



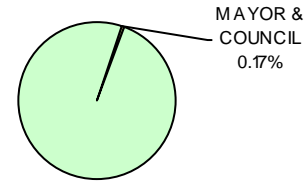
Mayor & Council,
City Manager, City Clerk,
Human Resources,
Information Technology
Services, Legal, Finance

Support
Services



BUDGET INFORMATION	
FY 2018-19 Budget	\$110,625
FY 2017-18 Budget	\$117,225
Percentage Change	(6.19%)
FY 2018-19 FTE	0.00
Change From FY 2017-18	0.00

% OF GENERAL FUND BUDGET



Mayor & Council

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.

City Official	Name	Term Expires
Mayor	Steven K. Gaer	December 31, 2021
Council Member First Ward	Kevin L. Trevillyan	December 31, 2021
Council Member Second Ward	John Mickelson	December 31, 2019
Council Member Third Ward	Russ Trimble	December 31, 2021
Council Member At Large	Renee Hardman	December 31, 2021
Council Member At Large	Jim Sandager	December 31, 2019

Significant Information

The FY 2018-2019 proposed budget for the council directive line item is \$25,000. Per City Code the Mayor's annual compensation is \$14,000, and members of the City Council annual compensation is \$9,000.



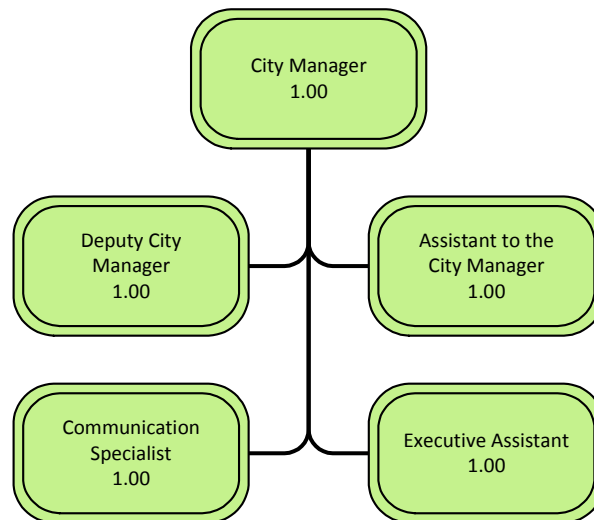
Financial Summary

	ACTUAL FY 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Elected Officials	\$59,340	\$59,340	\$59,300	\$59,350	\$50	0.08%
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions	5,775	5,775	5,875	6,025	150	2.55%
Other Pay						
Total Personal Services	\$65,115	\$65,115	\$65,175	\$65,375	\$200	0.31%
Supplies & Services						
Operating & Maintenance	\$7,326	\$22,889	\$38,500	\$31,000	\$7,500	(19.48%)
Staff Development	6,532	7,600	14,250	14,250		
Utilities						
Contractual Obligations						
Total Supplies & Services	\$13,858	\$30,489	\$52,750	\$45,250	(\$7,500)	(14.22%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$78,973	\$95,604	\$117,925	\$110,625	(\$7,300)	(6.19%)



City Manager

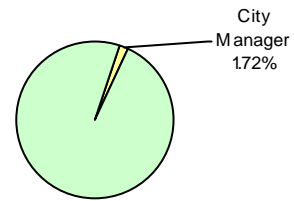
It is the responsibility of the **City Manager's Office** to provide the overall direction for the City organization in accordance with policies established by the City Council. Other responsibilities are to assure that the City operations are conducted economically, efficiently, and effectively and 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 2018-19 Budget	\$1,148,130
FY 2017-18 Budget	\$1,110,705
Percentage Change	3.37%
FY 2018-19 FTE	5.00
Change From FY 2017-18	0.00

