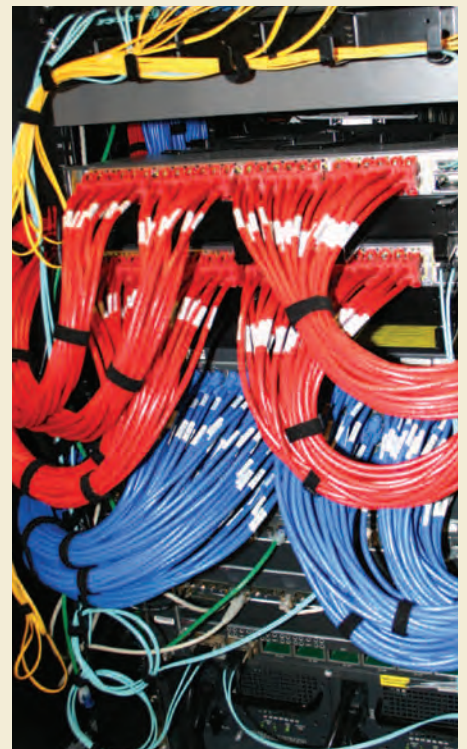


Support

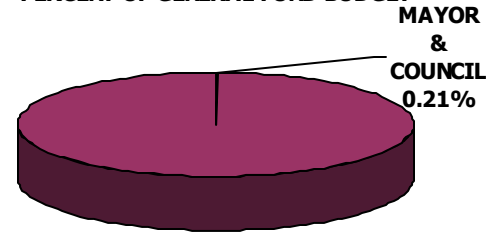


mayor and council | city manager | information technology services
human resources | finance | legal

BUDGET INFORMATION

FY 2014-15 Budget	\$114,950
FY 2013-14 Budget	\$117,725
Percentage Change	(2.36%)
FY 2014-15 FTE	0.00
Change From FY 2013-14	0.00

PERCENT OF GENERAL FUND BUDGET



Department Description

The City Council is the legislative and policy-making body for the City of West Des Moines. As elected representatives of the citizens, the City Council provides the policy direction and program guidance necessary to direct the community's economic, social, and physical development. The Mayor and two council members are elected at large, while the other three are elected by ward. The Mayor, with approval of the Council, appoints members of policy-making boards and commissions of the City. The major responsibilities of the City Council include enacting ordinances, setting property tax rates, approving City service levels, authorizing the budget, and participating in community economic development efforts.

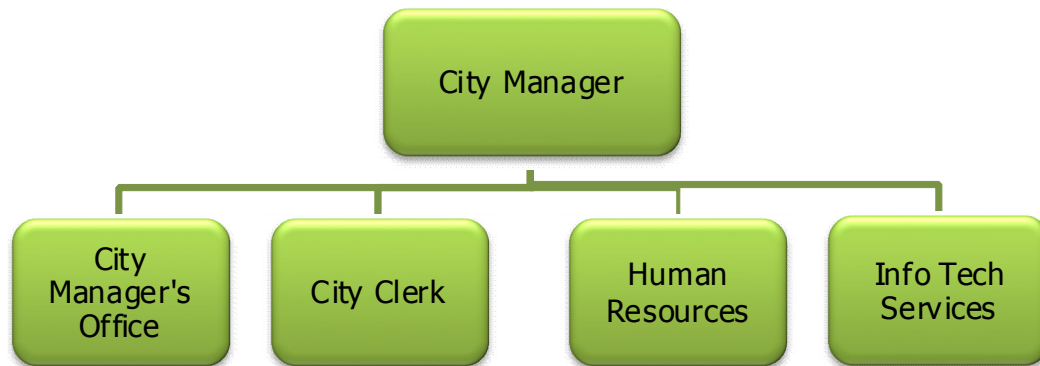
Significant Information

The FY 2014-2015 proposed budget for the council directive line item is \$25,000.



