



# Support Services

Total Operating Budget  
(In Millions) **Departmental Highlights**

**\$9.51 Community Enrichment**

- Human Services
- Human Rights Commission
- Library
- Parks & Recreation

**\$33.00 Public Safety**

- Police
- WestPet Animal Control
- Westcom Dispatch
- Fire
- Emergency Medical Services

**\$18.45 Public Services**

- Public Services
- Community & Economic Development
- Development Services
- Engineering Services
- Regional Economic Development
- Sister Cities Commission
- Leased City Buildings

**\$14.30 Support Services**

- Mayor and Council
- City Manager
- City Clerk
- Human Resources
- Information Technology Services
- Legal
- Finance
- Risk Management
- Hotel/Motel Tax
- City Contingency



**Mission Statement**

"The mission of the Mayor and Council is to provide policy, direction and guidance to city staff and the community at large ."

**Overview of Services**

The Mayor and City Council are the legislative and policy-making body for the City of West Des Moines. The Mayor and two council members are elected at large, while the other three are elected by ward. As elected representatives of the citizens, the Mayor and City Council:

- Provide the policy direction and program guidance necessary to direct the community's economic, social, and physical development;
- Enacting ordinances;
- Setting property tax rates;
- Approving City service levels;
- Authorizing the budget;
- Participating in community economic development efforts.
- The Mayor, with approval of the Council, appoints members of policy-making boards and commissions of the City.

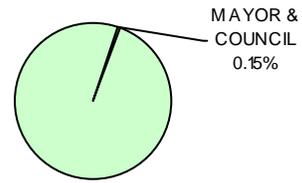
| City Official              | Name                | Term Expires      |
|----------------------------|---------------------|-------------------|
| Mayor                      | Steven K. Gaer      | December 31, 2021 |
| Council Member First Ward  | Kevin L. Trevillyan | December 31, 2021 |
| Council Member Second Ward | Greg Hudson         | December 31, 2023 |
| Council Member Third Ward  | Russ Trimble        | December 31, 2021 |
| Council Member At Large    | Renee Hardman       | December 31, 2021 |
| Council Member At Large    | Matthew McKinney    | December 31, 2023 |



**% OF GENERAL FUND BUDGET**

**BUDGET INFORMATION**

|                               |                  |
|-------------------------------|------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$110,030</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$110,030</b> |
| <b>Percentage Change</b>      | <b>0.00%</b>     |
| <b>FY 2020-21 FTE</b>         | <b>0.00</b>      |
| <b>Change From FY 2019-20</b> | <b>0.00</b>      |



**Significant Information**

The FY 2020-2021 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<br>FY 2017-18 | ACTUAL<br>FY 2018-19 | REVISED<br>BUDGET<br>FY 2019-20 | BUDGET<br>FY 2020-21 | INC (DEC)<br>FY 2020-21<br>OVER<br>FY 2019-20 | % INC<br>(DEC) |
|--------------------------------------|----------------------|----------------------|---------------------------------|----------------------|---|----------------|
| <b>Expenditures by Object</b>        |                      |                      |                                 |                      |   |                |
| <b>Personal Services</b>             |                      |                      |                                 |                      |   |                |
| Full-time Employees                  |                      |                      |                                 |                      |   |                |
| Elected Officials                    | 58,653               | 59,000               | 59,455                          | 59,455               |   |                |
| Contract Help                        |                      |                      |                                 |                      |   |                |
| Overtime                             |                      |                      |                                 |                      |   |                |
| Health, Dental, Life Insurance       |                      |                      |                                 |                      |   |                |
| Retirement Contributions             | 5,994                | 5,558                | 6,075                           | 6,075                |   |                |
| Other Pay                            |                      |                      |                                 |                      |   |                |
| <b>Total Personal Services</b>       | <b>\$64,647</b>      | <b>\$64,558</b>      | <b>\$65,530</b>                 | <b>\$65,530</b>      |   |                |
| <b>Supplies &amp; Services</b>       |                      |                      |                                 |                      |   |                |
| Operating & Maintenance              | \$8,080              | \$5,740              | \$31,000                        | \$31,000             |   |                |
| Staff Development                    | 7,813                | 2,634                | 13,500                          | 13,500               |   |                |
| Utilities                            |                      |                      |                                 |                      |   |                |
| Contractual Obligations              |                      |                      |                                 |                      |   |                |
| <b>Total Supplies &amp; Services</b> | <b>\$15,893</b>      | <b>\$8,374</b>       | <b>\$44,500</b>                 | <b>\$44,500</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>\$80,540</b>      | <b>\$72,932</b>      | <b>\$110,030</b>                | <b>\$110,030</b>     |   |                |



**Mission Statement**

"The mission of the City Manager's Office is to provide quality support and assistance to the Mayor and City Council, other city departments, and citizens of West Des Moines."

**Overview of Services**

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:

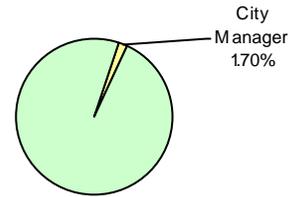
- Assure that the City operations are conducted economically, efficiently, and effectively;
- Address Council and citizens' concerns;
- Develops recommendations to the City Council for changes in programs, operations, and policies;
- Presents, reviews, and monitors the annual operating budget for the City;
- Staff a number of City boards and commissions ranging from external public advisory bodies to internal employee committees;
- Represent the City as a member of the union contract negotiating team;
- Work with the City Council on community development issues and with metro area entities and agencies on joint concerns.



**BUDGET INFORMATION**

|                               |                    |
|-------------------------------|--------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$1,287,098</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$1,279,945</b> |
| <b>Percentage Change</b>      | <b>5.21%</b>       |
| <b>FY 2020-21 FTE</b>         | <b>5.00</b>        |
| <b>Change From FY 2019-20</b> | <b>0.00</b>        |

**% 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**

- Passed the Local Option Sales and Services tax to reduce residential and commercial property taxes and support the City's Public Safety and Quality of Life Initiatives
- Began the City web site update and redesign
- Continued to be a leader in providing equitable broadband access throughout our community, using a public/private collaboration and layered approach, we have formalized strategies in the greenfield development and build environment
- Secured grants, private donations and partnerships to fund the construction of the MidAmerican Energy Company RecPlex, a city facility built on public private partnerships housing ice rinks, indoor/outdoor turf and hard courts to support multiple sporting opportunities

**Significant Information**

The City Manager fiscal year 2020-21 budget includes \$60,000 of funding for support work related to the WDM 2036 plan, WestLAB, and other associated projects.



