

Support Services



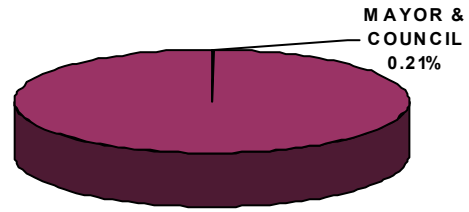
Mayor & Council,
City Manager, City Clerk,
Human Resources,
Information Technology
Services, Legal, Finance



BUDGET INFORMATION

FY 2016-17 Budget	\$117,225
FY 2015-16 Budget	\$115,225
Percentage Change	1.74%
FY 2016-17 FTE	0.00
Change From FY 2015-16	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.

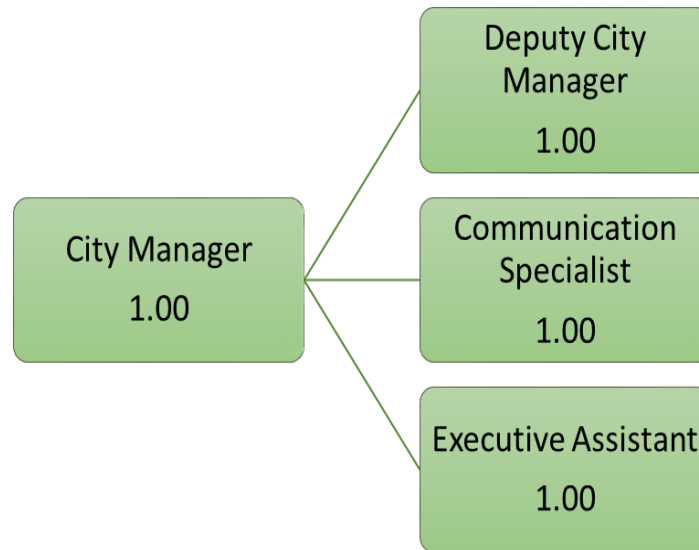
Significant Information

The FY 2016-2017 proposed budget for the council directive line item is \$25,000.



Financial Summary

	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Elected Officials	\$59,227	\$59,227	\$59,300	\$59,300		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions	5,764	5,764	6,075	6,075		
Other Pay						
Total Personal Services	\$64,991	\$64,991	\$65,375	\$65,375		
Supplies & Services						
Operating & Maintenance	\$35,560	\$10,976	\$37,850	\$39,850	\$2,000	5.28%
Conference, Travel & Training	6,270	8,700	12,000	12,000		
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$41,830	\$19,676	\$49,850	\$51,850	\$2,000	4.01%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$106,821	\$84,677	\$115,225	\$117,225	\$2,000	1.74%



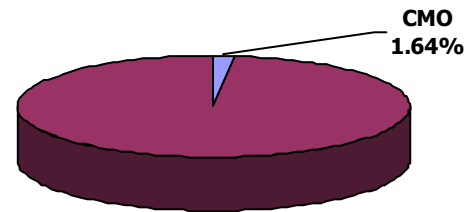
Department Description

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 2016-17 Budget	\$967,815
FY 2015-16 Budget	\$937,830
Percentage Change	3.09%
FY 2016-17 FTE	4.00
Change From FY 2015-16	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

Accomplishments

- Recruitment of several key senior staff members
- Completed 2015 Special Census
- Launch of new City web site
- 2036 Plan

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.

