



# City of Urbandale, Iowa

Incorporated April 16, 1917



*Honoring  
our  
Past*



*Forging  
our  
Future*

**FY 2017 - 2018 Adopted Budget**

**FY 2018 - 2019 Estimated Budget**

# 1917 - Urbandale Centennial - 2017

*Incorporated on April 16, 1917*

In 2017, the City of Urbandale celebrated its 100<sup>th</sup> year since incorporation on April 16, 1917—in the midst of World War I (*July 28, 1914 to November 11, 1918*), and before women got the vote (*the Nineteenth Amendment was ratified on August 18, 1920*). Mayor Robert D. Andeweg issued the Centennial Proclamation on May 10, 2016, to initiate Urbandale's year-long Centennial Celebration from July 2, 2016 to July 4, 2017. In addition to the City's Centennial, other community milestones were celebrated in 2017—the Urbandale Community School District celebrated its 100<sup>th</sup> year, the 4<sup>th</sup> of July Committee celebrated its 62<sup>nd</sup> year, and the Urbandale Historical Society celebrated its 43<sup>rd</sup> year. While it is important to look to the past for inspiration, the vitality of this City is focused on its future. The City continually adapts to challenges and seeks new opportunities to shape its destiny—it truly is *“Uniquely Urbandale”*. The City of Urbandale's 100<sup>th</sup> year is a tremendous milestone, and the City is ready to begin its next 100 years!

This year's cover, *“Honoring our Past...Forging our Future”*, is a testament to the continuing legacy of past generations and current residents, and the hope for future generations. The following describes the images surrounding the official Centennial logo on the front cover, from the black and white photographs of Urbandale's early years, to recent color photographs.

- **Lions Park:** The Lions Club was organized in 1945, and one of its first projects was to purchase 10 acres of land—previously a corn field, from Millard A. Olmsted. The Lions Club deeded the property to the City in 1952 to establish the first City park--named “Lions Park” in 1958. In July 1964, the Air Force donated a surplus F-86L jet flown in the late 1950s by the 49<sup>th</sup> Fighter Interceptor Squadron. The jet was displayed in the northwest area of Lions Park, and was removed around 1970 (*year uncertain*). Today, Lions Park has modern play equipment and continues to be a popular park for play and community events!
- **Trolley Car:** In 1905 the trolley line to/from Des Moines was extended along Urbandale Avenue to a turnaround at 70<sup>th</sup> Street and Roseland Drive—the location of this 1914 photograph. The “Urbandale Line” was one of the last lines to run and ceased operations on June 19, 1950. A trolley sculpture was installed at the turn-around location in 1997. The “Lawson Trolley Park” was named in honor of Bill Lawson, a long-time civic leader.
- **McDivitt Grove Methodist Church:** Located west of the McDivitt Grove cemetery, the church was on the north side of Meredith Drive at 70<sup>th</sup> Street. The church was built in 1875, held services through 1928, and in 1951 the lumber was salvaged.
- **6-Man Football Team:** This was the starting line-up for the 1947 6-man football team for Urbandale High School, located at the southwest corner of Douglas Avenue and 70<sup>th</sup> Street.
- **Centennial Logo:** The official Centennial logo was designed by Cari Wasmund, daughter of Urbandale residents Linda Johnson and the late Donald Johnson. The logo features a prominent “100” and a “U” within each zero representing “Uniquely Urbandale”.
- **Paragon Prairie Tower:** This 120 foot tower was privately constructed by the R&R Realty Group for its Paragon Office Park development located on the north side of Meredith Drive at 123rd Street. The tower features wrap around mosaic murals made of Italian glass tiles.
- **Centennial Sculpture:** This outdoor sculpture was commissioned for the City's Centennial. “Strata” was designed by Dan Perry and is installed in the grassy median between the Art Park and the Library. The Centennial sculpture was funded by the City's Capital Improvements Program for public art and a grant from BRAVO Greater Des Moines.
- **“Uniquely Urbandale” Cubes:** These stainless steel cubes were locally manufactured by Quality Manufacturing Corporation. The four cubes were installed in 2014 at the City's first round-about at Douglas Parkway and 142<sup>nd</sup> Street. The three-dimensional cubes promote the City's “Uniquely Urbandale” logo and can be relocated to other strategic locations.

# **CITY OF URBANDALE**

Revised FY2016-17 Budget

Adopted FY2017-2018 Budget

Estimated FY2018-2019 Budget

## **Mayor and Council**

Robert D. Andeweg, Mayor

Michael Carver, Mayor, Pro-Tem

Ron Pogge, Councilmember  
Tom Gayman, Councilmember

David Russell, Councilmember  
Creighton Cox, Councilmember

## **Management Team**

A.J. Johnson, City Manager

Dale Acheson, Water Utility General Manager  
John Andrasko, Director of Technology  
Steve Franklin, Director of Community Development  
Jan Herke, Director of Parks and Recreation  
Jerry Holt, Fire Chief  
Nicole Lamb, Finance Director  
Karla Lower, Director of Human Resources  
Debra Mains, City Clerk  
Ross McCarty, Police Chief  
David McKay, Director of Engineering and Public Works  
Su Zanna K. Prophet, Assistant City Manager  
Julie Wells, Library Director



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February 27, 2017

Honorable Mayor and  
Members of the City Council  
City of Urbandale, Iowa

Re: FY2017-18 Operating Budget

I am pleased to present the City of Urbandale's recommended FY2017-18 operating budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018. This budget was prepared in conformance with the City's fiscal performance goals and the Code of Iowa. The annual operating budget guides the City's financial operations to provide public services. A public hearing on the recommended budget will be held on March 14, 2017.

As proposed, the recommended tax levy for FY2017-18 would be set at \$10.02, which is \$0.10 more than the FY2016-17 levy of \$9.92. The General Fund levy would increase \$0.07 from \$7.17 to \$7.24, the Debt Service Levy would increase \$0.02 from \$2.18 to \$2.20, and the Chapter 411 Fire and Police Retirement Levy would increase \$0.01 from \$0.57 to \$0.58. The Chapter 411 Fire and Police pension contribution rate is set by the State and will decrease from 25.92% to 25.68% in FY2017-18. While immaterial in total dollars (\$9,518), the ag land levy rate will remain at the statutory limit of \$3.00375.

The recently approved Capital Improvements Program proposes a bond referendum vote in 2017 to construct a third Fire Station with fueling station, and a satellite Parks and Public Work maintenance facility. While both projects are anticipated to be on the ballot at the same time, law requires that they be listed as 2 separate propositions – one for the fire/fuel and one for the parks/public works buildings. This allows voters to make independent decisions on each item and the related costs associated with each. Should the bond referendum be voter approved, the above Debt Service Levy would be further increased for a period of approximately 15 years to pay for the construction costs.

As City staff prepared the upcoming FY budget, the property tax changes approved by the State legislature in 2013 will continue to affect valuations and resulting property tax revenue the City relies on to fund a majority of its operations. Under the approved State legislature changes, the rollback for Commercial and Industrial properties decreased 5% annually affecting taxes payable in 2014 and 2015, and has stabilized thereafter at 90% of the assessed value. The State promised to backfill this lost valuation revenue to cities at 100% for 2 years, then the backfill will be capped at FY2016-17 levels. The backfill will continue each future year unless the legislature takes action to remove the standing appropriation. Multi-family housing previously classified as Commercial changed to Multi-Residential and will gradually be phased over 7 years to the lower residential rollback rate, which began in FY2016-17, and by FY2023-24 will have the same rollback rate as Residential property. City staff have reviewed the impact of the changes in Multi-Residential and have determined that those changes will have little impact on the City's overall

budget. Finally, the maximum annual taxable value growth for residential and agricultural properties decreased from a 4% to a 3% annual cap. Urbandale is located in Polk County and Dallas County, and the on-going residential and commercial development in Dallas County has contributed to the City's assessed valuation and taxable base.

These legislative changes directly impact the City's tax rate and will continue to have a significant impact on the City's revenue stream. The impact of the legislation tempered the City's valuation growth for FY2017-18. The City saw a positive valuation growth in Polk County (1.99%), combined with a positive growth in Dallas County (13.06%), for a combined growth of 4.46%. With the recommended total tax levy rate of \$10.02, the City will generate \$1,547,265 (4.7%) more in property tax revenues when compared to FY2016-17. State backfill revenue will account for \$976,779 in the recommended budget. If the 2017 State legislature alters or reduces the backfill, the City will be forced to continue to raise the general levy in future years to make up the difference, or implement alternative revenue sources in the budget year, such as franchise fees, or possibly both.

#### **Overview:**

In addition to the changes in the taxable structure approved by the State, the City continues to face a number of external issues which present challenges and opportunities to address during the next several years. The City's budget balances local government services, especially core City services in public safety and public works. Core service delivery, current programs, and new service requests all required a second look. Necessary improvements to the City's streets, parks, drainage and other public infrastructure will be constructed. The recommended operating budget also continues to recognize the need for Library services, recreational activities and open green spaces within the community.

This budget was also prepared with the understanding that as stewards of the community, funding for intergovernmental programs will continue to leverage the City's resources with other municipalities, non-profits and faith based groups. The budget continues to fund UCAN (Urbandale Community Action Network) and the Urbandale Food Pantry to assist those most in need. In FY2017-18 the City will contribute \$17,007 as Urbandale's share for the City of Des Moines to administer Section 8 housing; Urbandale has approximately 60 qualified units.

Of significant importance, the U.S. Census completed the 2015 Special Census of Urbandale, and determined a population increase from 39,463 to 42,449 persons. The higher population count has driven additional revenue from the per capita Road Use tax revenues beginning in January 2017. Using FY18 revenue estimates, the additional population count of 2,986 persons will generate approximately \$365,000 in additional Road Use tax revenue for the City's FY18 budget.

The remainder of this letter will provide details about the significant factors that affected the FY2017-18 budget. I hope this information will provide the City Council and the public with a more complete picture of the City's financial position, the revenue the City relies on to operate, the expenditures needed to provide public services and to maintain infrastructure. The budget is the guiding document for the City to provide public services while operating in a fiscally responsible manner.

# FY2017-18 OPERATING BUDGET

## SIGNIFICANT BUDGETARY FACTORS

The following significant factors affected the development of the recommended FY2017-18 operating budget.

**1. Assessed Value and the State “Rollback” Rate** - Since Urbandale is in Polk County and in Dallas County, each County Assessor determines the value for residential, agricultural, commercial, industrial, railroad and utility properties. In turn, the State legislature annually sets the “rollback” rate to reduce the value from 100% to a lesser amount that becomes available to the City for taxation. The State imposed rollback on residential property values subject to taxation will increase in FY2017-18 to 56.9391% from 55.6259% in FY2016-17. Additionally, in FY2017-18, the taxable value of commercial and industrial properties has stabilized at 90%. The State plans to “backfill” the loss in the commercial property tax revenue by remitting the difference to the City, which is capped at the FY2016-17 level. Backfill is subject to annual appropriation by the State legislature. In the FY2018 budget, backfill accounts for \$976,779 in revenue to the City. For FY2018, the taxable value of Multi-Residential housing set by the State will be 82.5%, and is scheduled to steadily decrease by approximately 4% annually over the next 6 years, when it will stabilize at the residential rollback rate in FY2023-24. The slight decrease in the residential rollback, coupled with the stabilization in the commercial rate at the reduced/new level of 90%, and the continuation of the Multi-Residential rate reduction, will result in a net taxable valuation increase of approximately \$117.3 million (4.46%) during FY2017-18. The City’s taxable valuation has grown by an average of 4.01% annually for the past 5 years; and 3.31% annual growth over the past 10 years.

**2. Local Economic Conditions**

Urbandale experienced another slight decline in residential construction in FY2016, with 177 new single-family residences constructed compared to 181 in the prior year. Additionally, permits for three 8-unit multi-family dwellings were also issued in FY2016. The activity was just below the City’s historical annual mean of 185 single-family attached and detached units. FY2016’s \$59.08 million valuation was also lower than the \$75.43 million valuation for FY2015.

FY2017 should reflect stronger single family detached and multi-family permitting and valuation, given the recent number of rezoning requests and platting activity. FY2016’s \$29.06 million total valuation for commercial and industrial permits shows an increase from FY2015’s total of \$22.97. FY2014’s total was \$44.52, however it is the 3<sup>rd</sup> highest in the City’s history.

**3. Personnel Costs** — The recommended City budget provides for 211 full-time positions, consisting of 101 (48%) public safety positions and 110 (52%) non-public safety positions. The total for salaries, benefits and all other categories in the total Personal Services allocation is \$22,163,371 or 51.5% of the total Operating Budget of \$43,076,075 (not including Special Revenue, Debt

Retirement and Contingency). The FY2017-18 budget recommends 11 additional positions.

- The full-time staffing level for public safety employees will increase by 7 positions from 94 to 101, consisting of Police at 60 (51 sworn Officers and 9 civilians) and Fire/EMS at 41 (40 Fire/EMS personnel and 1 civilian).
- The remaining full-time staffing level for non-public safety departments will increase by 4 positions from 106 to 110.
- The recommended budget would add 11 full-time positions, which are included in the above total of full-time positions, and detailed below:

Funtion	Department	Qty	Position
Public Safety	Police (Civilan)	1	Community Service Officer
Public Safety	Fire/EMS	6	Firefighter/EMS
Public Works	Engineering Services	2	Engineering Technician, Mapping Specialist
Public Works	Engineering & Public Works Administration	1	Administrative Technician
Comm & Econ Dev	Economic Development	1	Marketing/Communications Specialist
<b>Total Proposed</b>		<b>11</b>	

- It should be noted that there are 3 unique items to note related to 8 of the positions listed above:
  - The 6 new Fire/EMS position are contingent on the approval of the bond referendum for construction of a third fire station. If the referendum does not pass, these positions will not be filled. Given timing of the referendum, which is anticipated in November 2017, the budget assumes the 6 positions will be filled no earlier than January 2018.
  - The Mapping Specialist position is also contingent on the approval of a City right of way (ROW) ordinance being passed during the fiscal year. If the ordinance passes, there will be significant work to be done to get the City's GIS system up and going with ROW data, thus the position would be warranted at that time. Logically, any ROW ordinance will also eventually start to bring in a new revenue source, which should more than exceed the cost of the position. However, at least initially, there will be a delay in the timing of any such revenue flowing in versus when the department will need to gear up to handle the additional workload.
  - The Engineering Technician is the result of shifting the current Storm Water Technician from a 50% cost share with General Fund and Storm Water Utility Fund to 100% allocation to Storm Water, given increases in workload. Thus the backfill of the position to Engineering splits it's FY18 budget impact between the General and Storm Water funds.
- No new part-time positions are proposed.
- The City has three unions, and each agreement extends through FY2017-18. The Police Union agreement provides a 1.5% annual wage adjustment in FY17-18. The Fire Union agreement provides a 2.75% annual wage adjustment in FY17-18. The Laborer Union agreement provides a 2.75% annual wage adjustment in FY17-18.

- The FY2017-18 wage adjustment for the City's non-union full-time employees was calculated at a 2.75%.