% 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



Financial Summary

	ACTUAL FY 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$372,692	\$473,871	\$513,220	\$572,000	\$58,780	11.45%
Part-time Employees	49,707	7,325	15,000	15,000		
Contract Help						
Overtime	1,556	675	500	1,000	500	100.00%
Health, Dental, Life Insurance	33,541	44,817	52,065	56,515	4,450	8.55%
Retirement Contributions	77,388	92,854	110,110	129,630	19,520	17.73%
Other Pay	6,830	7,084	8,010	8,430	420	5.24%
Total Personal Services	\$541,714	\$626,626	\$698,905	\$782,575	\$83,670	11.97%
Supplies & Services						
Operating & Maintenance	\$12,645	\$14,476	\$32,500	\$18,750	(\$13,750)	(42.31%)
Staff Development	65,978	88,098	75,400	82,475	7,075	9.38%
Utilities	13	13	50	50		
Contractual Obligations	230,226	220,971	296,850	258,280	(38,570)	(12.99%)
Total Supplies & Services	\$308,862	\$323,558	\$404,800	\$359,555	(\$45,245)	(11.18%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software				6,000	6,000	100.00%
Vehicles						
Miscellaneous Equipment		31,100	7,000		(7,000)	(100.00%)
Total Capital Outlay		\$31,100	\$7,000	\$6,000	(\$1,000)	(14.29%)
Lease/Purchase Payments						
Total Expenditures	\$850,576	\$981,284	\$1,110,705	\$1,148,130	(\$37,425)	3.37%



Personnel Summary

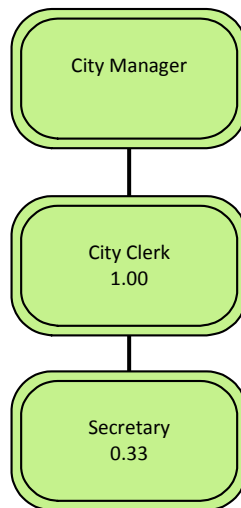
	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	BUDGET FY 2018-19	CHANGE FROM FY 2017-18
Full-time Employees					
City Manager	1.00	1.00	1.00	1.00	0.00
Deputy City Manager	1.00	1.00	1.00	1.00	0.00
Assistant to the City Manager	0.00	0.00	1.00	1.00	0.00
Communication Specialist	1.00	1.00	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	4.00	4.00	5.00	5.00	0.00
Total Authorized Personnel	4.00	4.00	5.00	5.00	0.00



City Clerk

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.



Mission Statement

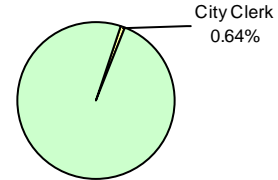
“The mission of the City Clerk’s Office is to provide quality support and assistance to the Mayor and City Council, other city departments, and citizens of West Des Moines.”



BUDGET INFORMATION

FY 2018-19 Budget	\$428,425
FY 2017-18 Budget	\$597,635
Percentage Change	(28.31%)
FY 2018-19 FTE	1.33
Change From FY 2017-18	0.00

% OF GENERAL FUND BUDGET



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	2016-17	Change
Alcohol permits	234	243	237	236	-1
Tobacco permits	60	52	56	51	-5
Block Party permits	12	10	12	8	-4
Sound permits	NA	114	116	98	-8
Special Event permits	45	41	36	45	+9
Mobile Vendor permits	NA	NA	NA	17	+17
Multi-Vendor permits	NA	NA	NA	4	+4

Accomplishments

- Implemented and established process for new permits (mobile vendors, multi-vendors, and sidewalk encroachment permits)
- Worked with ITS on developing and implementing a records center for City Clerk records in SharePoint

Significant Information

There are no Municipal elections are scheduled for Fiscal Year 2018-19.



Financial Summary

	ACTUAL FY 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$65,414	\$76,256	\$82,800	\$86,225	\$3,425	4.14%
Part-time Employees						
Contract Help						
Overtime	3,601	4,838	5,500	5,700	200	3.64%
Health, Dental, Life Insurance	18,873	20,162	20,290	22,105	1,815	8.95%
Retirement Contributions	11,269	13,280	14,705	15,875	1,170	7.96%
Other Pay		117	350	350		
Total Personal Services	\$99,157	\$114,653	\$123,645	\$130,255	\$6,610	5.35%
Supplies & Services						
Operating & Maintenance	\$274,412	\$246,989	\$246,550	\$232,100	(\$14,450)	(5.86%)
Staff Development	2,101	697	2,150	2,050	(100)	(4.65%)
Utilities	54,202	53,600	57,790	59,020	1,230	2.13%
Contractual Obligations	21,410	(452)	162,500	5,000	(157,500)	(96.92%)
Total Supplies & Services	\$352,125	\$300,834	\$468,990	\$298,170	(\$170,820)	(36.42%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment		3,498	5,000		(5,000)	(100.00%)
Total Capital Outlay		\$3,498	\$5,000		(\$5,000)	(100.00%)
Lease/Purchase Payments						
Total Expenditures	\$451,282	\$418,985	\$597,635	\$428,425	(\$169,210)	(28.31%)



