

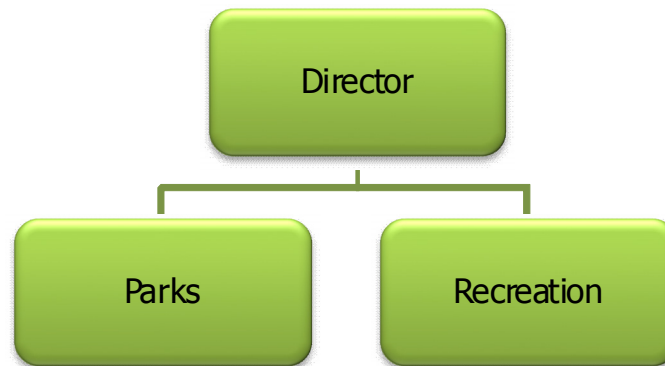
Community



community
enrichment



parks and recreation | library | human services



Mission Statement

"We provide our community everyday enjoyment through people, parks and programs."

Department Description

The Parks and Recreation Department operates and maintains just over 1,275 acres of parkland consisting of parks, special use facilities, a natural resource area, greenways and 51 miles of multi-purpose trails. The department provides a wide variety of recreational services including operating a full service community center, softball complex, two outdoor aquatic centers, and nature lodge. Program areas include adult sports, aquatics, fitness, youth, seniors, and cultural arts. The department is comprised of the following divisions, or cost centers:

Parks and Recreation Administration is responsible for the overall direction and support of the department. The administrative staff consists of the Director, Superintendent of Parks, Superintendent of Recreation, Administrative Secretary, and Secretary. The primary responsibilities include processing of program registrations and shelter reservations, administering the budget, conveying information, managing payroll and personnel records, preparing long-range plans, resolving conflict and providing direction and support to the other divisions, the Parks and Recreation Advisory Board, the Public Arts Advisory Commission, and the Bicycle Advisory Commission.

The **Parks** division provides services related to the land and facilities that make up the West Des Moines park system. Activities of this division are directed and coordinated by the Superintendent of Parks. The division currently operates and maintains 3 mini parks, 14 neighborhood parks, 3 neighborhood school-parks, 2 community parks, 1 community school-park, 1 large urban park, 2 special use facilities, 1 natural resource area, and 13 greenways. Of the total acres, 360 acres are regularly mowed and highly maintained for recreation. This work is currently done by a maintenance staff of 7 full-time Grounds Maintenance Specialists, 12 Seasonal Parks Maintenance Workers, and 4 Temporary Parks Maintenance Workers. Parks maintenance is done under the direction of a Parks Maintenance Supervisor. A full-time Horticulturist is responsible for meeting horticultural needs and supervises 3 Seasonal Horticulturists.

Besides the areas that are highly maintained, the park system also includes a 232 acre lake and 683 acres of natural areas. The division is also responsible for the maintenance of 47.5 miles of multi-purpose trails, 2.5 miles of gravel trail, and 1 mile of nature trails. Grounds maintenance, horticultural maintenance and snow removal activities are also performed in the Valley Junction business district, all City buildings and Jordan Cemetery. The Parks division provides support for the Department's recreation programs, as well as for organizations such as Girls Softball, Soccer, Des Moines Rugby, and Cricket League. Maintenance staff also assists with special events such as



Music in the Junction, the Independence Day Celebration, and Illumifest, as well as multiple special events run in parks by non-profit organizations.

The division began the maintenance of landscaped street medians in the spring of 2002. Median maintenance includes turf, landscape, and irrigation maintenance and was contracted for the first time in the spring of 2009. The maintenance contract is administered by the Parks division.

The Parks Division also operates and maintains Jordan Cemetery and Huston Cemetery. The Superintendent of Parks provides information to the public, maintains cemetery records, handles all cemetery lot sales, and arranges grave openings and closings. With assistance from the Administrative Secretary, all records are currently being transferred into an electronic system.

Planning and development of recreational facilities within the park system are the responsibility of the Parks division. A full-time Landscape Architect coordinates these activities with the assistance of one full-time Park Planner. Staff designs certain projects in-house while also working with consultants to prepare master plans, site plans and construction documents. Parks division staff has managed nearly \$33 million in CIP projects over the last 17 years. Planning staff has also managed the design and construction of streetscape projects in Valley Junction and on all street medians.