During the 2017 Iowa legislative session, significant changes were made to Iowa's public sector collective bargaining laws. Chapter 20 of the Iowa Code provides the parameters of how public entities negotiate with public sector bargaining units. The most significant changes affect non-public safety bargaining units, removing all but base wages from mandatory items that are subject to negotiation. Negotiable items for public safety bargaining units remained relatively unchanged from current law. Negotiations with all three of the City's bargaining units will begin in Fall 2017.

On the benefits side, the State sets the City's contributions to the retirement systems for all full-time employees for FY2017-18. The Municipal Fire and Police Retirement System of Iowa (MFPRSI) for Chapter 411 Fire and Police employees will decrease the employer rate from 25.92% of payroll to 25.68%; while the employee contribution rate set by State statute will remain at 9.40% of earnable compensation. The Iowa Public Employees' Retirement System (IPERS) rate for the employer will remain at 8.93%; and the employee contribution rate will remain at 5.95%.

In regards to insurance, City contributions to the health insurance reserve fund will be \$2,400,000 for FY2017-18, which is up \$500,000 (26%) over prior year as a result of self-insurance renewal rates received from Wellmark. This contribution pays for the City's portion of health, dental, life, and LTD insurance coverage for staff, as well continuing to pay costs associated with the Employee Wellness Program. Additionally, the City will again contribute \$640,000 to the general liability reserve fund, which covers premiums and claims for workers compensation and property and casualty coverage. This fund also continues to fund the self-insured program for Fire and Police Chapter 411 medical claims. All non-public safety employees will continue to be covered through the City's IMWCA workers comp insurance.

- 4. Technology** – The FY2017-18 budget provides for on-going technology services and improvements across all applicable departments. The City allocates funding for annual maintenance agreements, licenses, hosting, software, and 24/7 security monitoring of its vast network. On-going technology needs are identified and budgeted on a departmental basis.
- 5. Infrastructure** – The FY2017-18 budget will finance important infrastructure projects, enhancements and on-going maintenance. In Roadway Maintenance, the annual asphalt and concrete repair programs will continue, and the main City campus parking lot and drives will be repaired. In Sanitary Sewer, additional sewer lines will be televised, and the sewer repair and manhole rehabilitation program will continue. Storm water improvements and the intake rebuilding program will continue, and an allocation of \$100,000 is recommended for the Stormwater Grant Program. Parks will continue to provide annual City-wide improvements to the bike path system and playground improvements.
- 6. Building Maintenance** – As an internal service fund, the FY2017-18 budget will continue to address building and preventive maintenance, and scheduled replacement of building equipment and components based on the 15 year PM Plan prepared in 2013. The annual departmental contributions to the Building

Maintenance Fund are based on a square footage rate for the type of structure to be maintained. Personnel in this department serve as the single point of contact for City departments, perform the work, engage outside contractors, spec and bid projects, and monitor progress from start to finish.

## BUDGET DOCUMENT

The budget document is tabbed to easily access information. The “Budget Summaries” tab profiles the revenues and expenditures by line-item account for 4 fiscal years. Separate summaries are provided for the Road Use Fund, the Hotel/Motel Fund, the Capital Projects Fund, and the Building Maintenance Fund.

The document is arranged into 6 budgetary tabs--1 tab for each Function of the City. Each Function is summarized to reflect all departments within that Function. Following the Function summary, each departmental budget identifies significant and future budget impacts, line item account totals for 4 fiscal years, and a descriptive explanation in the “Activity Notes” which itemize the specific expenditures in the department’s new FY budget.

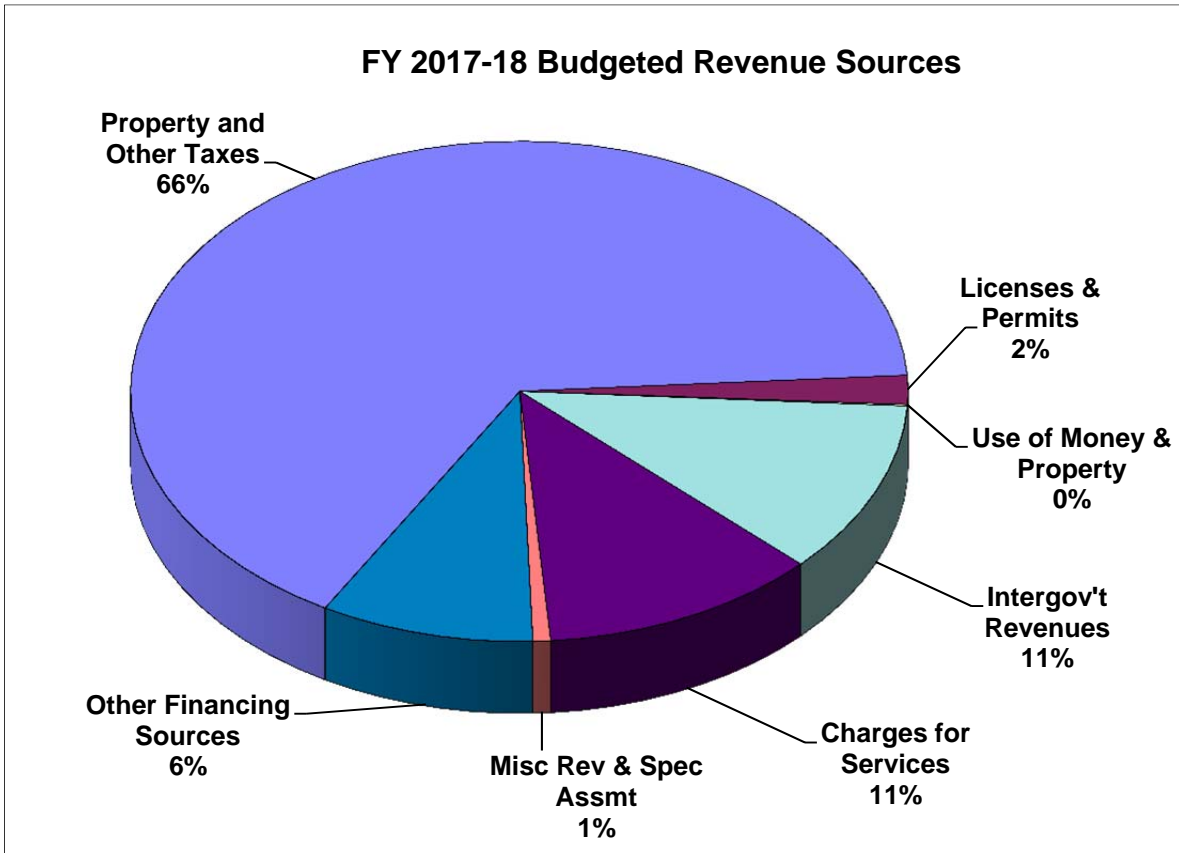
The final tab “Water Utility” is included for information purposes only, since the municipally owned Water Utility is under the management of the autonomous Water Utility Board of Trustees, which has budgetary oversight for its revenue and expenditures.

## REVENUE

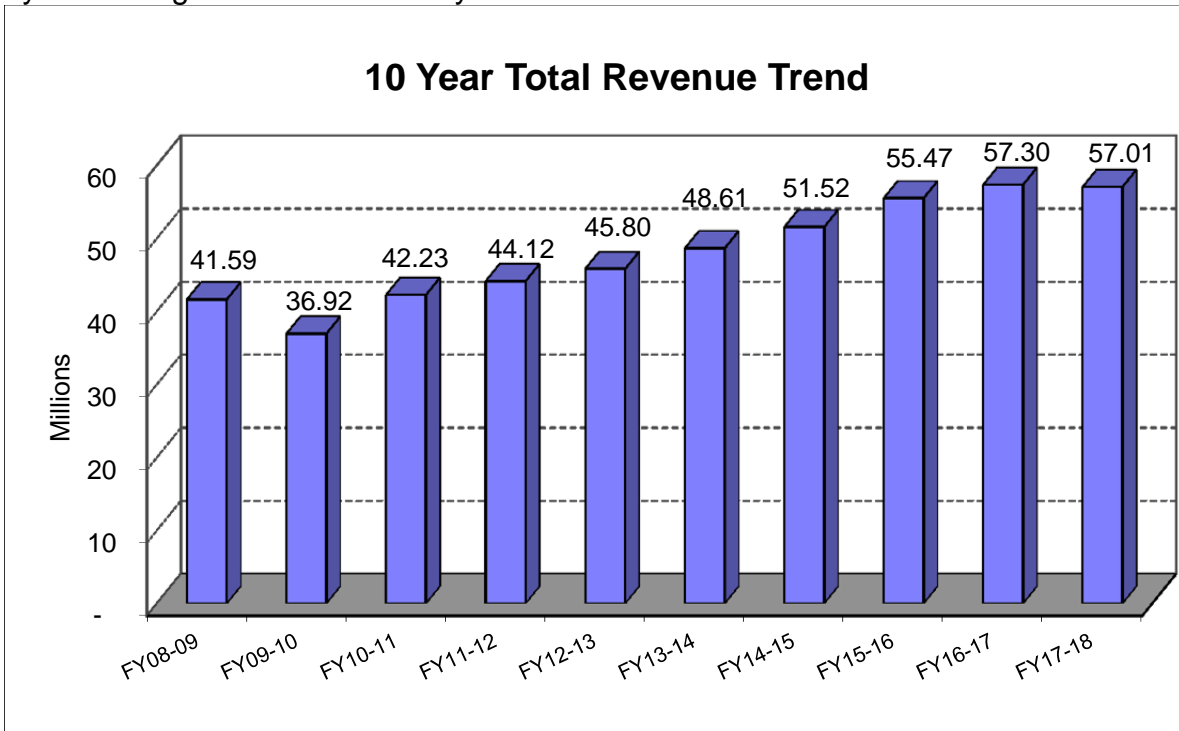
The majority of the City’s revenue is derived from ad valorem tax on property according to the values set by the Assessor in either Polk County or Dallas County where the real estate is located in Urbandale, and as adjusted by the State rollback. Property tax is the main revenue of the City’s General Fund, which provides for daily operations of all departments not funded through another specific revenue source. The recommended FY2017-18 budget anticipates total operational revenue of \$57,013,450, compared to the adopted FY2016-17 budget of \$54,306,858, which is an increase of \$2,706,592 (5.0%).

	<b>FY16-17 Adopted</b>	<b>%</b>	<b>FY16-17 Revised</b>	<b>%</b>	<b>FY17-18 Recomm.</b>	<b>%</b>
Property & Other Taxes	35,785,173	65.9%	35,767,623	62.4%	37,425,721	65.6%
Licenses & Permits	1,076,500	2.0%	907,000	1.6%	1,065,000	1.9%
Use of Money & Property	95,000	0.2%	90,000	0.2%	51,000	0.1%
Special Assessments	50,000	0.1%	75,000	0.1%	75,000	0.1%
Intergovernmental	6,160,690	11.3%	6,300,625	11.0%	6,383,579	11.2%
Charges for Services	6,775,638	12.5%	6,844,712	11.9%	6,612,352	11.6%
Miscellaneous	376,300	0.7%	357,300	0.6%	345,500	0.6%
Other Financing & Debt Svc	3,987,557	7.3%	6,956,907	12.1%	5,055,298	8.9%
<b>TOTAL</b>	<b>54,306,858</b>	<b>100%</b>	<b>57,299,167</b>	<b>100%</b>	<b>57,013,450</b>	<b>100%</b>
\$ Difference to Adopted			2,992,309		2,706,592	
% Difference to Adopted			5.51%		4.98%	

The following pie chart shows the recommended revenues by funding source for FY2017-18. The percentage amounts equate to the number of cents per \$1 dollar received from the revenue source.



The following bar graph shows the revenue trend for the last ten years. As noted below, the operational revenues have increased from \$41,594,628 in FY2008-09 to \$57,013,450 in FY2017-18. During this time, total revenue levels have increased by an average of 6.12% annually.



General Fund Balance:

The recommended FY2017-18 operating budget also anticipates the use of \$1,055,197 from the General Fund balance. The City Council's financial goals dictate that the General Fund balance is to be maintained at no lower than 25% of budgeted operating expenditures, excluding capital expenditures, TIF and CEBA loan activity.

At the end of FY2016-17, it is estimated that the General Fund reserves will be \$10,457,947, representing 39.11% of General Fund expenditures. Continued valuation growth creates higher property tax revenue without increasing the general levy, coupled with the transfer of 411 pension costs out of General fund and into the pension fund, the General Fund balance remains strong. However, with the FY18 budget, the 411 pension costs are now being fully funded by the separate 411 levy, thus there are no further costs to be removed from the General Fund. This will mean that as the City continues to add staff, the growth in expenditures will outpace the revenue growth resulting from valuation alone, thus general levy increases will become likely. However, the strong reserves and methodical buy down of fund balance will continue to help temper drastic increases needed in the general levy. The FY2017-18 budgeted expenditures will result in a reduction to the general fund balance of \$1,055,197 which will take the reserves down to 32.81% of annual operating expenses. The following year will result in further use of General Fund reserves.

Property and Other Taxes:

For comparison purposes, the following table shows the City's property tax levy rates for 10 fiscal years:

FY	Property Tax Levy per \$1,000 of Valuation				
	General	Debt Service	Police & Fire Retirement	City Property Tax Levy	Ag Land
FY17-18	\$ 7.24	\$ 2.20	\$ 0.58	<b>\$ 10.02</b>	\$ 3.00
FY16-17	\$ 7.17	\$ 2.18	\$ 0.57	<b>\$ 9.92</b>	\$ 3.00
FY15-16	\$ 7.17	\$ 2.15	\$ 0.50	<b>\$ 9.82</b>	\$ 3.00
FY14-15	\$ 7.17	\$ 2.15	\$ 0.40	<b>\$ 9.72</b>	\$ 3.00
FY13-14	\$ 7.12	\$ 2.15	\$ 0.30	<b>\$ 9.57</b>	\$ 3.00
FY12-13	\$ 7.17	\$ 2.15	\$ 0.30	<b>\$ 9.62</b>	\$ 3.00
FY11-12	\$ 7.17	\$ 2.15	\$ 0.20	<b>\$ 9.52</b>	\$ 3.00
FY10-11	\$ 7.17	\$ 2.05	\$ 0.10	<b>\$ 9.32</b>	\$ 3.00
FY09-10	\$ 7.17	\$ 2.05	\$ -	<b>\$ 9.22</b>	\$ 1.84
FY08-09	\$ 7.17	\$ 2.05	\$ -	<b>\$ 9.22</b>	\$ 1.71

The City's property tax levy for FY2017-18 is \$10.02 per \$1,000 of valuation, and the same levy will be assessed to residential properties, and commercial/industrial properties. The City's tax levy increase of \$0.10 for FY2017-18 is the combination of \$0.02 additional cents for the GOB tax levy and \$0.01 additional cent for the Police and Fire Retirement (411) levy; and \$0.07 additional cents for the General Fund levy. While the same City levy will be applied, the difference in taxation is based on the assessed value set by the County where the property is located, the taxable percentage set by the State for the type of property classification, and other taxing entities included in the consolidated tax rate. The City tax levy is only one

component of the consolidated tax levy—the other components include taxes levied by the County, State, Regional Transit, and other taxing entities.