## Financial Summary

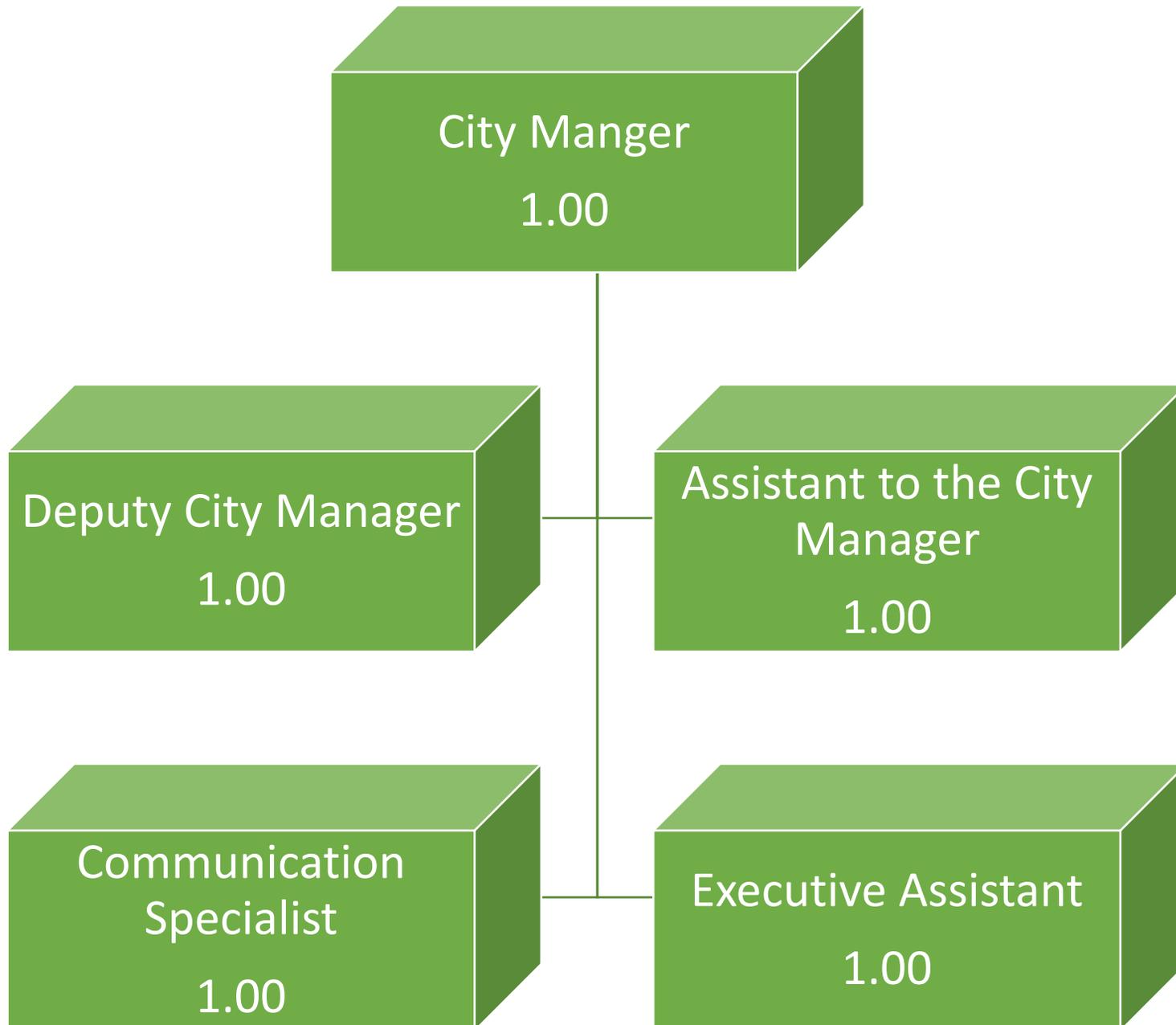
|                                      | ACTUAL<br>FY 2017-18 | ACTUAL<br>FY 2018-19 | REVISED<br>BUDGET<br>FY 2019-20 | BUDGET<br>FY 2020-21 | INC (DEC)<br>FY 2020-21<br>OVER<br>FY 2019-20 | % INC<br>(DEC) |
|--------------------------------------|----------------------|----------------------|---------------------------------|----------------------|---|----------------|
| <b>Expenditures by Object</b>        |                      |                      |                                 |                      |   |                |
| <b>Personal Services</b>             |                      |                      |                                 |                      |   |                |
| Full-time Employees                  | \$521,323            | \$584,717            | \$604,120                       | \$642,000            | \$37,880                                      | 6.27%          |
| Part-time Employees                  | 13,130               | 1,726                | 5,000                           | 5,000                |   |                |
| Contract Help                        |                      |                      |                                 |                      |   |                |
| Overtime                             | 297                  | 93                   | 1,000                           | 750                  | (250)   | (25.00%)       |
| Health, Dental, Life Insurance       | 50,583               | 62,250               | 63,510                          | 61,488               | (2,022)                                       | (3.18%)        |
| Retirement Contributions             | 105,325              | 127,719              | 131,345                         | 135,855              | 4,510   | 3.43%          |
| Other Pay                            | 8,010                | 8,430                | 8,635                           | 9,610                | 975   | 11.29%         |
| <b>Total Personal Services</b>       | <b>\$626,626</b>     | <b>\$784,935</b>     | <b>\$813,610</b>                | <b>\$854,703</b>     | <b>\$41,093</b>                               | <b>5.05%</b>   |
| <b>Supplies &amp; Services</b>       |                      |                      |                                 |                      |   |                |
| Operating & Maintenance              | \$30,038             | \$21,586             | \$17,550                        | \$17,800             | \$250   | 1.42%          |
| Staff Development                    | 75,740               | 46,170               | 116,475                         | 84,933               | (31,542)                                      | (27.08%)       |
| Utilities                            | 18                   | 9                    | 50                              | 50                   |   |                |
| Contractual Obligations              | 286,606              | 328,449              | 332,260                         | 329,112              | (3,148)                                       | (0.95%)        |
| <b>Total Supplies &amp; Services</b> | <b>\$392,402</b>     | <b>\$396,214</b>     | <b>\$466,335</b>                | <b>\$431,895</b>     | <b>(\$34,440)</b>                             | <b>(7.39%)</b> |
| <b>Capital Outlay</b>                |                      |                      |                                 |                      |   |                |
| Replacement Charges                  |                      |                      |                                 |                      |   |                |
| Computer Hardware & Software         |                      |                      |                                 |                      |   |                |
| Vehicles                             |                      |                      |                                 |                      |   |                |
| Miscellaneous Equipment              | 9,333                |                      |                                 | 500                  | 500   | 100.00%        |
| <b>Total Capital Outlay</b>          | <b>\$9,333</b>       |                      |                                 | <b>\$500</b>         | <b>\$500</b>                                  | <b>100.00%</b> |
| <b>Lease/Purchase Payments</b>       |                      |                      |                                 |                      |   |                |
| <b>Total Expenditures</b>            | <b>\$1,100,403</b>   | <b>\$1,181,149</b>   | <b>\$1,279,945</b>              | <b>\$1,287,098</b>   | <b>\$7,153</b>                                | <b>0.56%</b>   |



**Personnel Summary**

|                                   | <b>BUDGET<br/>FY 2017-18</b> | <b>BUDGET<br/>FY 2018-19</b> | <b>BUDGET<br/>FY 2019-20</b> | <b>BUDGET<br/>FY 2020-21</b> | <b>CHANGE<br/>FROM<br/>FY 2019-20</b> |
|-----------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------------|
| <b>Full-time Employees</b>        |                              |                              |                              |                              |                                       |
| City Manager                      | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Deputy City Manager               | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Assistant to the City Manager     | 1.00                         | 1.00                         | 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>5.00</b>                  | <b>5.00</b>                  | <b>5.00</b>                  | <b>5.00</b>                  | <b>0.00</b>                           |
| <b>Total Authorized Personnel</b> | <b>5.00</b>                  | <b>5.00</b>                  | <b>5.00</b>                  | <b>5.00</b>                  | <b>0.00</b>                           |





**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.”

**Overview of Services**

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. Services include:

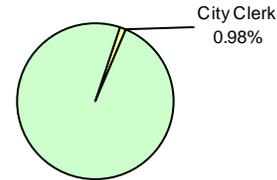
- Prepare city council meeting agendas and packets;
- Record city council minutes;
- Perform dissemination of council materials after each meeting;
- Prepare legal notices for publication;
- Serve as custodian of official records (resolutions, ordinances, agreements, etc.);
- Fulfill public records (Freedom of Information Act) requests;
- Process licenses and permits (alcohol, tobacco, special events, sound, food trucks, etc.);
- Serves as the liaison with the county election officials during municipal elections.



**BUDGET INFORMATION**

|                               |                  |
|-------------------------------|------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$745,601</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$739,030</b> |
| <b>Percentage Change</b>      | <b>0.89%</b>     |
| <b>FY 2020-21 FTE</b>         | <b>3.00</b>      |
| <b>Change From FY 2019-20</b> | <b>0.00</b>      |

**% 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**

| <b>Permits Issued</b>   | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> | <b>2018-19</b> | <b>Change</b> |
|-------------------------|----------------|----------------|----------------|----------------|---------------|
| Alcohol permits         | 237            | 236            | 244            | 253            | +9            |
| Tobacco permits         | 56             | 51             | 51             | 55             | +4            |
| Block Party permits     | 12             | 8              | 8              | 7              | (1)           |
| Sound permits           | 116            | 98             | 82             | 71             | (11)          |
| Special Event permits   | 36             | 45             | 37             | 31             | (6)           |
| Mobile Vendor permits   | NA             | 17             | 24             | 18             | (6)           |
| Multi-Vendor permits    | NA             | 4              | 3              | 4              | +1            |
| Massage Therapy permits | NA             | NA             | 13             | 15             | +2            |

**Accomplishments**

- Worked with Finance to restructure the City Clerks Office by reclassifying a vacant Administrative Secretary position to a Deputy City Clerk position to focus on administrative tasks and projects and relocating the Secretary position to the first floor of City Hall to focus on providing customer service. The new structure will allow for a better distribution of the workload, more cross-training and back capabilities, and improved efficiency of the City Clerk's office.
- Continued to work with ITS on developing and implementing a records center for City Clerk records in SharePoint

**Significant Information**

There are no Municipal elections scheduled for Fiscal Year 2020-21.