Financial Summary

	BUDGET FY 2011-12	BUDGET FY 2012-13	REVISED BUDGET FY 2013-14	BUDGET FY 2014-15	INC(DEC) FY 2014-15 OVER FY 2013-14	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Elected Officials	\$59,226	\$58,100	\$59,000	\$59,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions	5,669	5,536	6,100	6,100		
Other Pay						
Total Personal Services	\$64,895	\$63,636	\$65,100	\$65,100		
Supplies & Services						
Operating & Maintenance	\$30,247	\$25,228	\$40,625	\$37,850	(\$2,775)	(6.83%)
Conference, Travel & Training	11,000	10,483	12,000	12,000		
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$41,247	\$35,711	\$52,625	\$49,850	(\$2,775)	(6.83%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$106,142	\$99,347	\$117,725	\$114,950	(\$2,775)	(2.36%)



Department Description

It is the responsibility of the **City Manager's Office** to provide the overall direction for the City organization in accordance with policies established by the City Council. Other responsibilities are to assure that the City operations are conducted economically, efficiently, and effectively and that the Council and citizens' concerns are addressed. This office also develops recommendations to the City Council for changes in programs, operations, and policies. In addition, the City Manager's office presents, reviews, and monitors the annual operating budget for the City. Personnel also staff a number of City boards and commissions ranging from external public advisory bodies to internal employee committees and represent the City as a member of the union contract negotiating team. The personnel also work with the City Council on community development issues and with metro area entities and agencies on joint concerns.

Information Technology Services supports the local and wide area networks of the City; as well as the personal computers, printers, and software used by the end users in all municipal facilities. The goal is to build a cost effective technology infrastructure than can quickly respond to the City's changing needs.

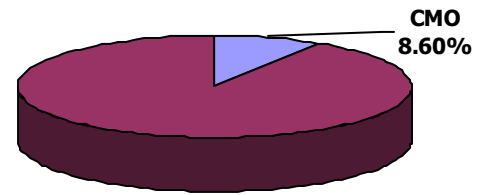
Human Resources provides a wide range of services to promote the City departments' workforce and work environment. These services include: recruiting, selecting, testing and hiring the City's workforce; implementing the city's compensation and benefit systems (which includes position descriptions, job evaluation structure, performance management systems, salary/benefit surveys, benefit enrollment, award programs, etc.); implementing the City's Safety and Wellness Programs, including the management of workers' compensation; oversight of employee/labor relations (which includes affirmative action, union negotiations, appeals process, development of human resources policies and procedures, etc.); and planning and directing City-wide training and development programs.

The role of the **City Clerk's Office** is to provide the City Council with efficient and effective administrative assistance, coordinating the legislative process to allow the City Council to meet and support the needs of the citizens of West Des Moines. To that end, the Clerk's Office prepares meeting agendas, records minutes, publishes proceedings, prepares legal notices, has custody of bonds and contracts, and certifies special assessments. Staff also issues licenses and permits, serves as the liaison with the county commissioner during municipal elections, provides public information and notifications on a variety of topics.

BUDGET INFORMATION

FY 2014-15 Budget	\$4,855,645
FY 2013-14 Budget	\$4,535,105
Percentage Change	7.06%
FY 2014-15 FTE	20.50
Change From FY 2013-14	1.00

PERCENT OF GENERAL FUND BUDGET

**Goals and Objectives**

- Expand Use of Smart Technology to Improve Efficiency
- Renewed Commitment and Engagement in Quality Initiative
- Advocate for Responsible Tax Reform
- Continue with Capitol Crossroads Collaboration

Accomplishments

- Restructured City-wide Quality Team in 2013
- Named the 2013 eCity of Iowa by Google
- Moving forward with cloud based technology services and applications

Significant Information

Supplemental Requests include:

- \$107,750 phone system/network replacement. This will be the fourth year of a five year lease/purchase. Many components within the previous system are no longer supported by the manufacturer.
- Addition of IT Specialist-Applications