Based on the recommended FY2017-18 budget, an Urbandale house valued at \$100,000 will pay approximately \$570 in gross City property taxes. This property tax bill would be \$18 (3.3%) more than FY2016-17, when a similarly valued home would have paid approximately \$552 in gross City property taxes. Under the FY2017-18 residential rollback set by the State, 56.9391% of a residential property's value will be subject to taxation, compared to the prior FY2016-17 residential rollback of 55.6259%. This means that even without any levy increase by the City, a \$100,000 home will pay an additional \$13 in FY17-18 due to rollback rate changes alone.

Based on the recommended FY2017-18 budget, an Urbandale business valued at \$100,000 will pay approximately \$902 in gross City property taxes. This property tax bill would be \$9 (1%) more than FY2016-17, when a similarly valued commercial/industrial property would have paid approximately \$893 in gross City property taxes. As previously noted, the property tax reform approved by the State in 2013 decreased the rollback for Commercial and Industrial properties 5% annually affecting taxes payable in 2014 and 2015, and has stabilized the assessed value for taxation at 90%.

Proceeds from the Hotel/Motel tax are expected to decrease from FY17's budgeted figure by \$25,000 to \$1,875,000, which is a slight increase from the FY17 revised total. The City Council allocates Hotel/Motel tax proceeds to fund eligible community and external organizations.

#### Licenses and Permits:

Licenses and Permits revenue is anticipated to decrease by \$11,500 to \$1,065,000. As noted previously, there has been a significant resurgence in residential and commercial construction for the last 3 calendar years. As noted in previous sections, the residential housing will remain strong for 2017, but anticipated to come in lower than originally budgeted for FY17. As a result, the recommended budget anticipates continued strong revenue in Building Permits, and still higher than both FY16 and revised FY17, total dollars budgeted are slightly lower. Finally, although several cities in the metro area have adopted the Franchise Fee, Urbandale has no plans to implement the fee at this time, but has examined the fee structure should there be a future need. The City will also be reviewing right-of-way permit fees through ordinance in the upcoming year, although no revenues for any such fees have been included in the FY2017-18 budget.

#### Intergovernmental:

Most of the City's road maintenance activities are financed from the state's Road Use Tax levied on the sale of fuel at the pump. Receipts from the Road Use Tax are distributed on a per capita basis and is supplemented with proceeds from TIME-21 levied by the State on new title and registration fees on vehicles, trailers and trucks. The recommended budget for the Road Use fund includes Road Use tax revenues based on the 2015 special census numbers.

Also included in Intergovernmental revenues are State commercial and industrial backfill, which relates to the State's promise to make taxing bodies "whole" for the

10% rollback on commercial and industrial valuations. These funds will be capped at FY16-17 levels, and are subject to annual appropriation by the State legislature.

Charges for Services:

The monthly Solid Waste fee will remain at \$12. Storm Water Utility fees also remain unchanged at \$6 monthly for residential properties. Commercial and industrial properties, which are individually calculated based on the impermeable surface of the property, have a rate per ERU of \$6 monthly for the first 100 ERUs and \$5 per ERU over 100. The other significant change in this area is decreased contributions from the Urbandale Sanitary Sewer District, which reflects the FY2016-17 purchase of a replacement street sweeper. FY2017-18 contribution level from USSD represent normal reimbursement levels for ongoing sanitary sewer operations.

Other Financing Sources:

This revenue category primarily reflects the transfer of money between funds, and any bond refinancing activity. The major planned transfers are between TIF funds to the Debt Service fund, which are used to satisfy the annual debt service on TIF related projects, and Hotel Motel funds, which are transferred to the General Fund.

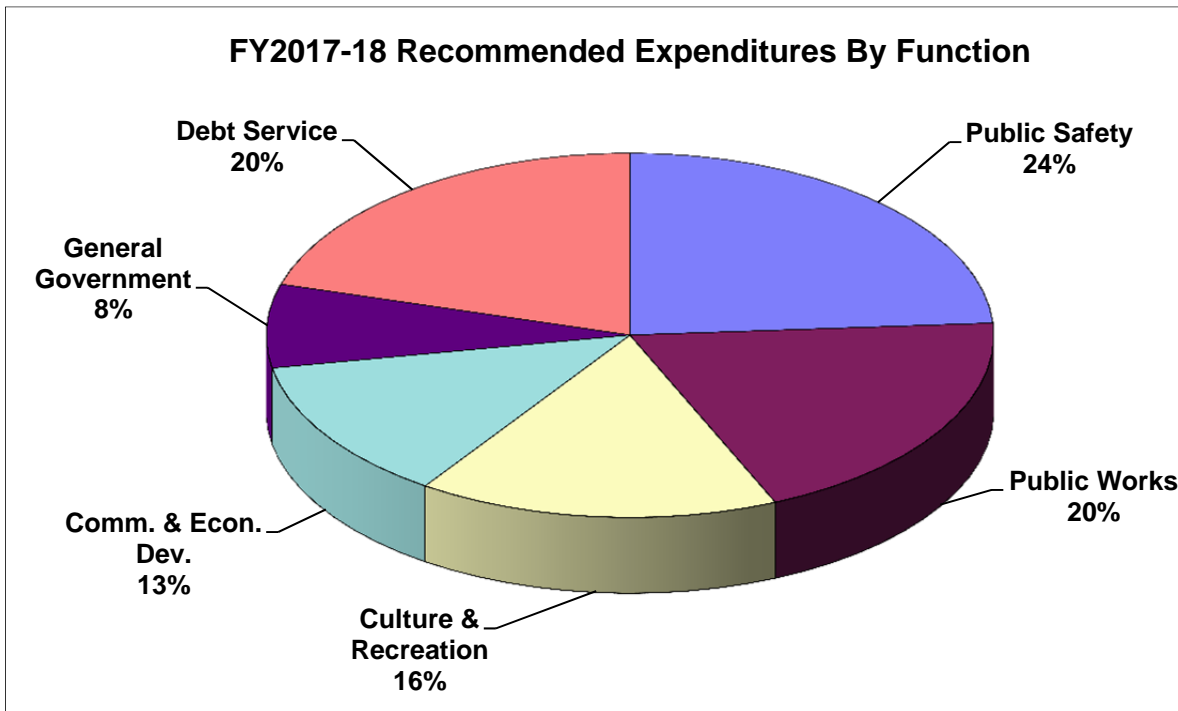
**EXPENDITURES**

The recommended FY2017-18 budget for operations, debt service and special revenue fund anticipates total expenditures of \$54,902,511, an increase of \$2,714,310 (5.2%) more than the adopted FY2016-17 budget of \$52,188,201.

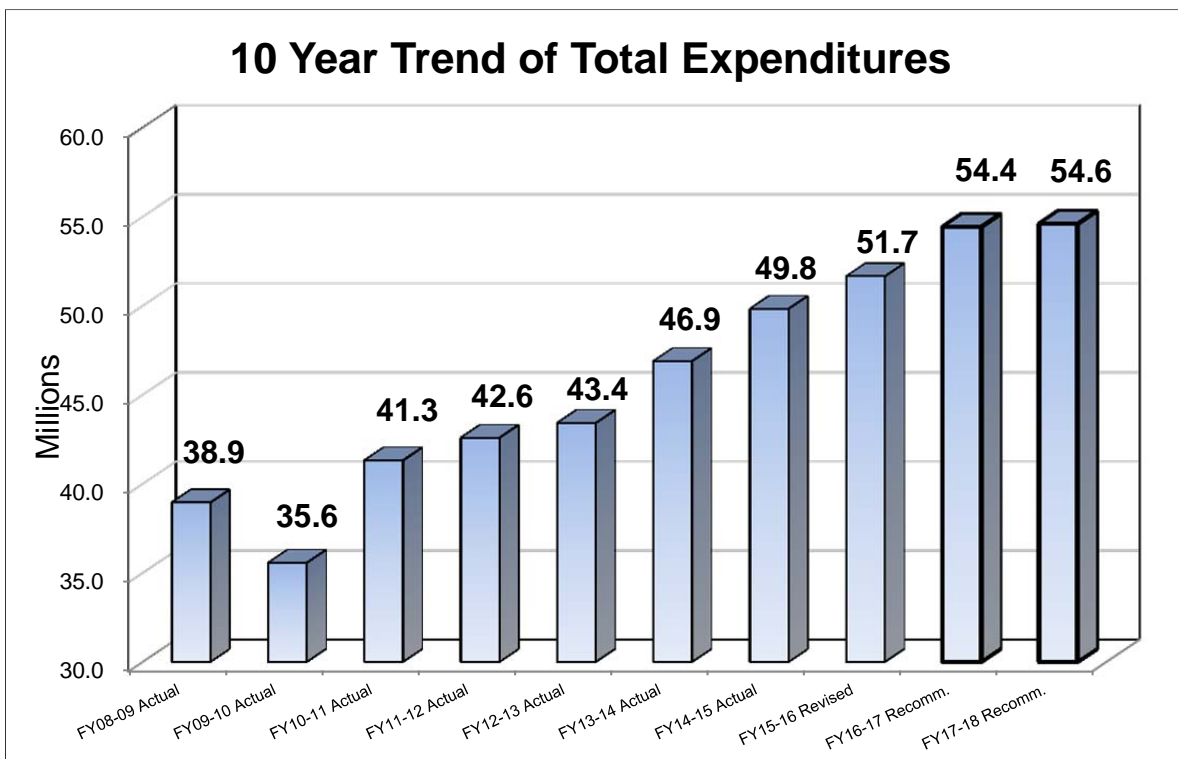
The following table summarizes the City's expenditures by Function:

	<b>FY16-17 Adopted</b>	<b>%</b>	<b>FY16-17 Revised</b>	<b>%</b>	<b>FY17-18 Recomm.</b>	<b>%</b>
Public Safety	12,301,244	23.6%	12,116,188	22.2%	13,024,438	23.7%
Public Works	10,642,200	20.4%	10,371,802	19.0%	10,611,802	19.3%
Culture & Rec.	8,553,142	16.4%	8,299,691	15.2%	8,758,197	16.0%
Community & Econ Dev.	6,704,012	12.8%	6,677,750	12.2%	7,191,716	13.1%
General Gov't	3,791,723	7.3%	3,701,840	6.8%	3,864,835	7.0%
<b>Subtotal Operating Expense</b>	<b>41,992,321</b>	<b>80.5%</b>	<b>41,167,271</b>	<b>75.5%</b>	<b>43,450,988</b>	<b>79.1%</b>
Special revenue funds	210,500	0.4%	122,000	0.2%	307,500	0.6%
Debt Service fund	9,985,380	19.1%	13,254,169	24.3%	11,144,023	20.3%
<b>TOTAL</b>	<b>52,188,201</b>	<b>100%</b>	<b>54,543,440</b>	<b>100%</b>	<b>54,902,511</b>	<b>100%</b>
\$ Difference to Adopted			2,355,239		2,714,310	
% Difference to Adopted			4.51%		5.20%	

The following pie chart shows the recommended expenditures by Function for FY2017-18. The percentage amounts equate to the number of cents per \$1 dollar expended to provide the services for that Function.



The following bar graph shows the expenditure trend for the last 10 years. As noted below, the total expenditures including debt service, but excluding capital projects expenditures, have increased from \$38,948,522 in FY2008-09 to \$54,595,011 in FY2017-18. During this time, total expenditure levels have increased by an average of 5.3% annually.



## BUDGETARY COST CATERGORIES

The City's annual budget is divided into three main categories which encompass the core operation areas of the departments: Personal Services, Contractual and Supply Services, and Capital Outlay. These 3 items together comprise the Operating Budget. Additionally, the "Budget Summary" includes three other categories consisting of Special Revenue, Debt Retirement and Contingency—although not tied directly into the operations of the department the categories must be accounted for under State budget requirements.

### Personal Services:

Personal Services at \$22,163,371 is 51.5% of the operating budget. This allocation provides funding for employee salaries, overtime, FICA, retirement, group insurance, unemployment and allowances as may be applicable for personnel in the department.

### Contractual and Supply Services:

Contractual and Supply Services at \$9,671,429 is 22.5% of the operating budget. This allocation provides for external services providers, funding to support external organizations and initiatives, and consumable supplies. Some of the top expenditures in this category include professional services, contributions to other agencies, data processing, utility services, maintenance supplies, vehicle operation supplies and operating supplies.

### Capital Outlay:

Capital Outlay at \$11,241,275 is 26.1% of the operating budget. This allocation provides funding to acquire assets or to improve existing assets with an expected useful life of multiple years, or payments over a period of time for the future replacement of equipment and vehicles. Some of the top expenditures in this category include the Equipment Replacement Fund, property improvements, Building Maintenance Fund contributions, economic development rebates, and transfers out to debt service for capital improvements in the TIF districts and transfers out to capital projects for larger projects with multiple funding sources.

## BUDGETARY FUNCTIONS

The City's annual budget is based on the following six major budget functions as shown in the Expenditure Summary Per Function - By Department page of this document.

**Public Safety Function** – This Function, at \$13,024,438 is 30.0% of the departmental operating budget. The Departments in this Function consist of ***Police, Fire/EMS, Emergency Preparedness, and Animal Control***; and includes the separate ***411-Police and Fire Retirement Fund***. Overall, the recommended budget for this Function is an increase of \$723,194 (5.9%). Please see each department's budget narrative which details its "Significant Budget Impacts".

**Public Works Function** – This Function at \$10,611,802 is 24.4% of the recommended operating budget. The Departments in this Function consist of ***Roadway Maintenance, Street Lighting, Traffic Safety, Engineering Services, Solid Waste Collection, Sanitary Sewer and Wastewater, Storm Water Utility***

***Fund, and Engineering and Public Works Administration.*** Overall, the recommended budget for this Function is a decrease of \$30,398 (-0.3%). Please see each department's budget narrative which details "Significant Budget Impacts".

**Culture and Recreation Function** – This Function at \$8,758,197 is 20.2% of the recommended operating budget. The Departments in this Function consist of ***Library, Parks, Grounds Maintenance, Recreation, Cemetery Maintenance, Senior Recreation Center, Swimming Pool, and Cultural and Convention.*** Overall, the recommended budget for this Function is an increase of \$205,055 (2.4%). Please see each department's budget narrative which details its "Significant Budget Impacts".

**Community and Economic Development Function** – This Function at \$7,191,716 is 16.6% of the recommended operating budget. The Departments in this Function consist of ***Economic Development, Code Enforcement, Community Development, and the Tax Increment Financing (TIF) Fund.*** Overall, the recommended budget for this Function is an increase of \$487,704 (7.3%). Please see each department's budget narrative which details its "Significant Budget Impacts".

**General Government Function** – This Function at \$3,864,835 is 8.9% of the recommended operating budget. The Departments in this Function consist of ***Mayor and City Council, City Manager, Finance and Records, Technology, Human Resources, Legal Services, and General Support.*** Overall, the recommended budget for this Function is an increase of \$73,112 (1.9%). Please see each department's budget narrative which details "Significant Budget Impacts".