Financial Summary

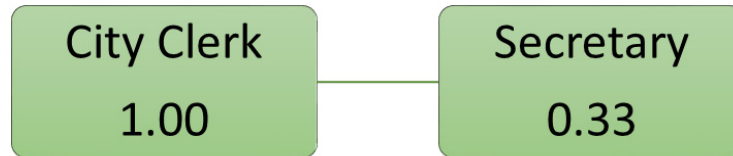
	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$399,397	\$368,031	\$470,000	\$480,000	\$10,000	10.21%
Part-time Employees	29,883	49,892	1,500	1,500		
Contract Help						
Overtime	81	3,258	500	500		
Health, Dental, Life Insurance	33,760	28,454	53,250	52,000	(1,250)	(2.35%)
Retirement Contributions	73,875	68,837	92,100	98,900	6,800	7.38%
Other Pay	7,740	2,763	6,790	6,875	85	1.25%
Total Personal Services	\$544,736	\$521,235	\$624,140	\$639,775	\$15,635	2.51%
Supplies & Services						
Operating & Maintenance	\$189,203	\$210,083	\$196,990	\$221,490	\$24,500	12.44%
Conference, Travel & Training	28,531	19,636	39,500	39,500		
Utilities	1,082	1,150	100	50	(50)	(50.00%)
Contractual Obligations	35,480	123,526	77,100	67,000	(10,100)	(13.10%)
Donations to Agencies						
Non-Recurring/Non-Capital		45,372				
Total Supplies & Services	\$254,296	\$399,767	\$313,690	\$328,040	\$14,350	4.57%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$799,032	\$921,002	\$937,830	\$967,815	\$29,985	3.09%



Personnel Summary

	BUDGET FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM FY 2015-16
Full-time Employees					
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	0.00	0.00	0.00	0.00
Communication Specialist	0.00	1.00	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	4.00	4.00	4.00	4.00	0.00
Total Authorized Personnel	4.00	4.00	4.00	4.00	0.00





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.

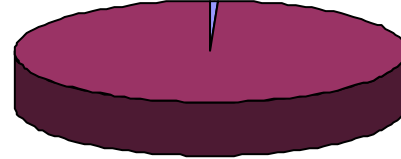
The City Clerk also oversees the budget and the operating expenses for City Hall and municipal elections.



BUDGET INFORMATION

FY 2016-17 Budget	\$407,795
FY 2015-16 Budget	\$468,000
Percentage Change	(12.86%)
FY 2016-17 FTE	1.33
Change From FY 2015-16	0.00

PERCENT OF GENERAL FUND BUDGET
City Clerk
0.69%

**Goals and Objectives**

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

Accomplishments

- Alcohol permits issued - 243
- Tobacco permits issued - 52
- Block Party permits issued - 10
- Sound permits issued - 114
- Special Event permits issued - 41

Significant Information

There are no municipal elections scheduled for FY 2016-17.

Maintenance costs for City Hall were increased by \$56,650 in FY 2015-16 Budget Amendment #1 due to extensive repairs to the City Hall fountain. No such expenditures are projected in FY 2016-17 at this time.

Financial Summary

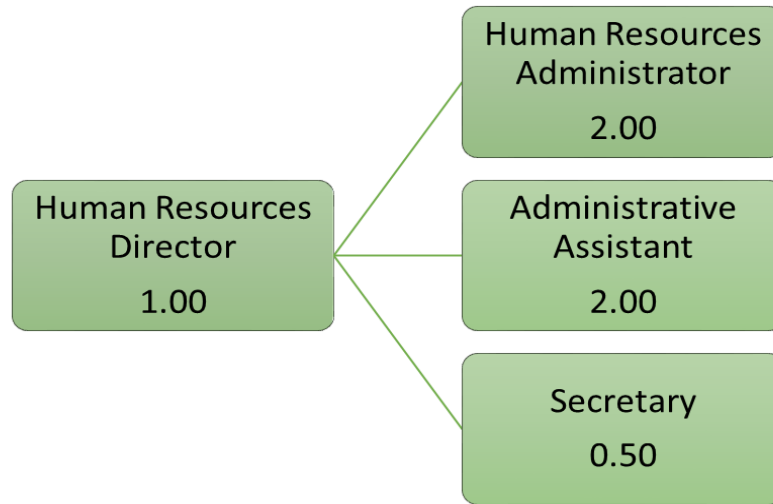
	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$47,974	\$56,587	\$67,500	\$67,600	\$100	0.15%
Part-time Employees						
Contract Help						
Overtime	3,199	3,022	7,000	5,000	(2,000)	(28.57%)
Health, Dental, Life Insurance	10,306	13,665	17,685	20,230	2,545	14.39%
Retirement Contributions	8,341	9,764	12,375	12,530	155	1.25%
Other Pay				120	120	100.00%
Total Personal Services	\$69,820	\$83,038	\$104,560	\$105,480	\$920	0.88%
Supplies & Services						
Operating & Maintenance	\$232,209	\$245,584	\$302,100	\$241,975	(\$60,125)	(19.90%)
Conference, Travel & Training	1,347	245	2,000	1,500	(500)	(25.00%)
Utilities	52,315	54,485	59,340	58,840	(500)	(0.84%)
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$285,871	\$300,314	\$363,440	\$302,315	(\$61,125)	(16.82%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$355,691	\$383,352	\$468,000	\$407,795	(\$60,205)	(12.86%)



