

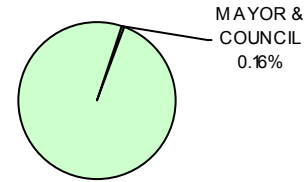


# Support Services

**BUDGET INFORMATION**

FY 2019-20 Budget	\$110,030
FY 2018-19 Budget	\$110,625
Percentage Change	(0.54%)
FY 2019-20 FTE	0.00
Change From FY 2018-19	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 2019-2020 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.

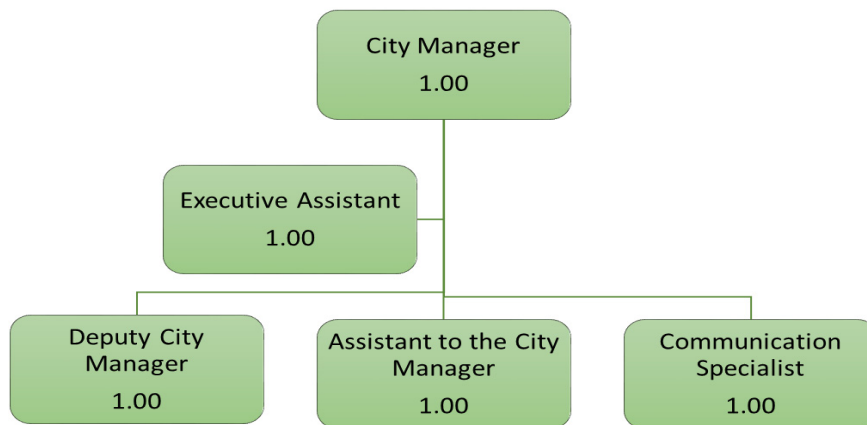


## Financial Summary

	ACTUAL FY 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees						
Elected Officials	59,340	58,653	59,350	59,455	105	0.18%
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions	5,775	5,994	6,025	6,075	50	0.83%
Other Pay						
<b>Total Personal Services</b>	<b>\$65,115</b>	<b>\$64,647</b>	<b>\$65,375</b>	<b>\$65,530</b>	<b>\$155</b>	<b>0.24%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$22,889	\$8,080	\$31,000	\$31,000		
Staff Development	7,600	7,813	14,250	13,500	(750)	(5.26%)
Utilities						
Contractual Obligations						
<b>Total Supplies &amp; Services</b>	<b>\$30,489</b>	<b>\$15,893</b>	<b>\$45,250</b>	<b>\$44,500</b>	<b>(\$750)</b>	<b>(5.26%)</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>						
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$95,604</b>	<b>\$80,540</b>	<b>\$110,625</b>	<b>\$110,030</b>	<b>(\$595)</b>	<b>(0.54%)</b>

**City Manager**

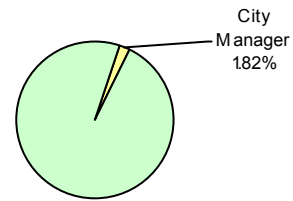
It is the responsibility of the **City Manager's Office** to provide the overall direction for the City organization in accordance with policies established by the City Council. Other responsibilities are to assure that the City operations are conducted economically, efficiently, and effectively and 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 2019-20 Budget	\$1,247,945
FY 2018-19 Budget	\$1,186,130
Percentage Change	5.21%
FY 2019-20 FTE	5.00
Change From FY 2018-19	0.00

**% OF GENERAL FUND BUDGET**



**Goals and Objectives**

- Implement ongoing methods for public outreach/engagement/communications, including a welcoming, livable environment for all persons, incorporating technology access and address cultural/language barriers within this plan
- Improved council and staff communications, including an understanding of human/technical/financial resource needs to deliver effective services as the City continues to grow and expand

**Accomplishments**

- Completed many items on the 2036 Action Plan and then updated the Action plan to reflect new goals with approval from Council
- Implemented Valley Junction and West Des Moines Community Schools LMI broadband project
- Significant movement on citywide fiber conduit project
- Secured public/private partnership for metro wide sports facility
- Completed recruitment of senior staff positions

**Significant Information**

The City Manager Fiscal Year 2019-20 budget includes \$35,000 for the redesign of the City’s web site and \$18,000 for a demographic study.