The division is also responsible for the identification and acquisition of new parkland through the Parkland Dedication Ordinance. This involves significant involvement in the development review process and negotiations with developers.

During 2013, division staff has worked on major efforts, including renovation projects in several parks, construction of new park facilities such as the Raccoon River Parks Archery Facility, and planning for the Holiday Park Baseball Field Improvement project.

The **Recreation** division provides programs and activities for people of all ages throughout the City of West Des Moines. All activities of the division are supervised by the Superintendent of Recreation. There are three Recreation/Facility Supervisors that are responsible for recreational programming as well as the management of several different revenue producing facilities. There are also two full time Recreation Coordinators, one full-time Naturalist.

The recreation programs offerings cater to a diverse market that includes activities and programs for people of all ages. Program areas of emphasis include; adult sports, youth introductory sports, nature programs, senior programs, aquatics, teen after school programming, travel, and special events.

The facilities managed by the division are used as recreational program delivery sites and are also available for public rental. The facilities are rented extensively throughout the year and are used for Department and City Sponsored activities and services.

The **Raccoon River Softball Complex** is home to the Adult Softball League program. The softball league program involves three seasons (Spring, Summer and Fall) and it is projected that over 1,600 games will be scheduled in the coming year. The complex will also serve as a host for State, Regional and National Tournaments conducted by Iowa ASA, Iowa USSSA, WDM Girls Youth Softball Association, and independent tournament renters. The softball complex operates from April 1 through November 15 each year.

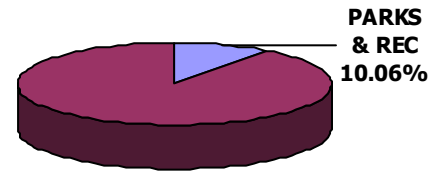
The complex also offers expanded leagues and drop in program for 50+ and 60+ players as well as adult Kick Ball Leagues. It is important to supplement softball activities with other sports to keep the complex operating at maximum capacity.



BUDGET INFORMATION

| | |
|------------------------|-------------|
| FY 2014-15 Budget | \$5,545,030 |
| FY 2013-14 Budget | \$5,265,051 |
| Percentage Change | 5.32% |
| FY 2014-15 FTE | 26.00 |
| Change From FY 2013-14 | 1.00 |

PERCENT OF GENERAL FUND BUDGET



In 2013, the City of West Des Moines began the operational management of **Holiday Park Baseball**, which had formerly been operated by a volunteer group. The facility has eleven baseball fields that host league and tournament play for recreational and youth players. A six phase Capital Improvement plan for the park includes upgrading the the playing surface and outfields of all eleven fields, adding walkways to make the park ADA compliant, and additional improvements.

Holiday Aquatic Center opened in June of 2004. This facility offers many amenities for swimmers including: diving area, zero depth leisure pool, drop slides, swirl bowl slide, tube slide, dumping bucket, and a flume slide. Community youth and adult swimming lessons are held at the facility throughout the summer in the evening.

Valley View Aquatic Center opened in June of 2003. The facility offers many amenities for swimmers. Some of these include: lazy river, diving area, zero depth leisure pool, drop slides, speed slide, tube slide, and two flume slides. There is also a large area for water aerobics and lap swimming. Community youth swimming lessons are held at he facility throughout the summer in the morning.

The **Community Center** is located in Historic Valley Junction and serves as a place for an organized social event, meeting, or recreation program. It also functions as a Senior Meal site for Polk County and a drop in use facility for seniors, and a preschool indoor playground. The facility provides public rest rooms for the Valley Junction retail district during regular store hours and during special events.

The **Nature Lodge** located at Raccoon River Park serves three primary functions: orientation center to Raccoon River Park, nature education center and recreation programming facility, and rental spaces for social occasions and business meetings.

