agency Levy (partial Police/Fire benefits), and Transit Levy, was calculated. The rate per \$1,000 taxable value for 2020/21 for the total Tax Levy was \$10.14681. The property tax calculated per residence for FY 2020/21 was \$559 per \$100,000 of valuation.

The cost of services per residence was detailed by service for the last three fiscal years. For 2020/21, the cost of services (per residence per \$100,000 valuation) was as follows:

Streets/Traffic	\$153
Police Protection	132
Fire Protection	86
Library	69
Parks & Recreation	30
Transit	35
General Support Services	28
Planning Services	9
Resource Recovery	6
Storm Sewer System	2
Facilities/Cemetery/Airport	3
Animal Control	5
Building Safety	1

A comparison of the City’s property tax rate with other large communities in the state of Iowa was also shown. Eleven of the 13 largest cities in Iowa are at the \$8.10 (per \$1,000) General Levy. Ames has the lowest total tax levy at \$5.53 per \$1,000 valuation.

City Manager Schainker commented on the effects that the COVID-19 pandemic have had on the City’s Adopted Budget. He stated that the City has eliminated some Capital Improvements Plan projects, has instituted hiring freezes, and has canceled all out-of-state training and conferences.

**PUBLIC INPUT:** City Manager Schainker asked if there was anyone who would like to provide suggestions on the 2021/22 Budget. He reiterated the ways that the public could participate in this electronic meeting. Another way to make their suggestions known is to email him or Finance Director Duane Pitcher. The email addresses are located on the City's Web site (cityofames.org).

Lisa Hovis, 317 Main Street, Ames, stated that she is a current member of the Historic Preservation Commission (HPC). She asked that an allocation be made to the HPC for signs to be placed on Main Street in the amount of \$2,791.

Catherine Scott, 1510 Roosevelt, Ames, asked that funding be allocated towards building a new Municipal Pool. Ms. Scott also asked that funds to implement a Climate Action Plan be added once the Plan is completed.

Stanley Rabe, 219 Wildflower Drive, Ames, named several arts organizations in Ames that are supported by the City of Ames through the Commission On The Arts. He noted that the City of Ames benefits from Stephens Auditorium, the Octagon, Actors, and other arts organizations. Mr. Rabe would like to see a contribution to support capital improvements for arts organizations. He said he would like a "pot of money" that would be available over a number of years for organizations to apply for competitive funding grants.

Merlin Pfannkuch, 1424 Kellogg Avenue, Ames, asked if there was a document that would indicate where the City made cuts in the current year due to the pandemic. He also asked to know how the pandemic has affected Local Option Taxes. Mr. Pfannkuch stated that he had planned to contact Iowa State University (ISU) to find out how many students are actually in Ames attending ISU, but had not done so yet. City Manager Schainker noted that the City is waiting for the final numbers from Local Option Taxes. He commented that Hotel/Motel Tax has been devastated by the pandemic, and CyRide ridership is down for the first time; it is down approximately 40%. Mr. Pfannkuch indicated that he would like the City to spend less on sidewalk infill. Regarding the document where the City has cut funding due to the pandemic, Budget Manager Nancy Masteller stated that she would email the link to the document to Mr. Pfannkuch.

Heather Johnson, 310 Topaz, Ames, referenced the "Iowa City Model" and asked for the City to incorporate more funding, when things get a little better, into the Community Enrichment (arts/recreation) part of the budget for allocating to the arts.

Valerie Williams, 703 Carroll, Ames, echoed the comments made by Stan Rabe. She said she is feeling a lack of support for small arts programs, i.e., dance, music, theater. According to Ms. Williams, Ames no longer has those spaces available, as many have closed due to the pandemic. Her request is for capital contributions for improvements for the smaller venues (30 - 100 persons) for the arts.

Sam Schill, 2502 Ridgetop Road, Ames, said that he has been trying to come up with what the City could do to create a "spark" for culture and arts in the community. The best thing he could

think of is to figure out how to have a half-time or full-time staff person to focus on arts and culture in the community. That person would interact with the business community and create momentum for the arts. He noted that a feasibility plan would have to be created first.

City Manager Schainker thanked those who had participated in the Town Budget Meeting. He encouraged the public to stay involved in the budget process. Mr. Schainker reviewed the dates when the Operating Budget and Capital Improvements Plan will be discussed before the City Council. It was noted by Mr. Schainker that this year will be a tough year due to the pandemic.

The meeting concluded at 8:05 p.m.

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Diane Voss, City Clerk



NOV 19 2020

Smart Choice

CITY OF AMES, IOWA

November 20, 2020

Mayor John Haila and Members of the Ames City Council  
 515 Clark Avenue  
 Ames, IA 50010

Dear Mr. Mayor and Members of the Ames City Council:

The Ames Convention & Visitors Bureau (ACVB) is a member-based organization, supported by hotel/motel tax. The ACVB builds economic activity in Ames and the surrounding area by recruiting visitors to the community for sports and recreational events, performing arts and concerts, conferences, group tours and special events. The ACVB holds several long-term agreements with organizations to host their events in Ames, even as far out as 2036. The ACVB seeks out events to fill the available dates between these long-term contracted events, as well as securing events to fill in around Iowa State University (ISU) student activities and ISU sports.