## Financial Summary

	ACTUAL FY 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$473,871	\$521,323	\$588,000	\$604,120	\$16,120	2.74%
Part-time Employees	7,325	13,130	15,000		(15,000)	(100.00%)
Contract Help						
Overtime	675	297	1,000	1,000		
Health, Dental, Life Insurance	44,817	50,583	62,515	68,510	5,995	9.59%
Retirement Contributions	92,854	105,325	129,630	131,345	1,715	1.32%
Other Pay	7,084	8,010	8,430	813,610	205	2.43%
<b>Total Personal Services</b>	<b>\$626,626</b>	<b>\$698,668</b>	<b>\$804,575</b>	<b>\$813,610</b>	<b>\$9,035</b>	<b>1.12%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$14,476	\$30,038	\$18,750	\$17,550	(\$1,200)	(6.40%)
Staff Development	88,098	75,740	82,475	84,475	2,000	2.42%
Utilities	13	18	50	50		
Contractual Obligations	220,971	286,606	274,280	332,260	57,980	21.14%
<b>Total Supplies &amp; Services</b>	<b>\$323,558</b>	<b>\$392,402</b>	<b>\$375,555</b>	<b>\$434,335</b>	<b>\$58,780</b>	<b>15.65%</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software			6,000		(6,000)	(100.00%)
Vehicles						
Miscellaneous Equipment	31,100	9,333				
<b>Total Capital Outlay</b>	<b>\$31,100</b>	<b>\$9,333</b>	<b>\$6,000</b>		<b>(\$6,000)</b>	<b>(100.00%)</b>
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$981,284</b>	<b>\$1,100,403</b>	<b>\$1,186,130</b>	<b>\$1,247,945</b>	<b>\$61,815</b>	<b>5.21%</b>



**Personnel Summary**

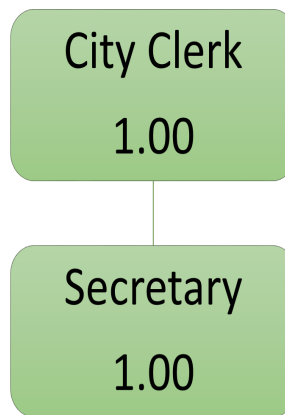
	<b>BUDGET FY 2016-17</b>	<b>BUDGET FY 2017-18</b>	<b>BUDGET FY 2018-19</b>	<b>BUDGET FY 2019-20</b>	<b>CHANGE FROM FY 2018-19</b>
<b>Full-time Employees</b>					
City Manager	1.00	1.00	1.00	1.00	0.00
Deputy City Manager	1.00	1.00	1.00	1.00	0.00
Assistant to the City Manager	0.00	1.00	1.00	1.00	0.00
Communication Specialist	1.00	1.00	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
<b>Total Full-time Employees</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>



**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.”

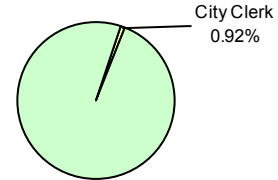




**BUDGET INFORMATION**

FY 2019-20 Budget	\$628,455
FY 2018-19 Budget	\$1,804,325
Percentage Change	(65.17%)
FY 2019-20 FTE	2.00
Change From FY 2018-19	0.66

**% 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	2014-15	2015-16	2016-17	2017-18	Change
Alcohol permits	243	237	236	244	+8
Tobacco permits	52	56	51	51	-
Block Party permits	10	12	8	8	-
Sound permits	114	116	98	82	-16
Special Event permits	41	36	45	37	-8
Mobile Vendor permits	NA	NA	17	24	+7
Multi-Vendor permits	NA	NA	4	3	-1
Massage Therapy permits	NA	NA	NA	13	+13

**Accomplishments**

- Implemented and established process for new permits (sidewalk encroachment permits and massage therapy businesses)
- Continued to work with ITS on developing and implementing a records center for City Clerk records in SharePoint

**Significant Information**

There are Municipal elections scheduled for Fiscal Year 2019-20. The Secretary position that has been allocated to Finance (66%) and to the City Clerk (34%) will be allocated 100% to the City Clerk division in FY 2019-20.



## Financial Summary

	ACTUAL FY 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$76,256	\$82,958	\$86,225	\$126,075	\$39,850	46.22%
Part-time Employees						
Contract Help						
Overtime	4,838	4,114	5,700	6,000	300	5.26%
Health, Dental, Life Insurance	20,162	20,038	22,105	30,335	8,230	37.23%
Retirement Contributions	13,280	14,247	15,875	22,630	6,755	42.55%
Other Pay	117	350	350	350		
<b>Total Personal Services</b>	<b>\$114,653</b>	<b>\$121,707</b>	<b>\$130,255</b>	<b>\$185,390</b>	<b>\$55,135</b>	<b>42.33%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$246,989	\$250,440	\$232,100	\$264,700	\$32,600	14.05%
Staff Development	697	699	2,050	2,000	(50)	(2.44%)
Utilities	53,600	60,182	59,020	67,170	8,150	13.81%
Contractual Obligations	(452)	145,702	150,400	100,000	(50,400)	(33.51%)
<b>Total Supplies &amp; Services</b>	<b>\$300,834</b>	<b>\$457,023</b>	<b>\$443,570</b>	<b>\$433,870</b>	<b>(\$9,700)</b>	<b>(2.19%)</b>
<b>Capital Outlay</b>						
Replacement Charges				\$9,195	\$9,195	100.00%
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment	3,498	4,465	1,230,500		(1,230,500)	(100.00%)
<b>Total Capital Outlay</b>	<b>\$3,498</b>	<b>\$4,465</b>	<b>\$1,230,500</b>	<b>\$9,195</b>	<b>(\$1,221,305)</b>	<b>(99.25%)</b>
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$418,985</b>	<b>\$583,195</b>	<b>\$1,804,325</b>	<b>\$628,455</b>	<b>(\$1,175,870)</b>	<b>(65.17%)</b>