The **Teen Center** is located in the former Rex Mathes School Building and provides supervised activities for 7th and 8th graders each day after school until 6pm. The center is a partnership with the West Des Moines Community School District. The City provides the staff and programs, and the school district provides the facility. The Teen Center averages 65 youth per day. There are 5 part-time staff that manage the programs and provide supervision. It has been a huge success and addresses an important need within the community.

Jordan Cemetery is managed by the Superintendent of Parks. Parks division staff is responsible for road, landscape, and turf maintenance in the cemetery. The Superintendent of Parks is also responsible for the operation of the cemetery and handles grave openings including maintenance of records, locating burial spaces, hiring the grave digging on a contractual basis, and making arrangements for monument setting. The Parks department holds all records for burial spaces and handles all financial transactions. The addition of nearly 1,500 burial spaces in August of 2002 has prompted lot sales. Over the last 12 years, a total of 298 lots have been sold bringing in over \$282,000 in revenue.



Huston Cemetery, located at the intersection of Mills Civic Parkway and 88th Street, became the Department's responsibility in 2007. Maintenance was transferred from the township to the City with annexation of the cemetery site. Although Huston Cemetery is very small, it does require regular maintenance, including mowing, trimming, and fence repair.

The **Valley Junction Operations** cost center provides funding for operations and maintenance related to the Valley Junction historic business district. Public facilities in the area consist of six public parking lots containing landscaping, additional on-street parking, sidewalks, walkway areas containing landscaping, flower beds and planters, and Railroad Park. All activities of this cost center are directed and coordinated by the Superintendent of Parks.

Goals and Objectives

The Parks and Recreation Department's overall goals are to provide unmatched opportunities to enjoy life, be the safest community in the Midwest, and be exceptional stewards of community resources while maintaining existing service levels in most areas of operations. Due to the impending Emerald Ash Borer infestation coming to Central Iowa, staff of the Public Works and Parks Departments is recommending the pre-emptive removal of 1,123 ash trees located on public property over a three year period. Parks and Recreation staff is also recommending the replacement of over 660 trees in parks and city facilities to replace the removed ash trees at these locations.

Accomplishments

- Completed Emerald Ash Borer Management Plan with Public Works
- Planning of Holiday Park baseball field improvements
- Planned, designed, and completed fund raising efforts for a new archery facility
- Issued 28 special event permits in 2013, which was up from 16 in 2012

Significant Information

The Parks and Recreation department has been allocated a total of \$12,000 to replace tables at the Community Center.