These events are a major economic driver of revenue to the City of Ames community in the form of sales tax, local option tax, and hotel/motel tax. Based on the Iowa Economic Development Authority and STR Destination Reports, the economic impact by overnight visitors to Ames in 2019 was \$114,000,000. However, due to COVID-19, the 2020 and 2021 impact will be significantly lower.

The Ames tourism and hospitality industry, particularly hotels, have been severely affected by the COVID-19 pandemic. Since March 2020, the Ames hotel revenues have decreased more than \$15,500,000 over the same period in 2019. Normally, hotel occupancy averages over 60% with an average daily rate (ADR) of \$105. Since March 2020, hotel occupancy in Ames is averaging 30% and the ADR is \$76.

With hotel occupancy and ADR dropping to these levels, the hotel/motel tax revenue is significantly reduced. The ACVB has taken drastic measures to reduce organizational expenses, including reducing staff by 50%, decreasing promotions and sponsorship by 60%, and eliminating non-essential expenses. Despite these necessary measures, it is still of the utmost importance for the ACVB to discover and acquire future events for Ames.

To ensure that Ames continues to be a destination for visitors, conferences, and events, it is imperative that the ACVB stays competitive in actively pursuing groups to come to Ames. To do this, the ACVB is requesting a one-time ask of \$35,000 from the 1% the City of Ames receives in hotel/motel tax designated for economic development. These funds will be used directly for the pursuit of events and conferences, as well as for contractually obligated incentives to support groups already committed to hold their event in Ames.

Historically, the tourism and hospitality industry are the slowest to recover from a major economic crisis or national disaster. Knowing this recovery may take several years, the ACVB also requests a loan of \$75,000, with the terms of the loan to be determined. These funds, along with ACVB reserve funds, will ensure impactful future community-wide events are hosted in Ames for years to come.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads 'Kevin Bourke'. The signature is fluid and cursive, with the first name 'Kevin' being more prominent than the last name 'Bourke'.

Kevin Bourke, President/CEO





*Smart Choice*

November 5, 2020

Mr. Steve Schainker  
City of Ames  
515 Clark Ave.  
Ames, IA 50010

**RE: Town Hall Budget Meeting**

Steve,

I appreciate the consideration of you and the City of Ames to hear from the public on opportunities to reinvest in our great community via a Town Hall Budget Meeting. The Ames Chamber of Commerce is proud of the community we get to serve and yet we are always looking for ways to make it even better, which is why I write this letter requesting your support.

The beautification of Ames and the manner in which we care for our public spaces is vitally important. With the number of people that visit our great community every year we have such a ripe opportunity to leave them with a positive impression. The drive off of U.S. Highway 30 north along University Boulevard is exceptional. Yet, as one drives through the Campustown area, along Lincoln Way, it is apparent that the medians, where plants and shrubbery once existed, have not been a priority for anyone in quite some time.

I am respectfully asking the City to financially participate, at a level not to exceed \$35,000, with other equal financial partners, to landscape the medians from Beach Avenue west on Lincoln Way to Sheldon Avenue. The landscaping project would be completed in the spring of 2021 and be maintained through a partnership of the Ames Chamber of Commerce, Campustown Action Association, and businesses in the Campustown district. The City would not be asked for the funds until other funding sources are confirmed.

This is a cost-effective way to increase the aesthetics of the drive through the Campustown area and I am hopeful you will give this possible partnership every consideration in your budget-making for the new year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel A. Culhane', written in a cursive style.

Daniel A. Culhane  
President & CEO  
Ames Chamber of Commerce

CC: Karin Chitty, Campustown Action Association

## Shannon Andersen

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**Subject:** FW: Spending priorities

**From:** Steve Schainker <[steve.schainker@cityofames.org](mailto:steve.schainker@cityofames.org)>

**Sent:** Friday, November 6, 2020 9:34 AM

**To:** Nancy Masteller <[nancy.masteller@cityofames.org](mailto:nancy.masteller@cityofames.org)>; Duane Pitcher <[duane.pitcher@cityofames.org](mailto:duane.pitcher@cityofames.org)>

**Subject:** FW: Spending priorities

Please include in packet to be sent to the Council regarding the budget.

SLS

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**From:** David Martin <[david.martin@amescitycouncil.org](mailto:david.martin@amescitycouncil.org)>

**Sent:** Thursday, November 5, 2020 7:27 PM

**To:** Steve Schainker <[steve.schainker@cityofames.org](mailto:steve.schainker@cityofames.org)>

**Subject:** FW: Spending priorities

Hi Steve,

This email came in a while ago but it seems appropriate input for the town budget meeting.

Thanks,  
David

---

**David Martin**  
Ames City Council, Ward 3  
he/him 515.450.1130

---

**From:** Deborah Fink <[fink27@gmail.com](mailto:fink27@gmail.com)>

**Sent:** Monday, October 12, 2020 11:45 AM

**To:** City Council and Mayor <[mayorcouncil@amescitycouncil.org](mailto:mayorcouncil@amescitycouncil.org)>

**Subject:** Spending priorities

[External Email]

I hope the city will prioritize maintaining, expanding and improving bike trails.

I hope the city will de-prioritize the airport in favor of projects that benefit the majority of Ames residents.

