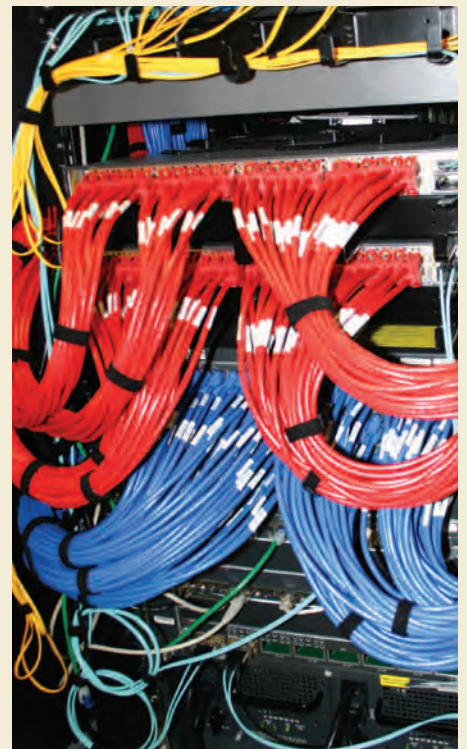


# Support

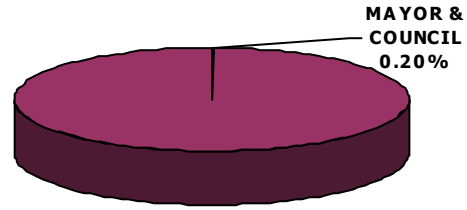


mayor and council | city manager | information technology services  
human resources | finance | legal

**BUDGET INFORMATION**

FY 2015-16 Budget	\$115,225
FY 2014-15 Budget	\$114,950
Percentage Change	0.24%
FY 2015-16 FTE	0.00
Change From FY 2014-15	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.

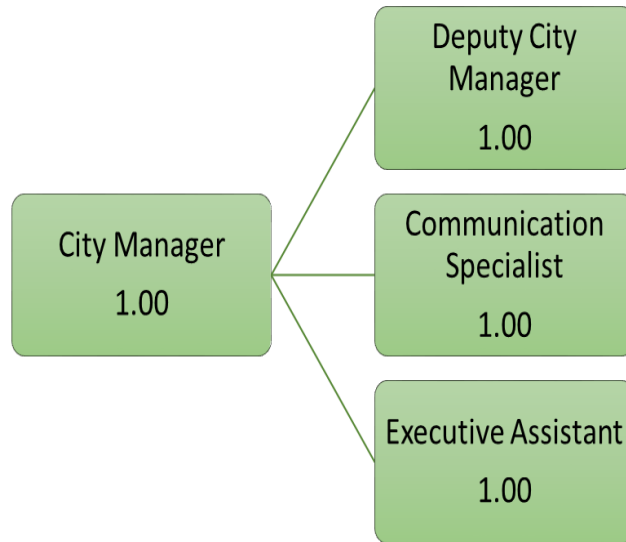
**Significant Information**

The FY 2015-2016 proposed budget for the council directive line item is \$25,000.



## Financial Summary

	ACTUAL FY 2012-13	ACTUAL FY 2013-14	REVISED BUDGET FY 2014-15	BUDGET FY 2015-16	INC(DEC) FY 2015-16 OVER FY 2014-15	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees						
Elected Officials	\$58,100	\$59,227	\$59,000	\$59,300	\$300	0.51%
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions	5,536	\$5,764	6,100	6,075	(25)	(0.41%)
Other Pay						
<b>Total Personal Services</b>	<b>\$63,636</b>	<b>\$64,991</b>	<b>\$65,100</b>	<b>\$65,375</b>	<b>\$275</b>	<b>0.42%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$25,228	\$35,560	\$37,850	\$37,850		
Conference, Travel & Training	10,483	6,270	12,000	12,000		
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
<b>Total Supplies &amp; Services</b>	<b>\$35,711</b>	<b>\$41,830</b>	<b>\$49,850</b>	<b>\$49,850</b>		
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>						
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$99,347</b>	<b>\$106,821</b>	<b>\$114,950</b>	<b>\$115,225</b>	<b>\$275</b>	<b>0.24%</b>



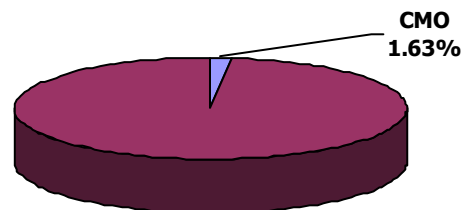
**Department Description**

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.

