



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

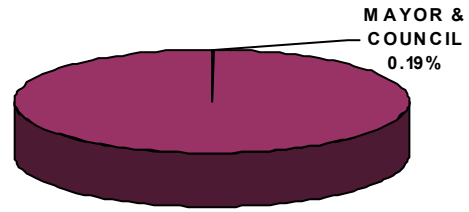
Support
Services



BUDGET INFORMATION

FY 2017-18 Budget	\$117,925
FY 2016-17 Budget	\$117,225
Percentage Change	0.60%
FY 2017-18 FTE	0.00
Change From FY 2016-17	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 2017-2018 proposed budget for the council directive line item is \$25,000.



Financial Summary

	ACTUAL FY 2014-15	ACTUAL FY 2015-16	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Elected Officials	\$59,227	\$59,340	\$59,300	\$59,300		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions	5,764	5,775	6,075	5,875	(200)	(3.29%)
Other Pay						
Total Personal Services	\$64,991	\$65,115	\$65,375	\$65,175	(\$200)	(0.30%)
Supplies & Services						
Operating & Maintenance	\$10,976	\$7,166	\$38,600	\$38,500	(\$100)	(0.26%)
Staff Development	8,700	6,532	13,250	14,250	1,000	7.55%
Utilities						
Contractual Obligations						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$19,676	\$13,698	\$51,850	\$52,750	\$900	1.74%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$84,677	\$78,813	\$117,225	\$117,925	\$700	0.60%



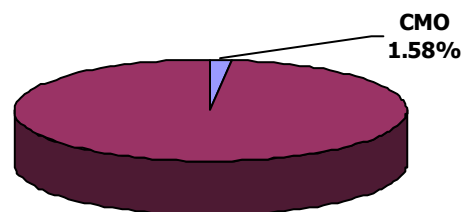
Department Description

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 2017-18 Budget	\$993,515
FY 2016-17 Budget	\$1,000,035
Percentage Change	(0.65%)
FY 2017-18 FTE	4.00
Change From FY 2016-17	0.00

PERCENT OF GENERAL FUND BUDGET

**Goals and Objectives**

- Develop a regional initiative to encourage alternate revenue streams
- Integrated Strategic Plan Implementation, involving aspects of the 2036 Plan
- Incorporate regional initiatives into department operations including Capital Crossroads
- Complete recruitment of senior staff level positions

Accomplishments

- Recruitment of several key senior staff members
- Implementation of several aspects of the 2036 Plan, including West Des Moines Leadership Advisory Board (WestLAB) and Quality of Life Council

Significant Information

Furniture and fixtures expenses for FY 2016-17 were increased by \$30,000 in Budget Amendment #4 due to reorganization of departments within City Hall at the City Manager's recommendation.

Financial Summary

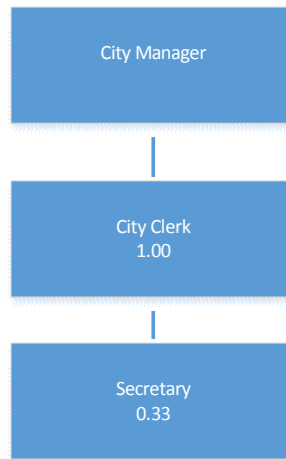
	ACTUAL FY 2014-15	ACTUAL FY 2015-16	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$368,031	\$372,692	\$480,000	\$485,020	\$5,020	1.05%
Part-time Employees	49,892	49,707	1,500	5,000	3,500	233.33%
Contract Help						
Overtime	3,258	1,556	500	500		
Health, Dental, Life Insurance	28,454	33,541	52,000	49,285	(2,715)	(5.22%)
Retirement Contributions	68,837	77,388	98,900	98,200	(700)	(0.70%)
Other Pay	2,763	6,830	7,595	7,710	115	1.51%
Total Personal Services	\$521,235	\$541,714	\$640,495	\$645,715	\$5,220	0.82%
Supplies & Services						
Operating & Maintenance	\$210,083	\$12,692	\$19,250	\$17,500	(\$1,750)	(9.09%)
Staff Development	19,636	65,978	67,500	58,400	(9,100)	(13.48%)
Utilities	1,150	13	50	50		
Contractual Obligations	123,526	230,386	242,740	271,850	29,110	11.99%
Non-Recurring/Non-Capital	45,372					
Total Supplies & Services	\$399,767	\$309,069	\$329,540	\$347,800	\$18,260	5.54%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment			30,000		(30,000)	(100.00%)
Total Capital Outlay			\$30,000		(\$30,000)	(100.00%)
Lease/Purchase Payments						
Total Expenditures	\$921,002	\$850,783	\$1,000,035	\$993,515	(\$6,520)	(0.65%)