Deborah Fink

--

Deborah Fink

222 South Russell  
Ames, Iowa 50010

Attachment 4c

515-232-2763

[fink27@gmail.com](mailto:fink27@gmail.com)

## Shannon Andersen

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**Subject:** FW: Budget Townhall: Please budget for the creation of an Ames Climate Action Plan in 2021

**From:** Steve Schainker <[steve.schainker@cityofames.org](mailto:steve.schainker@cityofames.org)>

**Sent:** Thursday, November 5, 2020 4:40 PM

**To:** Duane Pitcher <[duane.pitcher@cityofames.org](mailto:duane.pitcher@cityofames.org)>; Nancy Masteller <[nancy.masteller@cityofames.org](mailto:nancy.masteller@cityofames.org)>

**Subject:** FW: Budget Townhall: Please budget for the creation of an Ames Climate Action Plan in 2021

For Town Budget Meeting packet to the Council.

SLS

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**From:** Diane Voss <[diane.voss@cityofames.org](mailto:diane.voss@cityofames.org)>

**Sent:** Thursday, November 5, 2020 1:36 PM

**To:** Steve Schainker <[steve.schainker@cityofames.org](mailto:steve.schainker@cityofames.org)>

**Subject:** FW: Budget Townhall: Please budget for the creation of an Ames Climate Action Plan in 2021

Diane R. Voss, City Clerk/Records Manager

515 Clark Avenue

Ames, Iowa 50010

515-239-5105

[diane.voss@cityofames.org](mailto:diane.voss@cityofames.org)

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**From:** Allison B <[afbrundy@gmail.com](mailto:afbrundy@gmail.com)>

**Sent:** Thursday, November 5, 2020 1:22 PM

**To:** City Council and Mayor <[mayorcouncil@amescitycouncil.org](mailto:mayorcouncil@amescitycouncil.org)>

**Subject:** Budget Townhall: Please budget for the creation of an Ames Climate Action Plan in 2021

[External Email]

Date: 11/5/2020

RE: Ames Budget Townhall

FR: Ames Climate Action Team (ACAT)

Dear Ames City Managers, Mayor Haila, and Ames City Council Members:

We are writing because we feel an extreme sense of urgency around moving the Ames Climate Action Planning process forward. **We urge you to retain the budget line item for hiring contractors to create an Ames Climate Action Plan by the end of 2021, and further, to expand the budget line to begin accommodating plan implementation.**

We see some of the challenging events of 2020 as connected to climate change, and the cascading, interrelated consequences — from viruses to Derechos, from micro-droughts to business supply line disruptions — are already impacting the quality of life for the people of Ames. Climate change impacts are strongly

interconnected with issues of equity, justice and resource accessibility — all recent “hot” topics that have come before council. ACAT firmly believes that prioritizing climate planning will open opportunities to improve social and economic resilience for the people of Ames, while also building an inclusive, vibrant community that attracts and retains people.

As reflected in the Ames Pale Blue Dot Climate Vulnerability Assessment, the issues of climate adaptation and mitigation are complicated. It is clearly in our medium and long-term interest to build climate solutions into all of our ongoing programs and planning, and we need a plan for how to do this.

ACAT continues to support the city retaining our ongoing sustainability investments, such as waste reduction, low-carbon and energy efficiency rebate programs, public transportation, and multi-modal accessibility. These important efforts contribute to community climate resilience.

We look forward to working with you in ongoing climate action and planning.

Thank you for your service to the people of Ames and thank you for the opportunity to comment.

Respectfully,

Ames Climate Action Team Steering Committee:

Allison Brundy, Erv Klaas, Jeri Neal, Shellie Orngard, John Wilson, and Vivian M. Cook (Iowa State University M.S. Candidate, Community Development)

## Shannon Andersen

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**Subject:** FW: Delivery Status Notification (Failure)

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**From:** Diane Voss <[diane.voss@cityofames.org](mailto:diane.voss@cityofames.org)>  
**Sent:** Monday, November 9, 2020 8:41 AM  
**To:** Nancy Masteller <[nancy.masteller@cityofames.org](mailto:nancy.masteller@cityofames.org)>  
**Subject:** FW: Delivery Status Notification (Failure)

Diane R. Voss, City Clerk/Records Manager  
515 Clark Avenue  
Ames, Iowa 50010  
515-239-5105  
[diane.voss@cityofames.org](mailto:diane.voss@cityofames.org)

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**From:** Bryon Dudley <[bryon.dudley@gmail.com](mailto:bryon.dudley@gmail.com)>  
**Sent:** Saturday, November 7, 2020 1:16 AM  
**To:** City Council and Mayor <[mayorcouncil@amescitycouncil.org](mailto:mayorcouncil@amescitycouncil.org)>  
**Subject:** Fwd: Delivery Status Notification (Failure)

[External Email]

I was unfortunately not able to attend the budget meeting Thursday night, and was hoping to do so, especially as it relates to the culture of Ames and its entertainment venues.

I've lived in Ames over half of my life, and have been involved with multiple facets of the music community. I was a co-owner of the Iowa Music Store that once operated on Main Street, before the pandemic I booked all of the music and events at London Underground, I operate a successful Ames-based recording studio for musicians across Iowa, I run a local label (Nova Labs) that has released over 130 Iowa albums in 7 years, and do the majority of the booking for the Maximum Ames Music Festival, among other activities in the arts community. My wife and I were the recipients of the 2019 Veronika Rudenberg Cultural Entrepreneur Award from the Ames Community Arts Council.