**BUDGET INFORMATION**

FY 2015-16 Budget	\$918,930
FY 2014-15 Budget	\$987,391
Percentage Change	(6.93%)
FY 2015-16 FTE	4.00
Change From FY 2014-15	0.00

PERCENT OF GENERAL FUND BUDGET

**Goals and Objectives**

- Develop a regional initiative to encourage alternate revenue streams
- Integrated Strategic Plan Implementation with inclusion of City-Wide Communications Plan
- Incorporate regional initiatives into department operations including Capital Crossroads
- Complete 2015 Special Census
- Conduct 2015 Citizen Survey

**Accomplishments**

- Recruitment of several key senior staff members
- Microsoft Development Agreements
- Named first Sister City, Matte Asher, Israel

**Significant Information**

Currently the City Manager's Office is in the process of evaluating the City's overall structure and exploring the possibilities of gaining efficiencies. The City Manager's Office has also taken the lead role of redesigning the City's web site, and the newly redesigned web site will be launched in the upcoming months.

## Financial Summary

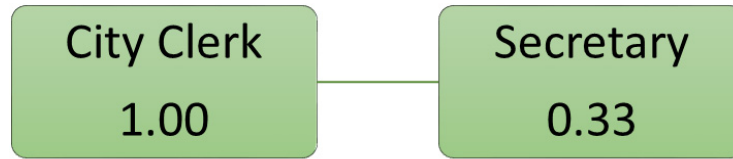
	ACTUAL FY 2012-13	ACTUAL FY 2013-14	REVISED BUDGET FY 2014-15	BUDGET FY 2015-16	INC(DEC) FY 2015-16 OVER FY 2014-15	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$436,421	\$399,397	\$495,000	\$470,000	(\$25,000)	(5.05%)
Part-time Employees	435	29,883	1,500	1,500		
Contract Help						
Overtime	262	81	500	500		
Health, Dental, Life Insurance	45,541	33,760	69,615	53,250	(16,365)	(23.51%)
Retirement Contributions	76,161	73,875	97,936	90,100	(7,836)	(8.00%)
Other Pay	9,290	7,740	9,350	1,990	(7,360)	(78.72%)
<b>Total Personal Services</b>	<b>\$568,110</b>	<b>\$544,736</b>	<b>\$673,901</b>	<b>\$617,340</b>	<b>(\$56,561)</b>	<b>(8.39%)</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$184,521	\$189,203	\$186,740	\$196,990	\$10,250	5.49%
Conference, Travel & Training	39,251	28,531	38,000	39,500	1,500	3.95%
Utilities	879	1,082	750	100	(650)	(86.67%)
Contractual Obligations	35,320	35,480	57,000	65,000	8,000	14.04%
Donations to Agencies						
Non-Recurring/Non-Capital			31,000		(31,000)	(100.00%)
<b>Total Supplies &amp; Services</b>	<b>\$259,971</b>	<b>\$254,296</b>	<b>\$313,490</b>	<b>\$301,590</b>	<b>(\$11,900)</b>	<b>(3.80%)</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>						
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$828,081</b>	<b>\$799,032</b>	<b>\$987,391</b>	<b>\$918,930</b>	<b>(\$68,461)</b>	<b>(6.93%)</b>



**Personnel Summary**

	<b>BUDGET FY 2012-13</b>	<b>BUDGET FY 2013-14</b>	<b>BUDGET FY 2014-15</b>	<b>BUDGET FY 2015-16</b>	<b>CHANGE FROM FY 2014-15</b>
<b>Full-time Employees</b>					
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	0.00	0.00	0.00
Communication Specialist	0.00	0.00	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
<b>Total Full-time Employees</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>





**Department Description**

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.

The City Clerk also oversees the budget and the operating expenses for City Hall and municipal elections.

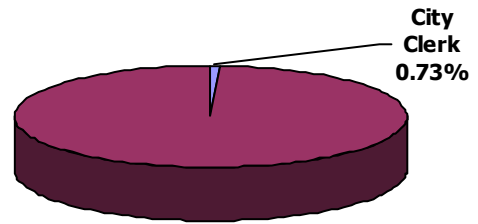




**BUDGET INFORMATION**

FY 2015-16 Budget	\$411,350
FY 2014-15 Budget	\$354,334
Percentage Change	16.09%
FY 2015-16 FTE	1.33
Change From FY 2014-15	0.00

**PERCENT OF GENERAL FUND BUDGET**



**Goals and Objectives**

- Fulfill all responsibilities in a timely fashion
- Ensure all legal requirements are met

**Accomplishments**

- Alcohol permits issued - 234
- Tobacco permits issued - 60
- Block Party permits issued - 12
- Special Event permits issued - 45

**Significant Information**

The 2015-16 budget includes \$25,000 for the November of 2015 municipal elections.