## Financial Summary

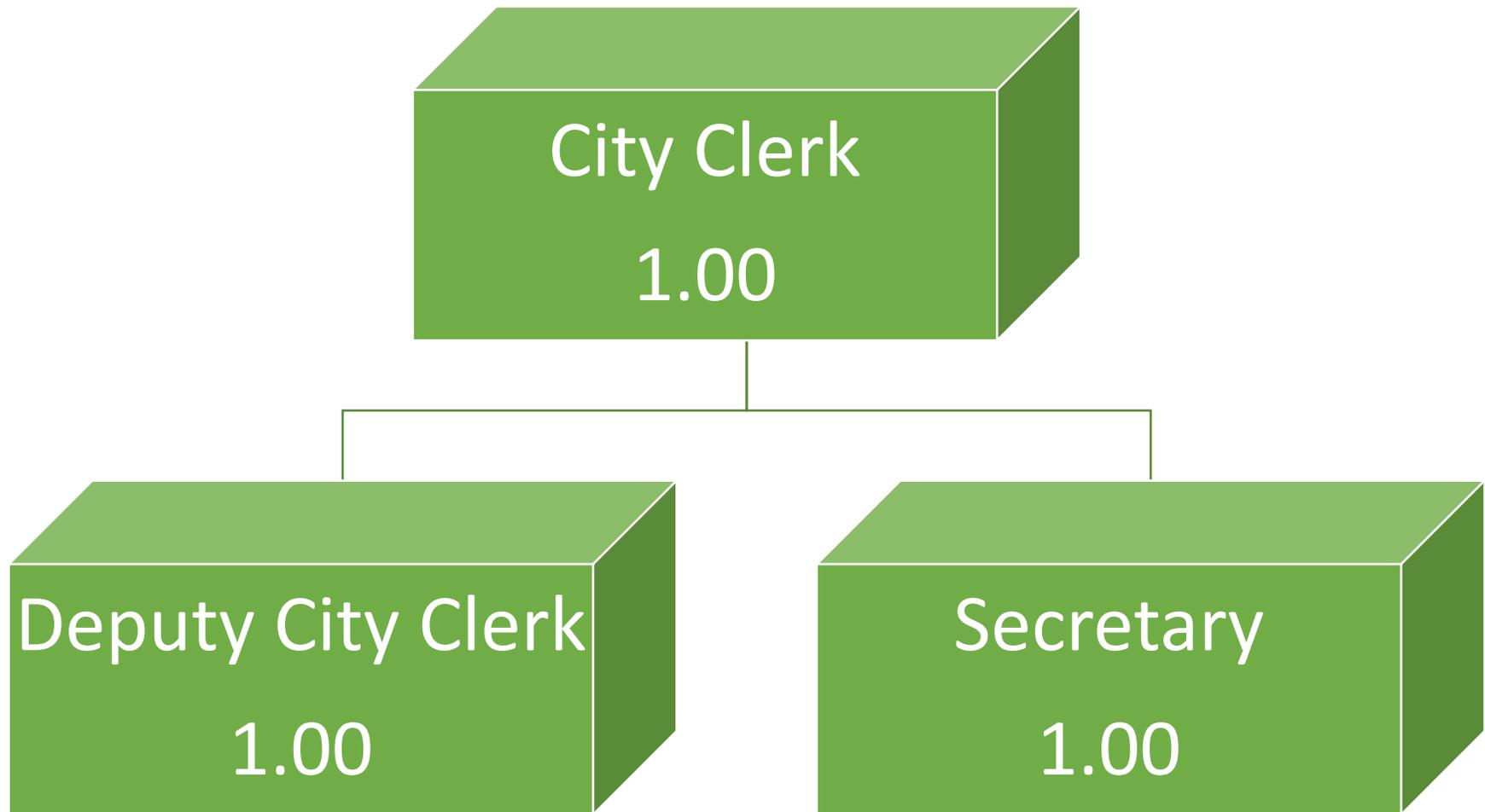
|                                      | ACTUAL<br>FY 2017-18 | ACTUAL<br>FY 2018-19 | REVISED<br>BUDGET<br>FY 2019-20 | BUDGET<br>FY 2020-21 | INC (DEC) FY<br>2020-21<br>OVER<br>FY 2019-20 | % INC<br>(DEC) |
|--------------------------------------|----------------------|----------------------|---------------------------------|----------------------|---|----------------|
| <b>Expenditures by Object</b>        |                      |                      |                                 |                      |   |                |
| <b>Personal Services</b>             |                      |                      |                                 |                      |   |                |
| Full-time Employees                  | \$82,958             | \$87,023             | \$154,475                       | \$185,000            | \$30,525                                      | 19.76%         |
| Part-time Employees                  |                      |                      |                                 |                      |   |                |
| Contract Help                        |                      |                      |                                 |                      |   |                |
| Overtime                             | 4,114                | 3,753                | 6,000                           | 6,000                |   |                |
| Health, Dental, Life Insurance       | 20,038               | 20,013               | 37,970                          | 50,445               | 12,475  | 32.85%         |
| Retirement Contributions             | 14,247               | 15,284               | 27,485                          | 32,760               | 5,275   | 19.19%         |
| Other Pay                            | 350                  | 350                  | 350                             | 671                  | 321   | 91.71%         |
| <b>Total Personal Services</b>       | <b>\$121,707</b>     | <b>\$126,423</b>     | <b>\$226,280</b>                | <b>\$274,876</b>     | <b>\$48,596</b>                               | <b>21.48%</b>  |
| <b>Supplies &amp; Services</b>       |                      |                      |                                 |                      |   |                |
| Operating & Maintenance              | \$250,440            | \$242,042            | \$271,300                       | \$241,250            | (\$30,050)                                    | (11.08%)       |
| Staff Development                    | 699                  | 643                  | 2,000                           | 4,910                | 2,910   | 145.50%        |
| Utilities                            | 60,182               | 74,392               | 68,705                          | 80,002               | 11,297  | 16.44%         |
| Contractual Obligations              | 145,702              | 224,696              | 156,600                         | 129,500              | (27,100)                                      | (17.31%)       |
| <b>Total Supplies &amp; Services</b> | <b>\$457,023</b>     | <b>\$541,773</b>     | <b>\$498,605</b>                | <b>\$455,662</b>     | <b>(\$42,943)</b>                             |                |
| <b>Capital Outlay</b>                |                      |                      |                                 |                      |   |                |
| Replacement Charges                  |                      | 7,107                | \$9,195                         | \$10,063             | \$868   | 9.44%          |
| Computer Hardware & Software         |                      |                      |                                 |                      |   |                |
| Vehicles                             |                      |                      |                                 |                      |   |                |
| Miscellaneous Equipment              | 4,465                | 1,240,802            | 4,950                           | 5,000                | 50  | 1.01%          |
| <b>Total Capital Outlay</b>          | <b>\$4,465</b>       | <b>\$1,247,909</b>   | <b>\$14,145</b>                 | <b>\$15,063</b>      | <b>\$918</b>                                  | <b>6.49%</b>   |
| <b>Lease/Purchase Payments</b>       |                      |                      |                                 |                      |   |                |
| <b>Total Expenditures</b>            | <b>\$583,195</b>     | <b>\$1,916,106</b>   | <b>\$739,030</b>                | <b>\$745,601</b>     | <b>\$6,571</b>                                | <b>0.89%</b>   |



**Personnel Summary**

|                                   | <b>BUDGET<br/>FY 2017-18</b> | <b>BUDGET<br/>FY 2018-19</b> | <b>BUDGET<br/>FY 2019-20</b> | <b>BUDGET<br/>FY 2020-21</b> | <b>CHANGE<br/>FROM<br/>FY 2019-20</b> |
|-----------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------------|
| <b>Full-time Employees</b>        |                              |                              |                              |                              |                                       |
| City Clerk                        | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Deputy City Clerk                 | 0.00                         | 0.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Secretary                         | 0.34                         | 0.34                         | 1.00                         | 1.00                         | 0.00                                  |
| <b>Total Full-time Employees</b>  | <b>1.34</b>                  | <b>1.34</b>                  | <b>2.00</b>                  | <b>2.00</b>                  | <b>0.00</b>                           |
| <b>Total Authorized Personnel</b> | <b>1.34</b>                  | <b>1.34</b>                  | <b>3.00</b>                  | <b>3.00</b>                  | <b>0.00</b>                           |





**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.”

**Overview of Services**

**Human Resources** provides a wide range of services to promote the City departments' work-force and work environment. These services include:

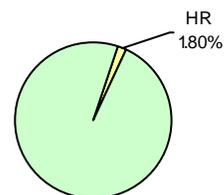
- Recruiting, selecting, testing and hiring the City's workforce;
- Implementing the city's compensation and benefit systems (which includes position descriptions, job evaluation structure, performance management systems, salary/benefit surveys, benefit enrollment, award programs, etc.);
- Implementing the City's Safety and Wellness Programs, including the management of workers' compensation;
- Oversight of employee/labor relations (which includes support of equal opportunity initiatives, union negotiations, appeals process, development of Human Resources policies and procedures, etc.);
- Planning and directing City-wide training and development programs.



**BUDGET INFORMATION**

|                               |                    |
|-------------------------------|--------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$1,363,826</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$1,449,679</b> |
| <b>Percentage Change</b>      | <b>(5.92%)</b>     |
| <b>FY 2020-21 FTE</b>         | <b>6.50</b>        |
| <b>Change From FY 2019-20</b> | <b>0.00</b>        |

**% OF GENERAL FUND BUDGET**



**Accomplishments**

- First phase implementation of Kronos-Workforce Ready HRIS system
- Increase in Municipal Equality Index to 93 to 95 out of 100
- Exchange of President's Day for Martin Luther King Jr Day of Service
- New Implementation of Diversity and Inclusion HR Classroom Training
- Completed training for managers in employee relations issues

**Significant Information**

The Human Resources department has been allocated dollars for the following items:

- \$15,000 increase for tuition reimbursements
- \$6,000 for safety related annual driving and drug checks
- \$3,500 for the purchase of tablets to be used for interviews and the new hire orientations
- \$3,000 for new hire programs