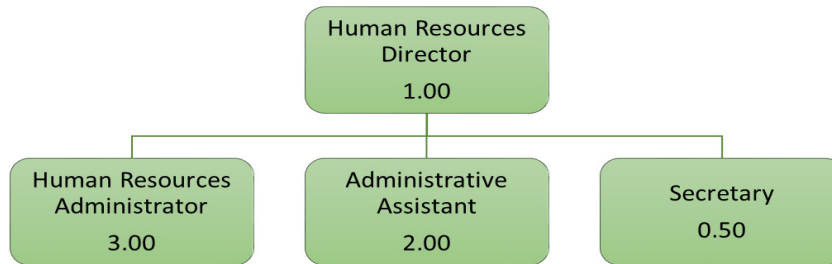
Personnel Summary

	BUDGET FY 2016-17	BUDGET FY 2017-18	BUDGET FY 2018-19	BUDGET FY 2019-20	CHANGE FROM FY 2018-19
<b>Full-time Employees</b>					
City Clerk	1.00	1.00	1.00	1.00	0.00
Secretary	0.33	0.34	0.34	1.00	0.66
<b>Total Full-time Employees</b>	<b>1.33</b>	<b>1.34</b>	<b>1.34</b>	<b>2.00</b>	<b>0.66</b>
<b>Total Authorized Personnel</b>	<b>1.33</b>	<b>1.34</b>	<b>1.34</b>	<b>2.00</b>	<b>0.66</b>



**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.



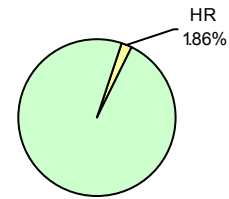
**Mission Statement**

"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 2019-20 Budget	\$1,276,054
FY 2018-19 Budget	\$1,821,713
Percentage Change	(29.95%)
FY 2019-20 FTE	6.50
Change From FY 2018-19	0.00

**% OF GENERAL FUND BUDGET**



**Accomplishments**

- Selection of an HRIS vendor, plan to implement in 2019
- Increase in Municipal Equality Index to 93 out of 100
- Negotiations of five union contracts, four contracts settled for 4 years, one settled for 3 years
- Completed training for employees and managers.

**Significant Information**

- \$10,000 has been included in the Human Resources budget for an increase to the tuition reimbursement plan for employees
- \$6,000 has also been allocated for a EMS employee survey, the survey was a recommendation from the McGrath study
- \$7,000 for the development of a intranet site for employee communications, such as the employee handbook, union contracts, training manuals/videos, event calendar and recognition
- \$16,000 for the contracting of an employee survey

**Financial Summary**

	ACTUAL FY 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$381,181	\$402,889	\$513,000	\$538,900	\$25,900	5.05%
Part-time Employees	27,560	29,379	40,000	40,000		
Contract Help						
Overtime		9	1,500	5,000	3,500	233.33%
Health, Dental, Life Insurance	65,220	63,011	92,195	94,425	2,230	2.42%
Retirement Contributions	67,272	71,458	98,550	103,935	5,385	5.46%
Other Pay	2,119	2,270	2,587	2,770	183	7.07%
<b>Total Personal Services</b>	<b>\$543,352</b>	<b>\$569,016</b>	<b>\$747,832</b>	<b>\$785,030</b>	<b>\$37,198</b>	<b>4.97%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$70,696	\$130,225	\$145,400	\$151,700	\$6,300	4.33%
Staff Development	89,042	108,221	159,800	159,800		
Utilities	232	303	500	400	(100)	(20.00%)
Contractual Obligations	154,264	170,872	262,681	179,124	(83,557)	(31.81%)
<b>Total Supplies &amp; Services</b>	<b>\$314,234</b>	<b>\$409,621</b>	<b>\$568,381</b>	<b>\$491,024</b>	<b>(\$77,357)</b>	<b>(13.61%)</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software			501,000			
Vehicles						
Miscellaneous Equipment	8,112	6,131	4,500			
<b>Total Capital Outlay</b>	<b>\$8,112</b>	<b>\$6,131</b>	<b>\$505,500</b>			
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$865,698</b>	<b>\$984,768</b>	<b>\$1,821,713</b>	<b>\$1,276,054</b>	<b>(\$545,659)</b>	<b>(29.95%)</b>