Personnel Summary

	BUDGET FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM FY 2015-16
Full-time Employees					
City Clerk	0.00	1.00	1.00	1.00	0.00
Deputy City Clerk	1.00	0.00	0.00	0.00	0.00
Secretary	0.00	0.33	0.33	0.33	0.00
Total Full-time Employees	1.00	1.33	1.33	1.33	0.00
Total Authorized Personnel	1.00	1.33	1.33	1.33	0.00





Department Description

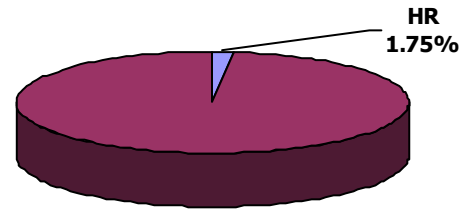
Human Resources provides a wide range of services to promote the City departments' workforce and work environment. These services include: recruiting, selecting, testing and hiring the City's workforce; implementing the city's compensation and benefit systems (which includes position descriptions, job 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 2016-17 Budget	\$1,042,000
FY 2015-16 Budget	\$998,469
Percentage Change	4.36%
FY 2016-17 FTE	5.50
Change From FY 2015-16	1.00

PERCENT OF GENERAL FUND BUDGET



Goals and Objectives

- Conduct a a professional study to leverage software efficiencies relating to various HR programs and process
- Develop the HR intranet web site in order to provide better service to employees and managers

Accomplishments

- Recruitment of new Fire Chief
- Recruitment of new Deputy City Manager
- Through HR Classroom condu Business Conduct and Ethics training and the Workplace Violence Prevention Training