**Financial Summary**

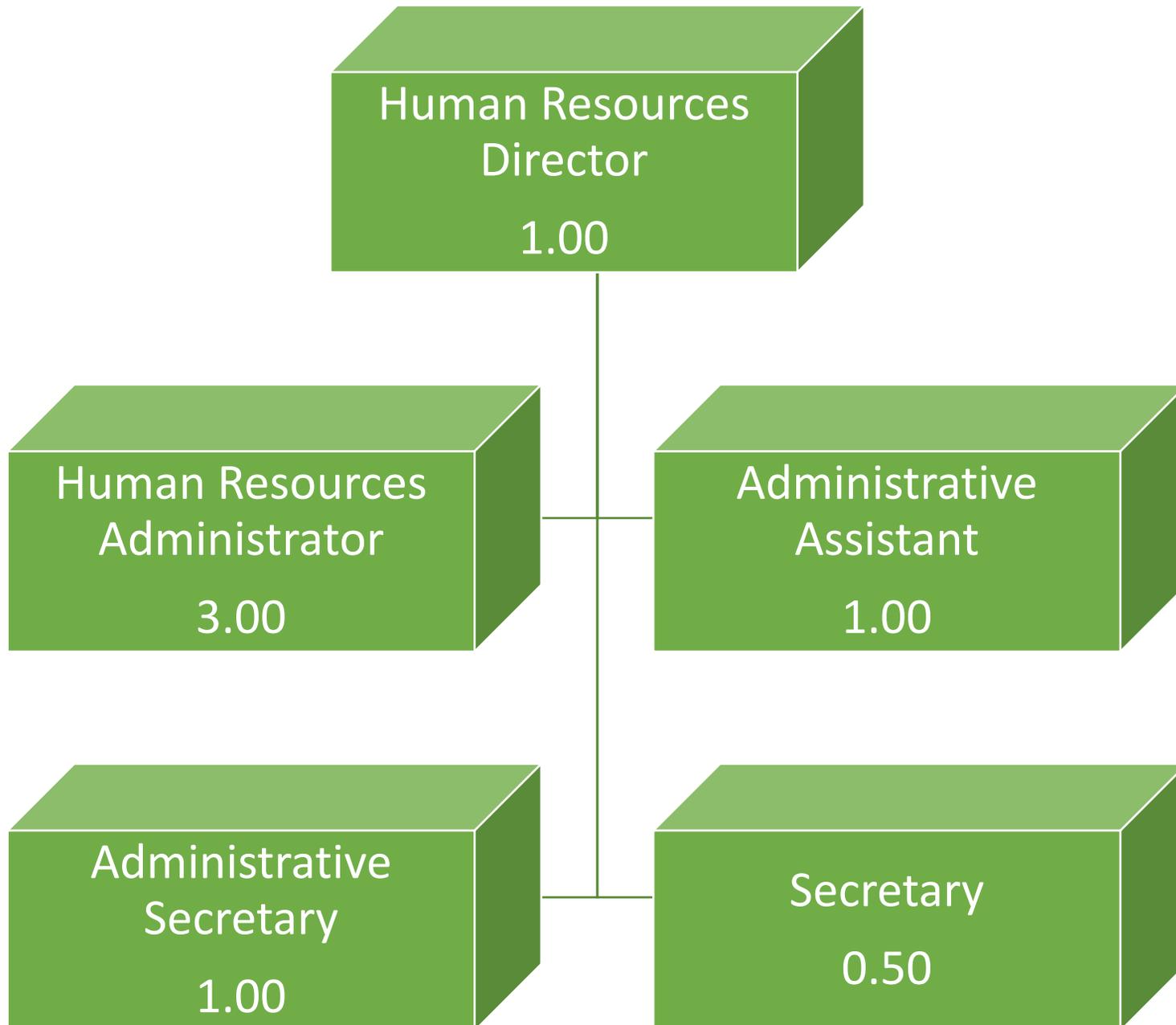
|                                      | <b>ACTUAL<br/>FY 2017-18</b> | <b>ACTUAL<br/>FY 2018-19</b> | <b>REVISED<br/>BUDGET<br/>FY 2019-20</b> | <b>BUDGET<br/>FY 2020-21</b> | <b>INC (DEC)<br/>FY 2020-21<br/>OVER<br/>FY 2019-20</b> | <b>% INC<br/>(DEC)</b> |
|--------------------------------------|------------------------------|------------------------------|--|------------------------------|---|------------------------|
| <b>Expenditures by Object</b>        |                              |                              |  |                              |   |                        |
| <b>Personal Services</b>             |                              |                              |  |                              |   |                        |
| Full-time Employees                  | \$402,889                    | \$513,871                    | \$538,900                                | \$573,000                    | \$34,100  | 6.33%                  |
| Part-time Employees                  | 29,379                       | 29,899                       | 40,000                                   | 38,000                       | (2,000)   | (5.00%)                |
| Contract Help                        |                              |                              |  |                              |   |                        |
| Overtime                             | 9                            |                              | 5,000                                    | 2,500                        | (2,500)   | (50.00%)               |
| Health, Dental, Life Insurance       | 63,011                       | 78,338                       | 94,425                                   | 94,017                       | (408)   | (0.43%)                |
| Retirement Contributions             | 71,458                       | 90,933                       | 103,935                                  | 110,545                      | 6,610   | 6.36%                  |
| Other Pay                            | 2,270                        | 2,420                        | 2,770                                    | 2,890                        | 120   | 4.33%                  |
| <b>Total Personal Services</b>       | <b>\$569,016</b>             | <b>\$715,461</b>             | <b>\$785,030</b>                         | <b>\$820,952</b>             | <b>\$35,922</b>   | <b>4.58%</b>           |
| <b>Supplies &amp; Services</b>       |                              |                              |  |                              |   |                        |
| Operating & Maintenance              | \$130,225                    | \$70,678                     | \$163,040                                | \$154,700                    | (\$8,340)   | (5.12%)                |
| Staff Development                    | 108,221                      | 103,443                      | 159,800                                  | 174,800                      | 15,000  | 9.39%                  |
| Utilities                            | 303                          | 150                          | 400                                      | 250                          | (150)   | (37.50%)               |
| Contractual Obligations              | 170,872                      | 275,422                      | 291,409                                  | 209,624                      | (81,785)  | (28.07%)               |
| <b>Total Supplies &amp; Services</b> | <b>\$409,621</b>             | <b>\$449,693</b>             | <b>\$614,649</b>                         | <b>\$539,374</b>             | <b>(\$75,275)</b>                                       | <b>(12.25%)</b>        |
| <b>Capital Outlay</b>                |                              |                              |  |                              |   |                        |
| Replacement Charges                  |                              |                              |  |                              |   |                        |
| Computer Hardware & Software         |                              | 194,044                      | 50,000                                   |                              | (50,000)  | (100.00%)              |
| Vehicles                             |                              |                              |  |                              |   |                        |
| Miscellaneous Equipment              | 6,131                        |                              |  | 3,500                        | 3,500   | 100.00%                |
| <b>Total Capital Outlay</b>          | <b>\$6,131</b>               | <b>\$194,044</b>             | <b>\$50,000</b>                          | <b>\$3,500</b>               | <b>(\$46,500)</b>                                       | <b>(93.00%)</b>        |
| <b>Lease/Purchase Payments</b>       |                              |                              |  |                              |   |                        |
| <b>Total Expenditures</b>            | <b>\$984,768</b>             | <b>\$1,359,198</b>           | <b>\$1,449,679</b>                       | <b>\$1,363,826</b>           | <b>(\$85,853)</b>                                       | <b>(5.92%)</b>         |



**Personnel Summary**

|                                   | <b>BUDGET<br/>FY 2017-18</b> | <b>BUDGET<br/>FY 2018-19</b> | <b>BUDGET<br/>FY 2019-20</b> | <b>BUDGET<br/>FY 2020-21</b> | <b>CHANGE<br/>FROM<br/>FY 2019-20</b> |
|-----------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------------|
| <b>Full-time Employees</b>        |                              |                              |                              |                              |                                       |
| Human Resources Director          | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Human Resources Administrator     | 3.00                         | 3.00                         | 3.00                         | 3.00                         | 0.00                                  |
| Administrative Assistant          | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Administrative Secretary          | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| <b>Total Full-time Employees</b>  | <b>6.00</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>6.50</b>                  | <b>6.50</b>                  | <b>6.50</b>                  | <b>6.50</b>                  | <b>0.00</b>                           |





**Mission Statement**

"The Information Technology Services mission is to maximize our value to the City through 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."

**Overview of Services**

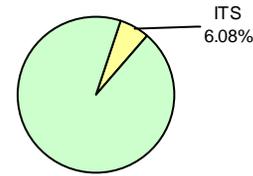
**Information Technology Services** department is responsible to research, implement, manage and maintain all information technology services for the City through four divisions: Enterprise Applications, Geographic Information System, Information Technology Operations, and Administration. Services include:

- Supporting computer systems for approximately 600 users;
- Managing network infrastructure, servers, and storage devices;
- Managing security systems;
- Managing communication systems,
- Desktop telephones,
- Support and management of enterprise applications such as Office 365, SharePoint, land management, human resources software, financial software, electronic document and records management;
- GIS systems and related data;
- Support for all Westcom Dispatch technology.

**BUDGET INFORMATION**

|                               |                    |
|-------------------------------|--------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$4,607,314</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$3,844,560</b> |
| <b>Percentage Change</b>      | <b>19.84%</b>      |
| <b>FY 2020-21 FTE</b>         | <b>18.00</b>       |
| <b>Change From FY 2019-20</b> | <b>0.00</b>        |

**% OF GENERAL FUND BUDGET**



**Goals and Objectives**

To support key comprehensive plan initiatives such as fiber strategy planning, 5G, mobile solutions and smart city projects.

The ITS departments strives to provide technology that is reliable and available to staff. The department measures “up-time” of systems and the goal is that each system be available 99.9% of the time. This is measured and monitored by the ITS department using third party software.

**Accomplishments**

- \$30,000 annual savings by auditing data usage
- \$296,000 one-time savings over the next 5 years on Avamar to Datrium storage consolidation
- Savings of \$460,000 over the next 3 years by switching to more optimal fire wall for the City
- Provided technical leadership in support of vendor paid mobile data computer replacements used by Westcom public safety agencies
- Cost reduction of \$44,000 by submitting annual PC refresh equipment to bid versus previous process of purchasing off of the state contract
- Completed the top-priority security remediations from the fourth quarter 2018 security audit and implemented several best in class IT security enhancements to protect against ransomware attacks
- Completed city-wide scanning initiative and numerous paper reduction initiatives

**Significant Information**

Supplemental Requests include \$200,000 for computer hardware equipment replacement throughout the City and \$50,000 for software purchases.