Financial Summary

	ACTUAL FY 2011-12	ACTUAL FY 2012-13	REVISED BUDGET FY 2013-14	BUDGET FY 2014-15	INC(DEC) FY 2014-15 OVER FY 2013-14	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$1,422,573	1,505,103	\$1,669,950	\$1,781,100	\$111,150	6.66%
Part-time Employees	16,179	29,679	33,500	33,500		
Contract Help						
Overtime	4,622	2,675	8,000	8,500	500	6.25%
Health, Dental, Life Insurance	204,185	213,848	261,095	290,245	29,150	11.16%
Retirement Contributions	247,976	258,310	316,615	342,211	25,596	8.08%
Other Pay	17,190	17,675	19,240	20,910	1,670	8.68%
Total Personal Services	\$1,912,725	\$2,027,290	\$2,308,400	\$2,476,466	\$168,066	7.28%
Supplies & Services						
Operating & Maintenance	\$1,240,155	\$1,379,500	\$1,282,475	\$1,411,270	\$128,795	10.04%
Conference, Travel & Training	58,158	84,736	65,739	109,969	44,230	67.28%
Utilities	50,031	52,959	71,240	60,190	(11,050)	(15.51%)
Contractual Obligations	162,906	250,940	325,500	285,000	(40,500)	(12.44%)
Donations to Agencies						
Non-Recurring/Non-Capital				31,000	31,000	100.00%
Total Supplies & Services	\$1,511,250	\$1,768,135	\$1,744,954	\$1,897,429	\$152,475	8.74%
Capital Outlay						
Replacement Charges			\$100,000	\$100,000		
Computer Hardware & Software	616,903	235,254	50,000	50,000		
Vehicles						
Miscellaneous Equipment			224,000	224,000		
Total Capital Outlay	\$616,903	\$235,254	\$374,000	\$374,000		
Lease/Purchase Payments	\$107,749	\$107,749	\$107,751	\$107,750	(1)	0.00%
Total Expenditures	\$4,148,627	\$4,138,428	\$4,535,105	\$4,855,645	\$320,540	7.06%

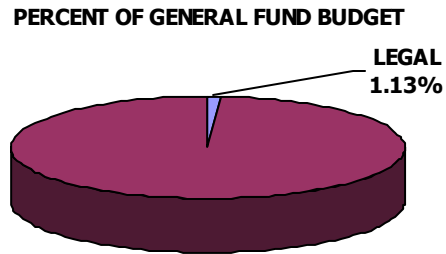


Personnel Summary

	BUDGET FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM FY 2013-14
Full-time Employees					
City Clerk					
Deputy City Clerk	0.00	1.00	1.00	1.00	0.00
City Manager					
City Manager	1.00	1.00	1.00	1.00	0.00
Deputy City Manager	1.00	1.00	1.00	1.00	0.00
Assistant to the City Manager	1.00	1.00	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
Human Resources					
Human Resources Director	1.00	1.00	1.00	1.00	0.00
Human Resources Administrator	2.00	2.00	2.00	2.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	0.00
Information Services					
IT Services Director/CIO	1.00	1.00	1.00	1.00	0.00
Enterprise Applications Manager	1.00	1.00	1.00	1.00	0.00
IT Specialist - Desktop Management	1.00	1.00	1.00	1.00	0.00
IT Specialist - Public Safety	2.00	2.00	2.00	2.00	0.00
IT Specialist - Public Safety Desktop & Mobile Devices	0.00	0.00	1.00	1.00	0.00
IT Specialist - Server Management	1.00	1.00	1.00	1.00	0.00
IT Specialist - Applications	0.00	0.00	0.00	1.00	1.00
Network Analyst	1.00	1.00	0.00	0.00	0.00
Network Operations Manager	1.00	1.00	1.00	1.00	0.00
GIS Coordinator	1.00	1.00	1.00	1.00	0.00
GIS Analyst	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	18.00	19.00	19.00	20.00	1.00
Part-time Employees					
Human Resources					
Secretary	0.00	0.25	0.50	0.50	0.00
Total Part-time Employees	0.00	0.25	0.50	0.50	0.00
Total Authorized Personnel	18.00	19.25	19.50	20.50	1.00