#### **Debt Service & Contingency:**

**Debt Service Fund** – This program represents all principal and interest payments due on the City's General Obligation Bond (GOB) debt funded by the debt service levy. The Debt Service program anticipates the sale in spring 2017 of \$15,400,000 in GOB for various capital improvement projects during the 2017 construction season, as well as funding the refunding of 3 outstanding bonds. These improvements include all the GOB projects identified in the 2017-2022 Capital Improvements Program (CIP). The FY2017-18 debt service levy will increase 2 cents to \$2.20/per \$1,000 of property valuation. It should be noted that there are additional debt service costs paid directly out of the general support department. The total debt retirement costs for the City include both the costs from Debt Service Fund and those paid from General Fund. Debt Service Fund will pay \$11,144,023 and General Fund will pay \$274,913 in debt retirement costs.

**Contingency** – Four operating Functions are allocated \$25,000 annually for one-time, extraordinary expenditures not budgeted elsewhere; and the City Council must approve the use of the Contingency funds.

**Water Utility** – The budget for the Water Utility is included for informational purposes only. Its revenues and expenditures are not subject to appropriation by the City Council.

Finally, the preparation of the recommended operating budget and this document would not have been possible without the support of the City's entire management team. I would like to thank all of the Department Directors for their input and assistance during the budget preparation process. Additionally, I would like to thank Nicci Lamb, Finance Director, Kim Keisler, Assistant Finance Director, and Addison Riebkes, Accountant I, for their diligent efforts in preparing and reviewing this document.

A handwritten signature in black ink, appearing to read "A. J. Johnson". The signature is fluid and cursive, with a large initial "A" and "J".

A. J. Johnson  
City Manager

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>REVENUE SUMMARY</b>						
<b>TAXES</b>						
<b>GENERAL PROPERTY TAXES</b>						
110 General taxes	\$ 16,800,147	\$ 17,966,431	\$ 17,791,431	\$ 18,945,351	\$ 978,920	\$ 19,513,712
111 Ag land taxes	11,259	9,756	9,756	9,516	(240)	9,326
124 Business property tax credit	171,749	-	175,000	-	-	-
112 Homestead	405,094	410,000	410,000	415,000	5,000	427,450
<b>Subtotal: General Fund</b>	<b>17,388,249</b>	<b>18,386,187</b>	<b>18,386,187</b>	<b>19,369,867</b>	<b>983,680</b>	<b>19,950,487</b>
113 Taxes - TIF	6,447,209	7,058,119	7,058,119	7,221,475	163,356	7,300,000
<b>Subtotal: TIF Fund</b>	<b>6,447,209</b>	<b>7,058,119</b>	<b>7,058,119</b>	<b>7,221,475</b>	<b>163,356</b>	<b>7,300,000</b>
112 Homestead	121,561	123,000	123,000	124,000	1,000	125,000
110 Debt service property tax	5,477,522	5,966,137	5,901,137	6,275,287	309,150	6,355,329
124 Business property tax credit	61,275	-	65,000	-	-	-
<b>Subtotal: Debt Service Fund</b>	<b>5,660,358</b>	<b>6,089,137</b>	<b>6,089,137</b>	<b>6,399,287</b>	<b>310,150</b>	<b>6,480,329</b>
112 Homestead	28,251	30,000	30,000	31,000	1,000	-
124 Business property tax credit	16,588	-	17,000	-	-	-
341 Taxes - Police & Fire Retirement	1,167,536	1,430,888	1,413,888	1,519,967	89,079	1,556,521
<b>Subtotal: Police &amp; Fire Ret. Fund</b>	<b>1,212,375</b>	<b>1,460,888</b>	<b>1,460,888</b>	<b>1,550,967</b>	<b>90,079</b>	<b>1,556,521</b>
<b>Total: General Property Taxes</b>	<b>\$ 30,708,191</b>	<b>\$ 32,994,331</b>	<b>\$ 32,994,331</b>	<b>\$ 34,541,596</b>	<b>\$ 1,547,265</b>	<b>\$ 35,287,337</b>
<b>OTHER CITY TAXES</b>						
337 Utility excise tax	\$ 458,035	\$ 477,632	\$ 464,960	\$ 526,829	\$ 49,197	\$ 542,634
222 Cable TV franchise	284,001	280,000	280,000	280,000	-	275,000
<b>Subtotal: General Fund</b>	<b>742,036</b>	<b>757,632</b>	<b>744,960</b>	<b>806,829</b>	<b>49,197</b>	<b>817,634</b>
338 Hotel/Motel tax	1,845,694	1,850,000	1,850,000	1,875,000	25,000	1,900,000
<b>Subtotal: Hotel Motel Fund</b>	<b>1,845,694</b>	<b>1,850,000</b>	<b>1,850,000</b>	<b>1,875,000</b>	<b>25,000</b>	<b>1,900,000</b>
337 Utility excise tax	137,347	145,228	141,368	160,083	14,855	164,885
<b>Subtotal: Debt Service Fund</b>	<b>137,347</b>	<b>145,228</b>	<b>141,368</b>	<b>160,083</b>	<b>14,855</b>	<b>164,885</b>
337 Utility excise tax	31,941	37,982	36,964	42,213	4,231	43,479
<b>Subtotal: Police &amp; Fire Ret. Fund</b>	<b>31,941</b>	<b>37,982</b>	<b>36,964</b>	<b>42,213</b>	<b>4,231</b>	<b>43,479</b>
<b>Total: Other City Taxes</b>	<b>\$ 2,757,018</b>	<b>\$ 2,790,842</b>	<b>\$ 2,773,292</b>	<b>\$ 2,884,125</b>	<b>\$ 93,283</b>	<b>\$ 2,925,999</b>
<b>TOTAL TAXES</b>	<b>\$ 33,465,209</b>	<b>\$ 35,785,173</b>	<b>\$ 35,767,623</b>	<b>\$ 37,425,721</b>	<b>\$ 1,640,548</b>	<b>\$ 38,213,336</b>
<b>LICENSES AND PERMITS</b>						
224 Liquor permits	\$ 58,661	\$ 44,000	\$ 44,000	\$ 44,000	\$ -	\$ 44,000
225 Cigarette permits	2,300	2,000	2,000	2,000	-	2,000
226 Utility permits	5,790	4,000	5,000	5,000	1,000	5,000
231 Peddler's licenses	8,250	1,500	3,000	2,000	500	2,000
232 Miscellaneous licenses	840	1,000	1,000	1,000	-	1,000
234 Pet licenses	3,910	-	-	-	-	-
249 COSESCO inspection fees	47,800	50,000	35,000	40,000	(10,000)	42,000
250 Electrician licenses/permits	57,167	50,000	50,000	50,000	-	50,000
253 Plumbing licenses/permits	44,107	50,000	40,000	50,000	-	50,000
254 Mechanical licenses/permits	46,815	50,000	40,000	50,000	-	50,000
255 Building permits only	520,844	675,000	500,000	650,000	(25,000)	650,000
256 Sidewalk permits	1,910	3,000	2,000	3,000	-	3,000
257 Driveway approach	2,190	3,000	3,000	3,000	-	3,000
259 Sign permits	17,455	11,500	14,000	13,000	1,500	13,000
260 Construction inspections	90,696	75,000	85,000	85,000	10,000	85,000
261 Plat and site plan reviews	9,975	8,000	11,000	10,000	2,000	10,000
262 Housing inspections	41,770	25,000	45,000	35,000	10,000	35,000
263 Board of Adjustment fees	2,100	3,500	2,000	2,000	(1,500)	2,000
264 Change of zoning	29,239	20,000	25,000	20,000	-	20,000
<b>TOTAL LICENSES AND PERMITS</b>	<b>\$ 991,819</b>	<b>\$ 1,076,500</b>	<b>\$ 907,000</b>	<b>\$ 1,065,000</b>	<b>\$ (11,500)</b>	<b>\$ 1,067,000</b>
<b>USE OF MONEY &amp; PROPERTY</b>						
524 Interest	\$ 40,142	\$ 35,000	\$ 42,000	\$ 43,000	\$ 8,000	\$ 44,000
<b>Subtotal: General Fund</b>	<b>40,142</b>	<b>35,000</b>	<b>42,000</b>	<b>43,000</b>	<b>8,000</b>	<b>44,000</b>
524 Interest (includes BAB interest subsidy)	63,198	60,000	48,000	8,000	(52,000)	9,000
<b>Subtotal: Debt Service Fund</b>	<b>63,198</b>	<b>60,000</b>	<b>48,000</b>	<b>8,000</b>	<b>(52,000)</b>	<b>9,000</b>
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>\$ 103,340</b>	<b>\$ 95,000</b>	<b>\$ 90,000</b>	<b>\$ 51,000</b>	<b>\$ (44,000)</b>	<b>\$ 53,000</b>
<b>SPECIAL ASSESSMENTS</b>						
117 Special Assessments	\$ 6,126	\$ 50,000	\$ 75,000	\$ 75,000	\$ 25,000	\$ 75,000
<b>Subtotal: Debt Service Fund</b>	<b>6,126</b>	<b>50,000</b>	<b>75,000</b>	<b>75,000</b>	<b>25,000</b>	<b>75,000</b>
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>\$ 6,126</b>	<b>\$ 50,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 25,000</b>	<b>\$ 75,000</b>

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>INTERGOVERNMENTAL</b>						
330 Road Use tax	4,876,808	\$ 4,976,911	\$ 5,050,000	\$ 5,178,800	\$ 201,889	\$ 5,300,000
<b>Subtotal: Road Use Fund</b>	<b>4,876,808</b>	<b>4,976,911</b>	<b>5,050,000</b>	<b>5,178,800</b>	<b>201,889</b>	<b>5,300,000</b>
329 Misc. grants	4,359	-	4,050	-	-	-
335 Federal grants	18,576	61,500	90,000	72,000	10,500	10,000
130 State backfill - General levy	718,901	705,999	705,999	705,999	-	705,999
422 Library contracts	126,981	95,500	93,796	96,000	500	96,500
425 Library grant	93,316	50,000	86,000	60,000	10,000	60,000
<b>Subtotal: General Fund</b>	<b>962,133</b>	<b>912,999</b>	<b>979,845</b>	<b>933,999</b>	<b>21,000</b>	<b>872,499</b>
130 State backfill - Police & Fire Retirement levy	50,140	56,125	56,125	56,125	-	56,125
<b>Subtotal: Police &amp; Fire Retirement Fund</b>	<b>50,140</b>	<b>56,125</b>	<b>56,125</b>	<b>56,125</b>	<b>-</b>	<b>56,125</b>
130 State backfill - Debt Service levy	215,570	214,655	214,655	214,655	-	214,655
<b>Subtotal: Debt Service Fund</b>	<b>215,570</b>	<b>214,655</b>	<b>214,655</b>	<b>214,655</b>	<b>-</b>	<b>214,655</b>
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 6,104,651</b>	<b>\$ 6,160,690</b>	<b>\$ 6,300,625</b>	<b>\$ 6,383,579</b>	<b>\$ 222,889</b>	<b>\$ 6,443,279</b>
<b>CHARGES FOR SERVICES</b>						
235 Kennel fees	\$ 3,895	\$ 4,000	\$ 3,500	\$ 3,500	\$ (500)	\$ 3,500
402 Open air shelter rentals	3,955	2,750	4,000	4,000	1,250	4,000
403 WJ fields/complex rental	-	-	10,000	40,000	40,000	40,000
404 Shelter alcohol fees	1,425	-	-	-	-	-
406 Health facility fees	1,475	1,200	1,475	1,475	275	1,475
407 Pool program fees	109,135	100,000	110,000	110,000	10,000	110,000
408 Ambulance fees	788,739	750,000	750,000	750,000	-	750,000
409 Cemetery maintenance	1,300	-	-	-	-	-
410 Giovannetti shelter rental	40,625	32,000	40,000	40,000	8,000	40,000
412 Lions rental	22,050	22,000	22,000	22,000	-	22,000
414 Swimming pool admissions	133,607	105,000	105,000	105,000	-	105,000
416 Turf maintenance	13,429	20,000	15,000	15,000	(5,000)	15,000
418 Recreation program fees	191,998	180,000	180,000	180,000	-	180,000
419 Miscellaneous fees (park)	92	300	100	100	(200)	100
511 Yard waste fees	295,859	300,000	313,100	320,950	20,950	325,000
513 Bulk item pickup	22,872	18,000	20,000	20,000	2,000	20,000
514 Urb. Sanitary Sewer District	378,897	685,260	707,998	435,177	(250,083)	440,000
515 Solid waste containers	19,736	16,000	18,000	18,000	2,000	18,000
516 Urb. W.H. Sanitary District	71,094	121,478	123,875	84,590	(36,888)	87,000
517 Solid waste fee	1,969,312	2,000,800	1,994,000	2,019,510	18,710	2,040,000
520 Liaison Officer	83,732	85,000	85,764	86,500	1,500	87,500
522 Crossing guards	50,050	46,000	50,000	50,000	4,000	50,000
423 Equipment rental/donations	6,181	1,000	850	1,000	-	1,000
424 Misc. library receipts/photocopies	17,407	17,000	17,000	17,000	-	17,000
426 Senior Center rental	15,935	12,000	16,000	16,000	4,000	17,000
428 Senior Center congregate meal receipts	6,043	6,600	6,600	6,600	-	6,600
429 Senior Center off-site program fees	5,646	5,500	10,000	5,500	-	5,500
430 Senior Center on-site program fees	12,016	8,000	10,000	10,000	2,000	10,000
432 Library room rentals	883	1,750	1,750	1,750	-	1,750
431 Library material sales	8,687	9,000	8,700	8,700	(300)	8,700
<b>Subtotal: General Fund</b>	<b>4,276,075</b>	<b>4,550,638</b>	<b>4,624,712</b>	<b>4,372,352</b>	<b>(178,286)</b>	<b>4,406,125</b>
519 Storm Water user fees	1,471,798	2,225,000	2,220,000	2,240,000	15,000	2,300,000
<b>Subtotal: Storm Water Utility Fund</b>	<b>1,471,798</b>	<b>2,225,000</b>	<b>2,220,000</b>	<b>2,240,000</b>	<b>15,000</b>	<b>2,300,000</b>
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 5,747,873</b>	<b>\$ 6,775,638</b>	<b>\$ 6,844,712</b>	<b>\$ 6,612,352</b>	<b>\$ (163,286)</b>	<b>\$ 6,706,125</b>
<b>MISCELLANEOUS REVENUES</b>						
265 Sale of maps and copies	\$ 18,195	\$ 15,000	\$ 16,000	\$ 16,000	\$ 1,000	\$ 16,000
420 Library fines	64,022	63,000	60,000	60,000	(3,000)	60,000
427 Library collection fees	729	300	800	500	200	500
512 Court fines	240,463	275,000	250,000	250,000	(25,000)	250,000
518 Vehicle impound fees	7,860	8,000	7,500	7,000	(1,000)	7,000
510 Sale of assets	6,595	8,000	16,000	6,000	(2,000)	6,000
526 Miscellaneous receipts	5,008	7,000	7,000	6,000	(1,000)	6,000
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 342,872</b>	<b>\$ 376,300</b>	<b>\$ 357,300</b>	<b>\$ 345,500</b>	<b>\$ (30,800)</b>	<b>\$ 345,500</b>
<b>OTHER FINANCING SOURCES</b>						
338 Transferred in Hotel/Motel tax	659,176	660,714	660,714	669,643	8,929	678,571
<b>Subtotal: General Fund</b>	<b>659,176</b>	<b>660,714</b>	<b>660,714</b>	<b>669,643</b>	<b>8,929</b>	<b>678,571</b>
508 Intergovernmental transfers (TIF)	3,662,672	3,326,843	3,596,193	4,385,655	1,058,812	5,057,000
Bond refinancing proceeds	4,387,469	-	2,700,000	-	-	-
<b>Subtotal: Debt Service Fund</b>	<b>8,050,141</b>	<b>3,326,843</b>	<b>6,296,193</b>	<b>4,385,655</b>	<b>1,058,812</b>	<b>5,057,000</b>
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ 8,709,317</b>	<b>\$ 3,987,557</b>	<b>\$ 6,956,907</b>	<b>\$ 5,055,298</b>	<b>\$ 1,067,741</b>	<b>\$ 5,735,571</b>
<b>TOTAL OPERATIONAL REVENUES</b>	<b>\$ 55,471,207</b>	<b>\$ 54,306,858</b>	<b>\$ 57,299,167</b>	<b>\$ 57,013,450</b>	<b>\$ 2,706,592</b>	<b>\$ 58,638,811</b>