**Financial Summary**

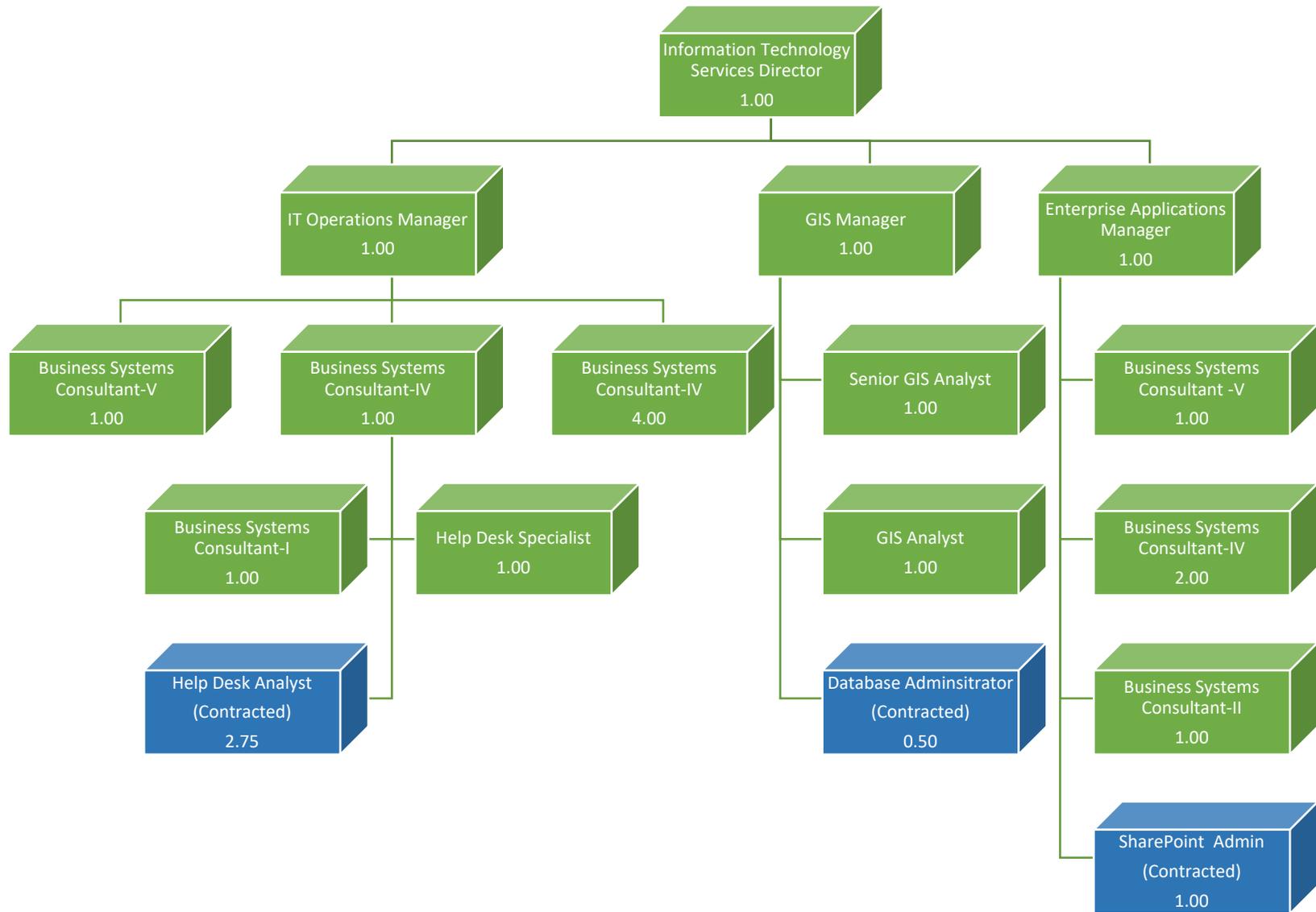
|                                      | <b>ACTUAL<br/>FY 2017-18</b> | <b>ACTUAL<br/>FY 2018-19</b> | <b>REVISED<br/>BUDGET<br/>FY 2019-20</b> | <b>BUDGET<br/>FY 2020-21</b> | <b>INC (DEC)<br/>FY 20-21<br/>OVER<br/>FY 2019-20</b> | <b>% INC<br/>(DEC)</b> |
|--------------------------------------|------------------------------|------------------------------|--|------------------------------|---|------------------------|
| <b>Expenditures by Object</b>        |                              |                              |  |                              |   |                        |
| <b>Personal Services</b>             |                              |                              |  |                              |   |                        |
| Full-time Employees                  | \$876,542                    | \$1,199,071                  | \$1,394,550                              | \$1,863,450                  | \$468,950   | 33.63%                 |
| Part-time Employees                  |                              |                              |  |                              |   |                        |
| Contract Help                        | 270,668                      | 180,056                      | 515,000                                  | 550,450                      | 35,450  | 6.88%                  |
| Overtime                             |                              | 2,052                        | 6,500                                    | 5,000                        | (1,500)   | (23.08%)               |
| Health, Dental, Life Insurance       | 120,486                      | 163,538                      | 197,970                                  | 302,980                      | 105,010   | 53.04%                 |
| Retirement Contributions             | 152,249                      | 214,033                      | 254,060                                  | 342,180                      | 88,120  | 34.68%                 |
| Other Pay                            | 9,700                        | 11,497                       | 12,870                                   | 15,700                       | 2,830   | 21.99%                 |
| <b>Total Personal Services</b>       | <b>\$1,429,645</b>           | <b>\$1,770,247</b>           | <b>\$2,380,900</b>                       | <b>\$3,079,760</b>           | <b>\$698,860</b>                                      | <b>29.35%</b>          |
| <b>Supplies &amp; Services</b>       |                              |                              |  |                              |   |                        |
| Operating & Maintenance              | \$19,521                     | \$11,973                     | \$11,850                                 | \$15,550                     | \$3,700   | 31.22%                 |
| Staff Development                    | 57,883                       | 29,333                       | 62,950                                   | 66,000                       | 3,050   | 4.85%                  |
| Utilities                            | 31,682                       | 35,693                       | 36,680                                   | 38,700                       | 2,020   | 5.51%                  |
| Contractual Obligations              | 1,283,081                    | 1,076,856                    | 1,105,180                                | 1,157,304                    | 52,124  | 4.72%                  |
| <b>Total Supplies &amp; Services</b> | <b>\$1,392,167</b>           | <b>\$1,153,855</b>           | <b>\$1,216,660</b>                       | <b>\$1,277,554</b>           | <b>\$60,894</b>                                       | <b>5.01%</b>           |
| <b>Capital Outlay</b>                |                              |                              |  |                              |   |                        |
| Replacement Charges                  |                              |                              |  |                              |   |                        |
| Computer Hardware & Software         | 578,453                      | 228,201                      | 227,000                                  | 250,000                      | 23,000  | 10.13%                 |
| Vehicles                             |                              |                              |  |                              |   |                        |
| Miscellaneous Equipment              | 1,492                        | 2,281                        | 20,000                                   |                              | (20,000)  | (100.00%)              |
| <b>Total Capital Outlay</b>          | <b>\$579,945</b>             | <b>\$230,482</b>             | <b>\$247,000</b>                         | <b>\$250,000</b>             | <b>\$3,000</b>  | <b>1.21%</b>           |
| <b>Lease/Purchase Payments</b>       |                              |                              |  |                              |   |                        |
| <b>Total Expenditures</b>            | <b>\$3,401,757</b>           | <b>\$3,154,584</b>           | <b>\$3,844,560</b>                       | <b>\$4,607,314</b>           | <b>\$762,754</b>                                      | <b>19.84%</b>          |



**Personnel Summary**

|  | <b>BUDGET<br/>FY 2017-18</b> | <b>BUDGET<br/>FY 2018-19</b> | <b>BUDGET<br/>FY 2019-20</b> | <b>BUDGET<br/>FY 2020-21</b> | <b>CHANGE<br/>FROM<br/>FY 2019-20</b> |
|--|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------------|
| <b>Full-time Employees</b>                             |                              |                              |                              |                              |                                       |
| Information Technology Services Director/CIO           | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Enterprise Applications Manager                        | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| GIS Manager  | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| IT Operations Manager                                  | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Business Systems Consultant-V                          | 0.00                         | 0.00                         | 2.00                         | 2.00                         | 0.00                                  |
| Business Systems Consultant-IV                         | 0.00                         | 0.00                         | 7.00                         | 7.00                         | 0.00                                  |
| Business Systems Consultant-II                         | 0.00                         | 0.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Business Systems Consultant-I                          | 0.00                         | 0.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Senior GIS Analyst                                     | 0.00                         | 0.00                         | 1.00                         | 1.00                         | 0.00                                  |
| GIS Analyst  | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Help Desk Specialist                                   | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| IT Specialist - Desktop Management                     | 1.00                         | 1.00                         | 0.00                         | 0.00                         | 0.00                                  |
| IT Specialist - Public Safety                          | 2.00                         | 2.00                         | 0.00                         | 0.00                         | 0.00                                  |
| IT Specialist - Public Safety Desktop & Mobile Devices | 1.00                         | 1.00                         | 0.00                         | 0.00                         | 0.00                                  |
| IT Specialist - Server Management                      | 1.00                         | 1.00                         | 0.00                         | 0.00                         | 0.00                                  |
| IT Specialist - Applications                           | 1.00                         | 1.00                         | 0.00                         | 0.00                         | 0.00                                  |
| Enterprise Applications Analyst                        | 1.00                         | 1.00                         | 0.00                         | 0.00                         | 0.00                                  |
| <b>Total Full-time Employees</b>                       | <b>13.00</b>                 | <b>13.00</b>                 | <b>18.00</b>                 | <b>18.00</b>                 | <b>0.00</b>                           |
| <b>Total Authorized Personnel</b>                      | <b>13.00</b>                 | <b>13.00</b>                 | <b>18.00</b>                 | <b>18.00</b>                 | <b>0.00</b>                           |





**Mission Statement**

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

**Overview of Services**

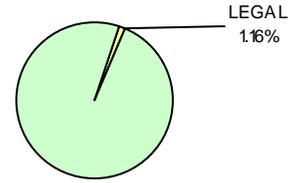
The Legal Department is responsible for all aspects of legal services to the Mayor, City Council, administrative staff, and appointed boards and commissions. Services include:

- Providing representation to the City Council, boards, commissions and staff;
- Providing legal support in the day to day operation of the City;
- Drafting and/or reviewing legal documents, ordinances and resolutions;
- Providing formal opinions on legal issues;
- Providing representation to the City in administrative proceedings and both criminal and civil judicial proceedings;
- Coordinating the use of outside legal services when required.