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

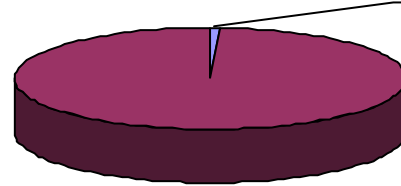
The role of the **City Clerk's Office** is to provide the City Council with efficient and effective administrative assistance, coordinating the legislative process to allow the City Council to meet and support the needs of the citizens of West Des Moines. To that end, the Clerk's Office prepares meeting 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 2017-18 Budget	\$438,115
FY 2016-17 Budget	\$449,170
Percentage Change	(2.46%)
FY 2017-18 FTE	1.33
Change From FY 2016-17	0.00

PERCENT OF GENERAL FUND BUDGET City Clerk 0.70%



Goals and Objectives

- Continue to provide valuable administrative support to all other City departments
- Fulfill all responsibilities in a timely fashion
- Ensure all legal requirements are met

Performance Measures

Permits Issued	2013-14	2014-15	2015-16	Change
Alcohol permits	234	243	237	-6
Tobacco permits	60	52	56	+4
Block Party permits	12	10	12	+2
Sound permits	NA	114	116	+2
Special Event permits	45	41	36	-5

Accomplishments

- Established a new process for issuing mobile vendor permits
- Worked with ITS to develop a more efficient records center in SharePoint

Significant Information

Municipal elections are scheduled for November of 2017, six positions are to be elected upon; Mayor, Council member First Ward, Council member Third Ward, one Council member At-Large, and two Parks & Recreation Advisory Board members. The 2017-18 budget includes \$25,000 for the cost of the elections.

Maintenance costs for City Hall were increased by \$22,000 in FY 2016-17 Budget Amendment #4 due to multiple heat pump failures in City Hall. No such expenditures are projected in FY 2017-18 at this time.



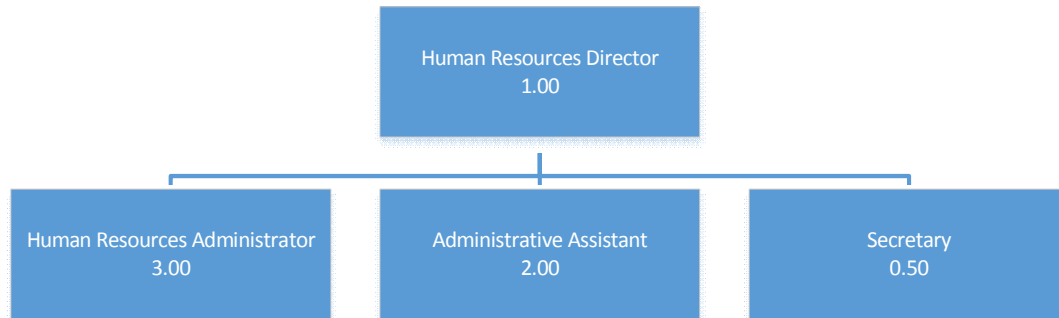
Financial Summary

	ACTUAL FY 2014-15	ACTUAL FY 2015-16	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$56,587	\$65,414	\$76,500	\$79,050	\$2,550	3.33%
Part-time Employees						
Contract Help						
Overtime	3,022	3,601	5,000	5,500	500	10.00%
Health, Dental, Life Insurance	13,665	18,873	20,255	22,090	1,835	9.06%
Retirement Contributions	9,764	11,269	13,980	14,085	105	0.75%
Other Pay			120	350	230	191.67%
Total Personal Services	\$83,038	\$99,157	\$115,855	\$121,075	\$5,220	4.50%
Supplies & Services						
Operating & Maintenance	\$245,584	\$274,412	\$250,000	\$229,100	(\$20,900)	(8.36%)
Staff Development	245	2,101	1,975	2,150	175	8.86%
Utilities	54,485	54,202	58,840	57,790	(1,050)	(1.78%)
Contractual Obligations		21,410	22,500	28,000	5,500	24.44%
Non-Recurring/Non-Capital						
Total Supplies & Services	\$300,314	\$352,125	\$333,315	\$317,040	(\$16,275)	(4.88%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$383,352	\$451,282	\$449,170	\$438,115	(\$11,055)	(2.46%)