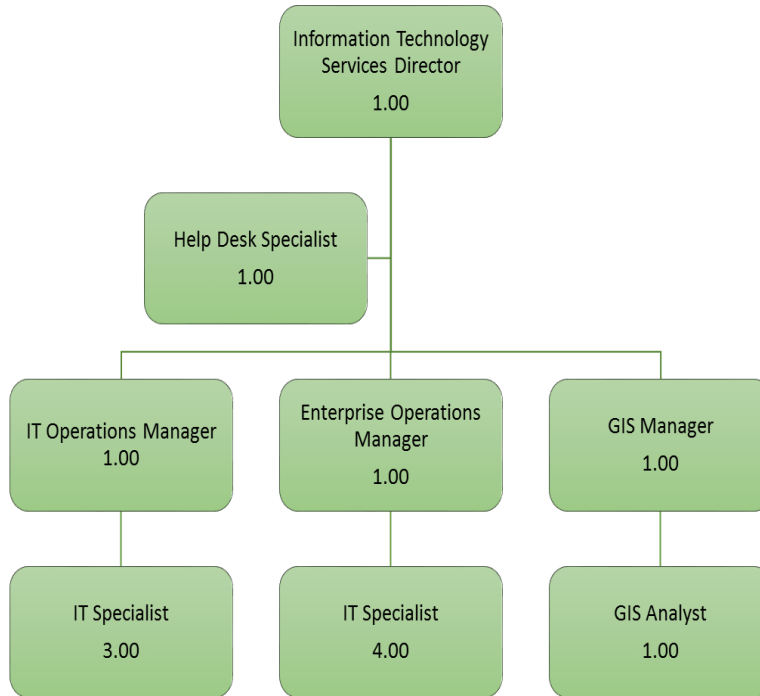
**Personnel Summary**

	<b>BUDGET FY 2016-17</b>	<b>BUDGET FY 2017-18</b>	<b>BUDGET FY 2018-19</b>	<b>BUDGET FY 2019-20</b>	<b>CHANGE FROM FY 2018-19</b>
<b>Full-time Employees</b>					
Human Resources Director	1.00	1.00	1.00	1.00	0.00
Human Resources Administrator	2.00	3.00	3.00	3.00	0.00
Administrative Assistant	2.00	2.00	2.00	2.00	0.00
<b>Total Full-time Employees</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>
<b>Part-time Employees</b>					
Secretary	0.50	0.50	0.50	0.50	0.00
<b>Total Part-time Employees</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>5.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>0.00</b>



**Information Technology Services**

**Information Technology Services** department is responsible to research, implement, integrate, 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, infrastructure servers, network systems, security systems, general communications systems, desktop telephones and enterprise applications such as Office 365, SharePoint, land management, HRIS, financial software, electronic document and records management as well as all GIS systems and related data.

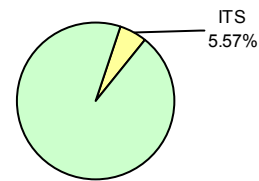




**BUDGET INFORMATION**

FY 2019-20 Budget	\$3,814,555
FY 2018-19 Budget	\$4,262,954
Percentage Change	(10.52%)
FY 2019-20 FTE	13.00
Change From FY 2018-19	0.00

**% OF GENERAL FUND BUDGET**



**Mission Statement**

“The mission of Information Technology Services is to provide best in class technology enablement and service both internally to the City and externally to the residents by differentiating ourselves as a public services technology leader in delivery, risk mitigation and aiding in the support of creative, cutting edge residential solutions.”

**Goals and Objectives**

- Support key comprehensive plan initiatives such as fiber strategy planning, 5G, mobile solutions and smart city projects

**Accomplishments**

- SAN replacement project purchase and in-progress implementation
- HR/Payroll system project scope and kickoff
- Help desk upgrade and ongoing tickets reduced from 70-100 to 15-20
- Documentation of 150+ system accountabilities and corresponding IT support model
- Completion of technology security and risk assessment
- Completed wireless refresh at City Hall, Library, Valley Junction Activity Center, and other facilities

**Significant Information**

Supplemental Requests include \$227,000 for computer equipment replacement throughout the City and \$20,000 for the consolidation and upgrade of the security video camera system at various City buildings.