**BUDGET INFORMATION**

|                               |                  |
|-------------------------------|------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$882,211</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$892,846</b> |
| <b>Percentage Change</b>      | <b>(1.19%)</b>   |
| <b>FY 2020-21 FTE</b>         | <b>5.00</b>      |
| <b>Change From FY 2019-20</b> | <b>0.00</b>      |

**% OF GENERAL FUND BUDGET**



**Goals and Objectives**

The primary budget objective of the Legal Department for the FY 2020-21 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>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> | <b>2018-19</b> |
|---------------------------|----------------|----------------|----------------|----------------|----------------|
| City General              | \$17,547       | \$11,965       | \$156,380      | \$4,918        | \$794          |
| Litigation                | 23,848         | 102,563        | 21,043         | 91             | 7,130          |
| Negotiation               | 30,416         | 13,721         | 22,257         | 22,412         | 3,566          |
| Employment Matters        | -              | -              | -              | 78,956         | 24,057         |

| <b>Legal Matters</b>  | <b>2015</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> |
|-----------------------|-------------|-------------|-------------|-------------|-------------|
| Alcohol Violations    | 13          | 25          | 17          | 18          | 1           |
| Condemnations         | 9           | 11          | 31          | 7           | 8           |
| Lawsuits              | 17          | 18          | 17          | 29          | 9           |
| Ordinance             | 56          | 58          | 76          | 58          | TBD         |
| Property Acquisitions | 49          | 72          | 62          | 29          | 79          |
| Prosecution           | NA          | 159         | 162         | 153         | 95          |
| Resolution            | 530         | 314         | 211         | 159         | TBD         |



**Accomplishments**

- Collaboration with Finance and Development Services Departments regarding the administration of Sugar Creek Storm Sewer Connection Fee refund.
- Update of Fat, Oil and Grease Ordinance
- Water Works buyout and purchase agreement
- Title clearance and acquisition at no cost of encumbered property at 1st St and Ashworth Rd.
- Veterans Parkway property acquisition and related district court appeals
- Coordination by sale rather than demolition of public project-acquired structures

**Significant Information**

The Legal Department FY 2020-21 budget include \$80,000 for contracted legal services related to employment matters.



## Financial Summary

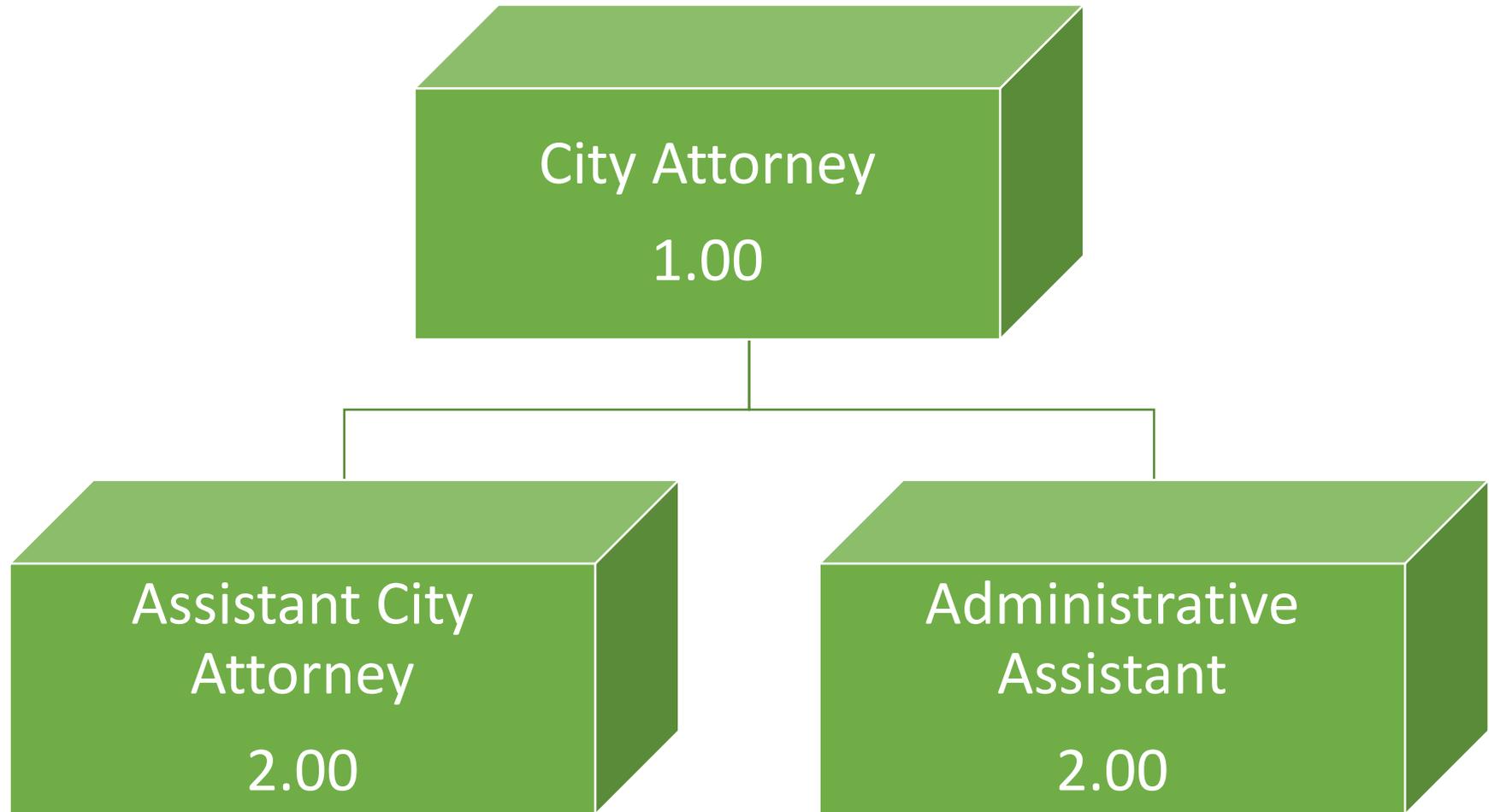
|                                      | ACTUAL<br>FY 2017-18 | ACTUAL<br>FY 2018-19 | REVISED<br>BUDGET<br>FY 2019-20 | BUDGET<br>FY 2020-21 | INC (DEC)<br>FY 2020-21<br>OVER<br>FY 2019-20 | % INC<br>(DEC)   |
|--------------------------------------|----------------------|----------------------|---------------------------------|----------------------|---|------------------|
| <b>Expenditures by Object</b>        |                      |                      |                                 |                      |   |                  |
| <b>Personal Services</b>             |                      |                      |                                 |                      |   |                  |
| Full-time Employees                  | \$468,503            | \$453,662            | \$529,000                       | \$535,000            | \$6,000                                       | 1.13%            |
| Part-time Employees                  |                      |                      |                                 |                      |   |                  |
| Contract Help                        |                      |                      |                                 |                      |   |                  |
| Overtime                             |                      |                      |                                 |                      |   |                  |
| Health, Dental, Life Insurance       | 34,653               | 53,337               | 76,575                          | 62,710               | (13,865)                                      | (18.11%)         |
| Retirement Contributions             | 79,560               | 76,515               | 91,885                          | 95,875               | 3,990   | 4.34%            |
| Other Pay                            | 2,770                | 7,968                | 2,512                           | 2,824                | 312   | 12.42%           |
| <b>Total Personal Services</b>       | <b>\$585,486</b>     | <b>\$591,482</b>     | <b>\$699,972</b>                | <b>\$696,409</b>     | <b>(\$3,563)</b>                              | <b>(0.51%)</b>   |
| <b>Supplies &amp; Services</b>       |                      |                      |                                 |                      |   |                  |
| Operating & Maintenance              | \$4,133              | \$3,809              | \$5,600                         | \$5,600              |   |                  |
| Staff Development                    | 10,008               | 9,756                | 14,695                          | 14,795               | 100   | 0.68%            |
| Utilities                            | 27                   | 31                   | 35                              | 35                   |   |                  |
| Contractual Obligations              | 108,123              | 37,431               | 167,444                         | 165,372              | (2,072)                                       | (1.24%)          |
| <b>Total Supplies &amp; Services</b> | <b>\$122,291</b>     | <b>\$51,027</b>      | <b>\$187,774</b>                | <b>\$185,802</b>     | <b>(\$1,972)</b>                              | <b>(1.05%)</b>   |
| <b>Capital Outlay</b>                |                      |                      |                                 |                      |   |                  |
| Replacement Charges                  |                      |                      |                                 |                      |   |                  |
| Computer Hardware & Software         |                      |                      |                                 |                      |   |                  |
| Vehicles                             |                      |                      |                                 |                      |   |                  |
| Miscellaneous Equipment              | 68                   |                      | 5,100                           |                      | (5,100)                                       | (100.00%)        |
| <b>Total Capital Outlay</b>          | <b>\$68</b>          |                      | <b>\$5,100</b>                  |                      | <b>(\$5,100)</b>                              | <b>(100.00%)</b> |
| <b>Lease/Purchase Payments</b>       |                      |                      |                                 |                      |   |                  |
| <b>Total Expenditures</b>            | <b>\$707,845</b>     | <b>\$642,509</b>     | <b>\$892,846</b>                | <b>\$882,211</b>     | <b>(\$10,635)</b>                             | <b>(1.19%)</b>   |