Personnel Summary

	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	CHANGE FROM FY 2016-17
Full-time Employees					
City Clerk	1.00	1.00	1.00	1.00	0.00
Secretary	0.33	0.33	0.33	0.33	0.00
Total Full-time Employees	1.33	1.33	1.33	1.33	0.00
Total Authorized Personnel	1.33	1.33	1.33	1.33	0.00





Department Description

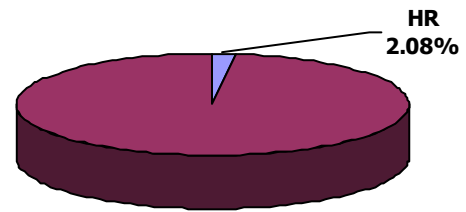
Human Resources provides a wide range of services to promote the City departments' work-force and work environment. These services include: recruiting, selecting, testing and hiring the City's workforce; implementing the city's compensation and benefit systems (which includes position descriptions, job 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 2017-18 Budget	\$1,309,312
FY 2016-17 Budget	\$1,098,424
Percentage Change	19.20%
FY 2017-18 FTE	6.50
Change From FY 2016-17	1.00

PERCENT OF GENERAL FUND BUDGET



Goals and Objectives

- Addition of HR staff to address work load issues and to insure compliance and education of various employment laws
- Improvements in training and processes relating to diversity and affirmative action
- Complete salary survey for Information Technology and Emergency Medical Services positions

Accomplishments

- Recruitment of new Parks & Recreation Director
- Filled 317 positions in 2016
- Completed needs assessment with consultant, first step in identifying new HRIS software

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. \$175,000 has also been allocated towards the first half of new HRIS software project.

Financial Summary

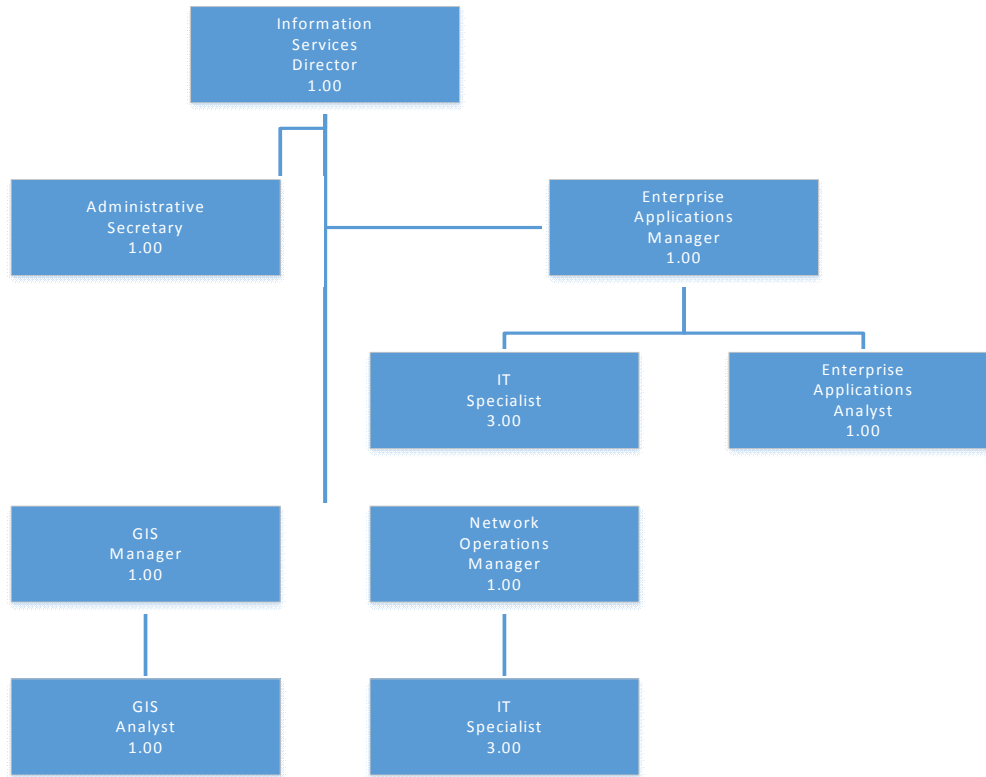
	ACTUAL FY 2014-15	ACTUAL FY 2015-15	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$294,499	\$322,129	\$387,800	\$478,585	\$90,785	23.41%
Part-time Employees	27,862	33,365	50,000	50,000		
Contract Help						
Overtime	1,448	249	1,500	1,500		
Health, Dental, Life Insurance	43,350	51,838	72,725	78,165	5,440	7.48%
Retirement Contributions	54,205	58,775	79,436	93,465	14,029	17.66%
Other Pay	2,170	4,427	2,170	2,270	100	4.61%
Total Personal Services	\$423,534	\$470,783	\$593,631	\$703,985	\$110,354	18.59%
Supplies & Services						
Operating & Maintenance	\$196,302	73,964	\$111,600	\$116,300	\$4,700	4.21%
Staff Development	38,877	104,888	157,369	154,569	(2,800)	(1.78%)
Utilities	213	221	1,900	600	(1,300)	(68.42%)
Contractual Obligations	62,405	147,991	173,624	153,358	(20,266)	(11.67%)
Non-Recurring/Non-Capital						
Total Supplies & Services	\$297,797	\$327,064	\$444,493	\$424,827	(\$19,666)	(4.42%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software			50,000	176,000	126,000	252.00%
Vehicles						
Miscellaneous Equipment			10,300	4,500	(5,800)	(56.31%)
Total Capital Outlay			\$60,300	\$180,500	\$120,200	199.34%
Lease/Purchase Payments						
Total Expenditures	\$721,331	\$797,847	\$1,098,424	\$1,309,312	\$210,888	19.20%