**Financial Summary**

	ACTUAL FY 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$942,690	\$876,542	\$1,242,427	\$1,344,550	\$102,123	8.22%
Part-time Employees						
Contract Help		116,462	29,838		(29,838)	(100.00%)
Overtime				6,500	6,500	100.00%
Health, Dental, Life Insurance	136,010	120,486	191,040	188,255	(2,785)	(1.46%)
Retirement Contributions	161,117	152,249	233,980	248,720	14,740	6.30%
Other Pay	11,895	9,700	12,160	12,870	710	5.84%
<b>Total Personal Services</b>	<b>\$1,251,712</b>	<b>\$1,275,439</b>	<b>\$1,709,445</b>	<b>\$1,800,895</b>	<b>\$91,450</b>	<b>5.35%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$10,374	\$19,521	\$12,900	\$11,850	(\$1,050)	(8.14%)
Staff Development	52,576	57,883	54,000	62,950	8,950	16.57%
Utilities	37,620	31,682	69,200	36,680	(32,520)	(46.99%)
Contractual Obligations	963,576	1,437,287	1,833,406	1,355,180	(478,229)	(26.08%)
<b>Total Supplies &amp; Services</b>	<b>\$1,064,146</b>	<b>\$1,546,373</b>	<b>\$1,969,509</b>	<b>\$1,466,660</b>	<b>(\$502,849)</b>	<b>(25.53%)</b>
<b>Capital Outlay</b>						
Replacement Charges			\$300,000	\$300,000		
Computer Hardware & Software	444,855	578,453	284,000	227,000	(57,000)	(20.07%)
Vehicles						
Miscellaneous Equipment	147,339	1,492		20,000	20,000	100.00%
<b>Total Capital Outlay</b>	<b>\$592,194</b>	<b>\$579,945</b>	<b>\$584,000</b>	<b>\$547,000</b>	<b>(\$37,000)</b>	<b>(6.34%)</b>
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$2,908,052</b>	<b>\$3,401,757</b>	<b>\$4,262,954</b>	<b>\$3,814,555</b>	<b>(\$448,399)</b>	<b>(10.52%)</b>



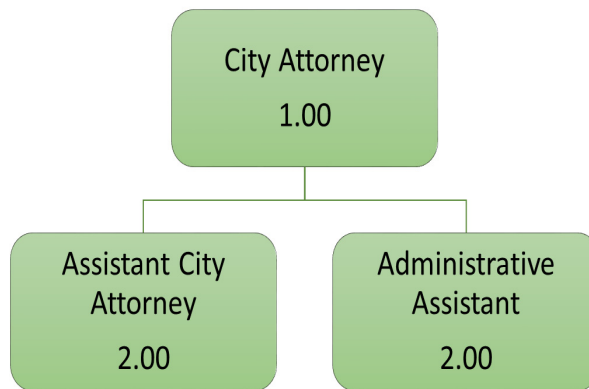
**Personnel Summary**

	<b>BUDGET FY 2016-17</b>	<b>BUDGET FY 2017-18</b>	<b>BUDGET FY 2018-19</b>	<b>BUDGET FY 2019-20</b>	<b>CHANGE FROM FY 2018-19</b>
<b>Full-time Employees</b>					
Information Technology Services Director/CIO	1.00	1.00	1.00	1.00	0.00
Help Desk Specialist	0.00	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	1.00	1.00	1.00	1.00	0.00
Enterprise Applications Analyst	1.00	1.00	1.00	1.00	0.00
IT Operations Manager	1.00	1.00	1.00	1.00	0.00
GIS Coordinator	1.00	1.00	1.00	1.00	0.00
GIS Analyst	1.00	1.00	1.00	1.00	0.00
<b>Total Full-time Employees</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>



**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. Additional many assignments are conducted in accordance with an existing policy or process established by the City Council, the courts, etc.

**Mission Statement**

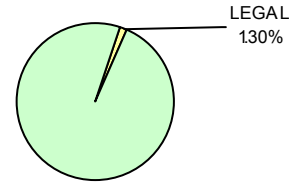
“The mission of the Legal Department is to provide quality legal services to the City of West Des Moines.”



**BUDGET INFORMATION**

FY 2019-20 Budget	\$887,746
FY 2018-19 Budget	\$847,438
Percentage Change	4.76%
FY 2019-20 FTE	5.00
Change From FY 2018-19	0.00

**% OF GENERAL FUND BUDGET**



**Goals and Objectives**

The primary budget objective of the Legal Department for the FY 2019-20 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 in some categories.

**Performance Measures**

<b>Outside Legal Fees</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
City General	\$48,192	\$17,547	\$11,965	\$156,380	\$4,918
Litigation	540	23,848	102,563	21,043	91
Negotiation	35,846	30,416	13,721	22,257	22,412
Prosecution	0	0	0	0	0
Employment Matters	0	0	0	0	78,956

**Accomplishments**

- Assisted the Police Department with the development of Youth Justice Initiative 28E agreement
- Assisted Community Compliance in the development of policy guidelines and new citation forms
- Assisted the City Clerk in the development of an application for the drafted ordinance and massage therapy license
- Established a policy and developed documentation for the sale of City acquired houses/structures
- Developed Legal Department record center to implement City’s paperless initiative

**Significant Information**

The Legal Department FY 2019-20 budget include \$75,000 for contracted legal services related to employment matters.



