

ITEM #: 19
DATE: 05-14-24
DEPT: ADMIN

COUNCIL ACTION FORM

**SUBJECT: OUTSIDE FUNDING CONTRACT WITH AMES INTERNATIONAL
PARTNER CITIES ASSOCIATION**

BACKGROUND:

Ames International Partner Cities Association (AIPCA) works to organize civic and cultural exchanges with Ames' international partner communities. AIPCA receives funding from the City through the Outside Funding Request process. **For FY 2023/24, the City has entered into a contract with AIPCA in the amount of \$5,800.**

City staff was notified in April that at the time the AIPCA budget and contract were put together, AIPCA was not anticipating the visit of the large contingent from Koshu City, Japan, which occurred in fall 2023. This visit resulted in unanticipated, increased expenses. Additionally, the contract contained funding for further development of a prospective partnership with Podujevo, Kosovo. AIPCA has indicated it will not be able to utilize funds for that purpose during the remainder of this fiscal year.

Therefore, AIPCA is requesting an amendment to the budget table in its contract. The total amount of the contract will remain unchanged. The adjustments are indicated below:

<u>Task</u>	<u>ORIGINAL Budget</u>	<u>Changes</u>	<u>PROPOSED Budget</u>
1. Partial Travel Expenses for Trip Leaders to Koshu, Japan	\$2,400	+1,300	\$3,700
2. Host Koshu delegation	\$1,000	+\$500	\$1,500
3. Delegation Gifts and Preparation	\$200	+\$200	\$400
4. Materials and Supplies	\$200	0	\$200
5. Exploration of New Partnership with Podujeva, Kosovo	\$2,000	-\$2,000	0
TOTAL	\$5,800	\$0	\$5,800

FY 2022/23 PAYMENT NOT DEPOSITED:

Staff was also recently notified that a payment made by the City to AIPCA in FY 2022/23 was never deposited by the organization. AIPCA had completed the task under the contract and submitted timely for the reimbursement, but only recently discovered that the check in the amount of \$476 was not deposited. The unused funds therefore returned to the Local Option Sales Tax Fund balance at the end of the 2022/23 fiscal year. AIPCA has requested that a check for this amount be re-issued. **Staff is proposing that the amount be issued out of the Local Option Sales Tax Fund available balance.**

ALTERNATIVES:

1. Approve the requests from AIPCA to:

- a. Amend the budget table for the FY 2023/24 outside funding request contract
- b. Re-issue payment in the amount of \$476 from the Local Option Sales Tax Fund balance for services rendered and invoiced in FY 2022/23.

2. Refer this request to staff for further information.

3. Do not approve the requests.

CITY MANAGER'S RECOMMENDED ACTION:

AIPCA encountered unanticipated changes this fiscal year compared to the plans it developed when its funding contract was drafted. The requested changes better reflect the activities the organization will be able to accomplish this fiscal year. There is no change to the total contract amount. Separately, the organization recently discovered that a payment issued by the City in the last fiscal year was never deposited. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.