Personnel Summary

	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	CHANGE FROM FY 2016-17
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	3.00	1.00
Administrative Assistant	1.00	1.00	2.00	2.00	0.00
Total Full-time Employees	4.00	4.00	5.00	6.00	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	5.50	6.50	1.00





Department Description

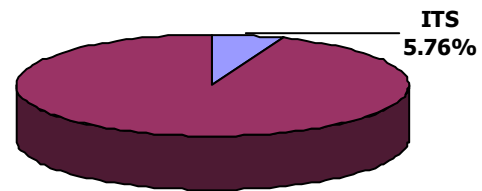
Information Technology Services department is responsible to develop, implement, manage and maintain all information technology services for the City. This includes computer systems used by all City staff, infrastructure and application servers, storage devices, network systems, security systems, and general communications systems. Desktop telephones and computer based systems such as Office 365, SharePoint, land managements, HRIS, financial software, electronic document and records management as well as all GIS systems and data are also the responsibility of the department.



BUDGET INFORMATION

FY 2017-18 Budget	\$3,625,569
FY 2016-17 Budget	\$3,452,308
Percentage Change	5.02%
FY 2017-18 FTE	13.00
Change From FY 2016-17	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 implementing new financial software
- Assistance with implementing new computer aided dispatch software for Westcom
- Assistance with implementing new software for Parks & Recreation
- Assistance with implementing new fleet management software for Public Services
- Moved City Hall data center to Aureon
- Installed Network Attached Storage system for file server replacement and media storage for Police body cameras and building security cameras
- Connected Waukee into the City infrastructure for Westcom