I have a vested interest in funds being directed towards entertainment venues in Ames, and I would like to encourage you to consider that. I have directly seen how supporting the arts and offering something unique to Ames in conjunction with community events is mutually beneficial. I believe that a thriving culture is the pulse of a city that separates it from other communities, mostly because I've been told this countless times by festival goers, visiting bands on tour, and many slightly (or less slightly!) inebriated citizens of Ames.

And many others.

We have a great city already, and I think that attracts people to move here, and want to be here, but I believe that it is culture that keeps them here, year after year, because they actively WANT to be part of a community that is rich in art and music. Culture keeps graduating students in Ames, and being part of a thriving musical community fosters the next generations of musicians. It's an ecosystem that builds upon itself, and generates goodwill, as well as good business.

Attachment 4e

I don't think it's any surprise that bars and venues are struggling right now. And performance spaces are at a premium in the music and arts communities. I hope you will keep these in mind during budget considerations.

I apologize if this is overly long, but I feel like it's important right now. Thank you for your time.

Sincerely,  
Bryon Dudley



# Outside Funding Request Process Application

## Applicant Information

Is this request for a program/event sponsored by a student organization?      YES      NO  
     

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

---

Phone: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

## Program/Event Information

What are the goals of this program/event?:

Date(s) program/event will be held: \_\_\_\_\_ to \_\_\_\_\_ Check if continuous or ongoing:

Location of the program/event: \_\_\_\_\_

# of individuals involved in program/event planning: \_\_\_\_\_ # of individuals who will benefit from program/event: \_\_\_\_\_

Funding amount requested: \_\_\_\_\_

Has the City of Ames funded this program/event before?      YES      NO      If yes, what year was it last funded?: \_\_\_\_\_      If yes, what amount of funding was received?: \_\_\_\_\_  
     

## Program/Event Description

*Please answer each question below using the space provided.*

Explain how this request helps accomplish the goals of this program/event. If you are requesting an increase in funding from the last funding cycle, include an explanation of the enhanced or expanded services you intend to provide with the additional funding:



What efforts have you made to obtain funding from other sources? Include fundraising, dues, and any requests to other City-sponsored programs (e.g., ASSET, COTA, Ames Community Grants Program)

Who will be responsible for ensuring compliance with the funding contract? What are his/her/their qualifications?:

**Budget**

Complete the budget for your activity below, including previous fiscal years in columns A, B, and C, and your grant request from the City of Ames in box D10.

		(A)	(B)	(C)	(D)
<b>REVENUE - ALL SOURCES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
1	FUNDRAISING				
2	MEMBERSHIP DUES				
3	FEES CHARGED				
4	INVESTMENT INCOME				
5	GRANTS (PRIVATE SECTOR)				
6	STATE/FEDERAL FUNDS				
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8	OTHER GOV'T OR NON-PROFIT FUNDS				
9	MISC. (Describe):				
10	<b>FUNDING REQUEST FROM CITY OF AMES</b>				
11	<b>TOTAL REVENUES</b>				

<b>EXPENSES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
12	SALARY AND RELATED				
13	OCCUPANCY/RENT				
14	SUPPLIES/EQUIPMENT				
15	CONTRACTUAL SERVICES				
16	PROMOTION/ADVERTISING				
17	MISC. (Describe):				
18	<b>TOTAL EXPENSES</b>				

**Proposed Task/Drawdown Schedule**

Funds awarded must be used to benefit the general public. On the lines below, describe the tasks you plan to complete using requested funds, the anticipated task completion date, and the amount you will request in reimbursement for that task. The total should add up to your funding request.

Tasks below should be services and programs that will be provided to the public (e.g., individual events, educational programs, improvements to public spaces, etc.). Tasks should **not** include costs that primarily benefit the organization (e.g., administrative expenses, overhead, rent, utilities, etc.). The organization should consider such internal costs in the overall cost of providing the specific service or program.

Prioritize the tasks proposed in this list, with the tasks the organization would most like to receive funding for towards the top.

Priority	Task	Participants	Completion Date	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
<b>TOTAL</b>				

**Disclaimer and Submission**

*By typing in my name below, I certify that my answers are true and complete to the best of my knowledge. I am authorized to submit this application on behalf of the organization named herein.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed applications to the City Manager's Office, 515 Clark Avenue, Ames, IA 50010. Applications must be received no later than 5:00 p.m. on November 15 to be considered for funding.



# Outside Funding Request Process Application

## Applicant Information

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Contact Person: \_\_\_\_\_

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---

Phone: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

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Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

---

Phone: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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## Ames History Museum Application, City of Ames FY 2021-22

### Notes:

**TASK LIST** on Page 3 – Most tasks listed are ongoing throughout the year. We will compile each quarter's portion of completed tasks and request approximately 1/4 of the funding each quarter. Some tasks are seasonal, but all listed will be completed by 6/30/22.

### BUDGET SECTION

AHM financial reports are kept by calendar year on a cash basis. On our application, Column A is 2018 actual revenue and expenses, Column B is 2019 actual revenue and expenses, Column C is 2020 approved budget, and Column D is proposed budget for 2021.