**Personnel Summary**

|                                   | <b>BUDGET<br/>FY 2017-18</b> | <b>BUDGET<br/>FY 2018-19</b> | <b>BUDGET<br/>FY 2019-20</b> | <b>BUDGET<br/>FY 2020-21</b> | <b>CHANGE<br/>FROM<br/>FY 2019-20</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          | 2.00                         | 2.00                         | 2.00                         | 2.00                         | 0.00                                  |
| <b>Total Full-time Employees</b>  | <b>5.00</b>                  | <b>5.00</b>                  | <b>5.00</b>                  | <b>5.00</b>                  | <b>0.00</b>                           |
| <b>Total Authorized Personnel</b> | <b>5.00</b>                  | <b>5.00</b>                  | <b>5.00</b>                  | <b>5.00</b>                  | <b>0.00</b>                           |





## **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 laws and regulation and working to maintain a steady property tax rate."

## **Overview of Services**

The Finance Department provides both internal and external services for the City of West Des Moines through four divisions: Administration, Accounting, Budget, and Payroll. Services include:

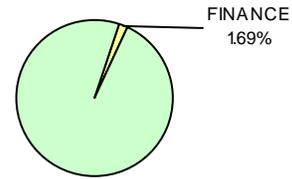
- Accounting for City revenues, expenditures, assets and liabilities;
- Processing bi-weekly payroll and year end information;
- Preparing and administering the annual operating and capital budgets and annual financial reporting;
- Maintaining and securing the City's investment portfolio;
- Assuring timely payment of the City's bills, claims, and debt liabilities;
- Maintaining and providing copies of all financial documents;
- Developing and implementing financial policies and programs consistent with legal requirements;
- Administering the City's debt programs;
- Administering and oversight of grant funds;
- Maintaining, analyzing, and evaluating the City's risk management programs.



**BUDGET INFORMATION**

|                               |                    |
|-------------------------------|--------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$1,280,771</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$1,244,669</b> |
| <b>Percentage Change</b>      | <b>2.90%</b>       |
| <b>FY 2020-21 FTE</b>         | <b>8.75</b>        |
| <b>Change From FY 2019-20</b> | <b>1.00</b>        |

**% OF GENERAL FUND BUDGET**



**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>October 2016</b> | <b>July 2017</b> | <b>May 2018</b> | <b>Nov 2018</b> | <b>May 2019</b> | <b>July 2019</b> |
| <b>Ratings Agency</b>                                      | Moody's             | S & P            | Moody's         | Moody's         | S & P           | S & P            |
| <b>Bond Rating</b>   | Aaa                 | AAA              | Aaa             | Aaa             | AAA             | AAA              |

**Accomplishments**

- Received AAA bond rating from S&P in July of 2019
- 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 overhaul of the travel and training policy in May of 2019
- Completed successful annual audit without any material weaknesses or significant deficiencies

**Significant Information**

The Finance Department has been allocated funding for a new Accountant-Procurement position.



**Financial Summary**

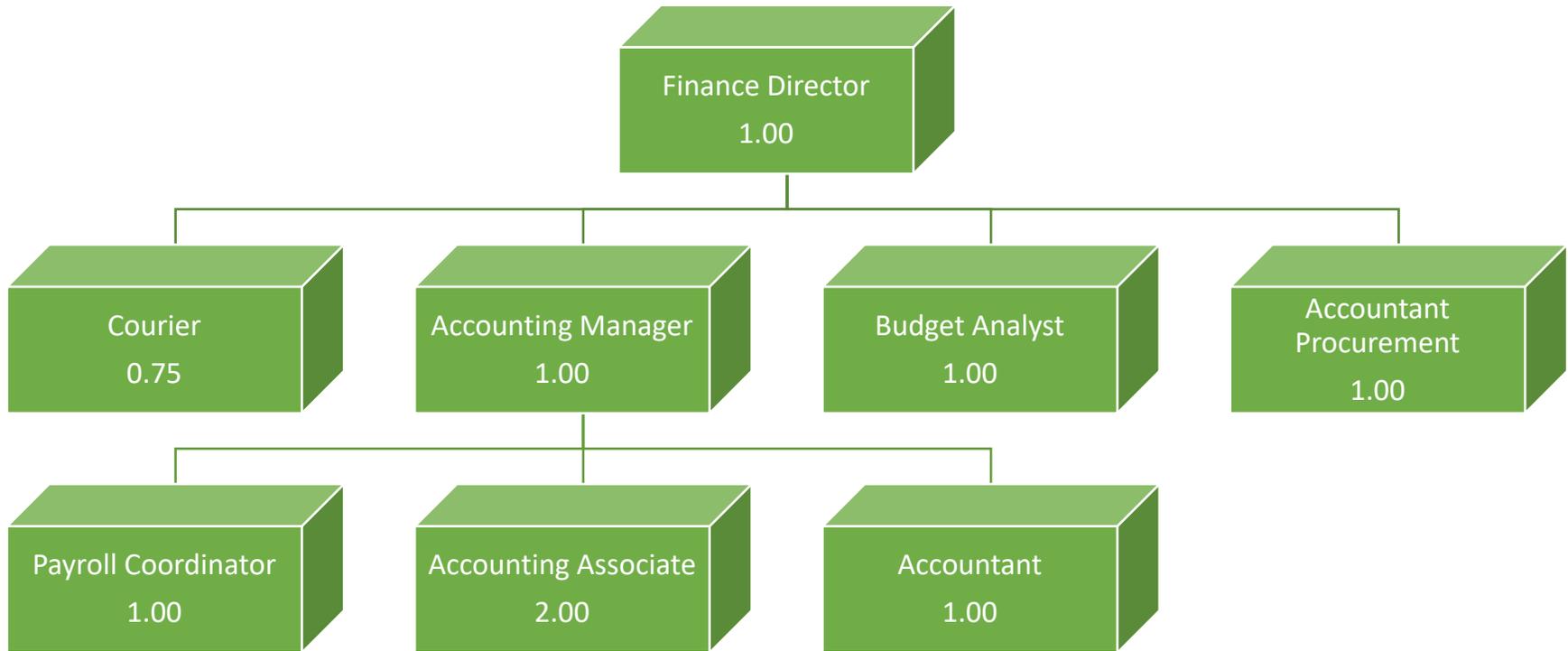
|                                      | <b>ACTUAL<br/>FY 2017-18</b> | <b>ACTUAL<br/>FY 2018-19</b> | <b>REVISED<br/>BUDGET<br/>FY 2019-20</b> | <b>BUDGET<br/>FY 2020-21</b> | <b>INC (DEC)<br/>FY 2020-21<br/>OVER<br/>FY 2019-20</b> | <b>% INC<br/>(DEC)</b> |
|--------------------------------------|------------------------------|------------------------------|--|------------------------------|---|------------------------|
| <b>Expenditures by Object</b>        |                              |                              |  |                              |   |                        |
| <b>Personal Services</b>             |                              |                              |  |                              |   |                        |
| Full-time Employees                  | \$567,617                    | \$618,222                    | \$594,170                                | \$636,605                    | \$42,435  | 7.14%                  |
| Part-time Employees                  | 21,701                       | 22,096                       | 36,000                                   | 50,000                       | 14,000  | 38.89%                 |
| Contract Help                        | 64,500                       | 18,010                       | 20,000                                   |                              | (20,000)  | (100.00%)              |
| Overtime                             | 16,392                       | 6,710                        | 25,000                                   | 15,000                       | (10,000)  | (40.00%)               |
| Health, Dental, Life Insurance       | 78,153                       | 82,351                       | 85,702                                   | 96,241                       | 10,539  | 12.30%                 |
| Retirement Contributions             | 101,570                      | 112,970                      | 115,225                                  | 124,325                      | 9,100   | 7.90%                  |
| Other Pay                            | 4,413                        | 4,330                        | 4,330                                    | 4,037                        | (293)   | (6.77%)                |
| <b>Total Personal Services</b>       | <b>\$854,346</b>             | <b>\$864,689</b>             | <b>\$880,427</b>                         | <b>\$926,208</b>             | <b>\$45,781</b>   | <b>5.20%</b>           |
| <b>Supplies &amp; Services</b>       |                              |                              |  |                              |   |                        |
| Operating & Maintenance              | \$39,126                     | \$39,821                     | \$56,400                                 | \$54,375                     | (\$2,025)   | (3.59%)                |
| Staff Development                    | 8,616                        | 9,146                        | 16,420                                   | 16,725                       | 305   | 1.86%                  |
| Utilities                            |                              |                              |  |                              |   |                        |
| Contractual Obligations              | 255,531                      | 223,278                      | 289,422                                  | 278,606                      | (10,816)  | (3.74%)                |
| <b>Total Supplies &amp; Services</b> | <b>\$303,273</b>             | <b>\$272,245</b>             | <b>\$362,242</b>                         | <b>\$349,706</b>             | <b>(\$12,536)</b>                                       | <b>(3.46%)</b>         |
| <b>Capital Outlay</b>                |                              |                              |  |                              |   |                        |
| Replacement Charges                  | \$2,652                      | \$2,617                      |  | \$2,857                      | \$2,857   | 100.00%                |
| Computer Hardware & Software         | 3,522                        | 4,021                        |  |                              |   |                        |
| Vehicles                             |                              |                              |  |                              |   |                        |
| Miscellaneous Equipment              | 90                           |                              | 2,000                                    | 2,000                        |   |                        |
| <b>Total Capital Outlay</b>          | <b>\$6,264</b>               | <b>\$6,638</b>               | <b>\$2,000</b>                           | <b>\$4,857</b>               | <b>\$2,857</b>  | <b>142.85%</b>         |
| <b>Lease/Purchase Payments</b>       |                              |                              |  |                              |   |                        |
| <b>Total Expenditures</b>            | <b>\$1,163,883</b>           | <b>\$1,143,572</b>           | <b>\$1,244,669</b>                       | <b>\$1,280,771</b>           | <b>\$36,102</b>   | <b>2.90%</b>           |