Significant Information

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

Financial Summary

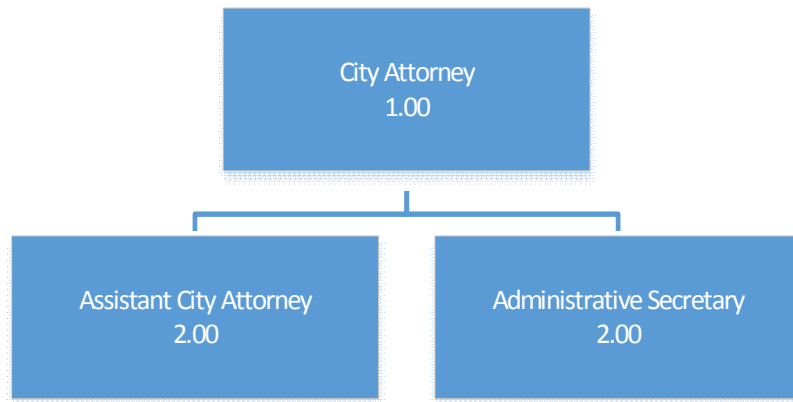
	ACTUAL FY 2014-15	ACTUAL FY 2015-16	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$888,959	\$983,034	\$1,103,000	\$1,196,500	\$93,500	8.48%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	135,249	138,305	167,639	201,145	33,506	19.99%
Retirement Contributions	153,373	171,121	206,524	215,730	9,206	4.46%
Other Pay	9,810	10,609	11,995	12,320	325	2.71%
Total Personal Services	\$1,187,391	\$1,303,069	\$1,489,158	\$1,625,695	\$136,537	9.17%
Supplies & Services						
Operating & Maintenance	\$38,889	\$28,150	\$24,800	\$26,800	\$2,000	8.06%
Staff Development	39,807	64,757	40,100	40,100		
Utilities	32,044	44,267	51,200	101,500	50,300	98.24%
Contractual Obligations	984,358	1,081,251	874,450	1,304,474	430,024	49.18%
Non-Recurring/Non-Capital						
Total Supplies & Services	\$1,095,098	\$1,218,425	\$990,550	\$1,472,874	\$482,324	48.69%
Capital Outlay						
Replacement Charges			\$100,000	\$300,000	\$200,000	200.00%
Computer Hardware & Software	293,737	359,663	522,600	225,000	(297,600)	(56.95%)
Vehicles						
Miscellaneous Equipment		827	350,000	2,000	(348,000)	
Total Capital Outlay	\$293,737	\$360,490	\$972,600	\$527,000	(\$445,600)	(46.02%)
Lease/Purchase Payments	\$107,749	\$80,831				
Total Expenditures	\$2,683,975	\$2,962,815	\$3,452,308	\$3,625,569	\$173,261	5.02%



Personnel Summary

	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	CHANGE FROM FY 2016-17
Full-time Employees					
IT Services Director/CIO	1.00	1.00	1.00	1.00	0.00
Administrative Secretary	0.00	0.00	0.00	1.00	1.00
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	1.00	1.00	1.00	1.00	0.00
Enterprise Applications Analyst	0.00	0.00	1.00	1.00	0.00
Network Operations Manager	1.00	1.00	1.00	1.00	0.00
GIS Coordinator	1.00	1.00	1.00	1.00	0.00
GIS Analyst	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	11.00	11.00	12.00	13.00	1.00
Total Authorized Personnel	11.00	11.00	12.00	13.00	1.00



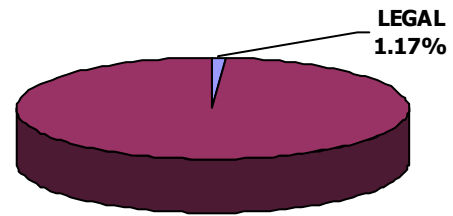


Department Description

The Legal Department attempts to provide quality 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 2017-18 Budget	\$739,028
FY 2016-17 Budget	\$660,375
Percentage Change	11.91%
FY 2017-18 FTE	5.00
Change From FY 2016-17	1.00

PERCENT OF GENERAL FUND BUDGET



Goals and Objectives

The goal of the Legal Department for the FY 2017-18 fiscal years is to maintain the current level of legal services provided to the City without substantially increasing expenditures. 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.