**Line 9 – Misc.** includes gift shop sales, bank interest, and transfers from cash reserves

**Line 10 – Funding Request:** Because our Jan-Dec fiscal year overlaps with the City's July-June fiscal year, the figures on this line represent the sum of half the money from two fiscal years.

**Line 17 – Misc.** includes expenses associated with programs, events, exhibitions, collections, and transfers to building maintenance reserve



# Outside Funding Request Process Application

## Applicant Information

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Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

---

Phone: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

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## Program/Event Description

*Please answer each question below using the space provided.*

Explain how this request helps accomplish the goals of this program/event. If you are requesting an increase in funding from the last funding cycle, include an explanation of the enhanced or expanded services you intend to provide with the additional funding:

What efforts have you made to obtain funding from other sources? Include fundraising, dues, and any requests to other City-sponsored programs (e.g., ASSET, COTA, Ames Community Grants Program)

Who will be responsible for ensuring compliance with the funding contract? What are his/her/their qualifications?:

**Budget**

Complete the budget for your activity below, including previous fiscal years in columns A, B, and C, and your grant request from the City of Ames in box D10.

		(A)	(B)	(C)	(D)
<b>REVENUE - ALL SOURCES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
1	FUNDRAISING				
2	MEMBERSHIP DUES				
3	FEES CHARGED				
4	INVESTMENT INCOME				
5	GRANTS (PRIVATE SECTOR)				
6	STATE/FEDERAL FUNDS				
7	ISU OR ISU STUDENT GOVERNMENT FUNDS				
8	OTHER GOV'T OR NON-PROFIT FUNDS				
9	MISC. (Describe): Interest Income				
10	<b>FUNDING REQUEST FROM CITY OF AMES</b>				
11	<b>TOTAL REVENUES</b>				

<b>EXPENSES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
12	SALARY AND RELATED				
13	OCCUPANCY/RENT				
14	SUPPLIES/EQUIPMENT				
15	CONTRACTUAL SERVICES				
16	PROMOTION/ADVERTISING				
17	MISC. (Describe):				
18	<b>TOTAL EXPENSES</b>				

**Proposed Task/Drawdown Schedule**

Funds awarded must be used to benefit the general public. On the lines below, describe the tasks you plan to complete using requested funds, the anticipated task completion date, and the amount you will request in reimbursement for that task. The total should add up to your funding request.

Tasks below should be services and programs that will be provided to the public (e.g., individual events, educational programs, improvements to public spaces, etc.). Tasks should **not** include costs that primarily benefit the organization (e.g., administrative expenses, overhead, rent, utilities, etc.). The organization should consider such internal costs in the overall cost of providing the specific service or program.

Prioritize the tasks proposed in this list, with the tasks the organization would most like to receive funding for towards the top.

Priority	Task	Participants	Completion Date	Amount
1				
2				
3				
4				
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7				
8				
9				
<b>TOTAL</b>				

**Disclaimer and Submission**

*By typing in my name below, I certify that my answers are true and complete to the best of my knowledge. I am authorized to submit this application on behalf of the organization named herein.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed applications to the City Manager's Office, 515 Clark Avenue, Ames, IA 50010. Applications must be received no later than 5:00 p.m. on November 15 to be considered for funding.



# STRATEGIC PLAN 2020-21

## GOALS:

1. Lead efforts to improve streetscape through beautification or repair/replacement processes in conjunction with the City of Ames Paver Replacement Project.
2. Refocus and clearly define our community events to better support retail sales traffic and increase exposure for Downtown Ames.
3. Facilitate our fundraiser events in such a way as to promote Downtown Ames and minimize the negative impact to businesses.
4. Work with the City of Ames to find reasonable and workable solutions for parking issues that balance both the business and residential needs.
5. With temporary expansion of outdoor dining, due to COVID, we will engage with the City of Ames to explore permanent expansion of some or all of the provisions.
6. Being a volunteer driven organization, we will define our "volunteer ask" for the different levels of volunteer expectations.
7. Communication is key. We will continue to enhance our communication efforts and explore ways to routinely involve more voices in offering input to Downtown Ames challenges.
8. Develop a Retail/Restaurant Recruitment Strategy to ensure when space turnover occurs that we are thoughtful and timely with support to fill vacancies.
9. Regular updates to building and business inventory lists to ensure any directory info is current.
10. Grow annual investor revenue by 33% to \$40,000.
11. Pursue development of long-term funding for solutions to district challenges, support beautification efforts, and provide for downtown-funded capital improvement projects.

## MISSION/VISION:

Ames Main Street (AMS) advances and promotes Downtown Ames as the destination district in the heart of the Ames community. As an important part of the historic fabric of Ames, the AMS leadership serves as a stimulus of economic growth and vitality in the community.