## Financial Summary

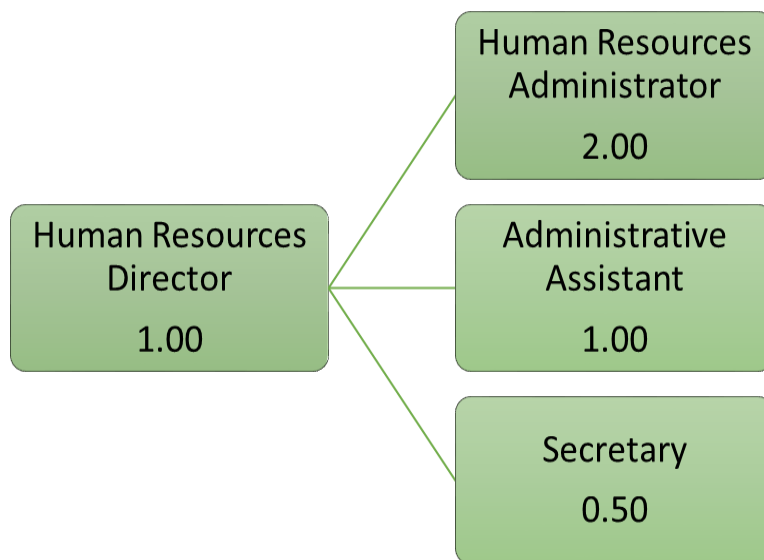
	ACTUAL FY 2012-13	ACTUAL FY 2013-14	REVISED BUDGET FY 2014-15	BUDGET FY 2015-16	INC(DEC) FY 2015-16 OVER FY 2014-15	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$45,911	\$47,974	\$50,300	\$67,500	\$17,200	34.19%
Part-time Employees						
Contract Help						
Overtime	2,222	3,199	7,000	7,000		
Health, Dental, Life Insurance	10,126	10,306	11,250	17,685	6,435	57.20%
Retirement Contributions	7,719	8,341	9,844	12,375	2,531	25.71%
Other Pay						
<b>Total Personal Services</b>	<b>\$65,978</b>	<b>\$69,820</b>	<b>\$78,394</b>	<b>\$104,560</b>	<b>\$26,166</b>	<b>33.38%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$254,496	\$232,209	\$215,600	\$245,450	\$29,850	13.85%
Conference, Travel & Training	1,070	1,347	1,000	2,000	1,000	100.00%
Utilities	51,839	52,315	59,340	59,340		
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
<b>Total Supplies &amp; Services</b>	<b>\$307,405</b>	<b>\$285,871</b>	<b>\$275,940</b>	<b>\$306,790</b>	<b>\$30,850</b>	<b>11.18%</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>						
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$373,383</b>	<b>\$355,691</b>	<b>\$354,334</b>	<b>\$411,350</b>	<b>\$57,016</b>	<b>16.09%</b>



**Personnel Summary**

	<b>BUDGET FY 2012-13</b>	<b>BUDGET FY 2013-14</b>	<b>BUDGET FY 2014-15</b>	<b>BUDGET FY 2015-16</b>	<b>CHANGE FROM FY 2014-15</b>
<b>Full-time Employees</b>					
City Clerk	0.00	0.00	1.00	1.00	0.00
Deputy City Clerk	1.00	1.00	0.00	0.00	0.00
Secretary	0.00	0.00	0.33	0.33	0.00
<b>Total Full-time Employees</b>	<b>1.00</b>	<b>1.00</b>	<b>1.33</b>	<b>1.33</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>1.00</b>	<b>1.00</b>	<b>1.33</b>	<b>1.33</b>	<b>0.00</b>





**Department Description**

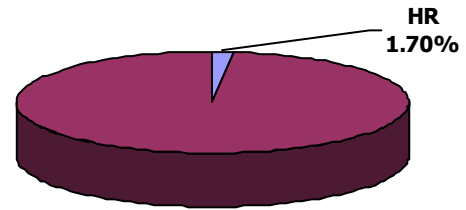
**Human Resources** provides a wide range of services to promote the City departments' workforce and work environment. These services include: recruiting, selecting, testing and hiring the City's workforce; implementing the city's compensation and benefit systems (which includes position descriptions, 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.



**BUDGET INFORMATION**

FY 2015-16 Budget	\$963,469
FY 2014-15 Budget	\$941,315
Percentage Change	2.35%
FY 2015-16 FTE	4.50
Change From FY 2014-15	0.00

**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**

- Rolled out Drug Free Workplace policy along with training in Reasonable Suspicion Training for all Supervisors
- 72 Recruitments for 267 positions
- Through HR Classrom introduced Business Conduct and Ethics training and the Workplace Violence Prevention Training
- Implemented electronic storage of employee files with Performance Reviews effective 1/1/2014

**Significant Information**

Funding has been added to the Human Resources budget for the City to sponsor two seasonal employees through an Iowa Workforce Development program that seeks to employ individuals with disabilities.