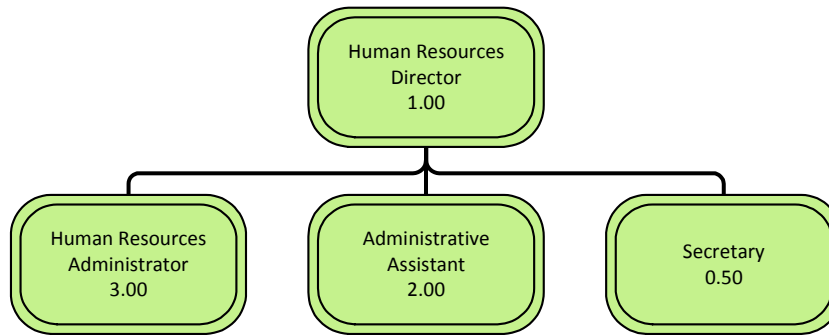
Personnel Summary

	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	BUDGET FY 2018-19	CHANGE FROM FY 2017-18
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



Human Resources

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 support of equal opportunity initiatives, union negotiations, appeals process, development of Human Resources policies and procedures, etc.); and planning and directing City-wide training and development programs.



Mission Statement

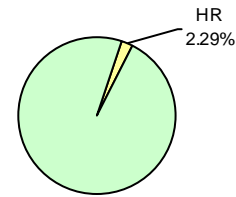
“The Human Resources Team, with respect, concern and an advocate of fair and equitable treatment, is committed to providing the highest quality service to the applicants, employees and managers we serve, by developing and implementing policies, programs and services to attract, retain and motivate a high qualified, diverse and competent work force.”



BUDGET INFORMATION

FY 2018-19 Budget	\$1,532,690
FY 2017-18 Budget	\$1,435,962
Percentage Change	6.74%
FY 2018-19 FTE	6.50
Change From FY 2017-18	0.00

% OF GENERAL FUND BUDGET



Goals and Objectives

- Establish an organizational chart (recognizing its shifting nature) at a point in time that includes clarity on roles and responsibilities of departments and key personnel
- Benchmark current service delivery, performance metrics and associated personnel to support ongoing gap analysis
- Implement Succession Plan

Accomplishments

- Recruitment of new Chief of Police
- Created and filled a storm water management position
- Completed needs assessment with consultant, first step in identifying new HRIS software

Significant Information

\$35,100 has been included in the Human Resources budget for the Hepatitis B vaccination for Police Department reserve officers and swimming pool staff. \$325,00 has also been allocated towards the remaining projected expense for the new HRIS software project. Software will be selected in early 2018.



Financial Summary

	ACTUAL FY 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$322,129	\$381,181	\$478,585	\$502,000	\$23,415	4.89%
Part-time Employees	33,365	27,560	50,000	40,000	(10,000)	(20.00%)
Contract Help						
Overtime	249		1,500	1,500		
Health, Dental, Life Insurance	51,838	65,220	78,165	92,195	14,030	17.95%
Retirement Contributions	58,775	67,272	93,465	98,550	5,085	5.44%
Other Pay	4,427	2,119	2,270	2,587	317	13.96%
Total Personal Services	\$470,783	\$543,352	\$703,985	\$736,832	\$32,847	4.67%
Supplies & Services						
Operating & Maintenance	\$73,964	\$70,696	\$116,300	\$151,400	\$35,100	30.18%
Staff Development	104,888	89,042	154,569	159,800	5,231	3.38%
Utilities	221	232	600	500	(100)	(16.67%)
Contractual Obligations	147,991	154,264	229,008	154,658	(74,350)	(32.47%)
Total Supplies & Services	\$327,064	\$314,234	\$500,477	\$466,358	(\$34,119)	(6.82%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software			226,000	325,000	99,000	43.81%
Vehicles						
Miscellaneous Equipment		8,1112	5,500	4,500	(1,000)	(18.18%)
Total Capital Outlay		\$8,112	\$231,500	\$329,500	\$98,000	42.95%
Lease/Purchase Payments						
Total Expenditures	\$797,847	\$865,698	\$1,435,962	\$1,532,690	\$96,728	6.74%