# Outside Funding Request Process Application

## Applicant Information

Is this request for a program/event sponsored by a student organization?      YES      NO  
     

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

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Phone: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

## Program/Event Information

What are the goals of this program/event?:

Date(s) program/event will be held: \_\_\_\_\_ to \_\_\_\_\_ Check if continuous or ongoing:

Location of the program/event: \_\_\_\_\_

# of individuals involved in program/event planning: \_\_\_\_\_ # of individuals who will benefit from program/event: \_\_\_\_\_

Funding amount requested: \_\_\_\_\_

Has the City of Ames funded this program/event before?      YES      NO      If yes, what year was it last funded?: \_\_\_\_\_      If yes, what amount of funding was received?: \_\_\_\_\_  
     

## Program/Event Description

*Please answer each question below using the space provided.*

Explain how this request helps accomplish the goals of this program/event. If you are requesting an increase in funding from the last funding cycle, include an explanation of the enhanced or expanded services you intend to provide with the additional funding:

What efforts have you made to obtain funding from other sources? Include fundraising, dues, and any requests to other City-sponsored programs (e.g., ASSET, COTA, Ames Community Grants Program)

Who will be responsible for ensuring compliance with the funding contract? What are his/her/their qualifications?:

**Budget**

Complete the budget for your activity below, including previous fiscal years in columns A, B, and C, and your grant request from the City of Ames in box D10.

		(A)	(B)	(C)	(D)
<b>REVENUE - ALL SOURCES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
1	FUNDRAISING				
2	MEMBERSHIP DUES				
3	FEES CHARGED				
4	INVESTMENT INCOME				
5	GRANTS (PRIVATE SECTOR)				
6	STATE/FEDERAL FUNDS				
7	ISU OR ISU STUDENT GOVERNMENT FUNDS				
8	OTHER GOV'T OR NON-PROFIT FUNDS				
9	MISC. (Describe):				
10	<b>FUNDING REQUEST FROM CITY OF AMES</b>				
11	<b>TOTAL REVENUES</b>				

<b>EXPENSES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
12	SALARY AND RELATED				
13	OCCUPANCY/RENT				
14	SUPPLIES/EQUIPMENT				
15	CONTRACTUAL SERVICES				
16	PROMOTION/ADVERTISING				
17	MISC. (Describe):				
18	<b>TOTAL EXPENSES</b>				

**Proposed Task/Drawdown Schedule**

Funds awarded must be used to benefit the general public. On the lines below, describe the tasks you plan to complete using requested funds, the anticipated task completion date, and the amount you will request in reimbursement for that task. The total should add up to your funding request.

Tasks below should be services and programs that will be provided to the public (e.g., individual events, educational programs, improvements to public spaces, etc.). Tasks should **not** include costs that primarily benefit the organization (e.g., administrative expenses, overhead, rent, utilities, etc.). The organization should consider such internal costs in the overall cost of providing the specific service or program.

Prioritize the tasks proposed in this list, with the tasks the organization would most like to receive funding for towards the top.

Priority	Task	Participants	Completion Date	Amount
1				
2				
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7				
8				
9				
			<b>TOTAL</b>	

**Disclaimer and Submission**

*By typing in my name below, I certify that my answers are true and complete to the best of my knowledge. I am authorized to submit this application on behalf of the organization named herein.*

Name: Karin Chitty Title: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed applications to the City Manager's Office, 515 Clark Avenue, Ames, IA 50010. Applications must be received no later than 5:00 p.m. on November 15 to be considered for funding.



## **Program/Event Description – CAA Application for City of Ames Fall Grant Program**

Campustown Action Association's programs and events are driven by the goals set forth in our strategic plan.

1. Make Campustown a social center with a broad range of entertainment options for people of all ages while maintaining and strengthening the student experience
2. Promote existing businesses located within the Campustown commercial area while working to broaden the diversity of offerings to strengthen the district as a whole
3. Improve the visual appeal of Campustown and work to create a more defined, unified district
4. Support all modes of transportation within the Campustown district
5. Nurture a strong collaboration between Campustown (business and property owners), Iowa State University Administration, Iowa State University Students, the City of Ames and other stakeholders

The funding being requested will be combined with funding received from Iowa State University, ACVB Community grants, sponsorships and membership funding in order to fulfill the CAA budget. Use of funding will be driven by the 8 milestones listed in the application. Our milestones will always reflect programming and events CAA feels will serve to strengthen the Campustown district.

We are committed to providing a cleaner, safer Campustown. CAA feels strongly that our efforts in the areas of maintenance and beautification directly translate to better experiences for all those who spend time in Campustown. Volunteer efforts help engage the community, often bringing in groups who would not typically spend time here. By working with ISU student groups, we hope to encourage a sense of pride in the district. This is especially important due to the large turnover of students living in Campustown. Disseminating information that directly affects the district helps foster positive communication and neighborhood unity. The organization promotes the Campustown Façade Grant program in an effort to increase awareness of, and participation in, the opportunity for business and property owners to improve their public spaces in the district. We believe a more attractive district not only benefits the existing businesses, but could serve as a powerful tool in recruiting new businesses and services to Campustown.

CAA event programming draws both the Ames community and visitors to the district. All our events are free, open-to-the-public, and include activities and entertainment for a wide-range of participants. We feel by hosting events that bring a diverse mix of attendees, we are providing an important service. Our events emphasize community and strive to make everyone feel welcome in the Campustown district. CAA also provides guidance to other groups wishing to host events within the district boundaries. By sharing our best practices, we hope to see other organizations host fun, safe events that enhance, rather than detract from, the reputation of Campustown.

The Campustown Action Association is proud to partner with the City of Ames. We look forward to continuing our work toward a cleaner, safer, more welcoming environment for all those who spend time in Campustown.