**Financial Summary**

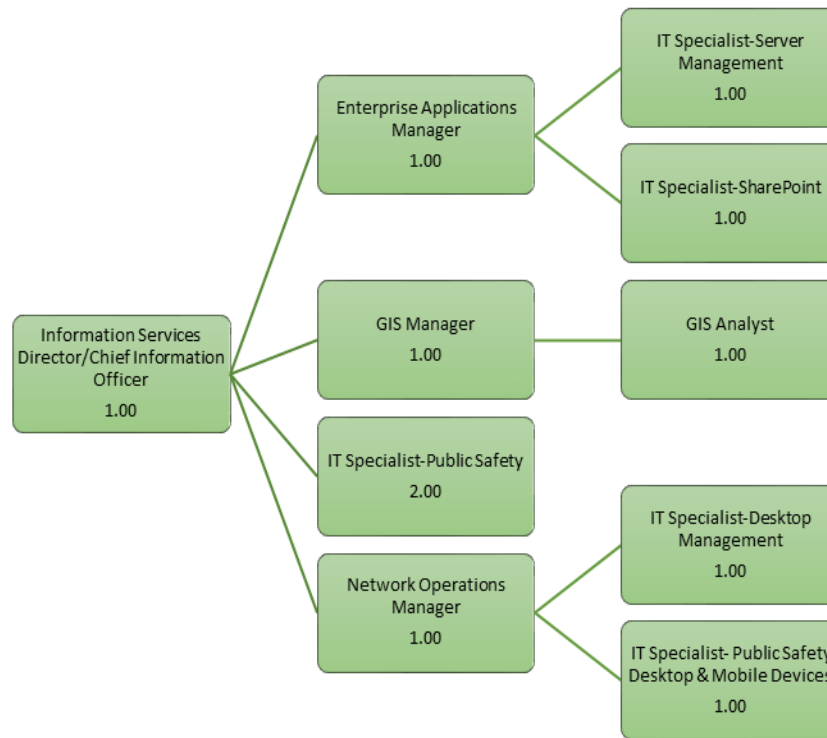
	ACTUAL FY 2012-13	ACTUAL FY 2013-14	REVISED BUDGET FY 2014-15	BUDGET FY 2015-16	INC(DEC) FY 2015-16 OVER FY 2014-15	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$293,873	\$305,439	318,900	\$330,800	\$11,900	3.73%
Part-time Employees	8,782	26,133	22,000	71,600	49,600	225.45%
Contract Help						
Overtime	191	169	1,000	500	(500)	(50.00%)
Health, Dental, Life Insurance	43,996	44,922	49,395	55,425	6,030	12.21%
Retirement Contributions	49,732	55,972	61,951	65,875	3,924	6.33%
Other Pay	1,445	1,695	2,170	2,170		
<b>Total Personal Services</b>	<b>\$398,019</b>	<b>\$434,330</b>	<b>\$455,416</b>	<b>\$526,370</b>	<b>\$70,954</b>	<b>15.58%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$214,248	\$194,709	\$287,660	\$237,460	(\$50,200)	(17.45%)
Conference, Travel & Training	9,106	8,513	60,039	61,439	1,400	2.33%
Utilities	213	205	300	300		
Contractual Obligations	66,350	53,015	87,900	87,900		
Donations to Agencies						
Non-Recurring/Non-Capital						
<b>Total Supplies &amp; Services</b>	<b>\$289,917</b>	<b>\$256,442</b>	<b>\$435,899</b>	<b>\$387,099</b>	<b>(\$48,800)</b>	<b>(11.20%)</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software	1,039	5,000	50,000	50,000		
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>	<b>\$1,039</b>	<b>\$5,000</b>	<b>\$50,000</b>	<b>\$50,000</b>		
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$688,975</b>	<b>\$695,772</b>	<b>\$941,315</b>	<b>\$963,469</b>	<b>\$22,154</b>	<b>2.35%</b>



**Personnel Summary**

	BUDGET FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM FY 2014-15
<b>Full-time Employees</b>					
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
<b>Total Full-time Employees</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>
<b>Part-time Employees</b>					
Secretary	0.25	0.50	0.50	0.50	0.00
<b>Total Part-time Employees</b>	<b>0.25</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>4.25</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>0.00</b>





**Department Description**

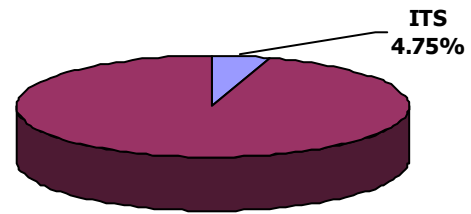
**Information Technology Services** department is responsible to develop, implement, manage and maintain all information technology services for the City. This includes computer systems used by all City staff, application servers, storage devices, infrastructure servers, network systems and general communications systems. Desktop telephones and computer based systems such as instant messaging and e-mail systems, as well as all GIS systems and data are also the responsibility of the department.



**BUDGET INFORMATION**

FY 2015-16 Budget	\$2,682,800
FY 2014-15 Budget	\$2,644,705
Percentage Change	0.68%
FY 2015-16 FTE	11.00
Change From FY 2014-15	0.00

**PERCENT OF GENERAL FUND BUDGET**



**Goals and Objectives**

- Partner with the departments of the City to research, design, build and maintain information technology solutions that support their business processes and customers
- Providing the highest quality of service with honesty, integrity and transparency to the departments we serve.
- Reducing overall IT costs to the City while mitigating risks and improving reliability, this includes exploring cloud based services and applications when it is fiscally responsible, and as long as those systems meet the security requirements placed on the City’s information and data.