BUDGET INFORMATION	
FY 2014-15 Budget	\$624,117
FY 2013-14 Budget	\$600,557
Percentage Change	3.92%
FY 2014-15 FTE	4.00
Change From FY 2013-14	0.00



Department Description

The Legal Department attempts to provide all legal services, recognizing the need for limited use of outside counsel for, among other things, bonding, collective bargaining negotiations and complex litigation. The City Attorney is responsible for all aspects of legal services to the Mayor, City Council, administrative staff, and appointed boards and commissions. This includes the drafting of opinion letters, contracts, and the review of ordinances, resolutions and agreements. The City Attorney represents the City in judicial and administrative proceedings and attends City Council and other meetings as necessary to address legal issues which arise.

Goals and Objectives

The goal of the Legal Department is to be responsive and provide a quality work product in a timely and efficient manner while reducing legal fees and internal costs. The Legal Department staff maintains an open-door policy to all of our clients and customers as well as meeting with them as necessary.

Accomplishments

- Reduced outside legal fees by 8% from FY 2011-12 to FY 2012-13
- Increased Continuing Legal Education hours in FY 2012-13



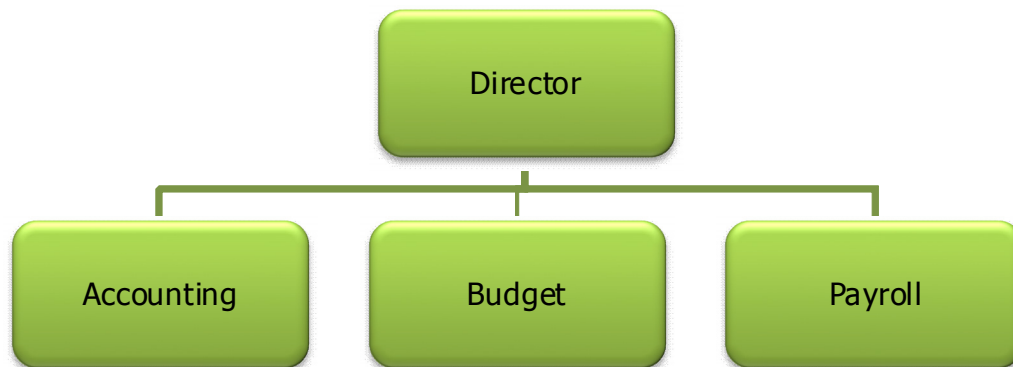
Financial Summary

	ACTUAL FY 2011-12	ACTUAL FY 2012-13	REVISED BUDGET FY 2013-14	BUDGET FY 2014-15	INC(DEC) FY 2014-15 OVER FY 2013-14	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$290,624	\$297,973	\$395,750	\$412,500	\$16,750	4.23%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	29,383	24,762	50,410	52,060	1,650	3.27%
Retirement Contributions	48,202	48,763	69,472	73,652	4,180	6.02%
Other Pay	2,141	2,170	2,170	2,170		
Total Personal Services	\$370,350	\$373,668	\$517,802	\$540,382	\$22,580	4.36%
Supplies & Services						
Operating & Maintenance	\$77,740	\$72,070	\$78,875	\$79,875	\$1,000	1.27%
Conference, Travel & Training	578	437	3,800	3,800		
Utilities	19	15	80	60	(20)	(25.00%)
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital		6,353				
Total Supplies & Services	\$78,337	\$78,875	\$82,755	\$83,735	\$980	1.18%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$448,687	\$452,543	\$600,557	\$624,117	\$23,560	3.92%

Personnel Summary

	BUDGET FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM FY 2013-14
Full-time Employees					
City Attorney	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	1.00	2.00	2.00	2.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	3.00	4.00	4.00	4.00	0.00
Total Authorized Personnel	3.00	4.00	4.00	4.00	0.00





Department Description

The Finance Department provides both internal and external services for the City of West Des Moines. Major functions of the department included administration, account and payroll, risk management, research and budget, reporting, and treasury services. The Finance Department also assumes responsibility for city-wide courier and procurement of printing supplies and services, as well as providing the primary customer service point for City Hall.