Financial Summary

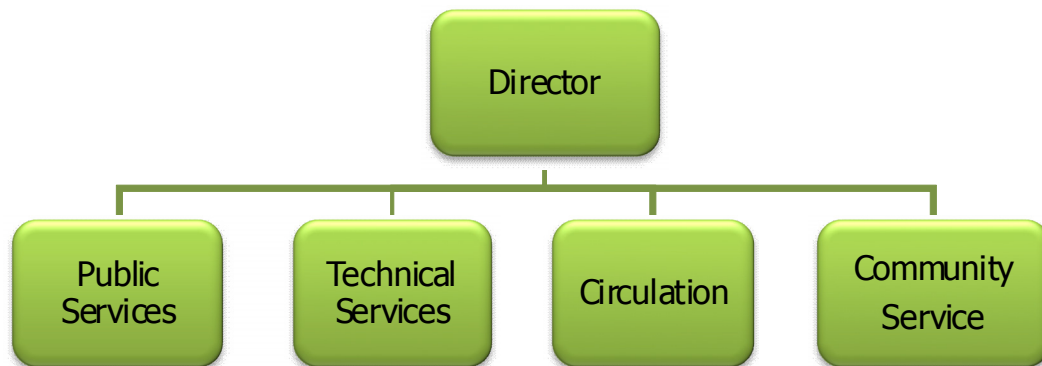
| | ACTUAL FY 2011-12 | ACTUAL FY 2012-13 | REVISED BUDGET FY 2013-14 | BUDGET FY 2014-15 | INC(DEC) FY 2014-15 OVER FY 2013-14 | % INC (DEC) |
|--------------------------------------|----------------------|----------------------|---------------------------------|----------------------|--|----------------|
| Expenditures by Object | | | | | | |
| Personal Services | | | | | | |
| Full-time Employees | \$1,508,022 | \$1,540,444 | \$1,585,800 | \$1,679,550 | \$93,750 | 5.91% |
| Part-time Employees | 843,973 | 841,024 | 968,550 | 1,043,000 | 74,450 | 7.69% |
| Contract Help | 49,984 | 46,326 | 73,150 | 73,150 | | |
| Overtime | 11,368 | 10,730 | 27,500 | 27,500 | | |
| Health, Dental, Life Insurance | 237,209 | 264,538 | 289,955 | 324,225 | 34,270 | 11.82% |
| Retirement Contributions | 358,011 | 347,060 | 405,168 | 428,334 | 23,166 | 5.72% |
| Other Pay | 65,795 | 66,680 | 73,235 | 73,285 | 50 | 0.07% |
| Total Personal Services | \$3,074,362 | \$3,116,802 | \$3,423,358 | \$3,649,044 | \$225,686 | 6.59% |
| Supplies & Services | | | | | | |
| Operating & Maintenance | \$946,912 | \$912,757 | \$1,050,398 | \$1,071,291 | \$20,893 | 1.99% |
| Conference, Travel & Training | 19,132 | 15,368 | 23,550 | 24,250 | 700 | 2.97% |
| Utilities | 172,232 | 192,241 | 215,915 | 225,915 | 10,000 | 4.63% |
| Contractual Obligations | 126,885 | 145,547 | 293,830 | 322,830 | 29,000 | 9.87% |
| Donations to Agencies | | | | | | |
| Non-Recurring/Non-Capital | 22,754 | 27,557 | 38,750 | 46,000 | 7,250 | 18.71% |
| Total Supplies & Services | \$1,287,915 | \$1,293,470 | \$1,622,443 | \$1,690,286 | \$67,843 | 4.18% |
| Capital Outlay | | | | | | |
| Replacement Charges | \$133,559 | 143,650 | \$155,750 | \$150,000 | (\$5,750) | (3.69%) |
| Computer Hardware & Software | | | | | | |
| Vehicles | 21,000 | | 26,000 | 30,000 | 4,000 | 15.38% |
| Miscellaneous Equipment | 56,922 | 35,677 | 37,500 | 25,700 | (\$11,800) | (31.47%) |
| Total Capital Outlay | \$211,481 | \$179,327 | \$219,250 | \$205,700 | (\$13,550) | (6.18%) |
| Lease/Purchase Payments | | | | | | |
| Total Expenditures | \$4,573,758 | \$4,589,599 | \$5,265,051 | \$5,545,030 | \$279,979 | 5.32% |



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 | | | | | |
| Parks Administration | | | | | |
| Parks Director | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Superintendent of Recreation | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Superintendent of Parks | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Parks | | | | | |
| Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Landscape Architect | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Park Planner | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Horticulturist | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| City Forester | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Grounds Maintenance Specialist | 7.00 | 7.00 | 7.00 | 7.00 | 0.00 |
| Recreation | | | | | |
| Naturalist | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Recreation/Facility Supervisor | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Recreation Coordinator | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Total Full-time Employees | 22.00 | 22.00 | 22.00 | 23.00 | 1.00 |
| Part-time Employees | | | | | |
| Recreation | | | | | |
| Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Building Supervisor | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Total Part-time Employees | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Total Authorized Personnel | 25.00 | 25.00 | 25.00 | 26.00 | 1.00 |





Mission Statement

"The West Des Moines Public Library is a relevant and integral part of the community. The library enriches the lives of residents by providing convenient and timely access to information and ideas, by offering engaging activities and opportunities for personal and professional growth, by promoting a love of reading and by remaining responsive to the changing needs of its users."

Department Description

The West Des Moines Public Library will promote the joy of reading, the love of learning and the sharing of ideas by providing access to information and knowledge for people of all ages.

The Library strives to attain excellence in customer service and in the quality of the resources that it provides.

The Library seeks to identify and implement the best practices, processes and technologies employed by exemplary libraries and businesses to offer the best possible library and information services at a reasonable cost.

The Library respects the public's right to explore diverse ideas and strives to provide resources and programs that offer a wide variety of viewpoints on broad range of topics.

