

CITY MANAGER

Departmental Summary

FUND/ACTIVITY	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
General Fund:				
<i>Revenue</i>				
Administration	492,877	465,811	489,642	496,568
Sister City Commission	744	751	751	759
Office of Economic Development	60,965	60,000	60,000	60,000
Information	6,560	14,000	14,000	14,000
Facilities Maintenance	---	508,673	631,322	651,341
Total Revenues	<u>561,145</u>	<u>1,049,235</u>	<u>1,195,715</u>	<u>1,222,668</u>
<i>Expenditure</i>				
Administration	1,484,804	1,628,856	1,595,377	1,808,040
Sister City Commission	17,356	15,350	15,595	15,617
Office of Economic Development	710,657	919,987	954,486	993,946
Information	347,440	406,282	452,857	461,801
Facilities Maintenance	111,158	3,449,403	3,494,471	3,636,010
Total Expenditures	<u>2,671,416</u>	<u>6,419,878</u>	<u>6,512,786</u>	<u>6,915,414</u>
Subsidy	2,110,270	5,370,643	5,317,071	5,692,746
<i>Personnel</i>				
Administration	10.00	10.00	10.00	11.00
Office of Economic Development	7.00	7.00	7.00	7.00
Information	2.00	2.00	2.00	2.00
Facilities Maintenance	---	21.00	21.00	21.00
Total Personnel	<u>19.00</u>	<u>40.00</u>	<u>40.00</u>	<u>41.00</u>
Internal Service Funds:				
<i>Expenditure</i>				
Fleet Service Maintenance	4,070,945	4,130,638	4,121,584	4,330,991
Fuel Services	2,169,211	2,346,913	2,346,848	2,346,896
Motor Pool	50,075	63,532	61,409	62,776
Fleet Service Parts	3,227,958	3,279,342	3,338,900	3,427,400
Equipment Replacement	3,168,501	1,400,000	2,654,500	2,654,500
Total Expenditures	<u>12,686,690</u>	<u>11,220,425</u>	<u>12,523,241</u>	<u>12,822,563</u>
<i>Personnel</i>				
Fleet Service Maintenance	38.00	38.00	38.00	38.00
Total Personnel	<u>38.00</u>	<u>38.00</u>	<u>38.00</u>	<u>38.00</u>
Special Revenue Funds:				
<i>Expenditure</i>				
Special Revenue Funds	14,278,890	14,570,568	14,309,095	18,014,765
Total Expenditures	<u>14,278,890</u>	<u>14,570,568</u>	<u>14,309,095</u>	<u>18,014,765</u>
Expenditure Total	<u>29,636,995</u>	<u>32,210,871</u>	<u>33,345,122</u>	<u>37,752,742</u>
Personnel Total	<u>57.00</u>	<u>78.00</u>	<u>78.00</u>	<u>79.00</u>

CITY MANAGER

Administration G001 CM001000 General Fund

Description:

The functions of Administration are to: (1) implement Council policy and enforce City ordinances, (2) advise Council on policy matters, (3) prepare written materials and management reports, (4) present the annual operating and capital budget, (5) answer inquiries and service requests, (6) coordinate the day-to-day administration of the City government, (7) provide for the administrative functions of special councils and commissions, (8) promote public and professional relations with other local, state, regional, and federal entities, and (9) communicate with and provide administrative functions for the Greater Des Moines Sister City Commission.

Revenue Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	492,877	465,811	489,642	496,568
Revenue Totals	492,877	465,811	489,642	496,568

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	1,415,810	1,544,624	1,510,576	1,654,188
Contractual Services	62,690	76,557	77,126	147,177
Other Services and Charges	48	---	---	---
Commodities	6,107	6,675	6,675	6,675
Capital Outlays	150	1,000	1,000	---
Total Expenditure	1,484,804	1,628,856	1,595,377	1,808,040

Subsidy	991,928	1,163,045	1,105,735	1,311,472
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Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00	2.00
Assistant to the City Manager	2.00	2.00	2.00	2.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	1.00	1.00	1.00
Management Fellow	1.00	1.00	1.00	1.00
Government Relations Director	1.00	1.00	1.00	1.00
Transportation Planner	---	---	---	1.00
Total Full-time Permanent Employees	10.00	10.00	10.00	11.00

**Sister City Commission
G001 CM021000
General Fund**

Description:

The function of the Sister City Commission is to initiate cultural, commercial, social, and educational exchanges between our citizens and those of our sister cities. The Commission is comprised of 15 members from Des Moines, and one each from the participating suburbs of Ankeny, Cumming, Johnston, and Windsor Heights. Members are appointed by mayors and council members of those cities. The sister cities are Catanzaro, Italy; Kofu, Japan; Saint-Etienne, France; Shijiazhuang, China; and Stavropol, Russia.

