

COUNCIL ACTION FORM

SUBJECT: REQUEST FROM AIOFA TO DRAW DOWN FY 2020/21 COTA ANNUAL GRANT FUNDS

BACKGROUND:

The Ames International Orchestra Festival Association (AIOFA) was allocated \$9,900 in funding through the FY 2020/21 Commission on the Arts (COTA) Annual Grant funding process. A contract was signed between the City and AIOFA, which expired on June 30, 2021. AIOFA completed the activities required to receive payment under the grant contract.

AIOFA representatives submitted a final report to the City Manager's Office at the conclusion of the fiscal year as required by the grant contract but did not submit any requests for reimbursement to the Finance Department prior to the conclusion of the grant period. Therefore, the \$9,900 in allocated funding was not drawn down, and was retained in the Local Option Sales Tax Fund.

On November 1, City staff received a letter from AIOFA, indicating that an oversight resulted in the reimbursement request not being submitted prior to the conclusion of the grant contract term (Attached). Because the contract term has already concluded, City Council approval is required to release funds from the Local Option Sales Tax Fund balance to the agency.

ALTERNATIVES:

1. Authorize staff to reimburse AIOFA \$9,900 from the Local Option Sales Tax Fund balance for a claim under its FY 2020/21 COTA Annual Grant.
2. Do not approve the request.

CITY MANAGER'S RECOMMENDED ACTION:

An oversight resulted in the drawdown request for AIOFA not being submitted to City staff prior to the deadline for FY 2020/21 claims. Because the final report and the reimbursement requests are typically sent to different City departments, City staff and AIOFA were unaware that the reimbursement was not being processed. Since FY 2020/21 claims have been closed out, funding to approve this request would need to be provided from the Local Option Sales Tax Fund available balance.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.

Mr. Brian Phillips
Assistant City Manager
City of Ames
515 Clark Avenue
Ames, IA 50010

Dear Mr. Phillips,

On behalf of the Ames International Orchestra Festival Association, we are requesting the 20/21 COTA funds that were awarded to this organization to be reimbursed. When we submitted our final grant report in June 2021, the reimbursement request did not make it into the packet.


We apologize for this oversight and are hopeful that our organization could still receive these funds.

The reimbursement form is attached with this letter.

Please let me know if I can answer any further questions or provide you with additional information. I can be reached at 515-294-8809.

Thank you.

Sincerely,



Tammy Kooblbeck

Ames International Orchestra Festival Association – ex-officio
Stephens Auditorium – Executive Director