**Accomplishments**

- Migrated City staff accounts to Office 365 (Cloud based services)
- Upgraded all PC’s and laptops from Windows XP to Windows 7
- Developed an Enterprise Data Architecture Model and Database
- ITS staff attended more than 400 hours of training on vendor specific software and hardware solutions
- ITS offered approximately 30 hours of training for City staff on Office 365
- ITS received 1,659 helpdesk tickets and closed 1,626 helpdesk tickets in 2014

**Significant Information**

Supplemental Requests include:

- \$80,815 phone system/network replacement. This will be the fifth and final year of a five year lease/purchase. Many components within the previous system were no longer supported by the manufacturer.

**Financial Summary**

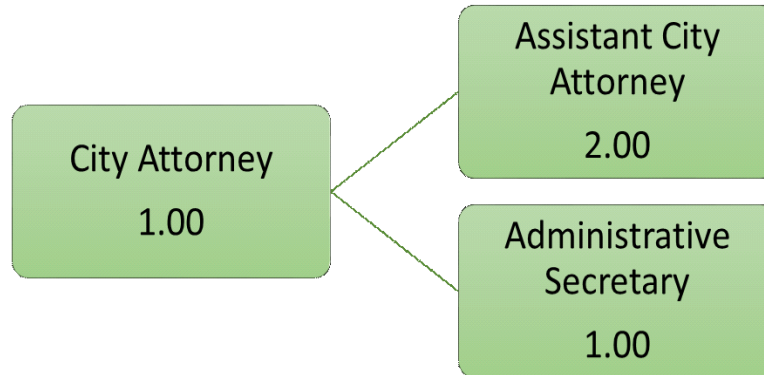
	<b>ACTUAL FY 2012-13</b>	<b>ACTUAL FY 2013-14</b>	<b>REVISED BUDGET FY 2014-15</b>	<b>BUDGET FY 2015-16</b>	<b>INC(DEC) FY 2015-16 OVER FY 2014-15</b>	<b>% INC (DEC)</b>
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$728,898	\$822,770	\$916,900	\$952,000	\$35,100	3.83%
Part-time Employees	20,462		10,000	10,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance	114,185	132,022	159,985	152,575	(7,410)	(4.63%)
Retirement Contributions	124,698	139,847	172,480	178,600	6,120	3.55%
Other Pay	6,940	8,194	9,390	10,610	1,220	12.99%
<b>Total Personal Services</b>	<b>\$995,183</b>	<b>\$1,102,833</b>	<b>\$1,268,755</b>	<b>\$1,303,785</b>	<b>\$35,030</b>	<b>2.76%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$50,085	\$37,456	\$40,800	\$40,800		
Conference, Travel & Training	35,309	39,577	38,000	38,000		
Utilities	32,363	32,159	37,400	37,400		
Contractual Obligations	794,759	885,992	848,000	858,000	10,000	1.18%
Donations to Agencies						
Non-Recurring/Non-Capital						
<b>Total Supplies &amp; Services</b>	<b>\$912,516</b>	<b>\$995,184</b>	<b>\$964,200</b>	<b>\$974,200</b>	<b>\$10,000</b>	<b>1.04%</b>
<b>Capital Outlay</b>						
Replacement Charges			\$100,000	\$100,000		
Computer Hardware & Software	234,215	284,612	224,000	224,000		
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>	<b>\$234,215</b>	<b>\$284,612</b>	<b>\$324,000</b>	<b>\$324,000</b>		
<b>Lease/Purchase Payments</b>	<b>\$107,749</b>	<b>\$107,749</b>	<b>\$107,750</b>	<b>\$80,815</b>	<b>(\$26,935)</b>	<b>(25.00%)</b>
<b>Total Expenditures</b>	<b>\$2,249,663</b>	<b>\$2,490,378</b>	<b>\$2,664,705</b>	<b>\$2,682,800</b>	<b>\$18,095</b>	<b>0.68%</b>



**Personnel Summary**

	<b>BUDGET FY 2012-13</b>	<b>BUDGET FY 2013-14</b>	<b>BUDGET FY 2014-15</b>	<b>BUDGET FY 2015-16</b>	<b>CHANGE FROM FY 2014-15</b>
<b>Full-time Employees</b>					
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	1.00	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	1.00	1.00	0.00
Network Analyst	1.00	0.00	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
<b>Total Full-time Employees</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>





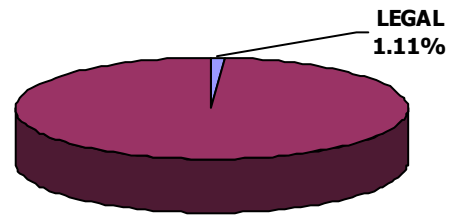
**Department Description**

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.

