

CITY MANAGER

Departmental Summary

FUND/ACTIVITY	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
General Fund:				
<i>Revenue</i>				
Administration	519,261	530,408	518,660	525,847
Sister City Commission	2,788	1,722	1,066	1,066
Office of Economic Development	60,090	60,000	60,000	60,000
Information	12,284	10,150	10,150	10,150
Facilities Maintenance	214,800	208,213	164,061	189,102
Total Revenues	<u>809,224</u>	<u>810,493</u>	<u>753,937</u>	<u>786,165</u>
<i>Expenditure</i>				
Administration	2,017,262	2,138,361	1,938,599	1,971,929
Sister City Commission	15,717	15,567	22,833	20,833
Office of Economic Development	1,910,910	1,045,814	1,162,087	1,185,645
Information	301,277	407,134	497,189	518,244
Facilities Maintenance	3,313,307	3,145,745	3,578,532	3,785,124
Benchmarking	---	114,000	124,000	89,000
Total Expenditures	<u>7,558,473</u>	<u>6,866,621</u>	<u>7,323,240</u>	<u>7,570,775</u>
Subsidy	6,749,249	6,056,128	6,569,303	6,784,610
<i>Personnel</i>				
Administration	12.00	12.00	10.00	10.00
Office of Economic Development	7.00	7.00	7.00	7.00
Information	2.00	2.00	3.00	3.10
Facilities Maintenance	22.00	22.00	22.00	25.00
Total Personnel	<u>43.00</u>	<u>43.00</u>	<u>42.00</u>	<u>45.10</u>
Internal Service Funds:				
<i>Expenditure</i>				
Fleet Service Maintenance	4,024,807	4,347,591	---	---
Fuel Services	2,119,115	2,354,034	---	---
Motor Pool	75,266	73,320	---	---
Fleet Service Parts	3,368,406	3,427,100	---	---
Equipment Replacement	2,114,115	4,032,500	---	---
Total Expenditures	<u>11,701,709</u>	<u>14,234,545</u>	<u>---</u>	<u>---</u>
<i>Personnel</i>				
Fleet Service Maintenance	38.00	38.00	---	---
Total Personnel	<u>38.00</u>	<u>38.00</u>	<u>---</u>	<u>---</u>
Special Revenue Funds:				
<i>Expenditure</i>				
Special Revenue Funds	30,006,875	18,704,525	19,530,830	23,469,113
Total Expenditures	<u>30,006,875</u>	<u>18,704,525</u>	<u>19,530,830</u>	<u>23,469,113</u>
Expenditure Total	<u>49,267,157</u>	<u>39,805,691</u>	<u>26,854,070</u>	<u>31,039,888</u>
Personnel Total	<u>81.00</u>	<u>81.00</u>	<u>42.00</u>	<u>45.10</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	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Charges for Services/User Fees	479	4,934	---	---
Other	518,783	525,474	518,660	525,847
Total Revenues	519,261	530,408	518,660	525,847

Expenditure Detail:

MAJOR OBJECT	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	1,821,847	2,017,797	1,766,621	1,837,451
Contractual Services	187,597	115,164	165,578	128,578
Other Services and Charges	224	---	---	---
Commodities	7,594	5,400	6,400	5,900
Total Expenditures	2,017,262	2,138,361	1,938,599	1,971,929

Subsidy	1,498,000	1,607,953	1,419,939	1,446,082
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Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2017-18	2018-19		2019-20
	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
Management Services Director	1.00	1.00	---	---
Government Relations Director	1.00	1.00	1.00	1.00
Performance and Innovation Manager	1.00	1.00	1.00	1.00
Transportation Planner	1.00	1.00	---	---
Assistant to the City Manager	1.00	1.00	1.00	1.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00
Executive Administrative Assistant	2.00	2.00	1.00	1.00
Policy Liaison	---	---	1.00	1.00
Total Full-time Permanent Employees	12.00	12.00	10.00	10.00

Changes in fiscal year 2019 amended budget include the elimination of the Management Services Director position that was vacated through retirement. The Transportation Planner position is now budgeted in the Engineering Department, T&T Administration - G001 EG062077.