Revenue Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	744	751	751	759
Revenue Totals	744	751	751	759

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	759	800	800	822
Contractual Services	9,019	13,850	14,095	14,095
Other Services and Charges	393	---	---	---
Commodities	7,185	700	700	700
Total Expenditure	17,356	15,350	15,595	15,617
Subsidy	16,612	14,599	14,844	14,858

CITY MANAGER

Office of Economic Development G001 CM022000 General Fund

Description:

The functions of the Economic Development Division are: (1) to plan, promote, develop, finance, and manage commercial, industrial, and multi-family residential growth opportunities for new and existing businesses and developers in order to create quality jobs and increase the municipal tax base and (2) to provide staff services to the Urban Renewal Board, Corporation for Economic Development in Des Moines, and the Architectural Advisory Board for urban renewal projects.

Revenue Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	60,965	60,000	60,000	60,000
Revenue Totals	60,965	60,000	60,000	60,000

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	680,330	884,097	918,334	957,770
Contractual Services	25,366	33,890	34,152	34,176
Other Services and Charges	489	---	---	---
Commodities	3,842	2,000	2,000	2,000
Capital Outlays	629	---	---	---
Total Expenditure	710,657	919,987	954,486	993,946
Subsidy	649,692	859,987	894,486	933,946

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Economic Development Director	---	---	1.00	1.00
Economic Development Coordinator	5.00	5.00	4.00	4.00
Project Manager	1.00	1.00	1.00	1.00
Economic Development Assistant	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	7.00	7.00	7.00	7.00

**Information
G001 CM023000
General Fund**

Description:

The function of Public Information is to: 1) perform as a liaison and contact for media organization, 2) coordinate public relations on behalf of the City, 3) coordinate and maintain the City's official internet site, and 4) program and operate the City cable channel.

Revenue Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	6,560	14,000	14,000	14,000
Revenue Totals	6,560	14,000	14,000	14,000

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	189,854	231,062	260,637	269,581
Contractual Services	155,046	162,920	179,920	179,920
Commodities	2,471	7,300	7,300	7,300
Capital Outlays	69	5,000	5,000	5,000
Total Expenditure	347,440	406,282	452,857	461,801
Subsidy	340,880	392,282	438,857	447,801

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Chief Communications Officer	1.00	1.00	1.00	1.00
Communication Specialist	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	2.00	2.00	2.00	2.00

CITY MANAGER

Facilities Maintenance G001 CM030000 General Fund

Description:

Responsible for all municipal buildings and City facilities, the functions of Facilities Maintenance are: (1) preserve, enhance, and maintain existing municipal buildings and City facilities, (2) determine infrastructure and safety needs for all city facilities, and (3) meet federally mandated requirements regarding buildings. While there are numerous City facilities major Municipal Buildings include: Armory; City Hall; Municipal Service Center; Four Mile, Pioneer-Columbus, and Chesterfield Community Centers; Police Headquarters, Academy, Animal Control and Homeland Security buildings; and Public Works and Equipment Maintenance Compounds.

The Facilities Maintenance function combines the Construction and Structural Repair and Municipal Buildings budgets and centralizes the management of those functions within the City Manager's Office. Prior to fiscal year 2017, the Construction and Structural Repair and Municipal Buildings functions were part of the Park and Recreation Department.

Revenue Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Charges for Services/User Fees	---	434,300	560,000	579,000
Other	---	74,373	71,322	72,341
Revenue Totals	---	508,673	631,322	651,341

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	36,177	2,133,899	2,168,183	2,244,196
Contractual Services	68,390	930,754	953,938	978,564
Other Services and Charges	---	191,900	168,900	193,900
Commodities	6,590	192,850	194,450	191,450
Capital Outlays	---	---	9,000	27,900
Total Expenditure	111,158	3,449,403	3,494,471	3,636,010
Subsidy	111,158	2,940,730	2,863,149	2,984,669

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Facilities Manager	---	1.00	1.00	1.00
Facilities Operations Manager	---	---	1.00	1.00
Building & Parks Maintenance Supervisor	---	1.00	---	---
Buildings & Grounds Superintendent	---	1.00	1.00	1.00
Air-Conditioning Mechanic	---	1.00	1.00	1.00
Electrician	---	3.00	3.00	3.00
Climate Control Technician	---	1.00	1.00	1.00
Painter	---	3.00	3.00	3.00
Plumber	---	1.00	1.00	1.00
Senior Maintenance Carpenter	---	4.00	4.00	4.00
Irrigation Technician	---	1.00	1.00	1.00
Senior Building Equipment Operator	---	4.00	4.00	4.00
Total Full-time Permanent Employees	---	21.00	21.00	21.00

**Fleet Service Maintenance
I010 CM024020
Equipment Maintenance Center Fund**

Description:

The function of Equipment Maintenance Center is for a facility to provide repair and maintenance for all of the City's equipment fleet, along with Aviation, Fire, and the Park & Recreation Departments providing repair services for specialized equipment related to operations in those departments.