Accounting responsibilities include timely receipt, payment, recording, and reporting of the City's financial transactions, maintenance of the City's financial records, and providing assurance that adequate supporting documentation of all financial transactions is maintained. Each year staff prepares the City's Comprehensive Annual Financial Report which provides information and supporting documentation to facilitate an audit of financial activities.

Specific accounting duties included processing of accounts payable, payroll, property tax and special assessment receipts, grant receipts, bond proceeds, payment of principal and interest on debt, maintaining detailed records of the City's capital assets, and other transactions. Reports generated by the Finance Department enable the City to make educated decisions regarding cash and debt management, and monitor the City's budget and financial position.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of West Des Moines for its Comprehensive Annual Financial Report for the year ended June 30, 2012. This was the 20th consecutive year that the City has achieved this prestigious award. In order to be awarded the Certificate of Achievement, a government must publish an easily readable and efficiently organized Comprehensive Annual Financial Report.

Research and Budget staff prepares and compiles, and reports on the City's Operating Budget and Capital Improvements Program, performs fiscal analyses of City Operations, and provides research and analysis support on issues that impact the City.

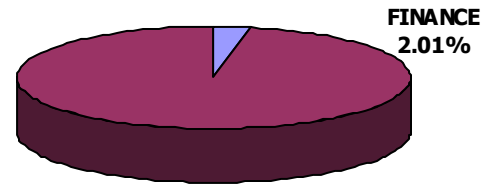
The City received a Distinguished Budget Presentation Award from GFOA for its Budget Summary document for the fiscal year beginning July 1, 2013, the 15th consecutive year that the City has achieved this award.

Risk Management seeks to protect the City against adverse impacts to its financial and tangible assets. Risks that the City cannot financially assume are transferred through the purchase of adequate property, liability, workman's compensation and automobile insurance or similar coverage(s). The department analyzes, evaluates, and enacts policies and procedures to protect the City against accidental loss which may significantly affect personnel, property, the budget, or the ability of City Departments to fulfill their responsibilities.

BUDGET INFORMATION

FY 2014-15 Budget	\$1,609,739
FY 2013-14 Budget	\$1,120,352
Percentage Change	43.59%
FY 2014-15 FTE	8.75
Change From FY 2013-14	8.75

PERCENT OF GENERAL FUND BUDGET



Treasury manages the City’s cash and investments with the policy guidelines established by City Council and state law, providing safety liquidity, and yield - in that order of priority.

Goals and Objectives

The Finance Department strives to be exceptional stewards of community resources and is working to achieve that by initiating and adapting new revenues sources, implementing multi-year financial forecasting, advocating for responsible tax reform, and working to maintain a stead property tax rate.

Accomplishments

- Received AAA bond rating from Standard & Poor’s in July 2013
- Awarded Certificate of Achievement for Excellence in Financial Reporting from GFOA for the year ended June 30, 2012 Comprehensive Annual Financial Report
- Received a Distinguished Budget Presentation Award from GFOA for the fiscal year beginning July 1, 2013 Budget Summary document

Significant Information

The Finance Department has been allocated \$550,000 for the replacement of the City’s financial system. A consultant has recently been selected and will begin to evaluate the City’s processes and needs and will work with staff on the selection of a new software package.