Significant Information

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

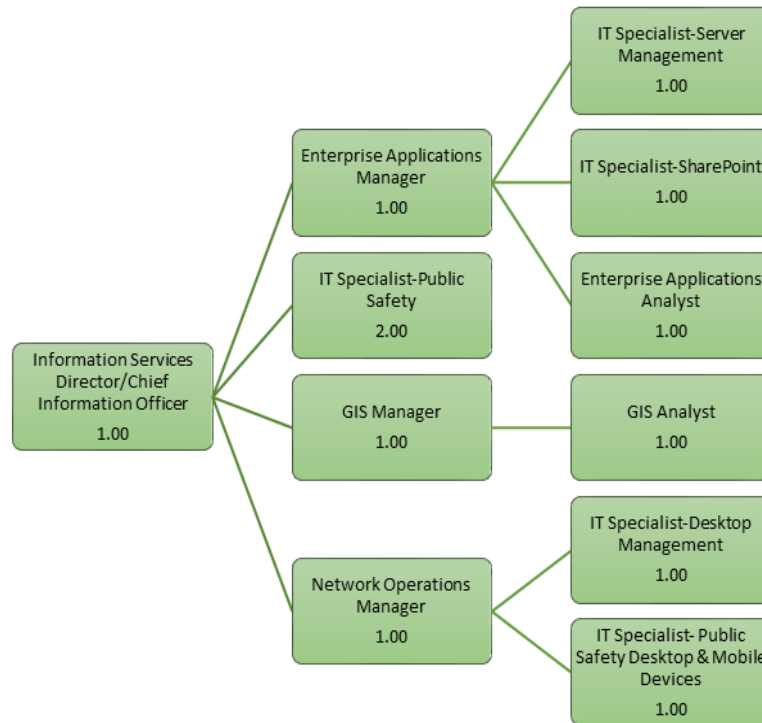
Financial Summary

	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$305,439	\$294,499	\$330,800	\$384,300	\$53,500	16.17%
Part-time Employees	26,133	27,862	71,600	50,000	(21,600)	(30.17%)
Contract Help						
Overtime	169	1,448	500	1,500	1,000	200.00%
Health, Dental, Life Insurance	44,922	43,350	55,425	72,725	17,300	31.21%
Retirement Contributions	55,972	54,205	65,875	78,836	12,961	19.68%
Other Pay	1,695	2,170	2,170	2,170		
Total Personal Services	\$434,330	\$423,534	\$526,370	\$589,531	\$63,161	12.00%
Supplies & Services						
Operating & Maintenance	\$194,709	\$196,302	\$272,460	\$249,480	(\$22,980)	(8.43%)
Conference, Travel & Training	8,513	38,877	61,439	63,189	1,750	2.85%
Utilities	205	213	300	1,900	1,600	533.33%
Contractual Obligations	53,015	62,405	87,900	87,900		
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$256,442	\$297,797	\$422,099	\$402,469	(\$19,630)	(4.65%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software	5,000		50,000	50,000		
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay	\$5,000		\$50,000	\$50,000		
Lease/Purchase Payments						
Total Expenditures	\$695,772	\$721,331	\$998,469	\$1,042,000	\$43,531	4.35%

Personnel Summary

	BUDGET FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM FY 2015-16
Full-time Employees					
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	2.00	1.00
Total Full-time Employees	4.00	4.00	4.00	5.00	1.00
Part-time Employees					
Secretary	0.50	0.50	0.50	0.50	0.00
Total Part-time Employees	0.50	0.50	0.50	0.50	0.00
Total Authorized Personnel	4.50	4.50	4.50	5.50	1.00





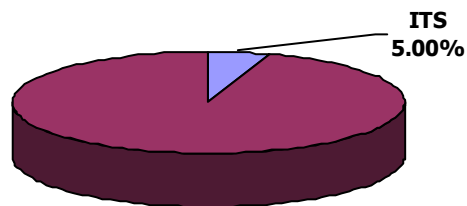
Department Description

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 2016-17 Budget	\$2,946,458
FY 2015-16 Budget	\$2,789,450
Percentage Change	5.64%
FY 2016-17 FTE	12.00
Change From FY 2015-16	1.00

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

- Assistance with selecting and currently implementing new financial software
- Assistance with selecting and currently implementing new computer aided dispatch software for Westcom
- Assistance with selecting and currently implementing new software for Parks & Recreation
- Assistance with selecting and currently implementing new fleet management software for Public Works

Significant Information

Supplemental Requests include \$225,000 for computer equipment replacement throughout the City.



Financial Summary

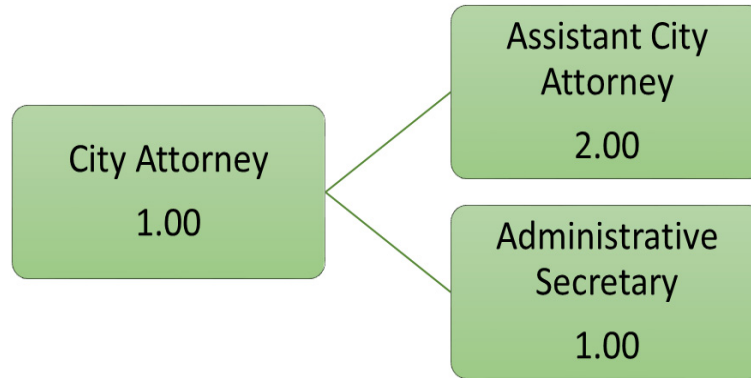
	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$822,770	\$888,959	\$969,725	\$1,103,000	\$133,275	13.74%
Part-time Employees			10,000		(10,000)	(100.00%)
Contract Help						
Overtime						
Health, Dental, Life Insurance	132,022	135,249	152,575	167,639	15,064	9.87%
Retirement Contributions	139,847	153,373	181,540	206,524	24,984	13.76%
Other Pay	8,194	9,810	10,610	11,995	1,385	13.05%
Total Personal Services	\$1,102,833	\$1,187,391	\$1,324,450	\$1,489,158	\$164,708	12.44%
Supplies & Services						
Operating & Maintenance	\$37,456	38,889	\$40,800	\$38,100	(\$2,700)	(6.62%)
Conference, Travel & Training	39,577	39,807	50,000	40,000	(10,000)	(20.00%)
Utilities	32,159	32,044	37,400	51,200	13,800	36.90%
Contractual Obligations	885,992	984,358	931,800	1,003,000	71,200	7.64%
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$995,184	\$1,095,098	\$1,060,000	\$1,132,300	\$72,300	6.82%
Capital Outlay						
Replacement Charges			\$100,000	\$100,000		
Computer Hardware & Software	284,612	293,737	224,000	225,000	1,000	0.45%
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay	\$284,612	\$293,737	\$324,000	\$325,000	\$1,000	0.31%
Lease/Purchase Payments	\$107,749	\$107,749	\$80,815		(\$80,815)	(100.00%)
Total Expenditures	\$2,490,378	\$2,683,975	\$2,789,265	\$2,946,458	\$157,193	5.64%