**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. Norwalk joined the Commission in July 2017. 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	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	2,788	1,722	1,066	1,066
Total Revenues	2,788	1,722	1,066	1,066

Expenditure Detail:

MAJOR OBJECT	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	1,087	822	1,088	1,088
Contractual Services	14,180	14,045	16,045	14,045
Other Services and Charges	336	---	5,000	5,000
Commodities	113	700	700	700
Total Expenditures	15,717	15,567	22,833	20,833
Subsidy	12,929	13,845	21,767	19,767

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 and the Corporation for Economic Development in Des Moines.

Revenue Detail:

MAJOR OBJECT	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	60,090	60,000	60,000	60,000
Total Revenues	60,090	60,000	60,000	60,000

Expenditure Detail:

MAJOR OBJECT	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	962,812	1,012,307	1,019,656	1,043,214
Contractual Services	944,278	29,907	139,431	139,431
Commodities	3,821	3,600	3,000	3,000
Total Expenditures	1,910,910	1,045,814	1,162,087	1,185,645
Subsidy	1,850,820	985,814	1,102,087	1,125,645

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Economic Development Director	1.00	1.00	1.00	1.00
Economic Development Coordinator	4.00	4.00	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

CITY MANAGER

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	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	12,284	10,150	10,150	10,150
Total Revenues	12,284	10,150	10,150	10,150

Expenditure Detail:

MAJOR OBJECT	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	133,300	212,814	297,614	318,069
Contractual Services	163,235	181,920	187,175	187,775
Commodities	3,356	7,400	8,400	8,400
Capital Outlays	1,386	5,000	4,000	4,000
Total Expenditures	301,277	407,134	497,189	518,244

Subsidy	288,993	396,984	487,039	508,094
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Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Chief Communications Officer	1.00	1.00	1.00	1.00
Communication Specialist	1.00	1.00	2.00	2.10
Total Full-time Permanent Employees	2.00	2.00	3.00	3.10

Changes in fiscal year 2019 amended budget includes the addition of a Communication Specialist position. This was a mid-year budget addition. Additionally, a new Communications Specialist will be added in fiscal year 2020. 10 percent of this position will be funded by the General fund.

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.

Revenue Detail:

MAJOR OBJECT	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Charges for Services/User Fees	152,165	147,586	97,585	121,667
Other	62,635	60,627	66,476	67,435
Total Revenues	214,800	208,213	164,061	189,102

Expenditure Detail:

MAJOR OBJECT	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	1,673,797	1,796,465	2,062,188	2,334,179
Contractual Services	1,026,943	934,141	1,157,178	1,091,779
Other Services and Charges	365,592	194,819	83,400	83,400
Commodities	202,222	192,420	222,866	222,866
Capital Outlays	44,753	27,900	52,900	52,900
Total Expenditures	3,313,307	3,145,745	3,578,532	3,785,124
Subsidy	3,098,506	2,937,532	3,414,471	3,596,022

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Facilities Manager	1.00	1.00	1.00	1.00
Facilities Operations Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Air-Conditioning Mechanic	1.00	1.00	1.00	1.00
Electrician	3.00	3.00	3.00	4.00
Climate Control Technician	1.00	1.00	1.00	1.00
Painter	3.00	3.00	3.00	3.00
Plumber	1.00	1.00	1.00	2.00
Senior Maintenance Carpenter	4.00	4.00	4.00	4.00
Irrigation Technician	1.00	1.00	1.00	1.00
Senior Building Equipment Operator	3.00	3.00	3.00	3.00
Building Equipment Operator	1.00	1.00	1.00	2.00
Facilities Administrative Coordinator	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	22.00	22.00	22.00	25.00

An Electrician, Plumber, and Building Equipment Operator positions have been added to the fiscal year 2020 budget as part of the budget process. For fiscal years 2019 and 2020, approximately 87 and 84 percent, respectively, of total salaries and benefits are budgeted in the personal services line above with the remaining expense being direct charges to various Capital Improvement projects.

**Benchmarking
G001 CM032000
General Fund**

Description:

The function of Benchmarking is to provide funds for enterprise-wide benchmarking activities including the City's strategic plan- GuideDSM, STAR Communities, and the biennial Resident and Business Survey Reports.

Historically, this budget was comingled with Human Resources employee development funds (City Wide Training and Benchmarking - ND409732).