Financial Summary

	ACTUAL FY 2011-12	ACTUAL FY 2012-13	REVISED BUDGET FY 2013-14	BUDGET FY 2014-15	INC(DEC) FY 2014-15 OVER FY 2013-14	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$479,234	\$495,298	\$530,000	\$540,000	\$10,000	1.87%
Part-time Employees	45,911	49,108	31,500	40,000	8,500	26.98%
Contract Help						
Overtime	10,562	12,006	15,000	15,000		
Health, Dental, Life Insurance	74,105	69,171	94,405	96,650	2,245	2.38%
Retirement Contributions	87,714	91,438	99,787	104,474	4,687	4.70%
Other Pay	6,314	3,810	4,250	4,275	25	0.59%
Total Personal Services	\$703,840	\$720,831	\$774,942	\$800,399	\$25,457	3.29%
Supplies & Services						
Operating & Maintenance	\$248,155	\$278,999	\$284,460	\$229,340	(\$55,120)	(19.38%)
Conference, Travel & Training	6,669	9,971	15,000	12,500	(2,500)	(16.67%)
Utilities						
Contractual Obligations	3,500	61,233	3,500	3,500		
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$258,324	\$350,203	\$302,960	\$245,340	(\$57,620)	(19.02%)
Capital Outlay						
Replacement Charges	\$2,431	\$2,652	\$2,450	\$3,000	\$550	22.45%
Computer Hardware & Software		5,720	40,000	560,000	520,000	1,300.00%
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay	\$2,431	\$8,372	\$42,450	\$563,000	\$520,550	1,126.27%
Lease/Purchase Payments						
Total Expenditures	\$964,595	\$1079,406	\$1,120,352	\$1,608,739	\$488,387	43.59%

Personnel Summary

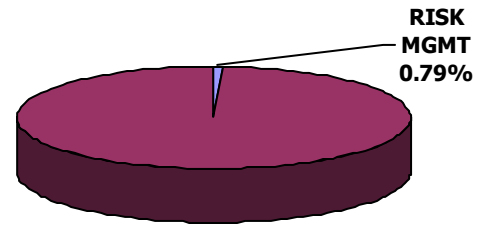
	BUDGET FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM FY 2013-14
Full-time Employees					
City Clerk's Office					
Deputy City Clerk	1.00	0.00	0.00	0.00	0.00
Finance					
Finance Director	1.00	1.00	1.00	1.00	0.00
Accounting Manager	1.00	1.00	1.00	1.00	0.00
Budget Analyst	1.00	1.00	1.00	1.00	0.00
Accountant	1.00	1.00	1.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
Payroll Specialist	1.00	1.00	1.00	1.00	0.00
Account Clerk	2.00	2.00	2.00	2.00	0.00
Total Full-time Employees	9.00	8.00	8.00	8.00	0.00
Part-time Employees					
Finance					
Courier	0.75	0.75	0.75	0.75	0.00
Secretary	0.00	0.25	0.00	0.00	0.00
Total Part-time Employees	0.75	1.00	0.75	0.75	0.00
Total Authorized Personnel	9.75	9.00	8.75	8.75	0.00



BUDGET INFORMATION

FY 2014-15 Budget	\$433,000
FY 2013-14 Budget	\$428,000
Percentage Change	1.17%
FY 2014-15 FTE	0.00
Change From FY 2013-14	0.00

PERCENT OF GENERAL FUND BUDGET



Activity Description

Risk management seeks to protect the City against adverse impacts to its financial and tangible assets. Risks that the City cannot financially assume are transferred through the purchase of adequate property, liability, workman's compensation, and automobile insurance or similar coverage(s).

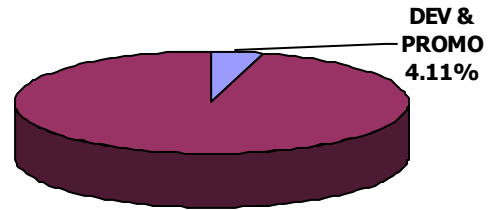
Financial Summary

	ACTUAL FY 2011-12	ACTUAL FY 2012-13	REVISED BUDGET FY 2013-14	BUDGET FY 2014-15	INC(DEC) FY 2014-15 OVER FY 2013-14	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$347,329	\$305,810	\$428,000	\$433,000	\$5,000	1.17%
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$347,329	\$305,810	\$428,000	\$433,000	\$5,000	1.17%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$347,329	\$305,810	\$428,000	\$433,000	\$5,000	1.17%