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>REVENUE ACTIVITIES TOTAL BY FUND</b>						
General Fund	\$ 25,402,502	\$ 26,755,970	\$ 26,702,718	\$ 27,606,190	\$ 850,220	\$ 28,181,817
(1) Road Use Fund	4,876,808	4,976,911	5,050,000	5,178,800	201,889	5,300,000
(1) Hotel Motel Fund	1,845,694	1,850,000	1,850,000	1,875,000	25,000	1,900,000
(2) Debt Service Fund	14,132,740	9,885,863	12,864,353	11,242,680	1,356,817	12,000,869
(3) TIF Fund	6,447,209	7,058,119	7,058,119	7,221,475	163,356	7,300,000
(4) Storm Water Utility Fund	1,471,798	2,225,000	2,220,000	2,240,000	15,000	2,300,000
(5) Police & Fire Retirement Fund	1,294,456	1,554,995	1,553,977	1,649,305	94,310	1,656,125
(1) Capital Projects Fund	32,604,795	21,893,500	23,352,500	25,452,500	3,559,000	22,032,800
(6) Special Revenue	400,566	60,000	225,000	60,000	-	10,000
(7) Proprietary - Water Utility	15,412,938	18,807,087	18,420,010	24,409,330	5,602,243	21,266,675
<b>Total State Certified Revenues</b>	<b>\$ 103,889,506</b>	<b>\$ 95,067,445</b>	<b>\$ 99,296,677</b>	<b>\$ 106,935,280</b>	<b>\$ 11,867,835</b>	<b>\$ 101,948,286</b>
<b>FUND BALANCE ACTIVITY FOR FISCAL YEAR</b>						
General	\$ 10,497,809	\$ 713,030	\$ 39,862	\$ 1,055,197	\$ 342,167	\$ 1,317,478
Road Use	3,070,204	199,146	35,308	(342,367)	(541,513)	(219,480)
Hotel Motel	336,667	272,357	106,037	44,572	(227,785)	(35,715)
Debt Service	730,976	99,517	389,816	(98,657)	(198,174)	(129,542)
TIF	10,126,383	(2,231,276)	(2,091,926)	(2,035,820)	195,456	(1,643,000)
Storm Water Utility Fund	1,017,027	(1,327,551)	(1,303,462)	(968,455)	359,096	(1,409,467)
Police & Fire Retirement Fund	9,150	(54,380)	(53,362)	(72,909)	(18,529)	(52,718)
Capital Projects	17,383,585	(224,170)	1,337,500	(4,133,500)	(3,909,330)	200
<b>Subtotal:</b>	<b>\$ 43,171,801</b>	<b>\$ (2,553,327)</b>	<b>\$ (1,540,227)</b>	<b>\$ (6,551,939)</b>	<b>\$ (3,998,612)</b>	<b>\$ (2,172,244)</b>
<b>BUDGET TOTALS</b>	<b>\$ 147,061,307</b>	<b>\$ 92,514,118</b>	<b>\$ 97,756,450</b>	<b>\$ 100,383,341</b>	<b>\$ 7,869,223</b>	<b>\$ 99,776,042</b>

\* Actual Fund Balance at end of FY

\*\* Fund balance use (addition) for FY

- (1) Separate detail of this fund's activity is located on subsequent pages.
- (2) Separate detail of this fund's activity is located in the Debt Service & Contingency section of this budget document.
- (3) Separate detail of this fund's activity is located in the Community & Economic Development section of this budget document.
- (4) Separate detail of this fund's activity is located in the Public Works section of this budget document.
- (5) Separate detail of this fund's activity is located in the Public Safety section of this budget document.
- (6) The activity from these funds are typically not budgeted, as they typically represent non-routine and unpredictable revenue sources. The one item that is budgeted is the transfer from Capital Projects Fund to Internal Service Funds. The actual activity figures come from the City's Annual Financial Report as filed with the State of IA each December.
- (7) Separate detail of the Water Utility's operations can be found in the Water Department section of this budget document.

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>BUDGET SUMMARY</b>						
<b>PERSONAL SERVICES</b>						
01 Salaries	\$ 12,347,198	\$ 13,450,850	\$ 13,269,310	\$ 14,255,771	\$ 804,921	\$ 14,897,478
02 Overtime	587,053	524,300	588,850	530,100	5,800	540,100
03 Part-time	1,613,118	1,480,348	1,418,869	1,478,935	(1,413)	1,511,509
04 Witness fees	39,285	100	100	500	400	500
06 FICA	712,723	750,213	756,131	800,513	50,300	847,103
07 Retirement - IPERS	703,363	791,293	767,446	833,216	41,923	860,700
08 Pension - MFPRSI	1,826,865	1,500,615	1,500,615	1,576,396	75,781	1,603,407
09 Group insurance	1,015,098	1,882,812	1,883,812	2,379,131	496,319	2,693,643
11 Allowance	104,469	116,460	111,858	122,724	6,264	122,724
12 Unemployment	13,660	20,000	20,000	7,500	(12,500)	7,500
13 Deferred comp plan City match	113,207	170,040	116,679	178,585	8,545	185,674
<b>Sub-Total</b>	<b>\$ 19,076,040</b>	<b>\$ 20,687,031</b>	<b>\$ 20,433,670</b>	<b>\$ 22,163,371</b>	<b>\$ 1,476,340</b>	<b>\$ 23,270,338</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21 Advertising	\$ 52,159	\$ 69,400	\$ 68,594	\$ 76,000	\$ 6,600	\$ 77,150
22 Recruitment	27,223	46,200	33,945	34,700	(11,500)	34,700
23 Professional services	881,313	1,092,975	927,577	1,060,875	(32,100)	1,011,470
24 Contributions to other agencies	2,975,121	3,406,246	3,464,178	3,362,988	(43,258)	3,175,156
27 Data processing	475,470	576,216	552,742	752,708	176,492	648,112
28 Dues and memberships	58,929	68,410	61,987	64,115	(4,295)	71,170
29 Insurance	555,000	640,000	640,000	640,000	-	655,000
32 Uniforms and laundry	95,451	86,610	97,157	115,173	28,563	114,320
35 Printing and copying	130,935	136,319	124,251	133,065	(3,254)	134,040
40 Building and grounds maint.	-	-	-	25,350	25,350	32,350
41 Vehicle and equipment maint.	181,084	161,900	171,000	175,720	13,820	163,720
44 Grant-funded purchases	93,316	50,000	86,000	60,000	10,000	86,000
46 Training and development	183,839	235,205	218,461	252,615	17,410	235,030
48 Utility service	999,330	1,079,090	1,007,249	1,080,250	1,160	1,100,730
49 Petty cash	621	800	350	1,000	200	1,000
51 Maintenance supplies	622,097	757,948	676,000	817,642	59,694	720,250
54 Minor equipment	34,776	43,318	37,248	47,750	4,432	42,650
55 DARE expenditures	4,500	4,500	4,500	5,000	500	5,000
56 Vehicle maintenance supplies	139,014	177,200	177,950	201,350	24,150	195,550
57 Vehicle operation supplies	253,262	424,068	276,400	370,045	(54,023)	375,450
58 Office supplies	46,781	47,250	38,310	53,010	5,760	53,510
59 Operating supplies	279,413	314,131	281,928	309,218	(4,913)	278,743
60 Safety and medical supplies	34,888	35,141	30,494	32,855	(2,286)	34,710
61 Refunds	1,200	-	-	-	-	-
<b>Sub-total</b>	<b>\$ 8,125,722</b>	<b>\$ 9,452,927</b>	<b>\$ 8,976,321</b>	<b>\$ 9,671,429</b>	<b>\$ 218,502</b>	<b>\$ 9,245,811</b>
<b>CAPITAL OUTLAY</b>						
71 Equipment	\$ 227,585	\$ 758,578	\$ 760,425	\$ 130,599	\$ (627,979)	\$ 354,689
72 Furniture and fixtures	147,442	205,100	170,558	112,790	(92,310)	64,190
73 Equipment replacement fund	986,525	1,034,916	1,034,916	1,127,287	92,371	1,116,978
74 Office equipment	300	6,000	4,916	-	(6,000)	-
75 Operating equipment	19,583	23,780	22,000	29,025	5,245	29,025
76 Property improvements	314,220	466,800	476,026	391,000	(75,800)	440,600
77 Economic development - TIF	249,923	1,500,000	550,000	800,000	(700,000)	600,000
79 Books, films and recordings	244,148	228,265	228,265	218,535	(9,730)	225,000
80 Natural disaster cleanup	39,251	25,300	14,000	25,300	-	25,300
81 Building maintenance fund	684,583	862,113	862,113	1,158,041	295,928	1,306,727
97 Transfers out	6,883,448	6,202,057	7,194,607	7,248,698	1,046,641	7,541,871
<b>Sub-total</b>	<b>\$ 9,797,008</b>	<b>\$ 11,312,909</b>	<b>\$ 11,317,826</b>	<b>\$ 11,241,275</b>	<b>\$ (71,634)</b>	<b>\$ 11,704,380</b>
<b>OPERATING BUDGET SUB-TOTAL</b>						
	<b>\$ 36,998,770</b>	<b>\$ 41,452,867</b>	<b>\$ 40,727,817</b>	<b>\$ 43,076,075</b>	<b>\$ 1,623,208</b>	<b>\$ 44,220,529</b>
99 Special Revenue fund items	\$ 228,416	\$ 210,500	\$ 122,000	\$ 307,500	97,000	\$ 261,500
91 Debt retirement (Gen & Debt fu	14,436,243	10,424,834	13,693,623	11,418,936	994,102	12,145,839
95 Contingency	25,000	100,000	-	100,000	-	100,000
<b>BUDGET SUMMARY</b>	<b>\$ 51,688,429</b>	<b>\$ 52,188,201</b>	<b>\$ 54,543,440</b>	<b>\$ 54,902,511</b>	<b>\$ 2,714,310</b>	<b>\$ 56,727,868</b>

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>ROAD USE SUMMARY</b>						
Beginning Balance	\$ 2,771,437	\$ 3,070,204	\$ 3,070,204	\$ 3,034,896	\$ (35,308)	\$ 3,377,263
Revenue	4,876,808	4,976,911	5,050,000	5,178,800	201,889	5,300,000
<b>Total</b>	<b>\$ 7,648,245</b>	<b>\$ 8,047,115</b>	<b>\$ 8,120,204</b>	<b>\$ 8,213,696</b>	<b>\$ 166,581</b>	<b>\$ 8,677,263</b>
Traffic Safety	270,978	\$ 382,015	\$ 365,062	\$ 304,218	\$ (77,797)	\$ 284,629
Street Lighting	584,290	582,000	574,000	567,000	(15,000)	578,000
Roadway Maintenance	3,722,773	4,212,042	4,146,246	3,965,215	(246,827)	4,217,891
<b>Total</b>	<b>\$ 4,578,041</b>	<b>\$ 5,176,057</b>	<b>\$ 5,085,308</b>	<b>\$ 4,836,433</b>	<b>\$ (339,624)</b>	<b>\$ 5,080,520</b>

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## HOTEL/MOTEL SUMMARY

Beginning Balance	\$ 501,532	\$ 368,251	\$ 336,667	\$ 230,630	\$ (137,621)	\$ 186,058
Revenue	1,845,694	1,850,000	1,850,000	1,875,000	25,000	1,900,000
<b>Total</b>	<b>\$ 2,347,226</b>	<b>\$ 2,218,251</b>	<b>\$ 2,186,667</b>	<b>\$ 2,105,630</b>	<b>\$ (112,621)</b>	<b>\$ 2,086,058</b>

## CULTURAL AND CONVENTION

Bravo!	\$ 495,341	\$ 496,571	\$ 496,571	\$ 503,714	\$ 7,143	\$ 510,857
Convention Bureau	527,341	528,572	528,571	535,714	7,143	542,857
Iowa Events Center	32,000	32,000	32,000	32,000	-	32,000
Courage League Sports	-	5,000	5,000	-	(5,000)	-
J-Hawk Soccer Club	20,000	11,000	4,930	20,000	9,000	-
Polk County Master Gardeners	5,412	-	-	5,000	5,000	-
UCAN Centennial Committee	15,000	15,000	15,000	-	(15,000)	-
Urbandale Community Schools	3,500	3,500	3,500	3,500	-	-
Urbandale Girls Recreation Association	11,649	-	-	20,000	20,000	-
Urbandale Little League	18,640	25,000	24,750	15,000	(10,000)	-
Urbandale Soccer Club	-	-	-	-	-	-
Urbandale Sports Association	7,500	-	-	-	-	-
Urbandale 4th of July Committee	-	-	-	5,000	-	-
Urbandale Community Action Network	move to Council	move to Council	move to Council	move to Council	-	-
Choose Des Moines Communities	move to EconDev	move to EconDev	move to EconDev	move to EconDev	-	-
Urbandale Chamber of Commerce	-	move to EconDev	move to EconDev	move to EconDev	-	-
American Legion Post 663	move to Council	-	-	move to Council	-	-
Downtown Urb.Neighborhood Assoc	move to Council	move to Council	move to Council	move to Council	-	-
Urbandale Food Pantry	move to Council	move to Council	move to Council	move to Council	-	-
<b>Sub-Total</b>	<b>\$ 1,136,383</b>	<b>\$ 1,116,643</b>	<b>\$ 1,110,323</b>	<b>\$ 1,139,929</b>	<b>\$ 18,286</b>	<b>\$ 1,085,714</b>
Capital:UGRA/Soccer parking lot projec	215,000	185,000	185,000	110,000	(75,000)	100,000
Capital:Pending WJ projects	-	160,000	-	-	(160,000)	-
<b>Total Earmarked</b>	<b>\$ 1,351,383</b>	<b>\$ 1,461,643</b>	<b>\$ 1,295,323</b>	<b>\$ 1,249,929</b>	<b>\$ (216,714)</b>	<b>\$ 1,185,714</b>
<b>General Fund Totals</b>	<b>659,176</b>	<b>660,714</b>	<b>660,714</b>	<b>669,643</b>	<b>8,929</b>	<b>678,571</b>
<b>Hotel/Motel Tax Totals</b>	<b>\$ 2,010,559</b>	<b>\$ 2,122,357</b>	<b>\$ 1,956,037</b>	<b>\$ 1,919,571</b>	<b>\$ (207,786)</b>	<b>\$ 1,864,286</b>