# Outside Funding Request Process Application

## Applicant Information

Is this request for a program/event sponsored by a student organization?      YES      NO  
     

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

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Phone: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

## Program/Event Information

What are the goals of this program/event?:

Date(s) program/event will be held: \_\_\_\_\_ to \_\_\_\_\_ Check if continuous or ongoing:

Location of the program/event: \_\_\_\_\_

# of individuals involved in program/event planning: \_\_\_\_\_ # of individuals who will benefit from program/event: \_\_\_\_\_

Funding amount requested: \_\_\_\_\_

Has the City of Ames funded this program/event before?      YES      NO      If yes, what year was it last funded?: \_\_\_\_\_      If yes, what amount of funding was received?: \_\_\_\_\_  
     

## Program/Event Description

*Please answer each question below using the space provided.*

Explain how this request helps accomplish the goals of this program/event. If you are requesting an increase in funding from the last funding cycle, include an explanation of the enhanced or expanded services you intend to provide with the additional funding:

What efforts have you made to obtain funding from other sources? Include fundraising, dues, and any requests to other City-sponsored programs (e.g., ASSET, COTA, Ames Community Grants Program)

Who will be responsible for ensuring compliance with the funding contract? What are his/her/their qualifications?:

**Budget**

Complete the budget for your activity below, including previous fiscal years in columns A, B, and C, and your grant request from the City of Ames in box D10.

		(A)	(B)	(C)	(D)
<b>REVENUE - ALL SOURCES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
1	FUNDRAISING				
2	MEMBERSHIP DUES				
3	FEES CHARGED				
4	INVESTMENT INCOME				
5	GRANTS (PRIVATE SECTOR)				
6	STATE/FEDERAL FUNDS				
7	ISU OR ISU STUDENT GOVERNMENT FUNDS				
8	OTHER GOV'T OR NON-PROFIT FUNDS				
9	MISC. (Describe):				
10	<b>FUNDING REQUEST FROM CITY OF AMES</b>				
11	<b>TOTAL REVENUES</b>				

<b>EXPENSES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
12	SALARY AND RELATED				
13	OCCUPANCY/RENT				
14	SUPPLIES/EQUIPMENT				
15	CONTRACTUAL SERVICES				
16	PROMOTION/ADVERTISING				
17	MISC. (Describe):				
18	<b>TOTAL EXPENSES</b>				

**Proposed Task/Drawdown Schedule**

Funds awarded must be used to benefit the general public. On the lines below, describe the tasks you plan to complete using requested funds, the anticipated task completion date, and the amount you will request in reimbursement for that task. The total should add up to your funding request.

Tasks below should be services and programs that will be provided to the public (e.g., individual events, educational programs, improvements to public spaces, etc.). **Tasks should not include costs that primarily benefit the organization** (e.g., administrative expenses, overhead, rent, utilities, etc.). The organization should consider such internal costs in the overall cost of providing the specific service or program.

Prioritize the tasks proposed in this list, with the tasks the organization would most like to receive funding for towards the top.

Priority	Task	Participants	Completion Date	Amount
1				
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9				
<b>TOTAL</b>				

**Disclaimer and Submission**

*By typing in my name below, I certify that my answers are true and complete to the best of my knowledge. I am authorized to submit this application on behalf of the organization named herein.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed applications to the City Manager's Office, 515 Clark Avenue, Ames, IA 50010. Applications must be received no later than 5:00 p.m. on November 15 to be considered for funding.

# Outside Funding Request Process Application

## Applicant Information

Is this request for a program/event sponsored by a student organization? YES  NO

Organization Name: Hunziker Youth Sports Complex Date: November 8, 2020

Contact Person: Kurt Moore

Contact Mailing Address: 3409 Jewel Drive

Ames IA 50010

City State ZIP Code

Phone: 515-460-2175 E-mail Address: kurt.moore@hyscames.org Tax ID#: 42-1421342

## Program/Event Information

What are the goals of this program/event?:

To implant in participants, through youth sports activities, the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority so that they may be well adjusted, stronger and happier children and grow to be decent, healthy and trustworthy adults.

Date(s) program/event will be held: March to November Check if continuous or ongoing:

Location of the program/event: Hunziker Youth Sports Complex, 800 Billy Sundae Road, Ames, IA 50010

# of individuals involved in program/event planning: 40 # of individuals who will benefit from program/event: 6500

Funding amount requested: \$45,000.00

Has the City of Ames funded this program/event before? YES  NO  If yes, what year was it last funded?: 2020 If yes, what amount of funding was received?: \$32,000.00

## Program/Event Description

Please answer each question below using the space provided.

Explain how this request helps accomplish the goals of this program/event. If you are requesting an increase in funding from the last funding cycle, include an explanation of the enhanced or expanded services you intend to provide with the additional funding:

We are requesting more funding this year to help offset additional expenses for maintenance of additional fields and green space for warm ups. This will allow us to continue to grow with the community and accomodate additional participants. This will also improve our ability to host more games and tournaments and bring more visitors to our city.

The corona virus also caused a substantial loss of revenue, our clubs had to cancel their spring/summer programs and we lost all of the concession profits. We don't know how 2021 will be affected but we do expect that we will be playing sports and we are planning to have some concessions.

We are going to continue to improve the facility and provide a great place for our youth to participate in outdoor sports.