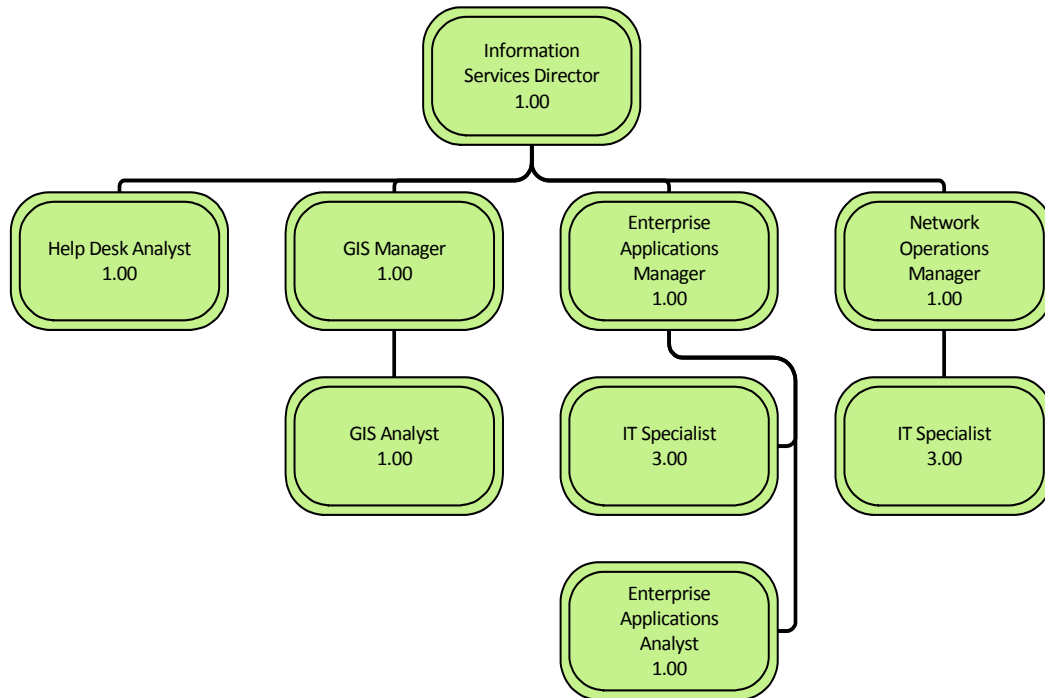
Personnel Summary

	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	BUDGET FY 2018-19	CHANGE FROM FY 2017-18
Full-time Employees					
Human Resources Director	1.00	1.00	1.00	1.00	0.00
Human Resources Administrator	2.00	2.00	3.00	3.00	0.00
Administrative Assistant	1.00	2.00	2.00	2.00	0.00
Total Full-time Employees	4.00	5.00	6.00	6.00	0.00
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	5.50	6.50	6.50	0.00



Information Technology Services

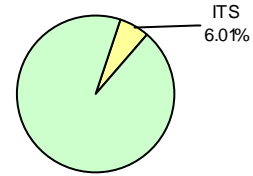
Information Technology Services department is responsible to develop, implement, manage and maintain all information technology services for the City. This includes computer systems used by all City staff, infrastructure and application servers, storage devices, network systems, security systems, and 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 2018-19 Budget	\$4,021,931
FY 2017-18 Budget	\$3,972,569
Percentage Change	1.24%
FY 2018-19 FTE	13.00
Change From FY 2017-18	0.00

% 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

- Created five year IT and GIS initiative budget plan

Significant Information

Supplemental Requests include \$225,000 for computer equipment replacement throughout the City. \$59,000 is included in the FY 2018-19 for the true-up of software licenses with Microsoft.