The Library appreciates its employees, volunteers, and Friends Foundation as individuals and values their important contributions to the Library's ability to serve the public well.

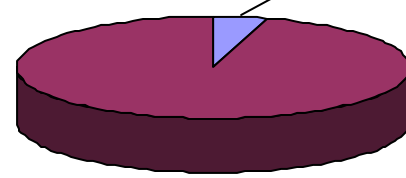
The Library recognizes that it belongs to the people of West Des Moines and strives to be an exceptionally good steward of the investment and trust that the public has placed in it.

The Library strives to maximize the benefits available to every resident of the City of West Des Moines by working together with non-profit organizations, governmental entities, businesses, individuals, and other libraries that share the Library's Vision and Mission.

BUDGET INFORMATION

| | |
|------------------------|-------------|
| FY 2014-15 Budget | \$2,457,932 |
| FY 2013-14 Budget | \$2,464,753 |
| Percentage Change | (0.27%) |
| FY 2014-15 FTE | 22.50 |
| Change From FY 2013-14 | 0.00 |

PERCENT OF GENERAL FUND BUDGET
LIBRARY
4.46%

**Goals and Objectives**

The library's main goal in the long-term is to continue to be a source of high-quality information, relevant cultural programming and non-commercial learning space for the increasingly diverse people of West Des Moines. Also the library strives to support the educational efforts of local and state educators, especially in the area of literacy, and in keeping with the findings and opinions of the Governor's office, which, in 2012 released a document that serves as a blue print for higher educational attainment in Iowa.

More specific goals include:

- Providing continued excellent customer service to stakeholders
- Making access to materials, information, and learning space as easy as reasonably possible for as many users as possible
- Intelligently employing emerging technology to allow users to access information remotely and instantly
- Keeping the public informed about services, materials and program available at the library
- Supporting the continuing education of staff to keep abreast of trends and changes in library service
- Finding technological advantages to deal with limited staff and continued high traffic.

Accomplishments

- 620,000 items checked out
- 290,500 people came through the door
- 38,900 children attended programs
- Meeting rooms used 1,480 times
- Answered 11,680 reference questions
- Brought on-line a new Integrated Library System
- A mobile library App was developed and brought on-line



Significant Information

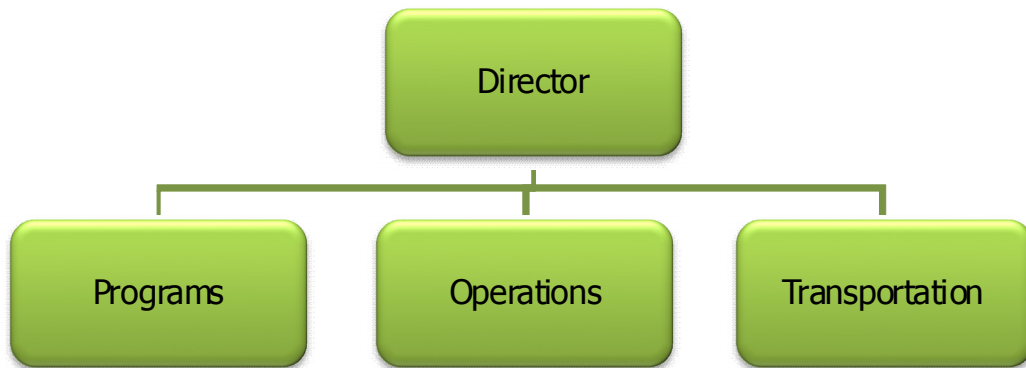
Library staff is planning the library's conversion to and implementation of a Radio-Frequency Identification (RFID) system. With such a system, each item in the collection is tagged with a very low-power transmitter that allows faster, less labor-intensive check out, check-in and self ordering. Library staff will also be eliminating the print reference collection and weeding the general print collection to prepare for the tagging of the materials with radio frequency tags. With the efficiencies of such a system in place, staff time can be redirected to value added and patron-centered activities.