What efforts have you made to obtain funding from other sources? Include fundraising, dues, and any requests to other City-sponsored programs (e.g., ASSET, COTA, Ames Community Grants Program)

Who will be responsible for ensuring compliance with the funding contract? What are his/her/their qualifications?:

Kurt Moore, President of HYSC Board of Directors

**Budget**

Complete the budget for your activity below, including previous fiscal years in columns A, B, and C, and your grant request from the City of Ames in box D10.

		(A)	(B)	(C)	(D)
<b>REVENUE - ALL SOURCES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
1	FUNDRAISING				
2	MEMBERSHIP DUES	71422	73600	41804	75000
3	FEES CHARGED	2000	2000	0	2000
4	INVESTMENT INCOME	40	30	30	30
5	GRANTS (PRIVATE SECTOR)				
6	STATE/FEDERAL FUNDS				
7	ISU OR ISU STUDENT GOVERNMENT FUNDS				
8	OTHER GOV'T OR NON-PROFIT FUNDS				
9	MISC. (Describe): <i>Concessions</i>	63964	51680	0	35000
10	<b>FUNDING REQUEST FROM CITY OF AMES</b>	43650	30700	32000	45000
11	<b>TOTAL REVENUES</b>	181076	158010	73834	157030

<b>EXPENSES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
12	SALARY AND RELATED	43016	45336	12500	50000
13	OCCUPANCY/RENT				
14	SUPPLIES/EQUIPMENT	28527	27315	18000	30000
15	CONTRACTUAL SERVICES	109003	79850	49000	90000
16	PROMOTION/ADVERTISING				
17	MISC. (Describe): <i>Concessions</i>	28444	23819	2000	18000
18	<b>TOTAL EXPENSES</b>	208990	176320	81500	188000

**Proposed Task/Drawdown Schedule**

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Prioritize the tasks proposed in this list, with the tasks the organization would most like to receive funding for towards the top.

Priority	Task	Participants	Completion Date	Amount
1	Youth Sports Program	6500	10/31	45000
2				
3				
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**TOTAL \$ 45,000.00**

**Disclaimer and Submission**

*By typing in my name below, I certify that my answers are true and complete to the best of my knowledge. I am authorized to submit this application on behalf of the organization named herein.*

Name: Kurt Moore Title: Vice President Date: 11/12/2020

Submit completed applications to the City Manager's Office, 515 Clark Avenue, Ames, IA 50010. Applications must be received no later than 5:00 p.m. on November 15 to be considered for funding.



# Outside Funding Request Process Application

## Applicant Information

Is this request for a program/event sponsored by a student organization?      YES      NO  
     

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

---

Phone: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

## Program/Event Information

What are the goals of this program/event?:

Date(s) program/event will be held: \_\_\_\_\_ to \_\_\_\_\_ Check if continuous or ongoing:

Location of the program/event: \_\_\_\_\_

# of individuals involved in program/event planning: \_\_\_\_\_ # of individuals who will benefit from program/event: \_\_\_\_\_

Funding amount requested: \_\_\_\_\_

Has the City of Ames funded this program/event before?      YES      NO      If yes, what year was it last funded?: \_\_\_\_\_      If yes, what amount of funding was received?: \_\_\_\_\_  
     

## Program/Event Description

*Please answer each question below using the space provided.*

Explain how this request helps accomplish the goals of this program/event. If you are requesting an increase in funding from the last funding cycle, include an explanation of the enhanced or expanded services you intend to provide with the additional funding:



What efforts have you made to obtain funding from other sources? Include fundraising, dues, and any requests to other City-sponsored programs (e.g., ASSET, COTA, Ames Community Grants Program)

Who will be responsible for ensuring compliance with the funding contract? What are his/her/their qualifications?:

**Budget**

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1	FUNDRAISING				
2	MEMBERSHIP DUES				
3	FEES CHARGED				
4	INVESTMENT INCOME				
5	GRANTS (PRIVATE SECTOR)				
6	STATE/FEDERAL FUNDS				
7	ISU OR ISU STUDENT GOVERNMENT FUNDS				
8	OTHER GOV'T OR NON-PROFIT FUNDS				
9	MISC. (Describe):				
10	<b>FUNDING REQUEST FROM CITY OF AMES</b>				
11	<b>TOTAL REVENUES</b>				

<b>EXPENSES</b>		<b>FY 18-19 ACTUAL</b>	<b>FY 19-20 ACTUAL</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>
12	SALARY AND RELATED				
13	OCCUPANCY/RENT				
14	SUPPLIES/EQUIPMENT				
15	CONTRACTUAL SERVICES				
16	PROMOTION/ADVERTISING				
17	MISC. (Describe): Contract fees for administration				
18	<b>TOTAL EXPENSES</b>				

**Proposed Task/Drawdown Schedule**

Funds awarded must be used to benefit the general public. On the lines below, describe the tasks you plan to complete using requested funds, the anticipated task completion date, and the amount you will request in reimbursement for that task. The total should add up to your funding request.

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Priority	Task	Participants	Completion Date	Amount
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2				
3				
4				
5				
6				
7				
8				
9				
<b>TOTAL</b>				

**Disclaimer and Submission**

*By typing in my name below, I certify that my answers are true and complete to the best of my knowledge. I am authorized to submit this application on behalf of the organization named herein.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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