**BUDGET INFORMATION**

FY 2015-16 Budget	\$627,318
FY 2014-15 Budget	\$624,117
Percentage Change	0.51%
FY 2015-16 FTE	4.00
Change From FY 2014-15	0.00

**PERCENT OF GENERAL FUND BUDGET**



**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 and meets with them as necessary. Many of the Legal Department's assignments come with deadlines designated by other bodies, which help staff prioritize and meet goals. Additionally, many assignments are conducted in accordance with an existing policy or process established by the City Council, the courts, etc.

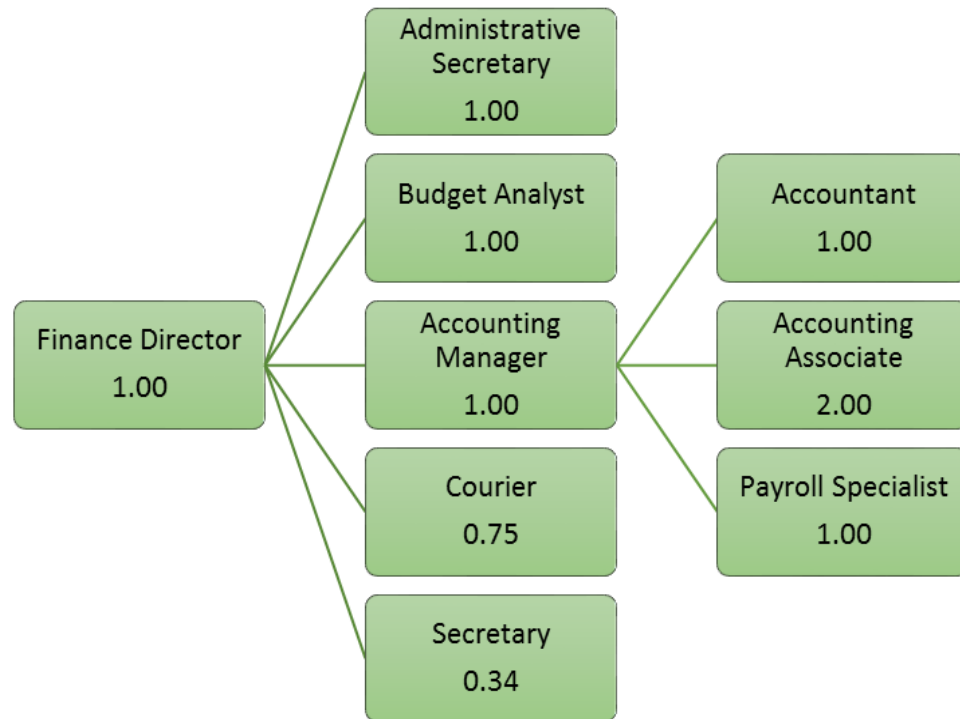
## Financial Summary

	ACTUAL FY 2012-13	ACTUAL FY 2013-14	REVISED BUDGET FY 2014-15	BUDGET FY 2015-16	INC(DEC) FY 2015-16 OVER FY 2014-15	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$297,973	\$341,764	\$412,500	\$425,000	\$12,500	3.03%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	24,762	30,397	52,060	40,775	(11,285)	(21.68%)
Retirement Contributions	48,763	56,576	73,652	75,488	1,836	2.49%
Other Pay	2,170	2,170	2,170	2,320	150	6.91%
<b>Total Personal Services</b>	<b>\$373,668</b>	<b>\$430,907</b>	<b>\$540,382</b>	<b>\$543,583</b>	<b>\$3,201</b>	<b>0.59%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$72,070	\$97,140	\$79,875	\$78,875	(\$1,000)	1.25%
Conference, Travel & Training	437	3,396	3,800	4,800	1,000	26.32%
Utilities	15	15	60	60		
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital	6,353					
<b>Total Supplies &amp; Services</b>	<b>\$78,875</b>	<b>\$100,551</b>	<b>\$83,735</b>	<b>\$83,735</b>		
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>						
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$452,543</b>	<b>\$531,458</b>	<b>\$624,117</b>	<b>\$627,318</b>	<b>\$3,201</b>	<b>0.51%</b>

**Personnel Summary**

	<b>BUDGET FY 2012-13</b>	<b>BUDGET FY 2013-14</b>	<b>BUDGET FY 2014-15</b>	<b>BUDGET FY 2015-16</b>	<b>CHANGE FROM FY 2014-15</b>
<b>Full-time Employees</b>					
City Attorney	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	2.00	2.00	2.00	2.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
<b>Total Full-time Employees</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>





**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, 2013. This was the 21st 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.