Financial Summary

	ACTUAL FY 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$983,034	\$942,690	\$1,018,400	\$1,235,100	\$216,700	21.28%
Part-time Employees						
Contract Help			58,100		(58,100)	(100.00%)
Overtime						
Health, Dental, Life Insurance	138,305	136,010	186,145	199,655	13,510	7.26%
Retirement Contributions	171,121	161,117	195,730	228,770	33,040	16.88%
Other Pay	10,609	11,895	12,320	12,160	(160)	(1.29%)
Total Personal Services	\$1,303,069	\$1,251,712	\$1,470,695	\$1,675,685	\$204,990	13.94%
Supplies & Services						
Operating & Maintenance	\$28,150	\$10,374	\$26,800	\$12,900	(\$13,900)	(51.87%)
Staff Development	64,757	52,576	58,100	54,000	(4,100)	(7.06%)
Utilities	44,267	37,620	71,500	69,200	(2,300)	(3.22%)
Contractual Obligations	1,081,251	963,576	1,531,474	1,626,146	94,672	6.18%
Total Supplies & Services	\$1,218,425	\$1,064,146	\$1,687,874	\$1,762,246	\$74,372	4.41%
Capital Outlay						
Replacement Charges			\$300,000	\$300,000		
Computer Hardware & Software	359,663	444,855	512,000	284,000	(228,000)	(44.53%)
Vehicles						
Miscellaneous Equipment	827	147,339	2,000		(2,000)	(100.00%)
Total Capital Outlay	\$360,490	\$592,194	\$814,000	\$584,000	(\$230,000)	(28.26%)
Lease/Purchase Payments	\$80,831					
Total Expenditures	\$2,962,815	\$2,908,052	\$3,972,569	\$4,021,931	\$49,362	1.24%



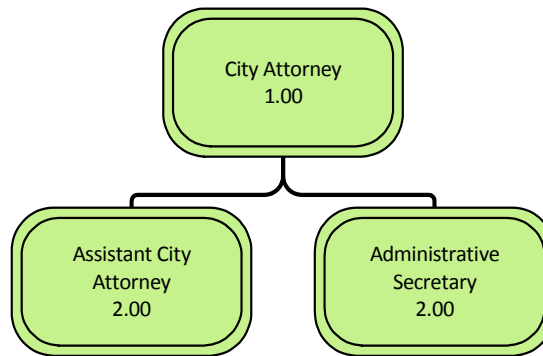
Personnel Summary

	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	BUDGET FY 2018-19	CHANGE FROM FY 2017-18
Full-time Employees					
IT Services Director/CIO	1.00	1.00	1.00	1.00	0.00
Help Desk Analyst	0.00	0.00	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	1.00	1.00	1.00	1.00	0.00
Enterprise Applications Analyst	0.00	1.00	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	12.00	13.00	13.00	0.00
Total Authorized Personnel	11.00	12.00	13.00	13.00	0.00



Legal Department

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.



The Legal Department staff maintains an open-door policy to all our clients and customers and meets with them as necessary. Many of the Legal Departments 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.

Mission Statement

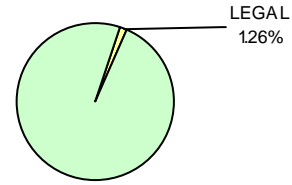
“The mission of the Legal Department is to provide quality legal services to the City of West Des Moines.”



BUDGET INFORMATION

FY 2018-19 Budget	\$841,288
FY 2017-18 Budget	\$739,028
Percentage Change	13.84%
FY 2018-19 FTE	5.00
Change From FY 2017-18	0.00

% OF GENERAL FUND BUDGET



Goals and Objectives

The primary budget objective of the Legal Department for the FY 2018-19 fiscal year continues to be the provision of legal services to the City without substantially increasing expenditures from outside counsel. Although the expenditure for outside legal services in the Performance Measures below has show a downward trend over the last several years an increase in development activity related to City initiated incentive programs, Microsoft Project Osmium and the related 28E agreements, and the use of outside counsel in order to avoid actual or perceived conflicts resulted in and increase in expenditures for outside legal services.

Performance Measures

Outside Legal Fees	2012-13	2013-14	2014-15	2015-16	2016-17
City General	\$42,059	\$48,192	\$17,547	\$11,965	\$156,380
Litigation	395	540	23,848	102,563	21,043
Negotiation	15,672	35,846	30,416	13,721	22,257
Prosecution	0	0	0	0	0

Training	2012-13	2013-14	2014-15	2015-16	2016-17
Continuing Legal Education Hours	130.50	81.00	146.00	123.25	205.75

Accomplishments

- 28E - IDOT and delinquent parking ticket collection program
- Exaction policy

Significant Information

The Legal Department FY 2018-19 budget includes an additional \$75,000 for contracted legal services related to employment matters.