## Financial Summary

	ACTUAL FY 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$428,138	\$468,503	\$514,000	\$529,000	\$15,000	2.92%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	39,501	34,653	58,390	76,575	18,185	31.14%
Retirement Contributions	72,446	79,560	92,250	91,885	(365)	(0.40%)
Other Pay	2,702	2,770	2,770	2,512	(258)	(9.31%)
<b>Total Personal Services</b>	<b>\$542,787</b>	<b>\$585,486</b>	<b>\$667,410</b>	<b>\$699,972</b>	<b>\$32,562</b>	<b>4.88%</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$4,063	\$4,133	\$4,850	\$5,600	\$750	15.46%
Staff Development	9,254	10,008	14,395	14,695	300	2.08%
Utilities	16	27	25	35	10	40.00%
Contractual Obligations	201,355	108,123	160,758	167,444	6,686	4.16%
<b>Total Supplies &amp; Services</b>	<b>\$214,688</b>	<b>\$122,291</b>	<b>\$180,028</b>	<b>\$187,774</b>	<b>\$7,746</b>	<b>4.30%</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment	5,820	68				
<b>Total Capital Outlay</b>	<b>\$5,820</b>	<b>\$68</b>				
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$763,295</b>	<b>\$707,845</b>	<b>\$847,438</b>	<b>\$887,746</b>	<b>\$40,308</b>	<b>4.76%</b>

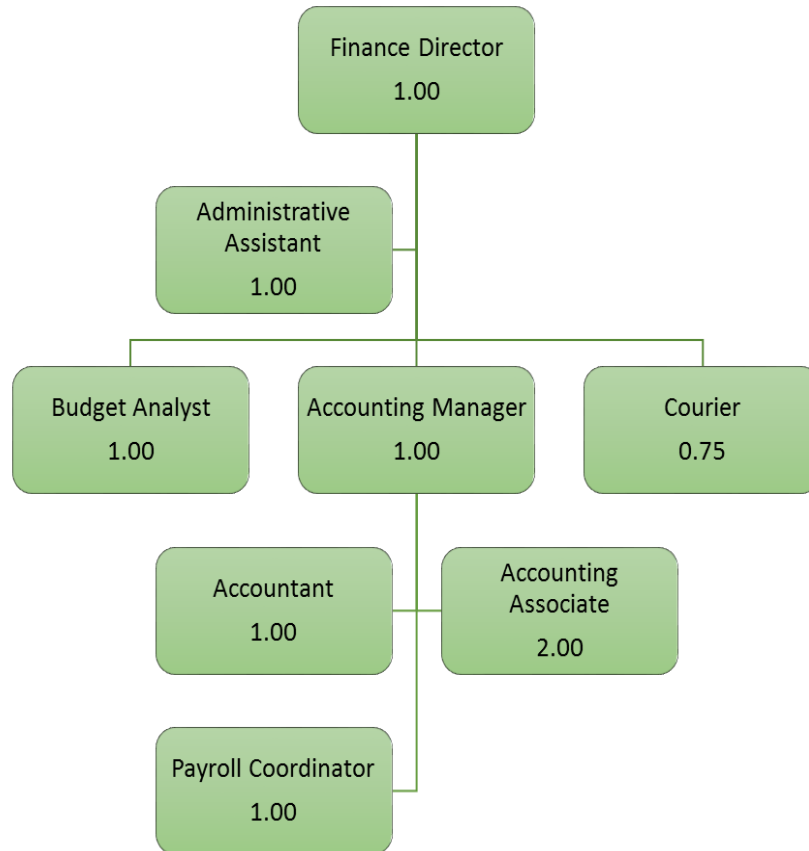
**Personnel Summary**

	<b>BUDGET FY 2016-17</b>	<b>BUDGET FY 2017-18</b>	<b>BUDGET FY 2018-19</b>	<b>BUDGET FY 2019-20</b>	<b>CHANGE FROM FY 2018-19</b>
<b>Full-time Employees</b>					
City Attorney	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	2.00	2.00	2.00	2.00	0.00
Administrative Secretary	1.00	2.00	2.00	2.00	0.00
<b>Total Full-time Employees</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>



**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.

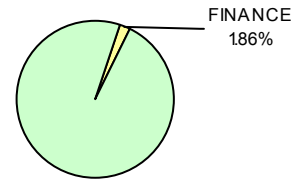




**BUDGET INFORMATION**

<b>FY 2019-20 Budget</b>	<b>\$1,271,859</b>
<b>FY 2018-19 Budget</b>	<b>1,294,398</b>
<b>Percentage Change</b>	<b>(1.74%)</b>
<b>FY 2019-20 FTE</b>	<b>8.75</b>
<b>Change From FY 2018-19</b>	<b>(0.66)</b>