Expenditure Detail:

MAJOR OBJECT	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Contractual Services	---	114,000	124,000	89,000
Total Expenditures	---	114,000	124,000	89,000
Subsidy	---	114,000	124,000	89,000

CITY MANAGER

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 the Fire and Park & Recreation Departments, providing repair services for specialized equipment related to operations in those departments.

Expenditure Detail:

MAJOR OBJECT	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	3,425,579	3,698,248	---	---
Contractual Services	422,744	495,822	---	---
Other Services and Charges	102,688	111,000	---	---
Commodities	18,200	15,000	---	---
Capital Outlays	55,595	27,521	---	---
Total Expenditures	4,024,807	4,347,591	---	---

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Fleet Services Manager	1.00	1.00	---	---
Fleet Services Operations Manager	1.00	1.00	---	---
Fleet Services Section Chief	2.00	2.00	---	---
Fleet Services Vehicle and Equipment Coordinator	1.00	1.00	---	---
Fleet Services Master Mechanic/Team Leader	2.00	2.00	---	---
Fleet Services Welder	1.00	1.00	---	---
Fleet Services Auto Body Person	1.00	1.00	---	---
Park Maintenance Mechanic	2.00	2.00	---	---
Fleet Services Mechanic	20.00	20.00	---	---
Fleet Services Service Person	5.00	5.00	---	---
Fleet Services Administrative Coordinator	1.00	1.00	---	---
Fleet Services Service Writer	1.00	1.00	---	---
Total Full-time Permanent Employees	38.00	38.00	---	---

The management of Fleet Maintenance function has been reassigned to the Finance Department. All operating budgets have been moved accordingly.

**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	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Contractual Services	50,296	50,898	---	---
Commodities	2,068,819	2,303,136	---	---
Total Expenditures	2,119,115	2,354,034	---	---

The management of Fleet Maintenance function has been reassigned to the Finance Department. All operating budgets have been moved accordingly.

CITY MANAGER

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	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Contractual Services	75,266	73,320	---	---
Total Expenditures	75,266	73,320	---	---

The management of Fleet Maintenance function has been reassigned to the Finance Department. All operating budgets have been moved accordingly.

**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	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Contractual Services	305,169	288,400	---	---
Commodities	3,063,237	3,138,700	---	---
Total Expenditures	3,368,406	3,427,100	---	---

The management of Fleet Maintenance function has been reassigned to the Finance Department. All operating budgets have been moved accordingly.

CITY MANAGER

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	2017-18	2018-19		2019-20
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Capital Outlays	2,114,115	4,032,500	---	---
Total Expenditures	2,114,115	4,032,500	---	---

The management of Fleet Maintenance function has been reassigned to the Finance Department. All operating budgets have been moved accordingly.

CITY MANAGER

Special Revenue and Other Funds

ORGANIZATION CODE		2017-18	2018-19		2019-20
		ACTUAL	ADOPTED	AMENDED	ADOPTED
Reserved General Fund					
H827 CM021035	Sister Cities	100	---	---	---
	Total Reserved General Funds	<u>100</u>	<u>---</u>	<u>---</u>	<u>---</u>
Special Revenue Funds					
S023 CM025029	CDBG Loan Repayments	715,518	300,000	300,000	300,000
S371 S371CM99	Economic Development Projects (TIF Projects)	13,791,863	16,516,425	17,283,892	21,385,323
S719 ND409731	Employee Appreciation Events	65,604	66,000	66,000	66,000
S728 ND409733	Combined Charities Campaign	138	500	500	500
S733 CM027000	Council Round Table Refreshment Fund	2,114	5,000	2,500	2,500
S743 CM025033	Economic Development Enterprise	15,335,842	1,812,100	1,714,790	1,714,790
S788 CM022039	SW 9th Revitalization	24,479	---	87,648	---
S845 CM026037	Youth Advisory Board	---	4,500	---	---
S876 CMNLC016	National League of Cities Sustainability Grant	7,906	---	---	---
S876 ND049000	City Energy Project (CEP)	63,412	---	75,500	---
	Total Special Revenue Funds	<u>30,006,875</u>	<u>18,704,525</u>	<u>19,530,830</u>	<u>23,469,113</u>
	Total Special Revenue and Other Funds	<u>30,006,975</u>	<u>18,704,525</u>	<u>19,530,830</u>	<u>23,469,113</u>

CITY MANAGER