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 | \$932,424 | \$902,507 | \$937,600 | \$970,000 | \$32,400 | 3.46% |
| Part-time Employees | 353,438 | 335,504 | 380,500 | 380,000 | (500) | (0.13%) |
| Contract Help | | | | | | |
| Overtime | 6,389 | 23,346 | 25,000 | 25,000 | | |
| Health, Dental, Life Insurance | 133,206 | 146,844 | 176,075 | 179,250 | 3,175 | 1.80% |
| Retirement Contributions | 208,133 | 207,245 | 231,803 | 238,262 | 6,459 | 2.79% |
| Other Pay | 6,342 | 5,450 | 5,770 | 6,200 | 430 | 7.45% |
| Total Personal Services | \$1,639,932 | \$1,620,896 | \$1,756,748 | \$1,798,712 | \$41,964 | 2.39% |
| Supplies & Services | | | | | | |
| Operating & Maintenance | \$537,642 | \$524,737 | \$553,200 | \$552,680 | (520) | (0.09%) |
| Conference, Travel & Training | 2,682 | 4,429 | 5,865 | 5,900 | 35 | 0.60% |
| Utilities | 83,306 | 83,105 | 98,940 | 97,140 | (1,800) | (1.82%) |
| Contractual Obligations | | | | | | |
| Donations to Agencies | | | | | | |
| Non-Recurring/Non-Capital | | | 50,000 | 3,500 | (46,500) | (93.00%) |
| Total Supplies & Services | \$623,630 | \$612,271 | \$708,005 | \$659,220 | (\$48,785) | (6.89%) |
| Capital Outlay | | | | | | |
| Replacement Charges | | | | | | |
| Computer Hardware & Software | | | | | | |
| Vehicles | | | | | | |
| Miscellaneous Equipment | | | | | | |
| Total Capital Outlay | | | | | | |
| Lease/Purchase Payments | | | | | | |
| Total Expenditures | \$2,263,562 | \$2,233,167 | \$2,464,753 | \$2,457,932 | (\$6,821) | (0.28%) |

Personnel Summary

| | BUDGET FY 2011-12 | BUDGET 2012-13 | BUDGET FY 2013-14 | BUDGET FY 2014-15 | CHANGE FROM FY 2013-14 |
|------------------------------------|----------------------|-------------------|----------------------|----------------------|------------------------------|
| Full-time Employees | | | | | |
| Library Director | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Head of Circulation | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Head of Public Services | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Head of Technical Services | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Children's Librarian | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Community Services Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Reference Technology Librarian | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Adult Services Assistant | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Children's Services Assistant | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Technical Services Assistant | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Circulation Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Total Full-time Employees | 15.00 | 15.00 | 15.00 | 15.00 | 0.00 |
| Part-time Employees | | | | | |
| Circulation Clerk | 5.75 | 5.75 | 5.75 | 5.75 | 0.00 |
| Library Assistant/Adult & Juvenile | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Library Assistant/Circulation | 0.75 | 0.75 | 0.75 | 0.75 | 0.00 |
| Total Part-time Employees | 7.50 | 7.50 | 7.50 | 7.50 | 0.00 |
| Total Authorized Personnel | 22.50 | 22.50 | 22.50 | 22.50 | 0.00 |



Mission Statement

“The mission of the West Des Moines Human Services Department is to provide opportunities for individuals to improve and enhance the quality of life and sense of community through the programs and services available.”

Department Description

The Department of Human Services provides programs to improve the quality of life for low-income, elderly, and disabled residents of West Des Moines. Among the various services offered to eligible residents are: transportation assistance; DMARC Emergency Food Pantry; several free community meal programs, a personal pantry, which provides personal care items once a month; a free clothing closet; LIHEAP (heating assistance program); homeless prevention/emergency rent and utility assistance; transitional housing for homeless families with children; handyman services which provide elderly and disabled residents assistance with minor home repairs, grass cutting and snow removal, youth scholarships, holiday assistance; a community volunteer program, and various other seasonal services to help low-income or elderly/disabled households. West Des Moines Human Services is the only stand-alone human services city department of its kind in the state of Iowa.

Goals and Objectives

West Des Moines has grown to a population of over 56,000, of this number, 5.6% are low-income individuals. Human Services goal is to provide necessary support and assistance to low income, elderly or disabled individuals in our community and needs to continue to leverage programs to meet low income housing needs.