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>CAPITAL PROJECTS SUMMARY</b>						
Beginning Balance	\$ 6,896,362	\$ 12,807,064	\$ 17,383,585	\$ 16,046,085	\$ 3,239,021	\$ 20,179,585
Revenues:						
Bond proceeds	\$ 26,223,274	\$ 14,400,000	\$ 15,400,000	\$ 19,367,100	\$ 4,967,100	\$ 15,500,800
Intergovernmental	1,762,286	3,787,000	4,398,000	1,872,000	(1,915,000)	2,122,000
Interest	27,819	50,000	30,000	30,000	(20,000)	30,000
Private donations	1,114,790	68,000	311,000	150,000	82,000	170,000
Special assessments	809,038	1,384,000	349,000	1,850,000	466,000	1,583,000
Transfers in from other funds	2,667,588	2,204,500	2,864,500	2,183,400	(21,100)	2,627,000
<b>Total</b>	<b>\$ 39,501,157</b>	<b>\$ 34,700,564</b>	<b>\$ 40,736,085</b>	<b>\$ 41,498,585</b>	<b>\$ 6,798,021</b>	<b>\$ 42,212,385</b>
Expenditures:						
Project costs	\$ 22,117,572	\$ 21,669,300	\$ 24,690,000	\$ 21,319,000	\$ (350,300)	\$ 22,033,000
Transfer out - Debt Service	-	-	-	-	-	-
Appropriations out to other funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 22,117,572</b>	<b>\$ 21,669,300</b>	<b>\$ 24,690,000</b>	<b>\$ 21,319,000</b>	<b>\$ (350,300)</b>	<b>\$ 22,033,000</b>

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>BUILDING MAINTENANCE FUND</b>						
Beginning Balance	\$ 673,034	\$ 639,026	\$ 493,339	\$ 398,747	\$ (240,279)	\$ 249,273
Revenues:						
Bond proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	3,149	-	2,000	2,000	2,000	2,000
Miscellaneous revenue	-	-	-	-	-	-
Transfers in from Capital Proj Fund	-	-	-	-	-	-
Appropriations from departments	684,813	862,113	862,113	1,158,042	295,929	1,158,042
<b>Total</b>	<b>\$ 1,360,996</b>	<b>\$ 1,501,139</b>	<b>\$ 1,357,452</b>	<b>\$ 1,558,789</b>	<b>\$ 57,650</b>	<b>\$ 1,409,315</b>
Expenditures:						
Building repairs & maintenance	\$ 514,197	\$ 703,638	\$ 763,251	\$ 1,100,864	\$ 397,226	\$ 925,025
Improvements capitalized - net	172,819	-	-	-	-	-
Personnel costs	180,641	195,411	195,454	208,652	13,241	216,569
<b>Total</b>	<b>\$ 867,657</b>	<b>\$ 899,049</b>	<b>\$ 958,705</b>	<b>\$ 1,309,516</b>	<b>\$ 410,467</b>	<b>\$ 1,141,594</b>

		FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19	
	FUND	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE	
<b>EXPENDITURE SUMMARY PER FUNCTION - BY DEPARTMENT</b>								
<b>PUBLIC SAFETY</b>								
110	Police	GEN	\$ 6,263,045	\$ 6,844,899	\$ 6,910,326	\$ 7,096,184	\$ 251,285	\$ 7,246,041
150	Fire	GEN	3,281,856	3,836,037	3,643,017	4,244,283	408,246	4,624,495
180	Emergency Preparedness	GEN	21,420	26,693	23,393	30,575	3,882	30,575
190	Animal Control	GEN	61,628	68,000	38,837	52,000	(16,000)	52,000
117	Police & Fire Retirement Fun	411	1,294,205	1,500,615	1,500,615	1,576,396	75,781	1,603,407
198	Contingency	GEN	-	25,000	-	25,000	-	25,000
	<b>Sub-Total</b>		<b>\$ 10,922,154</b>	<b>\$ 12,301,244</b>	<b>\$ 12,116,188</b>	<b>\$ 13,024,438</b>	<b>\$ 723,194</b>	<b>\$ 13,581,518</b>
<b>PUBLIC WORKS</b>								
210	Roadway Maintenance	RU	\$ 3,722,773	\$ 4,212,042	\$ 4,146,246	\$ 3,965,215	\$ (246,827)	\$ 4,217,891
230	Street Lighting	RU	584,290	582,000	574,000	567,000	(15,000)	578,000
240	Traffic Safety	RU	270,978	382,015	365,062	304,218	(77,797)	284,629
260	Engineering Services	GEN	704,001	768,641	700,805	860,922	92,281	864,314
290	Solid Waste	GEN	1,927,647	2,090,958	1,999,051	2,117,765	26,807	2,194,713
291	Sanitary Sewer	GEN	423,281	781,765	780,466	481,604	(300,161)	460,253
292	Stormwater Utility Fund	STRM	1,010,072	897,449	916,538	1,271,545	374,096	890,533
295	E&PW Administration	GEN	752,159	902,330	889,634	1,018,533	116,203	1,015,979
298	Contingency	GEN	-	25,000	-	25,000	-	25,000
	<b>Sub-Total</b>		<b>\$ 9,395,200</b>	<b>\$ 10,642,200</b>	<b>\$ 10,371,802</b>	<b>\$ 10,611,802</b>	<b>\$ (30,398)</b>	<b>\$ 10,531,312</b>
<b>CULTURE AND RECREATION</b>								
410	Library	GEN	\$ 2,380,968	\$ 2,467,131	\$ 2,481,177	\$ 2,646,882	\$ 179,751	\$ 2,809,351
430	Parks	GEN	2,145,830	2,432,283	2,401,540	2,616,657	184,374	2,666,821
435	Grounds Maintenance	GEN	94,068	103,597	94,057	105,494	1,897	109,043
440	Recreation	GEN	392,001	421,538	417,475	435,730	14,192	436,068
450	Cemetery Maintenance	GEN	10,346	7,550	7,500	19,300	11,750	9,300
460	Senior Center	GEN	331,363	377,549	366,351	379,036	1,487	393,415
470	Swimming Pool	GEN	548,673	596,137	575,554	610,526	14,389	601,537
499	Cultural & Convention	HM	2,010,559	2,122,357	1,956,037	1,919,572	(202,785)	1,864,285
498	Contingency	GEN	25,000	25,000	-	25,000	-	25,000
	<b>Sub-Total</b>		<b>\$ 7,938,808</b>	<b>\$ 8,553,142</b>	<b>\$ 8,299,691</b>	<b>\$ 8,758,197</b>	<b>\$ 205,055</b>	<b>\$ 8,914,820</b>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT</b>								
520	Economic Development	GEN	\$ 426,976	\$ 345,229	\$ 340,303	\$ 473,569	\$ 128,340	\$ 478,319
530	Code Enforcement	GEN	626,032	697,652	653,914	730,439	32,787	752,794
540	Community Development	GEN	949,105	834,288	717,340	802,053	(32,235)	802,957
125	Tax Increment Financing Fur	TIF	3,912,595	4,826,843	4,966,193	5,185,655	358,812	5,657,000
	<b>Sub-Total</b>		<b>\$ 5,914,708</b>	<b>\$ 6,704,012</b>	<b>\$ 6,677,750</b>	<b>\$ 7,191,716</b>	<b>\$ 487,704</b>	<b>\$ 7,691,070</b>
<b>GENERAL GOVERNMENT</b>								
610	Mayor and City Council	GEN	\$ 179,827	\$ 288,711	\$ 261,646	\$ 207,308	\$ (81,403)	\$ 204,496
615	City Manager	GEN	522,935	555,643	554,888	579,537	23,894	595,737
620	Finance and Records	GEN	672,654	827,307	809,787	885,928	58,621	895,025
625	Technology	GEN	614,971	687,962	681,327	773,617	85,655	792,679
630	Human Resources	GEN	198,185	229,810	232,529	297,837	68,027	267,178
640	Legal Services	GEN	151,980	130,000	130,000	142,670	12,670	140,465
645	General Support	GEN	1,146,892	1,047,290	1,031,663	952,938	(94,352)	955,741
698	Contingency	GEN	-	25,000	-	25,000	-	25,000
	<b>Sub-Total</b>		<b>\$ 3,487,444</b>	<b>\$ 3,791,723</b>	<b>\$ 3,701,840</b>	<b>\$ 3,864,835</b>	<b>\$ 73,112</b>	<b>\$ 3,876,321</b>
<b>DEPT OPERATIONS BUDGET TOTAL</b>			<b>\$ 37,658,315</b>	<b>\$ 41,992,321</b>	<b>\$ 41,167,271</b>	<b>\$ 43,450,988</b>	<b>\$ 1,458,667</b>	<b>\$ 44,595,041</b>
<b>DEBT SERVICE FUND EXPENDITURES</b>			<b>\$ 13,991,698</b>	<b>\$ 9,985,380</b>	<b>\$ 13,254,169</b>	<b>\$ 11,144,023</b>	<b>\$ 1,158,643</b>	<b>\$ 11,871,327</b>
<b>SPECIAL REV. FUND EXPENDITURES</b>			<b>\$ 228,416</b>	<b>\$ 210,500</b>	<b>\$ 122,000</b>	<b>\$ 307,500</b>	<b>\$ 97,000</b>	<b>\$ 261,500</b>
<b>CAPITAL PROJECTS FUND EXPENDITURES</b>			<b>\$ 22,117,572</b>	<b>\$ 21,669,300</b>	<b>\$ 24,690,000</b>	<b>\$ 21,319,000</b>	<b>\$ (350,300)</b>	<b>\$ 22,033,000</b>
<b>PROPRIETARY FUND - WATER UTILITY</b>			<b>\$ 16,148,088</b>	<b>\$ 18,572,394</b>	<b>\$ 18,265,463</b>	<b>\$ 22,967,550</b>	<b>\$ 4,395,156</b>	<b>\$ 19,353,472</b>
<b>CERTIFIED BUDGET TOTAL</b>			<b>\$ 90,144,089</b>	<b>\$ 92,429,895</b>	<b>\$ 97,498,903</b>	<b>\$ 99,189,061</b>	<b>\$ 6,759,166</b>	<b>\$ 98,114,340</b>

		FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	FUND	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
<b>DEPARTMENTAL OPERATIONAL EXPENDITURES BY FUND</b>							
<b>GENERAL FUND</b>							
<b>PUBLIC SAFETY</b>							
110	Police	GEN \$ 6,263,045	\$ 6,844,899	\$ 6,910,326	\$ 7,096,184	\$ 251,285	\$ 7,246,041
150	Fire	GEN 3,281,856	3,836,037	3,643,017	4,244,283	408,246	4,624,495
180	Emergency Preparedness	GEN 21,420	26,693	23,393	30,575	3,882	30,575
190	Animal Control	GEN 61,628	68,000	38,837	52,000	(16,000)	52,000
198	Contingency	GEN -	25,000	-	25,000	-	25,000
	<b>Sub-Total</b>	<b>\$ 9,627,949</b>	<b>\$ 10,800,629</b>	<b>\$ 10,615,573</b>	<b>\$ 11,448,042</b>	<b>\$ 647,413</b>	<b>\$ 11,978,111</b>
<b>PUBLIC WORKS</b>							
260	Engineering Services	GEN 704,001	768,641	700,805	860,922	92,281	864,314
290	Solid Waste	GEN 1,927,647	2,090,958	1,999,051	2,117,765	26,807	2,194,713
291	Sanitary Sewer	GEN 423,281	781,765	780,466	481,604	(300,161)	460,253
295	E&PW Administration	GEN 752,159	902,330	889,634	1,018,533	116,203	1,015,979
298	Contingency	GEN -	25,000	-	25,000	-	25,000
	<b>Sub-Total</b>	<b>\$ 3,807,088</b>	<b>\$ 4,568,694</b>	<b>\$ 4,369,956</b>	<b>\$ 4,503,824</b>	<b>\$ (64,870)</b>	<b>\$ 4,560,259</b>
<b>CULTURE AND RECREATION</b>							
410	Library	GEN \$ 2,380,968	\$ 2,467,131	\$ 2,481,177	\$ 2,646,882	\$ 179,751	\$ 2,809,351
430	Parks	GEN 2,145,830	2,432,283	2,401,540	2,616,657	184,374	2,666,821
435	Grounds Maintenance	GEN 94,068	103,597	94,057	105,494	1,897	109,043
440	Recreation	GEN 392,001	421,538	417,475	435,730	14,192	436,068
450	Cemetery Maintenance	GEN 10,346	7,550	7,500	19,300	11,750	9,300
460	Senior Center	GEN 331,363	377,549	366,351	379,036	1,487	393,415
470	Swimming Pool	GEN 548,673	596,137	575,554	610,526	14,389	601,537
498	Contingency	GEN 25,000	25,000	-	25,000	-	25,000
	<b>Sub-Total</b>	<b>\$ 5,928,249</b>	<b>\$ 6,430,785</b>	<b>\$ 6,343,654</b>	<b>\$ 6,838,625</b>	<b>\$ 407,840</b>	<b>\$ 7,050,535</b>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT</b>							
520	Economic Development	GEN \$ 426,976	\$ 345,229	\$ 340,303	\$ 473,569	\$ 128,340	\$ 478,319
530	Code Enforcement	GEN 626,032	697,652	653,914	730,439	32,787	752,794
540	Community Development	GEN 949,105	834,288	717,340	802,053	(32,235)	802,957
	<b>Sub-Total</b>	<b>\$ 2,002,113</b>	<b>\$ 1,877,169</b>	<b>\$ 1,711,557</b>	<b>\$ 2,006,061</b>	<b>\$ 128,892</b>	<b>\$ 2,034,070</b>
<b>GENERAL GOVERNMENT</b>							
610	Mayor and City Council	GEN \$ 179,827	\$ 288,711	\$ 261,646	\$ 207,308	\$ (81,403)	\$ 204,496
615	City Manager	GEN 522,935	555,643	554,888	579,537	23,894	595,737
620	Finance and Records	GEN 672,654	827,307	809,787	885,928	58,621	895,025
625	Technology	GEN 614,971	687,962	681,327	773,617	85,655	792,679
630	Human Resources	GEN 198,185	229,810	232,529	297,837	68,027	267,178
640	Legal Services	GEN 151,980	130,000	130,000	142,670	12,670	140,465
645	General Support	GEN 1,146,892	1,047,290	1,031,663	952,938	(94,352)	955,741
698	Contingency	GEN -	25,000	-	25,000	-	25,000
	<b>Sub-Total</b>	<b>\$ 3,487,444</b>	<b>\$ 3,791,723</b>	<b>\$ 3,701,840</b>	<b>\$ 3,864,835</b>	<b>\$ 73,112</b>	<b>\$ 3,876,321</b>
	<b>General Fund Total</b>	<b>24,852,843</b>	<b>27,469,000</b>	<b>26,742,580</b>	<b>28,661,387</b>	<b>1,192,387</b>	<b>29,499,296</b>
<b>Road Use Fund</b>							
210	Roadway Maintenance	RU \$ 3,722,773	\$ 4,212,042	\$ 4,146,246	\$ 3,965,215	\$ (246,827)	\$ 4,217,891
230	Street Lighting	RU 584,290	582,000	574,000	567,000	(15,000)	578,000
240	Traffic Safety	RU 270,978	382,015	365,062	304,218	(77,797)	284,629
	<b>Road Use Fund Total</b>	<b>4,578,041</b>	<b>5,176,057</b>	<b>5,085,308</b>	<b>4,836,433</b>	<b>(339,624)</b>	<b>5,080,520</b>
<b>411 Retirement Fund</b>							
117	Police & Fire Retirement Fund	411 1,294,205	1,500,615	1,500,615	1,576,396	75,781	1,603,407
<b>Hotel Motel Fund</b>							
499	Cultural & Convention	HM 2,010,559	2,122,357	1,956,037	1,919,572	(202,785)	1,864,285
<b>Storm Water Utility Fund</b>							
292	Stormwater Utility Fund	STRM 1,010,072	897,449	916,538	1,271,545	374,096	890,533
<b>Tax Increment Financing Fund</b>							
125	Tax Increment Financing Func	TIF 3,912,595	4,826,843	4,966,193	5,185,655	358,812	5,657,000
	<b>Grand Total Departmental Operations</b>	<b>\$ 37,658,315</b>	<b>\$ 41,992,321</b>	<b>\$ 41,167,271</b>	<b>\$ 43,450,988</b>	<b>\$ 1,458,667</b>	<b>\$ 44,595,041</b>