BUDGET INFORMATION	
FY 2014-15 Budget	\$2,266,900
FY 2013-14 Budget	\$1,981,900
Percentage Change	14.38%
FY 2014-15 FTE	0.00
Change From FY 2013-14	0.00

PERCENT OF GENERAL FUND BUDGET



Activity Description

The goal of this activity is to enhance the physical and cultural ambience of the City and metropolitan area by marketing the City and providing an appealing environment for visitors and the citizens of West Des Moines. This activity is financed entirely by Hotel/Motel tax revenues.

Budget Objectives and Significant Information

West Des Moines continues to be a metropolitan leader in the distribution of Hotel/Motel Tax Revenues. In FY 14-15, the City plans to distribute 2/7ths of hotel/motel tax collections to the Convention and Visitors Bureau, 2/7ths to BRAVO and 2/7ths will be transferred to City programs, leaving 1/7th for distribution to West Des Moines and metropolitan based activities. Specific allocations will be made by the City Council in the spring of 2014. City Council action designated discretionary fund revenues in excess of total funds revenue of \$2,550,000 are to be channeled towards a public arts program, up to \$120,000.



Financial Summary

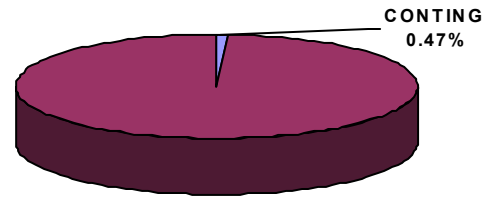
	ACTUAL FY 2011-12	ACTUAL FY 2012-13	REVISED BUDGET FY 2013-14	BUDGET FY 2014-15	INC(DEC) FY 2014-15 OVER FY 2013-14	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$49,734	\$50,144	\$60,000	\$60,000		
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies	1,998,227	2,191,572	1,921,900	2,206,900	285,000	14.83%
Non-Recurring/Non-Capital		116,950				
Total Supplies & Services	\$2,047,961	\$2,358,666	\$1,981,900	\$2,266,900	\$285,000	14.38%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$2,047,961	\$2,358,666	\$1,981,900	\$2,266,900	\$285,000	14.38%



BUDGET INFORMATION

FY 2014-15 Budget	\$421,000
FY 2013-14 Budget	\$258,000
Percentage Change	63.18%
FY 2014-15 FTE	0.00
Change From FY 2013-14	0.00

PERCENT OF GENERAL FUND BUDGET



Activity Description

The City Contingency is comprised of the following elements: funds designated by the City Council for unforeseen circumstances special issues and, funds designated for recognition payments for the City's volunteer personnel.

Through the careful use of Contingency funds the City Council is able to respond to needs and opportunities which were not foreseen at the time the budget was prepared. At the end of each fiscal year, the unused portion of the City Contingency reverts back to the General Fund balance.

Significant Information

\$250,000 has been budgeted in the contingency fund for expenses related to the emerald ash borer infestation that is expected affect the community in FY 2014-15.

Financial Summary

	ACTUAL FY 2011-12	ACTUAL FY 2012-13	REVISED BUDGET FY 2013-14	BUDGET FY 2014-15	INC(DEC) FY 2014-15 OVER FY 2013-14	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees	\$9,050	\$8,977	\$21,000	\$21,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services	\$9,050	\$8,977	\$21,000	\$21,000		
Supplies & Services						
Operating & Maintenance	\$4,019	\$5,448	\$237,000	\$400,000	\$163,000	68.78%
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$4,019	\$5,448	\$237,000	\$400,000	\$163,000	68.78%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$13,069	\$14,425	\$258,000	\$421,000	\$163,000	63.18%