**% 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, 2017. This was the 25th 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, 2018, the 20th 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**

<b>West Des Moines is Financially Strong &amp; Solvent</b>						
	<b>March 2015</b>	<b>May 2016</b>	<b>October 2016</b>	<b>July 2017</b>	<b>May 2018</b>	<b>November 2018</b>
<b>Ratings Agency</b>	S & P	Moody's	Moody's	S & P	Moody's	Moody's
<b>Bond Rating</b>	AAA	Aaa	Aaa	AAA	Aaa	Aaa

**Accomplishments**

- Received Aaa bond rating from Moody's in May of 2018
- Received Aaa bond rating from Moody's in November of 2018
- Awarded Certificate of Achievement for Excellence in Financial Reporting from GFOA for the year ended June 30, 2017 Comprehensive Annual Financial Report
- Received a Distinguished Budget Presentation Award from GFOA for the fiscal year beginning July 1, 2018

**Significant Information**

The secretary position currently allocated 66% to Finance, 34% to City Clerk will be upgraded to Deputy City Clerk and will be allocated 100% to the City Clerk.



**Financial Summary**

	ACTUAL FY 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees	\$528,291	\$567,617	\$625,500	\$623,650	(\$1,850)	(0.30%)
Part-time Employees	20,975	21,701	38,500	36,000	(2,500)	(6.49%)
Contract Help		64,500	12,000	20,000	8,000	66.67%
Overtime	30,795	16,392	36,350	25,000	(11,350)	(31.22%)
Health, Dental, Life Insurance	83,083	78,153	87,135	92,257	5,122	5.88%
Retirement Contributions	97,521	101,570	123,240	120,080	(3,160)	(2.56%)
Other Pay	4,415	4,413	4,330	4,330		
<b>Total Personal Services</b>	<b>\$765,080</b>	<b>\$854,346</b>	<b>\$927,055</b>	<b>\$921,317</b>	<b>(\$5,738)</b>	<b>(0.62%)</b>
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$52,654	\$39,126	\$70,300	\$56,400	(\$13,900)	(19.77%)
Staff Development	7,557	8,616	17,100	16,420	(680)	(3.98%)
Utilities						
Contractual Obligations	286,632	255,531	262,788	275,722	12,934	4.92%
<b>Total Supplies &amp; Services</b>	<b>\$346,843</b>	<b>\$303,273</b>	<b>\$350,188</b>	<b>\$348,542</b>	<b>(\$1,646)</b>	<b>(0.47%)</b>
<b>Capital Outlay</b>						
Replacement Charges	\$2,652	\$2,652	\$2,655		(\$2,655)	(100.00%)
Computer Hardware & Software	97,110	3,522	14,500		(14,500)	(100.00%)
Vehicles						
Miscellaneous Equipment		90		2,000	2,000	100.00%
<b>Total Capital Outlay</b>	<b>\$99,762</b>	<b>\$6,264</b>	<b>\$17,155</b>	<b>\$2,000</b>	<b>(\$15,155)</b>	<b>(88.34%)</b>
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$1,211,685</b>	<b>\$1,163,883</b>	<b>\$1,294,398</b>	<b>\$1,271,859</b>	<b>(\$22,539)</b>	<b>(1.74%)</b>



**Personnel Summary**

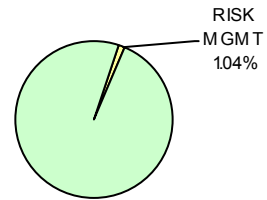
	<b>BUDGET FY 2016-17</b>	<b>BUDGET FY 2017-18</b>	<b>BUDGET FY 2018-19</b>	<b>BUDGET FY 2019-20</b>	<b>CHANGE FROM FY 2018-19</b>
<b>Full-time Employees</b>					
Finance Director	1.00	1.00	1.00	1.00	0.00
Accounting Manager	1.00	1.00	1.00	1.00	0.00
Budget Analyst	1.00	1.00	1.00	1.00	0.00
Accountant	1.00	1.00	1.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
Payroll 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	0.66	0.66	0.00	(0.66)
<b>Total Full-time Employees</b>	<b>8.34</b>	<b>8.66</b>	<b>8.66</b>	<b>8.00</b>	<b>(0.66)</b>
<b>Part-time Employees</b>					
Courier	0.75	0.75	0.75	0.75	0.00
<b>Total Part-time Employees</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.00</b>
<b>Total Authorized Personnel</b>	<b>9.09</b>	<b>9.41</b>	<b>9.41</b>	<b>8.75</b>	<b>(0.66)</b>



**BUDGET INFORMATION**

FY 2019-20 Budget	\$710,500
FY 2018-19 Budget	\$600,000
Percentage Change	18.42%
FY 2019-20 FTE	0.00
Change From FY 2018-19	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 2019-20 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 has delayed the premium increase the past two years.