<b>PUBLIC SAFETY</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 100 PUBLIC SAFETY SUMMARY

### PERSONAL SERVICES

01	Salaries	\$ 5,645,462	\$ 6,270,631	\$ 6,206,000	\$ 6,631,428	\$ 360,797	\$ 7,066,153
02	Overtime	423,267	333,100	409,000	330,000	(3,100)	340,000
03	Part-time	373,643	414,199	331,000	396,689	(17,510)	407,557
04	Witness fees	39,285	100	100	500	400	500
06	FICA	105,104	129,436	130,400	136,045	6,609	158,194
07	Retirement - IPERS	29,600	79,570	58,100	78,740	(830)	81,941
08	Pension - MFPRSI	1,663,771	1,500,615	1,500,615	1,576,396	75,781	1,603,407
09	Group insurance	371,854	850,746	850,746	1,053,913	203,167	1,228,724
11	Allowance	42,770	52,250	49,000	55,300	3,050	55,300
12	Unemployment	7,358	5,000	8,000	7,500	2,500	7,500
13	Deferred comp plan City match	40,423	67,074	43,770	70,794	3,720	74,588
	<b>Sub-Total</b>	<b>\$ 8,742,536</b>	<b>\$ 9,702,721</b>	<b>\$ 9,586,731</b>	<b>\$ 10,337,305</b>	<b>\$ 634,584</b>	<b>\$ 11,023,864</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500
22	Recruitment	16,563	29,500	23,000	18,500	(11,000)	18,500
23	Professional services	87,527	106,465	79,717	76,325	(30,140)	73,325
24	Contributions to other agencies	778,200	1,018,563	1,045,563	1,017,563	(1,000)	915,863
27	Data processing	63,892	115,539	115,320	115,394	(145)	84,254
28	Dues and memberships	11,233	11,220	9,745	10,545	(675)	17,495
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	63,164	49,360	60,000	77,058	27,698	75,590
35	Printing and copying	15,771	14,250	13,550	16,000	1,750	16,000
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	79,739	53,000	58,500	69,470	16,470	69,470
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	88,849	78,180	94,000	85,380	7,200	80,950
48	Utility service	113,605	113,680	110,000	117,780	4,100	119,280
49	Petty cash	53	400	50	400	-	400
51	Maintenance supplies	8,806	8,000	7,500	8,000	-	8,000
54	Minor equipment	5,659	13,168	7,500	11,000	(2,168)	11,000
55	DARE expenditures	4,500	4,500	4,500	5,000	500	5,000
56	Vehicle maintenance supplies	22,040	24,000	20,500	25,500	1,500	25,500
57	Vehicle operation supplies	102,783	135,810	105,000	119,910	(15,900)	123,950
58	Office supplies	10,538	12,250	8,000	12,250	-	12,250
59	Operating supplies	112,733	105,361	99,225	106,983	1,622	112,258
60	Safety and medical supplies	19,249	20,533	18,500	19,920	(613)	21,600
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 1,604,904</b>	<b>\$ 1,914,279</b>	<b>\$ 1,880,170</b>	<b>\$ 1,913,478</b>	<b>\$ (801)</b>	<b>\$ 1,791,185</b>

### CAPITAL OUTLAY

71	Equipment	\$ 125,193	\$ 112,177	\$ 115,000	\$ 115,899	\$ 3,722	\$ 83,689
72	Furniture and fixtures	2,439	6,800	4,000	8,090	1,290	8,090
73	Equipment replacement fund	229,490	243,476	243,476	255,443	11,967	255,443
74	Office equipment	300	-	-	-	-	-
75	Operating equipment	19,583	23,780	22,000	29,025	5,245	29,025
76	Property improvements	2,510	62,700	54,500	-	(62,700)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	145,199	210,311	210,311	340,198	129,887	365,222
97	Transfers out	50,000	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 574,714</b>	<b>\$ 659,244</b>	<b>\$ 649,287</b>	<b>\$ 748,655</b>	<b>\$ 89,411</b>	<b>\$ 741,469</b>

### OPERATING BUDGET SUB-TOTAL

		\$ 10,922,154	\$ 12,276,244	\$ 12,116,188	\$ 12,999,438	\$ 723,194	\$ 13,556,518
99	Special Revenue fund items	\$ 99,456	\$ 25,000	\$ 27,500	\$ 25,000	-	\$ 25,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	25,000	-	25,000	-	25,000

<b>PUBLIC SAFETY SUMMARY</b>		<b>\$ 11,021,610</b>	<b>\$ 12,326,244</b>	<b>\$ 12,143,688</b>	<b>\$ 13,049,438</b>	<b>\$ 723,194</b>	<b>\$ 13,606,518</b>
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**OVERVIEW:** This activity enhances public safety through preventive patrol, emergency response, crime investigation, and public education.

**POLICE**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	4,774,571	5,009,045	5,049,110	5,268,197
Contractual & supply service	1,147,313	1,428,076	1,458,545	1,408,394
Capital outlay	341,161	407,778	402,671	419,593
<b>Total expenditures</b>	<b>\$ 6,263,045</b>	<b>\$ 6,844,899</b>	<b>\$ 6,910,326</b>	<b>\$ 7,096,184</b>
Fees	26,055	23,000	23,500	23,000
Grants	18,576	61,500	90,000	72,000
Other	922,116	773,229	948,220	767,000
<b>Total revenue</b>	<b>\$ 966,747</b>	<b>\$ 857,729</b>	<b>\$ 1,061,720</b>	<b>\$ 862,000</b>
<b>Net amount supported by property taxes</b>	<b>\$ 5,296,298</b>	<b>\$ 5,987,170</b>	<b>\$ 5,848,606</b>	<b>\$ 6,234,184</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase in salary of \$142,200 represents normal increases for existing staff, plus the addition of one full time civilian community service officer.
- ↓ The City’s contribution rate for police pension will go from 25.92% to 25.68% of base salary for all officers. The full pension cost for Police is now fully offset by the Police & Fire Retirement tax levy, which is shown later in the Public Safety section of this budget document. Total Police pension costs previously covered through the General fund are decreased by \$959,404 in the current year due to the pension tax levy revenue being used to pay these costs.
- ↑ An increase of \$119,100 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of \$26,300 in data processing reflects forensic computer replacements and CID recording system upgrade in prior budget.
- ↑ An increase of \$16,700 in equipment replacement reflects addition of one unit to the fleet.
- ↓ A decrease of \$57,300 in property improvements reflects the relocation of the existing flagpole and a building security camera system upgrade project in prior budget.
- ↑ An increase of \$51,100 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Additional officers and civilian staff will be required to meet the needs of the growing community.
- ❖ Facility space needs assessment should be undertaken for expansion of fleet housing and office work space for personnel.
- ❖ Comprehensive Technology Assessment for expanding and required technology for law enforcement should be considered.

<b>PUBLIC SAFETY</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 110 POLICE

### PERSONAL SERVICES

01	Salaries	\$ 3,746,815	\$ 4,021,607	\$ 4,020,000	\$ 4,163,787	\$ 142,180	\$ 4,298,856
02	Overtime	232,738	162,600	225,000	150,000	(12,600)	160,000
03	Part-time	78,188	88,174	87,000	86,189	(1,985)	86,189
04	Witness fees	(14)	100	100	500	400	500
06	FICA	77,522	88,547	88,000	92,242	3,695	95,602
07	Retirement - IPERS	29,600	42,140	36,000	43,477	1,337	44,912
08	Pension - MFPRSI	160,806	-	-	-	-	-
09	Group insurance	371,854	507,010	507,010	626,087	119,077	713,830
11	Allowance	42,770	51,850	49,000	54,900	3,050	54,900
12	Unemployment	7,358	5,000	8,000	7,500	2,500	7,500
13	Deferred comp plan City match	26,933	42,017	29,000	43,515	1,498	45,733
<b>Sub-Total</b>		<b>\$ 4,774,571</b>	<b>\$ 5,009,045</b>	<b>\$ 5,049,110</b>	<b>\$ 5,268,197</b>	<b>\$ 259,152</b>	<b>\$ 5,508,022</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500
22	Recruitment	11,618	13,500	13,000	13,500	-	13,500
23	Professional services	2,708	4,750	5,700	5,550	800	5,550
24	Contributions to other agencies	761,637	1,002,000	1,029,000	1,001,000	(1,000)	899,300
27	Data processing	43,886	84,219	84,000	57,873	(26,346)	57,873
28	Dues and memberships	8,194	8,445	8,445	8,330	(115)	8,330
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	30,828	9,000	25,000	17,058	8,058	15,590
35	Printing and copying	11,072	9,350	9,350	10,500	1,150	10,500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	7,615	10,000	7,500	10,000	-	10,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	63,409	47,415	68,000	48,145	730	48,145
48	Utility service	57,661	60,380	58,000	59,280	(1,100)	59,280
49	Petty cash	53	300	50	300	-	300
51	Maintenance supplies	3,357	3,500	3,000	3,500	-	3,500
54	Minor equipment	500	2,668	2,500	500	(2,168)	500
55	Culture of Integrity	4,500	4,500	4,500	5,000	500	5,000
56	Vehicle maintenance supplies	12,770	15,000	12,000	16,500	1,500	16,500
57	Vehicle operation supplies	73,621	89,700	75,000	87,000	(2,700)	88,950
58	Office supplies	7,824	9,000	6,000	9,000	-	9,000
59	Operating supplies	43,575	51,136	45,000	52,758	1,622	52,758
60	Safety and medical supplies	2,484	2,713	2,500	2,100	(613)	2,100
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 1,147,313</b>	<b>\$ 1,428,076</b>	<b>\$ 1,458,545</b>	<b>\$ 1,408,394</b>	<b>\$ (19,682)</b>	<b>\$ 1,307,176</b>

### CAPITAL OUTLAY

71	Equipment	\$ 84,571	\$ 60,027	\$ 65,000	\$ 51,689	\$ (8,338)	\$ 51,689
72	Furniture and fixtures	1,230	2,000	-	6,490	4,490	6,490
73	Equipment replacement fund	144,990	153,690	153,690	170,357	16,667	170,357
74	Office furniture	-	-	-	-	-	-
75	SERT equipment & training	19,583	23,780	22,000	29,025	5,245	29,025
76	Property Improvements	2,510	57,300	51,000	-	(57,300)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	88,277	110,981	110,981	162,032	51,051	173,282
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 341,161</b>	<b>\$ 407,778</b>	<b>\$ 402,671</b>	<b>\$ 419,593</b>	<b>\$ 11,815</b>	<b>\$ 430,843</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ 68,974	\$ 25,000	\$ 25,000	\$ 25,000	-	\$ 25,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

<b>POLICE</b>	<b>\$ 6,332,019</b>	<b>\$ 6,869,899</b>	<b>\$ 6,935,326</b>	<b>\$ 7,121,184</b>	<b>\$ 251,285</b>	<b>\$ 7,271,041</b>
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**FUNCTION: Public Safety**  
**ACTIVITY: Police**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	51 officers, 9 civilians	\$ 4,163,787
02	Overtime pay – patrol minimum staffing requirements per shift	\$ 30,000
	Holiday pay @ double time	\$ 27,300
	Holiday pay @ 1.5 time	\$ 23,000
	Court testimony and on-call pay	\$ 6,700
	Miscellaneous OT for arrests, casework, investigations	\$ 14,000
	Special event – 4 <sup>th</sup> of July celebration	\$ 11,000
	In-service training coverage	\$ 1,000
	S.E.R.T. overtime for training & missions	\$ 4,000
	GTSB overtime (reimbursable)	\$ 18,000
	M.I.N.E. task force overtime	\$ 15,000
03	Crossing guards (12) and matrons	\$ 80,189
	Police Reserves annual stipend (12 @ \$500 per Reserve Officer)	\$ 6,000
04	Witness fees	\$ 500
06	FICA	\$ 92,242
07	IPERS	\$ 43,477
08	Pension - \$959,404 (25.68%) covered in 411 Fund expenses	\$ -0-
09	Group insurance	\$ 626,087
11	Uniform maintenance allowance for 51 officers @ \$800 each per year	\$ 40,800
	Spot awards & service awards	\$ 1,500
	Vehicle allowance - Chief & 2 Captains	\$ 12,600
12	Unemployment (crossing guards)	\$ 7,500
13	Deferred compensation City match	\$ 43,515
21	Newspaper advertisements and official publications	\$ 500
22	Recruitment expenses (advertising, background checks, civil service testing, POST test)	\$ 4,500
	Pre-employment physical & drug screens (4)	\$ 3,000
	Pre-employment MMPI and polygraph (4 - MMPI @ \$175, polygraph @ \$200)	\$ 1,500
	Pre-employment (drug & physical – crossing guards)	\$ 4,500
23	Interpreters	\$ 750
	Radio and equipment maintenance contracts & certifications	\$ 1,200
	Records retention storage fees	\$ 1,700
	Firearm inspections	\$ 800
	Security monitoring system	\$ 1,100
24	Westcom operations	\$ 1,000,000
	Polk County Crime Stoppers contribution	\$ 1,000