Personnel Summary

	BUDGET FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM FY 2015-16
Full-time Employees					
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	1.00	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	1.00	1.00	1.00	0.00
Enterprise Applications Analyst	0.00	0.00	0.00	1.00	1.00
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	10.00	11.00	11.00	12.00	1.00
Total Authorized Personnel	10.00	11.00	11.00	12.00	1.00





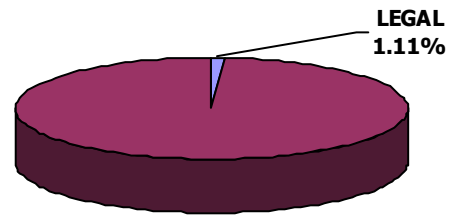
Department Description

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.

BUDGET INFORMATION

FY 2016-17 Budget	\$653,875
FY 2015-16 Budget	\$627,318
Percentage Change	4.23%
FY 2016-17 FTE	4.00
Change From FY 2015-16	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.

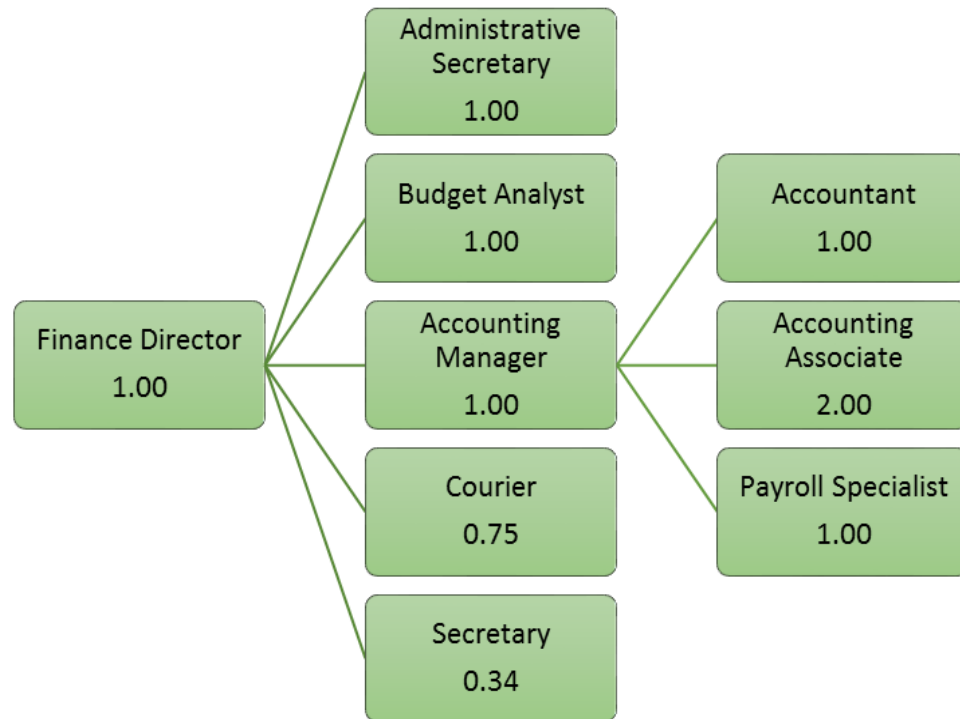
Financial Summary

	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$341,764	\$402,747	\$425,000	\$430,200	\$5,200	1.22%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	30,397	37,084	40,775	39,650	(1,125)	(2.84%)
Retirement Contributions	56,576	68,223	75,488	78,120	2,632	3.49%
Other Pay	2,170	2,170	2,320	2,755	435	18.75%
Total Personal Services	\$430,907	\$510,224	\$543,583	\$550,725	\$7,142	
Supplies & Services						
Operating & Maintenance	\$97,140	\$82,548	\$78,875	\$98,325	\$19,450	24.66%
Conference, Travel & Training	3,396	586	4,800	4,800		
Utilities	15	15	60	25	(35)	(58.33%)
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$100,551	\$83,149	\$83,735	\$103,150	\$19,415	23.19%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$531,458	\$593,373	\$627,318	\$653,875	\$26,557	4.23%

Personnel Summary

	BUDGET FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM FY 2015-16
Full-time Employees					
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
Total Full-time Employees	4.00	4.00	4.00	4.00	0.00
Total Authorized Personnel	4.00	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.

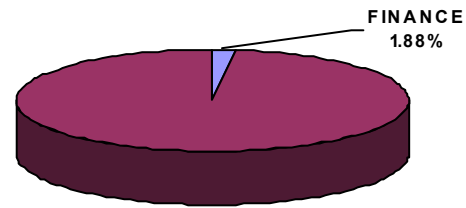
The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of West Des Moines for its Comprehensive Annual Financial Report for the year ended June 30, 2014. This was the 22st consecutive year 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 2016-17 Budget	\$1,111,010