**Financial Summary**

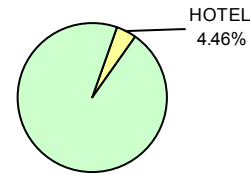
	ACTUAL FY 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
<b>Total Personal Services</b>						
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$92,220	\$25,157	\$100,000	\$90,000	(\$10,000)	(10.00%)
Staff Development						
Utilities						
Contractual Obligations	395,244	404,888	500,000	620,500	120,500	24.10%
<b>Total Supplies &amp; Services</b>	<b>\$487,464</b>	<b>\$430,045</b>	<b>\$600,000</b>	<b>\$710,500</b>	<b>\$110,500</b>	<b>18.42%</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
<b>Total Capital Outlay</b>						
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$487,464</b>	<b>\$430,045</b>	<b>\$600,000</b>	<b>\$710,500</b>	<b>\$100,500</b>	<b>18.42%</b>



**BUDGET INFORMATION**

FY 2019-20 Budget	\$3,056,000
FY 2018-19 Budget	\$3,069,500
Percentage Change	0.44%
FY 2019-20 FTE	0.00
Change From FY 2018-19	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 19-20, 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 2019. 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. \$1,100,000 will be transferred to the Debt Service fund for debt related to the MidAmerican Energy RecPlex.

<b>Distribution of Hotel/Motel Tax Dollars per 28E Agreements</b>					
	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
BRAVO Greater Des Moines	\$932,887	\$963,579	\$1,033,317	\$1,118,481	\$1,129,331
Greater Des Moines Convention & Visitors Bureau	997,887	1,028,579	1,098,517	1,183,481	1,194,331
Iowa Events Center	65,000	65,000	65,000	65,000	65,000



## Financial Summary

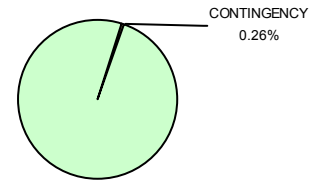
	ACTUAL FY 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
<b>Total Personal Services</b>						
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$2,757	\$25,653	\$50,000	\$50,500	\$500	1.00%
Staff Development						
Utilities						
Contractual Obligations	2,800,995	2,820,904	3,019,500	3,005,500	(14,000)	(0.46%)
<b>Total Supplies &amp; Services</b>	<b>\$2,803,752</b>	<b>\$2,846,557</b>	<b>\$3,069,500</b>	<b>\$3,056,000</b>	<b>(\$13,500)</b>	<b>(0.44%)</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software	13,784					
Vehicles	23,074					
Miscellaneous Equipment						
<b>Total Capital Outlay</b>	<b>\$36,858</b>					
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$2,840,610</b>	<b>\$2,846,557</b>	<b>\$3,069,500</b>	<b>\$3,056,000</b>	<b>(\$13,500)</b>	<b>(0.44%)</b>



**BUDGET INFORMATION**

<b>FY 2019-20 Budget</b>	<b>\$178,000</b>
<b>FY 2018-19 Budget</b>	<b>\$232,000</b>
<b>Percentage Change</b>	<b>(23.28%)</b>
<b>FY 2019-20 FTE</b>	<b>0.00</b>
<b>Change From FY 2018-19</b>	<b>0.00</b>

**% OF GENERAL FUND BUDGET**



**Activity Description**

The City Contingency is comprised of the following elements: funds designated by the City Council for unforeseen circumstances and special issues.

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 2016-17	ACTUAL FY 2017-18	REVISED BUDGET FY 2018-19	BUDGET FY 2019-20	INC (DEC) FY 2019-20 OVER FY 2018-19	% INC (DEC)
<b>Expenditures by Object</b>						
<b>Personal Services</b>						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
<b>Total Personal Services</b>						
<b>Supplies &amp; Services</b>						
Operating & Maintenance	\$66,536	\$48,622	\$232,000	\$178,000	(\$54,000)	(23.28%)
Staff Development						
Utilities						
Contractual Obligations	47,610	800				
<b>Total Supplies &amp; Services</b>	<b>\$114,146</b>	<b>\$49,422</b>	<b>\$232,000</b>	<b>\$178,000</b>	<b>(\$54,000)</b>	<b>(23.28%)</b>
<b>Capital Outlay</b>						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous						
<b>Total Capital Outlay</b>						
<b>Lease/Purchase Payments</b>						
<b>Total Expenditures</b>	<b>\$114,146</b>	<b>\$49,422</b>	<b>\$232,000</b>	<b>\$178,000</b>	<b>(\$54,000)</b>	<b>(23.28%)</b>