Accomplishments

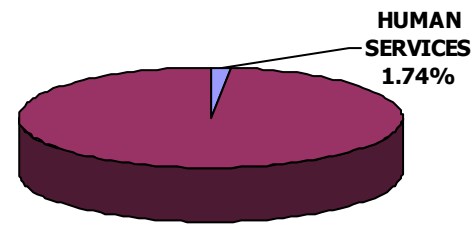
- Serviced 222 households by providing emergency rent and utility assistance
- Serviced 1,122 households (3,817 food orders) by providing food and personal care products
- Processed 916 applications for the LIHEAP (heating assistance program) and distributed \$355,295 in aid
- Provided 25,718 rides through the Transportation Program
- Provided school supplies to 413 children



BUDGET INFORMATION

| | |
|------------------------|-----------|
| FY 2014-15 Budget | \$959,029 |
| FY 2013-14 Budget | \$960,351 |
| Percentage Change | (0.13%) |
| FY 2014-15 FTE | 13.25 |
| Change From FY 2013-14 | 0.00 |

PERCENT OF GENERAL FUND BUDGET



Significant Information

West Des Moines Human Services is planning to relocate to a facility to be renovated in FY 2014-15. The new facility will provided expanded space for the food pantry and clothing closet, space for additional programming, better configuration of offices, and more storage.

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 | \$421,121 | \$404,999 | \$437,200 | \$442,000 | \$4,800 | 1.10% |
| Part-time Employees | 134,112 | 143,242 | 160,600 | 147,100 | (13,500) | (8.41%) |
| Contract Help | | | | | | |
| Overtime | 2,668 | 1,089 | 2,500 | 2,500 | | |
| Health, Dental, Life Insurance | 77,952 | 70,544 | 98,170 | 93,785 | (4,385) | (4.47%) |
| Retirement Contributions | 93,775 | 87,358 | 102,861 | 101,959 | (902) | (0.88%) |
| Other Pay | 5,303 | 4,481 | 4,640 | 4,565 | (75) | (1.62%) |
| Total Personal Services | \$734,931 | \$711,713 | \$805,971 | \$791,909 | (\$14,062) | (1.74%) |
| Supplies & Services | | | | | | |
| Operating & Maintenance | \$117,515 | \$98,599 | \$102,300 | \$104,370 | \$2,070 | 2.02% |
| Conference, Travel & Training | 2,848 | 1,214 | 8,500 | 5,650 | (2,850) | (33.53%) |
| Utilities | 11,905 | 13,438 | 14,880 | 26,900 | 12,020 | 80.78% |
| Contractual Obligations | | | | | | |
| Donations to Agencies | | | | | | |
| Non-Recurring/Non-Capital | | | 5,600 | 5,500 | (100) | (1.79%) |
| Total Supplies & Services | \$132,268 | \$113,251 | \$131,280 | \$142,420 | \$11,140 | 8.49% |
| Capital Outlay | | | | | | |
| Replacement Charges | \$20,621 | \$24,673 | \$23,100 | \$24,700 | \$1,600 | 6.93% |
| Computer Hardware & Software | | | | | | |
| Vehicles | | 10,000 | | | | |
| Miscellaneous Equipment | | | | | | |
| Total Capital Outlay | \$20,621 | \$34,673 | \$23,100 | \$24,700 | \$1,600 | 6.93% |
| Lease/Purchase Payments | | | | | | |
| Total Expenditures | \$887,820 | \$859,637 | \$960,351 | \$959,029 | (\$1,322) | (0.13%) |



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 | | | | | |
| Human Services Director | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Transitional Housing Coordinator* | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Transportation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Program Outreach Assistant | 3.25 | 3.25 | 3.25 | 3.25 | 0.00 |
| Home Maintenance Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Total Full-time Employees | 9.25 | 9.25 | 9.25 | 9.25 | 0.00 |
| Part-time Employees | | | | | |
| Van Driver | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Total Part-time Employees | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Total Authorized Personnel | 13.25 | 13.25 | 13.25 | 13.25 | 0.00 |

*Approximately 83% of wages and benefits are funded by HUD Grants.