FY 2015-16 Budget	\$1,449,135
Percentage Change	(23.33%)
FY 2016-17 FTE	9.09
Change From FY 2015-16	0.00

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 Standard and Poor’s in March 2015
- Awarded Certificate of Achievement for Excellence in Financial Reporting from GFOA for the year ended June 30, 2014 Comprehensive Annual Financial Report
- Began implementation of new financial software system
- Selected new banking services provider
- Selected new investment management firm



Significant Information

In the previous budget cycle, the Finance Department selected and began the replacement of the City's financial system. Because the project is not yet finalized, it is possible that additional funds may be need to be allocated in FY 16-17 for project management services, training, and hardware/software. The new system which will likely result in increased efficiencies throughout the City one in place and staff is trained.



Financial Summary

	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$497,388	\$529,508	\$559,000	\$581,555	\$22,555	4.03%
Part-time Employees	46,619	47,053	28,000	28,850	850	3.04%
Contract Help						
Overtime	12,954	17,321	15,000	17,000	2,000	13.33%
Health, Dental, Life Insurance	70,597	86,429	101,900	113,875	11,975	11.75%
Retirement Contributions	92,306	98,230	105,600	112,700	7,100	6.72%
Other Pay	3,810	4,218	4,700	5,235	535	11.38%
Total Personal Services	\$723,674	\$782,759	\$814,200	\$859,215	\$45,015	5.53%
Supplies & Services						
Operating & Maintenance	\$179,441	\$136,786	\$199,340	\$200,640	\$1,300	0.65%
Conference, Travel & Training	5,519	11,589	12,500	11,000	(1,500)	(12.00%)
Utilities						
Contractual Obligations	9,193	55,217	18,500	27,500	9,000	48.65%
Donations to Agencies						
Non-Recurring/Non-Capital	15,088					
Total Supplies & Services	\$209,241	\$203,592	\$230,340	\$239,140	\$8,800	3.82%
Capital Outlay						
Replacement Charges	\$2,652	\$2,652	\$2,655	\$2,655		
Computer Hardware & Software		208,058	401,940		(401,940)	(100.00%)
Vehicles						
Miscellaneous Equipment				10,000	10,000	100.00%
Total Capital Outlay	\$2,652	\$210,710	\$404,595	\$12,655	(\$391,940)	(96.87%)
Lease/Purchase Payments						
Total Expenditures	\$935,567	\$1,197,061	\$1,449,135	\$1,111,010	(\$338,125)	(23.33%)