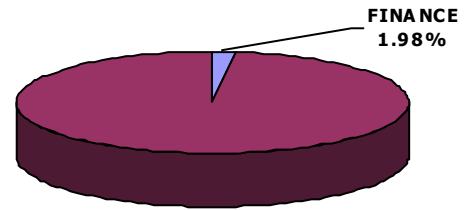




**BUDGET INFORMATION**

FY 2015-16 Budget	\$1,117,195
FY 2014-15 Budget	\$1,609,739
Percentage Change	(30.55%)
FY 2015-16 FTE	9.09
Change From FY 2014-15	(0.33)

**PERCENT OF GENERAL FUND BUDGET**



**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, 2014, the 16th 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.

**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 revenue sources, implementing multi-year financial forecasting, advocating for responsible tax reform, and working to maintain a steady property tax rate.

**Accomplishments**

- Received Aaa bond rating from Moody’s in July 2014
- Awarded Certificate of Achievement for Excellence in Financial Reporting from GFOA for the year ended June 30, 2013 Comprehensive Annual Financial Report
- Received a Distinguished Budget Presentation Award from GFOA for the fiscal year beginning July 1, 2014 Budget Summary document



**Significant Information**

In the previous budget cycle, the Finance Department was allocated \$550,000 for the replacement of the City's financial system. It is unlikely that all of these funds will be expended during the current fiscal year, as the implementation process will take a number of months to complete. As a result, some funds may need to be carried over to FY 15-16. Because the project is not yet finalized, it is possible that additional funds may need to be allocated in FY 15-16 for project management services, training, and hardware/software. There is also on-going maintenance and licensing component to the new system which will likely result in increased operating costs in future years.



**Financial Summary**

	ACTUAL FY 2012-13	ACTUAL FY 2013-14	REVISED BUDGET FY 2014-15	BUDGET FY 2015-16	INC(DEC) FY 2015-16 OVER FY 2014-15	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$495,298	\$497,388	\$540,000	\$559,000	\$19,000	3.52%
Part-time Employees	49,108	46,619	40,000	28,000	(12,000)	(30.00%)
Contract Help						
Overtime	12,006	12,954	15,000	15,000		
Health, Dental, Life Insurance	69,171	70,597	96,650	101,900	5,250	5.43%
Retirement Contributions	91,438	92,306	104,474	105,600	1,126	1.08%
Other Pay	3,810	3,810	4,275	4,700	425	9.94%
<b>Total Personal Services</b>	<b>\$720,831</b>	<b>\$723,674</b>	<b>\$800,399</b>	<b>\$814,200</b>	<b>\$13,801</b>	<b>1.72%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$278,999	179,441	\$229,340	\$209,340	(\$20,000)	(8.72%)
Conference, Travel & Training	9,971	5,519	12,500	12,500		
Utilities						
Contractual Obligations	61,233	9,193	3,500	18,500	15,000	428.57%
Donations to Agencies						
Non-Recurring/Non-Capital		15,088				
<b>Total Supplies &amp; Services</b>	<b>\$350,203</b>	<b>\$209,241</b>	<b>\$245,340</b>	<b>\$240,340</b>	<b>(\$5,000)</b>	<b>(2.04%)</b>
<b>Capital Outlay</b>						
Replacement Charges	\$2,652	\$2,652	\$3,000	\$2,655	(\$345)	(11.50%)
Computer Hardware & Software	5,720		560,000	60,000	(500,000)	(89.29%)
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>	<b>\$8,372</b>	<b>\$2,652</b>	<b>\$563,000</b>	<b>\$62,655</b>	<b>(\$500,345)</b>	<b>(88.87%)</b>
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$1,079,406</b>	<b>\$935,567</b>	<b>\$1,608,739</b>	<b>\$1,117,195</b>	<b>(\$491,544)</b>	<b>(30.55%)</b>



**Personnel Summary**

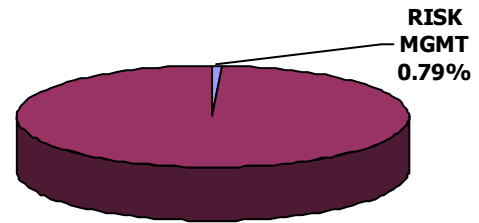
	<b>BUDGET FY 2012-13</b>	<b>BUDGET FY 2013-14</b>	<b>BUDGET FY 2014-15</b>	<b>BUDGET FY 2015-16</b>	<b>CHANGE FROM FY 2014-15</b>
<b>Full-time Employees</b>					
Finance Director	1.00	1.00	1.00	1.00	0.00
Accounting Manager	1.00	1.00	1.00	1.00	0.00
Budget Analyst	1.00	1.00	1.00	1.00	0.00
Accountant	1.00	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
Secretary	0.00	.00	0.67	0.34	(0.33)
<b>Total Full-time Employees</b>	<b>8.00</b>	<b>8.00</b>	<b>8.67</b>	<b>8.34</b>	<b>(0.33)</b>
<b>Part-time Employees</b>					
Courier	0.75	0.75	0.75	0.75	0.00
Secretary	0.25	0.00	0.00	0.00	0.00
<b>Total Part-time Employees</b>	<b>1.00</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>9.00</b>	<b>8.75</b>	<b>9.42</b>	<b>9.09</b>	<b>(0.33)</b>