Financial Summary

	ACTUAL FY 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$419,371	\$428,138	\$482,320	\$514,000	\$31,680	6.57%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	36,928	39,501	63,040	52,240	(10,800)	(17.13%)
Retirement Contributions	71,288	72,446	84,295	92,250	7,955	9.44%
Other Pay	2,303	2,702	2,770	2,770		
Total Personal Services	\$529,890	\$542,787	\$632,425	\$661,260	\$28,835	4.56%
Supplies & Services						
Operating & Maintenance	\$3,144	\$4,063	\$4,425	\$4,850	\$425	9.60%
Staff Development	9,719	9,254	14,395	14,395		
Utilities	16	16	25	25		
Contractual Obligations	129,449	201,355	85,758	160,758	75,000	87.46%
Total Supplies & Services	\$142,328	\$214,688	\$104,603	\$180,028	\$75,425	72.11%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment		5,820	2,000		(2,000)	(100.00%)
Total Capital Outlay		\$5,820	\$2,000		(\$2,000)	(100.00%)
Lease/Purchase Payments						
Total Expenditures	\$672,218	\$763,295	\$739,028	\$841,288	\$102,260	13.84%



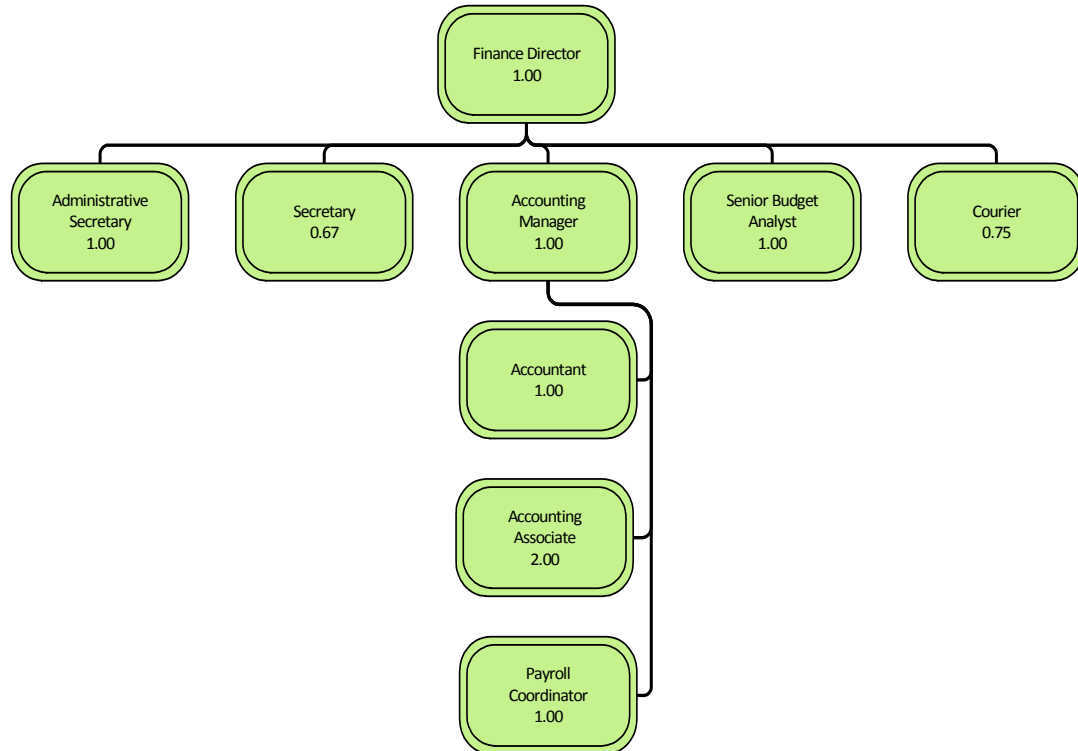
Personnel Summary

	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	BUDGET FY 2018-19	CHANGE FROM FY 2017-18
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	2.00	2.00	0.00
Total Full-time Employees	4.00	4.00	5.00	5.00	0.00
Total Authorized Personnel	4.00	4.00	5.00	5.00	0.00



Finance Department

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.