Performance Measures

Outside Legal Fees	2012-13	2013-14	2014-15	2015-16
City General	\$42,059	\$48,192	\$17,547	\$11,965
Litigation	395	540	23,848	102,563
Negotiation	15,672	35,846	30,416	13,721
Prosecution	0	0	0	0

Training	2012-13	2013-14	2014-15	2015-16
Continuing Legal Education Hours	130.50	81.00	146.00	123.25



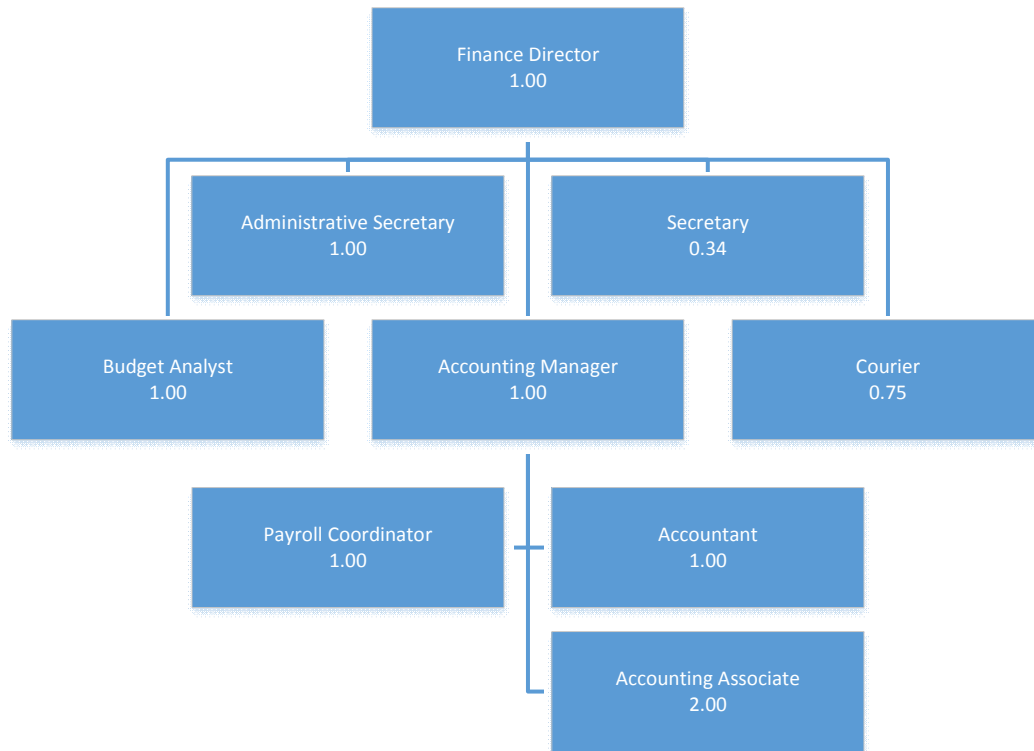
Financial Summary

	ACTUAL FY 2014-15	ACTUAL FY 2015-16	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$402,747	\$419,371	\$430,200	\$482,320	\$52,120	12.12%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	37,084	36,928	39,650	63,040	23,390	58.99%
Retirement Contributions	68,223	71,288	78,120	84,295	6,175	7.90%
Other Pay	2,170	2,303	2,755	2,770	15	0.54%
Total Personal Services	\$510,224	\$529,890	\$550,725	\$632,425	\$81,700	14.83%
Supplies & Services						
Operating & Maintenance	\$82,548	\$3,144	\$4,325	\$4,425	\$100	2.31%
Staff Development	586	9,719	13,800	14,395	595	4.31%
Utilities	15	16	25	25		
Contractual Obligations		129,449	85,500	85,758	258	0.30%
Non-Recurring/Non-Capital						
Total Supplies & Services	\$83,149	\$142,328	\$103,650	\$104,603	\$953	0.92%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment			6,000	2,000	(4,000)	(66.67%)
Total Capital Outlay			\$6,000	\$2,000	(\$4,000)	(66.67%)
Lease/Purchase Payments						
Total Expenditures	\$593,373	\$672,218	\$660,375	\$739,028	\$78,653	11.91%

Personnel Summary

	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	CHANGE FROM FY 2016-17
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	2.00	1.00
Total Full-time Employees	4.00	4.00	4.00	5.00	1.00
Total Authorized Personnel	4.00	4.00	4.00	5.00	1.00





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.

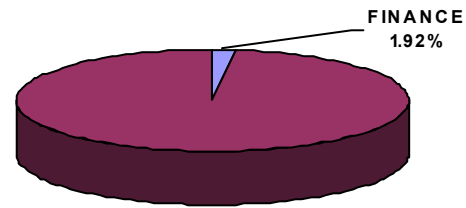
The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of West Des Moines for its Comprehensive Annual Financial Report for the year ended June 30, 2015. This was the 23rd consecutive year 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 2017-18 Budget	\$1,206,138
FY 2016-17 Budget	\$1,439,588
Percentage Change	(16.22%)
FY 2017-18 FTE	9.09
Change From FY 2016-17	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, 2016, the 18th 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.