**Personnel Summary**

|                                   | <b>BUDGET<br/>FY 2017-18</b> | <b>BUDGET<br/>FY 2018-19</b> | <b>BUDGET<br/>FY 2019-20</b> | <b>BUDGET<br/>FY 2020-21</b> | <b>CHANGE<br/>FROM<br/>FY 2019-20</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                                  |
| Accounting Associate              | 2.00                         | 2.00                         | 2.00                         | 2.00                         | 0.00                                  |
| Administrative Secretary          | 1.00                         | 1.00                         | 0.00                         | 0.00                         | 0.00                                  |
| Payroll Coordinator               | 1.00                         | 1.00                         | 1.00                         | 1.00                         | 0.00                                  |
| Procurement Coordinator           | 0.00                         | 0.00                         | 0.00                         | 1.00                         | 1.00                                  |
| Secretary                         | 0.66                         | 0.66                         | 0.00                         | 0.00                         | 0.00                                  |
| <b>Total Full-time Employees</b>  | <b>8.66</b>                  | <b>8.66</b>                  | <b>7.00</b>                  | <b>8.00</b>                  | <b>1.00</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>9.41</b>                  | <b>9.41</b>                  | <b>7.75</b>                  | <b>8.75</b>                  | <b>1.00</b>                           |

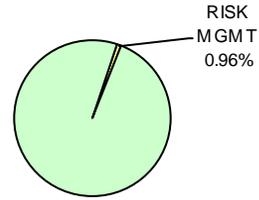




**BUDGET INFORMATION**

|                               |                  |
|-------------------------------|------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$740,890</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$735,500</b> |
| <b>Percentage Change</b>      | <b>0.73%</b>     |
| <b>FY 2020-21 FTE</b>         | <b>0.00</b>      |
| <b>Change From FY 2019-20</b> | <b>0.00</b>      |

**% 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 2020-21 due to several factors. Premiums are expected to increase due the addition of several new facilities, included the Jamie Hurd Amphitheater, Public Services facility, and the Raccoon River Park Boathouse; as well as the addition of new vehicles and equipment.



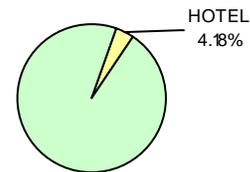
## Financial Summary

|                                      | ACTUAL<br>FY 2017-18 | ACTUAL<br>FY 2018-19 | REVISED<br>BUDGET<br>FY 2019-20 | BUDGET<br>FY 2020-21 | INC (DEC)<br>FY 2020-21<br>OVER<br>FY 2019-20 | % INC<br>(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              | \$25,157             | \$46,923             | \$115,000                       | \$85,000             | (\$30,000)                                    | (26.09%)       |
| Staff Development                    |                      |                      |                                 |                      |   |                |
| Utilities                            |                      |                      |                                 |                      |   |                |
| Contractual Obligations              | 404,888              | 418,476              | 620,500                         | 655,890              | 35,390  | 5.70%          |
| <b>Total Supplies &amp; Services</b> | <b>\$430,045</b>     | <b>\$465,399</b>     | <b>\$735,500</b>                | <b>\$740,890</b>     | <b>\$5,390</b>                                | <b>0.73%</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>\$430,045</b>     | <b>\$465,399</b>     | <b>\$735,500</b>                | <b>\$740,890</b>     | <b>\$5,390</b>                                | <b>0.73%</b>   |



**BUDGET INFORMATION**

|                               |                    |
|-------------------------------|--------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$3,166,572</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$3,431,000</b> |
| <b>Percentage Change</b>      | <b>(7.71%)</b>     |
| <b>FY 2020-21 FTE</b>         | <b>0.00</b>        |
| <b>Change From FY 2019-20</b> | <b>0.00</b>        |

**% 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 20-21, 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 2020. 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>Historical Distribution of Hotel/Motel Tax Dollars per 28E Agreements</b> |                |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|
|  | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> | <b>2018-19</b> |
| BRAVO Greater Des Moines   | \$963,579      | \$1,033,317    | \$1,111,498    | \$1,100,830    | \$1,184,934    |
| Greater Des Moines Convention & Visitors Bureau                              | 1,028,579      | 1,098,517      | 1,176,498      | 1,165,830      | 1,249,934      |
| Iowa Events Center   | 65,000         | 65,000         | 65,000         | 65,000         | 65,000         |



## Financial Summary

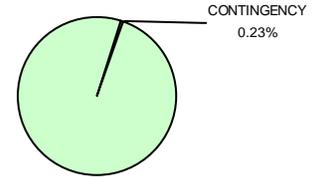
|                                      | ACTUAL<br>FY 2017-18 | ACTUAL<br>FY 2018-19 | REVISED<br>BUDGET<br>FY 2019-20 | BUDGET<br>FY 2020-21 | INC (DEC)<br>FY 2020-21<br>OVER<br>FY 2019-20 | % INC<br>(DEC) |
|--------------------------------------|----------------------|----------------------|---------------------------------|----------------------|---|----------------|
| <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              | \$25,653             | \$34,410             | \$50,500                        | \$51,000             | \$500   | 0.99%          |
| Staff Development                    |                      |                      |                                 |                      |   |                |
| Utilities                            |                      |                      |                                 |                      |   |                |
| Contractual Obligations              | 2,820,904            | 2,865,868            | 3,380,500                       | 3,115,572            | (264,928)                                     | (7.84%)        |
| <b>Total Supplies &amp; Services</b> | <b>\$2,846,557</b>   | <b>\$2,900,278</b>   | <b>\$3,431,000</b>              | <b>\$3,166,572</b>   | <b>(\$264,428)</b>                            | <b>(7.71%)</b> |
| <b>Capital Outlay</b>                |                      |                      |                                 |                      |   |                |
| Replacement Charges                  |                      |                      |                                 |                      |   |                |
| Computer Hardware & Software         |                      |                      |                                 |                      |   |                |
| Vehicles                             |                      |                      |                                 |                      |   |                |
| Miscellaneous Equipment              |                      |                      |                                 |                      |   |                |
| <b>Total Capital Outlay</b>          |                      |                      |                                 |                      |   |                |
| <b>Lease/Purchase Payments</b>       |                      |                      |                                 |                      |   |                |
| <b>Total Expenditures</b>            | <b>\$2,846,557</b>   | <b>\$2,900,278</b>   | <b>\$3,431,000</b>              | <b>\$3,166,572</b>   | <b>(\$264,428)</b>                            | <b>(7.71%)</b> |



**BUDGET INFORMATION**

|                               |                  |
|-------------------------------|------------------|
| <b>FY 2020-21 Budget</b>      | <b>\$178,000</b> |
| <b>FY 2019-20 Budget</b>      | <b>\$178,000</b> |
| <b>Percentage Change</b>      | <b>0.00%</b>     |
| <b>FY 2020-21 FTE</b>         | <b>0.00</b>      |
| <b>Change From FY 2019-20</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<br>FY 2017-18 | ACTUAL<br>FY 2018-19 | REVISED<br>BUDGET<br>FY 2019-20 | BUDGET<br>FY 2020-21 | INC (DEC)<br>FY 2020-21<br>OVER<br>FY 2019-20 | % INC<br>(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              | \$48,622             | (\$8,381)            | \$178,000                       | \$178,000            |   |                |
| Staff Development                    |                      |                      |                                 |                      |   |                |
| Utilities                            |                      |                      |                                 |                      |   |                |
| Contractual Obligations              | 800                  |                      |                                 |                      |   |                |
| <b>Total Supplies &amp; Services</b> | <b>\$49,422</b>      | <b>(\$8,381)</b>     | <b>\$178,000</b>                | <b>\$178,000</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>\$49,422</b>      | <b>(\$8,381)</b>     | <b>\$178,000</b>                | <b>\$178,000</b>     |   |                |