**BUDGET INFORMATION**

FY 2015-16 Budget	\$445,000
FY 2014-15 Budget	\$433,000
Percentage Change	2.77%
FY 2015-16 FTE	0.00
Change From FY 2014-15	0.00

**PERCENT OF GENERAL FUND BUDGET**



**Activity Description**

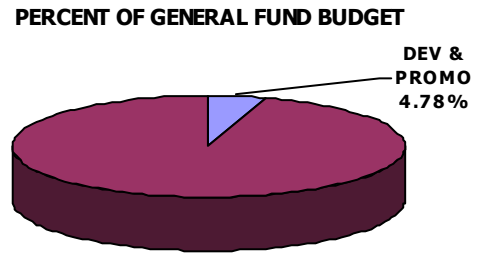
Risk management seeks to protect the City against adverse impacts to its financial and tangible assets. Risks that the City cannot financially assume are transferred through the purchase of adequate property, liability, workman's compensation, and automobile insurance or similar coverage(s).

**Financial Summary**

	ACTUAL FY 2012-13	ACTUAL FY 2013-14	REVISED BUDGET FY 2014-15	BUDGET FY 2015-16	INC(DEC) FY 2015-16 OVER FY 2014-15	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
<b>Total Personal Services</b>						
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$305,810	\$372,859	\$433,000	\$445,000	\$12,000	2.77%
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
<b>Total Supplies &amp; Services</b>	<b>\$305,810</b>	<b>\$372,859</b>	<b>\$433,000</b>	<b>\$445,000</b>	<b>\$12,000</b>	<b>2.77%</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>						
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$305,810</b>	<b>\$372,859</b>	<b>\$433,000</b>	<b>\$445,000</b>	<b>\$12,000</b>	<b>2.77%</b>



<b>BUDGET INFORMATION</b>	
FY 2015-16 Budget	\$2,700,000
FY 2014-15 Budget	\$2,266,900
Percentage Change	19.11%
FY 2015-16 FTE	0.00
Change From FY 2014-15	0.00



**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 15-16, 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 2015. 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

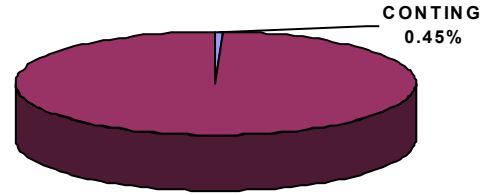
	ACTUAL FY 2012-13	ACTUAL FY 2013-14	REVISED BUDGET FY 2014-15	BUDGET FY 2015-16	INC(DEC) FY 2015-16 OVER FY 2014-15	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
<b>Total Personal Services</b>						
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$45,518	\$21,080	\$60,000		(\$60,000)	(100.00%)
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies	2,191,572	2,242,274	2,181,900	2,700,000	518,100	23.75%
Non-Recurring/Non-Capital	116,950	10,907	25,000		(25,000)	(100.00%)
<b>Total Supplies &amp; Services</b>	<b>\$2,358,666</b>	<b>\$2,274,261</b>	<b>\$2,266,900</b>	<b>\$2,700,000</b>	<b>\$433,100</b>	<b>19.11%</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>						
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$2,354,040</b>	<b>\$2,274,261</b>	<b>\$2,266,900</b>	<b>\$2,700,000</b>	<b>\$433,100</b>	<b>19.11%</b>



**BUDGET INFORMATION**

FY 2015-16 Budget	\$253,000
FY 2014-15 Budget	\$171,000
Percentage Change	47.95%
FY 2015-16 FTE	0.00
Change From FY 2014-15	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**

\$82,000 has been moved from the Fire/Emergency Management Cost Center to the Public Safety contingency fund.

Financial Summary

	ACTUAL FY 2012-13	ACTUAL FY 2013-14	REVISED BUDGET FY 2014-15	BUDGET FY 2015-16	INC(DEC) FY 2015-16 OVER FY 2014-15	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees						
Part-time Employees	\$8,977	\$10,985	\$21,000	\$21,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
<b>Total Personal Services</b>	<b>\$8,977</b>	<b>\$10,985</b>	<b>\$21,000</b>	<b>\$21,000</b>		
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$5,448	\$42,358	\$150,000	\$232,000	\$82,000	54.67%
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
<b>Total Supplies &amp; Services</b>	<b>\$5,448</b>	<b>\$42,358</b>	<b>\$150,000</b>	<b>\$232,000</b>	<b>\$82,000</b>	<b>54.67</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous		56,000				
<b>Total Capital Outlay</b>		<b>\$56,000</b>				
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$14,425</b>	<b>\$109,343</b>	<b>\$171,000</b>	<b>\$253,000</b>	<b>\$82,000</b>	<b>47.95%</b>