Performance Measures

West Des Moines is Financially Strong & Solvent						
	April 2012	July 2013	July 2014	March 2015	May 2016	October 2016
Ratings Agency	Moody’s	S & P	Moody’s	S & P	Moody’s	Moody’s
Bond Rating	Aaa	AAA	Aaa	AAA	Aaa	Aaa



Accomplishments

- Received Aaa bond rating from Moody's in May and October of 2016
- Awarded Certificate of Achievement for Excellence in Financial Reporting from GFOA for the year ended June 30, 2015 Comprehensive Annual Financial Report
- Received a Distinguished Budget Presentation Award from GFOA for the fiscal year beginning July 1, 2016
- Successfully implemented New World ERP financial system, including facilitating training for over 100 end users
- Completed RFP process and transitioned City to new banking, merchant services, and investment providers
- Completed RFP process and transitioned City to new insurance agent service provider

Significant Information

Computer hardware & software costs were increased in the FY 2016-17 budget due to the carry-over of expenses related to the implementation of the new financial software system that went live July 1, 2016.



Financial Summary

	ACTUAL FY 2014-15	ACTUAL FY 2015-16	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$529,508	\$576,351	\$568,955	\$590,230	\$21,275	3.73%
Part-time Employees	47,053	22,533	28,850	30,000	1,150	3.99%
Contract Help						
Overtime	17,321	26,301	33,000	37,000	4,000	12.12%
Health, Dental, Life Insurance	86,429	94,102	111,075	114,485	3,410	3.07%
Retirement Contributions	98,230	105,156	111,700	111,855	155	0.13%
Other Pay	4,218	4,842	5,735	3,960	(1,775)	(30.95%)
Total Personal Services	\$782,759	\$829,285	\$859,315	\$887,530	\$28,215	3.28%
Supplies & Services						
Operating & Maintenance	\$136,786	\$68,075	\$70,000	\$67,050	(\$2,950)	(4.21%)
Staff Development	11,589	8,588	15,000	16,556	1,556	10.37%
Utilities						
Contractual Obligations	55,217	179,697	246,870	217,347	(29,523)	(11.96%)
Non-Recurring/Non-Capital						
Total Supplies & Services	\$203,592	\$256,360	\$331,870	\$300,953	(\$30,917)	(9.32%)
Capital Outlay						
Replacement Charges	\$2,652	\$2,652	\$2,655	\$2,655		
Computer Hardware & Software	208,058	343,773	252,998		(252,998)	(100.00%)
Vehicles						
Miscellaneous Equipment		10,085	10,000	15,000	5,000	50.00%
Total Capital Outlay	\$210,710	\$356,510	\$265,653	\$17,655	(\$247,998)	(94.72%)
Lease/Purchase Payments						
Total Expenditures	\$1,197,061	\$1,442,155	\$1,456,838	\$1,206,138	(\$250,700)	(17.20%)

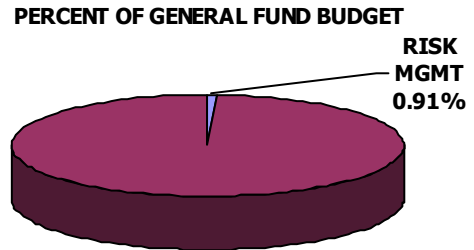


Personnel Summary

	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	CHANGE FROM FY 2016-17
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 Coordinator	0.00	0.00	1.00	1.00	0.00
Payroll Specialist	1.00	1.00	0.00	0.00	0.00
Accounting Associate	2.00	2.00	2.00	2.00	0.00
Secretary	0.67	0.34	0.34	0.34	0.00
Total Full-time Employees	8.67	8.34	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	9.42	9.09	9.09	9.09	0.00



BUDGET INFORMATION	
FY 2017-18 Budget	\$570,000
FY 2016-17 Budget	\$478,000
Percentage Change	19.12%
FY 2017-18 FTE	0.00
Change From FY 2016-17	0.00



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).