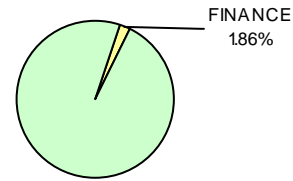
Specific accounting duties included processing of accounts payable, payroll, property tax and special assessment receipts, grant receipts, bond proceeds, payment of principal and interest on debt, maintaining detailed records of the City's capital assets, and other transactions. Reports generated by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



BUDGET INFORMATION

FY 2018-19 Budget	\$1,242,748
FY 2017-18 Budget	\$1,243,713
Percentage Change	(0.08%)
FY 2018-19 FTE	9.42
Change From FY 2017-18	0.00

% OF GENERAL FUND BUDGET



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, 2016. This was the 24th consecutive year that the City has achieved this prestigious award. In order to be awarded the Certificate of Achievement, a government must publish an easily readable and efficiently organized Comprehensive Annual Financial Report.

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

The City received a Distinguished Budget Presentation Award from GFOA for its Budget Summary document for the fiscal year beginning July 1, 2017, the 19th 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.

Mission Statement

"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 forecasting, advocating for responsible tax reform and working to maintain a steady property tax rate."

Goals and Objectives

The Finance Department is tasked with maintaining the top bond rating from Standard and Poor's and Moody's as well as achieving excellence in budget preparation and financial reporting as acknowledged by the Government Finance Officers Association.



Performance Measures

West Des Moines is Financially Strong & Solvent						
	July 2013	July 2014	March 2015	May 2016	October 2016	July 2017
Ratings Agency	S & P	Moody's	S & P	Moody's	Moody's	S & P
Bond Rating	AAA	Aaa	AAA	Aaa	Aaa	AAA

Accomplishments

- Received AAA bond rating from Standard & Poor's in July of 2017
- Awarded Certificate of Achievement for Excellence in Financial Reporting from GFOA for the year ended June 30, 2016 Comprehensive Annual Financial Report
- Received a Distinguished Budget Presentation Award from GFOA for the fiscal year beginning July 1, 2017

Significant Information

The secretary position was originally allocated 34% to Finance, 33% to City Clerk and 33% to WestPet in the FY 2017-18 budget, due to changes in the WestPet animal licensing agreement the position's share of wages and benefits are no longer being allocated to WestPet and are now being allocated to Finance. A budget amendment was made in FY 2017-18 to reflect this change.



Financial Summary

	ACTUAL FY 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$576,351	\$528,291	\$599,430	\$615,500	\$16,070	2.68%
Part-time Employees	22,533	20,975	30,000	38,500	8,500	28.33%
Contract Help				5,000	5,000	
Overtime	26,301	30,795	37,000	36,350	(650)	(1.76%)
Health, Dental, Life Insurance	94,102	83,083	117,440	87,650	(29,790)	(25.37%)
Retirement Contributions	105,156	97,521	112,970	122,725	9,755	8.64%
Other Pay	4,842	4,415	4,680	4,330	(350)	(7.48%)
Total Personal Services	\$829,285	\$765,080	\$901,520	\$910,055	\$8,535	0.95%
Supplies & Services						
Operating & Maintenance	\$68,075	\$52,654	\$67,050	\$70,300	\$3,250	4.85%
Staff Development	8,588	7,557	16,556	14,550	(2,006)	(12.12%)
Utilities						
Non-Recurring/Non-Capital	179,697	286,632	255,932	245,188	(10,744)	(4.20%)
Total Supplies & Services	\$256,360	\$346,843	\$339,538	\$330,038	(\$9,500)	(2.80%)
Capital Outlay						
Replacement Charges	\$2,652	\$2,652	\$2,655	\$2,655		
Computer Hardware & Software	343,773	97,110				
Vehicles						
Miscellaneous Equipment	10,085					
Total Capital Outlay	\$356,510	\$99,762	\$2,655	\$2,655		
Lease/Purchase Payments						
Total Expenditures	\$1,442,155	\$1,211,685	\$1,243,713	\$1,242,748	(\$965)	(0.08%)



Personnel Summary

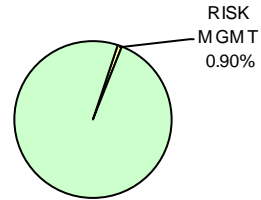
	BUDGET FY 2015-16	BUDGET FY 2016-17	BUDGET FY 2017-18	BUDGET FY 2018-19	CHANGE FROM FY 2017-18
Full-time Employees					
Finance Director	1.00	1.00	1.00	1.00	0.00
Accounting Manager	1.00	1.00	1.00	1.00	0.00
Budget Analyst	1.00	1.00	1.00	1.00	0.00
Accountant	1.00	1.00	1.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
Payroll Coordinator	0.00	1.00	1.00	1.00	0.00
Payroll Specialist	1.00	0.00	0.00	0.00	0.00
Accounting Associate	2.00	2.00	2.00	2.00	0.00
Secretary	0.34	0.34	0.67	0.67	0.00
Total Full-time Employees	8.34	8.34	8.67	8.67	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	9.09	9.09	9.42	9.42	0.00



BUDGET INFORMATION

FY 2018-19 Budget	\$600,000
FY 2017-18 Budget	\$570,000
Percentage Change	5.26%
FY 2018-19 FTE	0.00
Change From FY 2017-18	0.00

% 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).