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	3,363,690	3,542,875	3,535,871	3,640,238
Contractual Services	357,709	487,763	485,713	490,753
Other Services and Charges	328,788	85,000	85,000	85,000
Commodities	20,758	15,000	15,000	15,000
Capital Outlays	---	---	---	100,000
Total Expenditure	4,070,945	4,130,638	4,121,584	4,330,991

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Fleet Services Manager	1.00	1.00	1.00	1.00
Fleet Services Operations Manager	1.00	1.00	1.00	1.00
Fleet Services Section Chief	2.00	2.00	2.00	2.00
Fleet Services Vehicle and Equipment Coordinator	1.00	1.00	1.00	1.00
Fleet Services Master Mechanic/Team Leader	2.00	2.00	2.00	2.00
Fleet Services Mechanic/Team Leader	1.00	1.00	1.00	1.00
Fleet Services Master Mechanic II	3.00	3.00	3.00	3.00
Fleet Services Welder	1.00	1.00	1.00	1.00
Fleet Services Auto Body Person	1.00	1.00	1.00	1.00
Park Maintenance Mechanic	2.00	2.00	2.00	2.00
Fleet Services Master Mechanic	14.00	14.00	14.00	14.00
Fleet Services Mechanic	2.00	2.00	2.00	2.00
Fleet Services Service Person	5.00	5.00	5.00	5.00
Fleet Services Administrative Coordinator	1.00	1.00	1.00	1.00
Fleet Services Service Writer	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	38.00	38.00	38.00	38.00

CITY MANAGER

Fuel Services I010 CM024022 Equipment Maintenance Center Fund

Description:

The function of the Fuel Services budget is to purchase unleaded and diesel fuel for distribution at the City fuel island.

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Contractual Services	51,709	43,777	43,712	43,760
Commodities	<u>2,117,502</u>	<u>2,303,136</u>	<u>2,303,136</u>	<u>2,303,136</u>
Total Expenditure	<u>2,169,211</u>	<u>2,346,913</u>	<u>2,346,848</u>	<u>2,346,896</u>

**Motor Pool
I010 CM024023
Equipment Maintenance Center Fund**

Description:

The function of motor pool is to provide for vehicles which can be shared by department personnel, reducing the need for separate vehicles.

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Contractual Services	50,075	63,532	61,409	62,776
Total Expenditure	50,075	63,532	61,409	62,776

CITY MANAGER

Fleet Service Parts I010 CM024024 Equipment Maintenance Center Fund

Description:

The function of Fleet Service Parts is for the purchase of equipment parts for the City's Equipment Maintenance Facility to use in repair and maintenance of the City fleet.

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Contractual Services	276,055	288,400	288,400	288,400
Commodities	2,951,903	2,990,942	3,050,500	3,139,000
Total Expenditure	3,227,958	3,279,342	3,338,900	3,427,400

**Equipment Replacement
I201 CM024021
Equipment Replacement Fund**

Description:

The function of Equipment Replacement budget is to provide for a central budget to purchase the vehicles used for General Fund and Road Use Tax fund program operations.

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Capital Outlays	3,168,501	1,400,000	2,654,500	2,654,500
Total Expenditure	3,168,501	1,400,000	2,654,500	2,654,500

The amended fiscal year 2017 budget and fiscal year 2018 budget increased significantly to accommodate the replacement of vehicles and equipment at the end of its useful life cycle.

CITY MANAGER

Special Revenue and Other Funds

ORGANIZATION CODE		2015-16	2016-17		2017-18	
		ACTUAL	ADOPTED	AMENDED	ADOPTED	
Special Revenue Funds						
S023	CM025029	CDBG Loan Repayments	---	300,000	300,000	300,000
S371	S371CM99	Economic Development Projects (Capital Projects)	10,867,191	12,330,118	12,072,645	15,788,315
S719	ND409731	Employee Appreciation Events	57,736	31,000	31,000	31,000
S728	ND409733	Combined Charities Campaign	---	1,500	1,500	1,500
S733	CM027000	Council Round Table Refreshment Fund	1,612	5,000	5,000	5,000
S743	CM025033	Economic Development Enterprise	3,337,276	1,898,450	1,884,450	1,884,450
S788	CM022039	SW 9th Revitalization	15,074	---	---	---
S845	CM026037	Youth Advisory Board	---	4,500	4,500	4,500
S876	CMNLC016	National League of Cities Sustainability Grant	---	---	10,000	---
		Total Special Revenue Funds	<u>14,278,890</u>	<u>14,570,568</u>	<u>14,309,095</u>	<u>18,014,765</u>
		Total Special Revenue and Other Funds	<u>14,278,890</u>	<u>14,570,568</u>	<u>14,309,095</u>	<u>18,014,765</u>