Significant Information

A sizeable increase in projected for insurance premiums in FY 2017-18 due to several factors. The City's insurance provider has recently performed an appraisal on insured City building and will be adjusting valuations based on those appraisals. Premiums are also expected to increase due to recent claims and settlements.

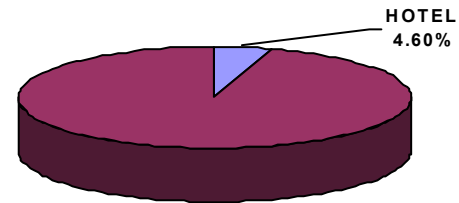
Financial Summary

	ACTUAL FY 2014-15	ACTUAL FY 2015-16	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% 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	\$378,408	\$39,717	\$70,000	\$70,000		
Staff Development						
Utilities						
Contractual Obligations		341,449	408,500	500,000	91,500	22.40%
Non-Recurring/Non-Capital						
Total Supplies & Services	\$378,408	\$381,166	\$478,500	\$570,000	\$91,500	19.12%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$378,408	\$381,166	\$478,500	\$570,000	\$91,500	19.12%



BUDGET INFORMATION

FY 2017-18 Budget	\$2,898,000
FY 2016-17 Budget	\$2,740,000
Percentage Change	5.77%
FY 2017-18 FTE	0.00
Change From FY 2016-17	0.00

PERCENT OF GENERAL FUND BUDGET**Activity Description**

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

Budget Objectives and Significant Information

West Des Moines continues to be a metropolitan leader in the distribution of Hotel/Motel Tax Revenues. In FY 17-18, 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 2017. 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.

Distribution of Hotel/Motel Tax Dollars per 28E Agreements			
	2013-14	2014-15	2015-16
BRAVO	\$932,887	\$963,579	\$1,033,317
Greater Des Moines Convention & Visitors Bureau	997,887	1,028,579	1,098,517
Iowa Events Center	65,000	65,000	65,000

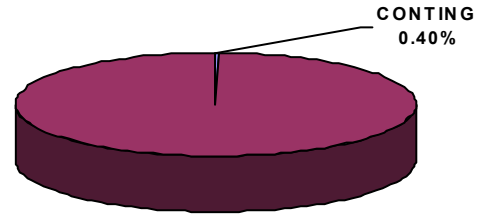
Financial Summary

	ACTUAL FY 2014-15	ACTUAL FY 2015-16	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% 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	\$21,085	\$93	\$25,000	\$73,000	\$48,000	192.00%
Staff Development						
Utilities						
Contractual Obligations		2,612,615	2,683,700	2,825,000	141,300	5.27%
Donations to Agencies	2,353,573					
Non-Recurring/Non-Capital	18,726					
Total Supplies & Services	\$2,393,384	\$2,612,708	\$2,708,700	\$2,898,000	\$189,300	7.00%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software			3,600		(3,600)	(100.00%)
Vehicles						
Miscellaneous Equipment			27,700		(27,700)	(100.00%)
Total Capital Outlay			\$31,300		(\$31,300)	(100.00%)
Lease/Purchase Payments						
Total Expenditures	\$2,393,384	\$2,612,708	\$2,740,000	\$2,898,000	\$158,000	5.77%

BUDGET INFORMATION

FY 2017-18 Budget	\$252,000
FY 2016-17 Budget	\$303,000
Percentage Change	(16.83%)
FY 2017-18 FTE	0.00
Change From FY 2016-17	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.

Financial Summary

	ACTUAL FY 2014-15	ACTUAL FY 2015-16	REVISED BUDGET FY 2016-17	BUDGET FY 2017-18	INC(DEC) FY 2017-18 OVER FY 2016-17	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees	\$10,345		\$21,000	\$20,000	(\$1,000)	(4.76%)
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services	\$10,345		\$21,000	\$20,000	(\$1,000)	(4.76%)
Supplies & Services						
Operating & Maintenance	\$40,964	\$87,742	\$282,000	\$232,000	(\$50,000)	(17.73%)
Staff Development						
Utilities						
Contractual Obligations						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$40,964	\$87,742	\$282,000	\$232,000	(\$50,000)	(17.73%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$51,309	\$87,742	\$303,000	\$252,000	(\$51,000)	(16.83%)