Significant Information

An increase is projected for insurance premiums in FY 2018-19 due to several factors. Premiums are expected to increase due to recent claims and settlements and the addition of newly acquired property, vehicles and equipment. This increase was originally scheduled to take place in FY 2017-18, but the insurance provider did delay the premium increase by a year.



Financial Summary

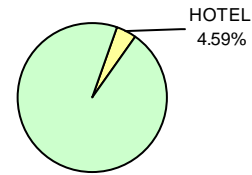
	ACTUAL FY 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$39,717	\$92,220	\$70,000	\$100,000	\$30,000	42.86%
Staff Development						
Utilities						
Contractual Obligations	341,449	395,244	500,000	500,000		
Total Supplies & Services	\$381,166	\$487,464	\$570,000	\$600,000	\$30,000	5.26%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$381,166	\$487,464	\$570,000	\$600,000	\$30,000	5.26%



BUDGET INFORMATION

FY 2018-19 Budget	\$3,072,000
FY 2017-18 Budget	\$2,868,000
Percentage Change	7.11%
FY 2018-19 FTE	0.00
Change From FY 2017-18	0.00

% 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 7% tax imposed on the gross receipts from the renting of hotel/motel rooms.

Significant Information

West Des Moines continues to be a metropolitan leader in the distribution of Hotel/Motel Tax Revenues. In FY 18-19, the City plans to distribute 2/7ths of hotel/motel tax collections to the Convention and Visitors Bureau, 2/7ths to BRAVO Greater Des Moines, 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 2018. 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	2016-17
BRAVO Greater Des Moines	\$932,887	\$963,579	\$1,033,317	\$1,118,481
Greater Des Moines Convention & Visitors Bureau	997,887	1,028,579	1,098,517	1,183,481
Iowa Events Center	65,000	65,000	65,000	65,000



Financial Summary

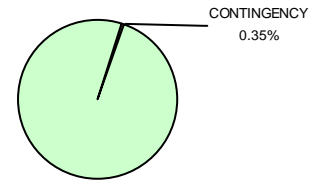
	ACTUAL FY 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$93	\$2,757	\$43,000	\$50,000	\$7,000	16.28%
Staff Development						
Utilities						
Contractual Obligations	2,612,615	2,800,995	2,825,000	3,022,000	197,000	6.97%
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$2,612,708	\$2,803,752	\$2,868,000	\$3,072,000	\$204,000	7.11%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software		13,784				
Vehicles		23,074				
Miscellaneous Equipment						
Total Capital Outlay		\$36,858				
Lease/Purchase Payments						
Total Expenditures	\$2,612,708	\$2,840,610	\$2,868,000	\$3,072,000	\$204,000	7.11%



BUDGET INFORMATION

FY 2018-19 Budget	\$232,000
FY 2017-18 Budget	\$309,720
Percentage Change	(25.09%)
FY 2018-19 FTE	0.00
Change From FY 2017-18	0.00

% 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 2015-16	ACTUAL FY 2016-17	REVISED BUDGET FY 2017-18	BUDGET FY 2018-19	INC (DEC) FY 2018-19 OVER FY 2017-18	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees			20,000		(20,000)	(100.00%)
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services			\$20,000		(\$20,000)	(100.00%)
Supplies & Services						
Operating & Maintenance	\$87,742	\$66,536	\$260,000	\$232,000	(\$28,000)	(10.77%)
Staff Development						
Utilities						
Contractual Obligations		47,610				
Non-Recurring/Non-Capital			29,720		(29,720)	(100.00%)
Total Supplies & Services	\$87,742	\$114,146	\$289,720	\$232,000	(\$57,720)	(19.92%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$87,742	\$114,146	\$309,720	\$232,000	(\$77,720)	(25.09%)