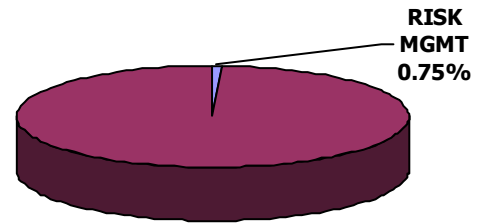
Personnel Summary

	BUDGET FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM FY 2015-16
Full-time Employees					
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	0.67	0.34	0.34	0.00
Total Full-time Employees	8.00	8.67	8.34	8.34	0.00
Part-time Employees					
Courier	0.75	0.75	0.75	0.75	0.00
Total Part-time Employees	0.75	0.75	0.75	0.75	0.00
Total Authorized Personnel	8.75	9.42	9.09	9.09	0.00

BUDGET INFORMATION

FY 2016-17 Budget	\$445,000
FY 2015-16 Budget	\$445,000
Percentage Change	0.00%
FY 2016-17 FTE	0.00
Change From FY 2015-16	0.00

PERCENT OF GENERAL FUND BUDGET



Activity Description

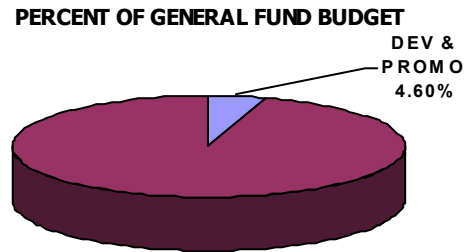
Risk management seeks to protect the City against adverse impacts to its financial and tangible assets. Risks that the City cannot financially assume are transferred through the purchase of adequate property, liability, workman's compensation, and automobile insurance or similar coverage(s).

Financial Summary

	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% 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	\$372,859	\$378,408	\$445,000	\$445,000		
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$372,859	\$378,408	\$445,000	\$445,000		
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$372,859	\$378,408	\$445,000	\$445,000		



BUDGET INFORMATION	
FY 2016-17 Budget	\$2,715,000
FY 2015-16 Budget	\$2,670,000
Percentage Change	1.69%
FY 2016-17 FTE	0.00
Change From FY 2015-16	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 16-17, 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 early 2016. 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.



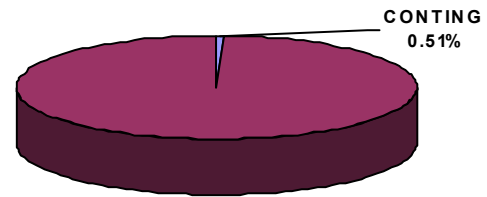
Financial Summary

	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% 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	\$21,080	\$21,085	\$37,000	\$26,000	(\$11,000)	(29.73%)
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies	2,242,274	2,353,573	2,618,000	2,689,000	71,000	2.71%
Non-Recurring/Non-Capital	10,907	18,726	15,000		(15,000)	(100.00%)
Total Supplies & Services	\$2,274,261	\$2,393,384	\$2,670,000	\$2,715,000		
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$2,274,261	\$2,393,384	\$2,670,000	\$2,715,000	\$45,000	1.69%



BUDGET INFORMATION	
FY 2016-17 Budget	\$303,000
FY 2015-16 Budget	\$253,000
Percentage Change	19.76%
FY 2016-17 FTE	0.00
Change From FY 2015-16	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

\$50,000 has been budgeted for a study of the Fire and EMS departments structure.

Financial Summary

	ACTUAL FY 2013-14	ACTUAL FY 2014-15	REVISED BUDGET FY 2015-16	BUDGET FY 2016-17	INC(DEC) FY 2016-17 OVER FY 2015-16	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees	\$10,985	\$10,345	\$21,000	\$21,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services	\$10,985	\$10,345	\$21,000	\$21,000		
Supplies & Services						
Operating & Maintenance	\$42,358	40,964	\$232,000	\$282,000	\$50,000	21.55%
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$42,358	\$40,964	\$232,000	\$282,000	\$50,000	21.55%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous	56,000					
Total Capital Outlay	\$56,000					
Lease/Purchase Payments						
Total Expenditures	\$109,343	\$51,309	\$253,000	\$303,000	\$50,000	19.76%