**FUNCTION: Public Safety****ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
27	DNR annual deer aerial survey	\$ 1,000
	TriTech interface for Morpho Trac	\$ 1,025
	Computer, monitor and phone for SRO/CSO work area	\$ 1,300
	Annual Data911 body camera license & support software	\$ 720
	Replacement computers (15 @ \$800 per item)	\$ 12,000
	Replacement monitors (13 @ \$150 per item)	\$ 1,950
	Computer forensic equipment supplies	\$ 3,500
	Smartphone app (\$600 annual subscription, \$99 annual apple.id)	\$ 699
	Building proximity cards	\$ 300
	Power DMS annual license – CALEA & training software	\$ 4,500
	ID CardPrinter hardware/software maintenance agreement	\$ 1,300
	ESRI ArcView maintenance agreement	\$ 400
	CLEAR – investigative repository software	\$ 5,697
	Morpho Trac maintenance agreement	\$ 8,024
	Cellphone investigative software maintenance agreement	\$ 3,098
	CrimeReports.com (public records access software) annual subscription	\$ 1,200
	COPLINK	\$ 5,000
	Ident-A-Kit rental	\$ 750
	Wireless connection for police/public access (Mediacom 20x2)	\$ 1,560
	IEF software maintenance fee	\$ 875
	Shieldware (NCIC)	\$ 2,975
28	CALEA	\$ 4,100
	Fraud Examiners dues	\$ 175
	International Assoc. of Arson Investigators (1)	\$ 30
	Iowa Death Investigators Association (1)	\$ 100
	International Association of Chiefs of Police (6)	\$ 900
	Des Moines Rifle & Revolver Club	\$ 260
	Iowa Police Chiefs Association (1)	\$ 75
	Police Executive Research Forum (1)	\$ 200
	International Crime Free Housing Association (1)	\$ 50
	National Child Seat Certification Program (2 year membership in 2 <sup>nd</sup> year)	\$ 50
	Iowa Crime Prevention Association (1)	\$ 50
	Iowa Reserve Police Officers Association (13)	\$ 260
	Iowa Division, Association of Identification (4)	\$ 120
	International Association Computer Investigation Specialists (1)	\$ 75
	F.B.I. LEEDA membership (2)	\$ 100

**FUNCTION: Public Safety****ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
28 cont.	F.B.I. National Academy Alumni Association (2)	\$ 230
	Miscellaneous reports, journals, professional publications	\$ 500
	High Tech Crime Consortium (1)	\$ 25
	International Conference of Police Chaplains	\$ 250
	National Association of Field Training Officers (NAFTO) ( 8)	\$ 320
	K-9 Heart of America Police Dog Association (dog, handler, supervisor)	\$ 160
	MOCIC agency membership	\$ 200
	International Association of Property Evidence Technicians (2)	\$ 100
32	Uniform – new officer issue (3)	\$ 6,750
	Ballistic vest replacements (12)	\$ 8,808
	Uniform replacement - Police Reserves	\$ 1,000
	Crossing guard uniform replacement	\$ 500
35	Copier maintenance agreement	\$ 4,200
	Printing forms	\$ 1,500
	Shipping charges	\$ 600
	Citation printing	\$ 1,000
	Notary Public – renewals	\$ 200
	Postage	\$ 3,000
41	Fees for service and shop work, uninsured body work, miscellaneous repairs	\$ 10,000
46	Iowa Sex Crimes Investigators conference (2)	\$ 300
	Iowa Association of Ident Officers conference (2)	\$ 300
	IPCA Administrative Professionals workshop (4)	\$ 200
	TRITECH annual users conference – records management	\$ 1,500
	Iowa Homeland Security conference (reimbursement for costs based on grant availability)	\$ 300
	IACP Executive training conference (1)	\$ 1,800
	LEIN training conference (2)	\$ 350
	MOCIC training conference (1)	\$ 900
	LEIN basic intelligence school (1)	\$ 250
	Iowa death investigators training conference (1)	\$ 175
	National conference on bullying & child victimization	\$ 1,600
	ILEA instructor recertification schools	\$ 1,500
	ILEA advanced schools	\$ 6,000
	ILEA basic academy training (2)	\$ 14,000
	IACIS windows computer forensic training	\$ 2,795
	International Conference for Police Chaplains (2)	\$ 1,700
	Iowa Police Reserve Officers annual training conference (6)	\$ 600

**FUNCTION: Public Safety****ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
46 cont.	FBI NA Associates training event (2)	\$ 1,300
	Lifesavers conference (reimbursement via GTSB grant – all but per diem)	\$ 1,600
	FBI national academy – 2017 national conference (1)	\$ 1,500
	Legal updates – County Attorney's Association (4)	\$ 200
	K9 recertification and training conference (1)	\$ 1,500
	Forensic Assoc. Computer Techs training conference (1)	\$ 400
	CALEA training conference (1)	\$ 2,100
	Fraud examiner recertification	\$ 750
	St. Louis University death investigations course (2)	\$ 2,600
	Rentals – specialized training venues for Police (Camp Dodge, MAC Mount)	\$ 400
	Field training officers school	\$ 450
	Advanced crash investigation course – Northwestern traffic institute – Crash 1	\$ 1,075
48	Utilities, heating, lights and cooling	\$ 20,000
	Telephone service	\$ 24,000
	Cell phone service	\$ 10,800
	Verizon card – wireless connections	\$ 2,280
	Water service	\$ 1,600
	GPS cellular air time	\$ 600
49	Petty cash	\$ 300
51	Custodial supplies	\$ 3,500
54	Miscellaneous minor equipment	\$ 500
55	Culture of Integrity program (Urbandale and DSM Christian Schools, St. Pius X)	\$ 5,000
56	Replacement tires, batteries, parts, etc.	\$ 15,000
	Police bicycle maintenance and equipment	\$ 1,000
	Speed trailer maintenance	\$ 500
57	Gasoline – fleet (36,600 gallons @ \$2.3 per gallon)	\$ 84,250
	Oil, filter and grease	\$ 2,000
	Transmission oil	\$ 200
	Anti-freeze, gas line de-icer and windshield solvent	\$ 500
58	Office supplies	\$ 9,000
59	Citizen Police Academy 2018	\$ 1,000
	Crime Free Multi-Housing Program (collaborating agencies program)	\$ 400
	Range ballistic blocks	\$ 1,100
	Historical Committee supplies	\$ 500
	C.I.D. fraud meeting supplies (Insurance, Bankers, Business and Police – noon meetings)	\$ 250
	Investigative funds (prisoner transports, records fees, travel expenses, records inquiries, etc.)	\$ 4,500

**FUNCTION: Public Safety****ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
59 cont.	C.S.I. evidence and laboratory supplies	\$ 3,500
	R.A.D./R.A.D. kids supplies	\$ 250
	Property evidence bags and storage supplies	\$ 800
	Police officers memorial service	\$ 1,000
	Community Crime Eye program supplies (brochures, bags, handouts, etc.)	\$ 2,000
	Car wash tickets	\$ 2,500
	Alco sensor mouthpieces ( .22 cents per tube)	\$ 900
	Qualification, training and service ammunition	\$ 12,500
	Taser cartridges (training – 2 per officer, 122 cartridges @ \$22 per cartridge)	\$ 2,728
	Taser cartridges (duty – 26 cartridges @ \$30 per cartridge)	\$ 780
	Taser batteries (16 replacements @ \$35 per battery)	\$ 560
	Less-lethal shotgun rounds (training - 3 per officer, 183 rounds @ \$6 per round)	\$ 1,190
	Chemical munitions (replacement due to training, deployment, expiration)	\$ 500
	Range supplies – firearms cleaning supplies, targets, etc.	\$ 1,500
	Vehicle towing and impoundment	\$ 8,000
	K-9 food, grooming & vet supplies	\$ 2,000
	National Night Out 2017 – supplies	\$ 1,200
	ID card supplies – city	\$ 500
	Community Relations promotional and training material	\$ 2,600
60	General fire & safety supplies	\$ 800
	Protective eyewear and hearing, masks, latex gloves, etc.	\$ 400
	Injured officers – return to work medical review	\$ 500
	Latex gloves	\$ 400
71	Equipment transfer- patrol vehicles (3 @ \$2,900 per car)	\$ 8,700
	Patrol vehicle markings (3)	\$ 1,500
	Equipment for 1 patrol vehicle (CSO vehicle holdover keeping base package)	\$ 10,000
	Equipment transfer – C.I.D. vehicles (2 @ \$1,000 per car)	\$ 2,000
	Breeching ram – Sergeants vehicles (2)	\$ 550
	Emergency light bar upgrades (3 @ \$1,843)	\$ 5,529
	Replacement Remington 870 patrol shotguns (7 @ \$488)	\$ 3,416
	K-9 vehicle replacement equipment	\$ 14,794
	Scout covert alarm systems	\$ 4,000
	Metal detector system – CSI	\$ 1,200
72	Office chairs (10) support services & admin. services, chief's assistant	\$ 6,490
73	Equipment Replacement Fund contribution	\$ 170,357
75	SERT training & qualification ammunition	\$ 12,500

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**FUNCTION: Public Safety****ACTIVITY: Police**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
75 cont.	SERT chemical agents	\$ 3,000
	SERT range & target supplies	\$ 2,300
	SERT training rentals (ranges & special venues)	\$ 400
	National Tactical Officers Association training conference (2)	\$ 3,600
	Marksman/Observer school	\$ 1,925
	Ballistic vests and plate replacement	\$ 5,300
81	Building maintenance fund contribution – PM repairs	\$ 95,236
	Citywide building security plan	\$ 11,250
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Boiler water treatment program	\$ 960
	Building custodial services contract	\$ 21,000
	Building security monitoring	\$ 450
	Carpet cleaning (w/\$40 upholstery alternate)	\$ 900
	Electrical maintenance and repair	\$ 1,000
	Fire alarm monitoring	\$ 500
	Fire alarm panel inspection	\$ 300
	Generator service & maintenance agreement	\$ 3,906
	HVAC service and repair	\$ 13,000
	Mat & rug service	\$ 1,080
	Miscellaneous building repairs and maintenance	\$ 7,500
	Office door signs, changeable	\$ 1,000
	Pest control	\$ 700
	Replacement ceiling tiles	\$ 1,500
	Sprinkler testing	\$ 150
	Tile floor – waxing 2x year	\$ 1,200
	Window cleaning	\$ 400
<b>99</b>	<b>PLANNED PURCHASES OF LINE ITEMS VIA FORFEITURE ASSETS - \$25,000</b>	
	Police officers award program	\$ 750
	I.A.C.P. Executive Training conference (2)	\$ 3,600
	Other miscellaneous items as needed	\$ 20,650

**OVERVIEW:** This activity provides for the overall protection of life and property through public education and professional, timely emergency medical response.

**FIRE/EMS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>Recomm.</b>
Personal services	2,673,760	3,193,061	3,037,006	3,492,712
Contractual & supply service	374,544	391,510	359,395	422,509
Capital outlay	183,553	251,466	246,616	329,062
<b>Total expenditures</b>	<b>\$ 3,231,856</b>	<b>\$ 3,836,037</b>	<b>\$ 3,643,017</b>	<b>\$ 4,244,283</b>
Fees	737,816	750,000	790,000	750,000
Grants	-	-	-	-
Other	185,422	205,803	194,566	217,226
<b>Total revenue</b>	<b>\$ 923,238</b>	<b>\$ 955,803</b>	<b>\$ 984,566</b>	<b>\$ 967,226</b>
<b>Net amount supported by property taxes</b>	<b>\$ 2,308,618</b>	<b>\$ 2,880,234</b>	<b>\$ 2,658,451</b>	<b>\$ 3,277,057</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$299,700 in personnel costs reflects normal salary and benefits increases for existing full-time staff plus the addition of 6 new firefighter/EMT positions starting in January 2018, pending approval of bond referendum for station #43. Part-time base hourly rates also increased 54 cents.
- ↓ A decrease of \$14,900 in professional services reflects a joint Standards of Coverage study completed in prior budget.
- ↑ An increase of \$28,800 in data processing reflects the potential purchase of new RMS software if current system is not able to meet upcoming state requirements.
- ↑ An increase of \$19,600 in uniforms represents routine uniform replacement and new uniforms for 6 new staff members.
- ↑ An increase of \$12,100 in equipment represents the purchase of trench rescue equipment.
- ↑ An increase in of \$78,800 building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program, plus concrete repairs at Station 42 and upgrade of station alerting system at Station 41.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Maintaining adequate response capabilities continues to be the top priority.
- ❖ The addition of a third fire station currently planned for 2018, to allow adequate coverage and response times. Bond referendum is tentatively planned for Fall 2017.
- ❖ The addition of a supervisory level, such as a captain, will be needed to provide a single lead supervisor on duty at each station. This is proposed for implementation in FY19.
- ❖ The addition of an EMS Assistant Chief to oversee the department's EMS operations including a required medical quality improvement/quality assurance program.

<b>PUBLIC SAFETY</b>		<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>150 FIRE/EMS</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 1,898,647	\$ 2,249,024	\$ 2,186,000	\$ 2,467,641	\$ 218,617	\$ 2,767,297
02	Overtime	190,529	170,500	184,000	180,000	9,500	180,000
03	Part-time	295,454	326,025	244,000	310,500	(15,525)	321,368
04	Witness fees	39,299	-	-	-	-	-
06	FICA	27,582	40,889	42,400	43,803	2,914	62,592
07	Retirement - IPERS	-	37,430	22,100	35,263	(2,167)	37,029
08	Pension - MFPRSI	208,760	-	-	-	-	-
09	Group insurance	-	343,736	343,736	427,826	84,090	514,894
11	Allowance	-	400	-	400	-	400
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	13,489	25,057	14,770	27,279	2,222	28,855
<b>Sub-Total</b>		<b>\$ 2,673,760</b>	<b>\$ 3,193,061</b>	<b>\$ 3,037,006</b>	<b>\$ 3,492,712</b>	<b>\$ 299,651</b>	<b>\$ 3,912,435</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	4,945	16,000	10,000	5,000	(11,000)	5,000
23	Professional services	21,362	33,535	35,000	18,595	(14,940)	15,595
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	20,005	27,870	27,870	56,659	28,789	25,519
28	Dues and memberships	3,039	2,775	1,300	2,215	(560)	9,165
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	32,336	40,360	35,000	60,000	19,640	60,000
35	Printing and copying	4,699	4,900	4,200	5,500	600	5,500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	71,314	40,000	50,000	50,000	10,000	50,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	25,440	30,765	26,000	37,235	6,470	32,805
48	Utility service	53,726	49,800	49,800	55,000	5,200	56,500
49	Petty cash	-	100	-	100	-	100
51	Maintenance supplies	5,449	4,500	4,500	4,500	-	4,500
54	Minor equipment	5,159	10,500	5,000	10,500	-	10,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	9,269	9,000	8,500	9,000	-	9,000
57	Vehicle operation supplies	29,161	46,110	30,000	32,910	(13,200)	35,000
58	Office supplies	2,714	3,250	2,000	3,250	-	3,250
59	Operating supplies	69,158	54,225	54,225	54,225	-	59,500
60	Safety and medical supplies	16,765	17,820	16,000	17,820	-	19,500
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 374,544</b>	<b>\$ 391,510</b>	<b>\$ 359,395</b>	<b>\$ 422,509</b>	<b>\$ 30,999</b>	<b>\$ 401,434</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 40,622	\$ 52,150	\$ 50,000	\$ 64,210	\$ 12,060	\$ 32,000
72	Furniture and fixtures	1,209	4,800	4,000	1,600	(3,200)	1,600
73	Equipment replacement fund	84,500	89,786	89,786	85,086	(4,700)	85,086
74	Office equipment	300	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	5,400	3,500	-	(5,400)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	56,922	99,330	99,330	178,166	78,836	191,940
97	Transfers out	50,000	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 233,553</b>	<b>\$ 251,466</b>	<b>\$ 246,616</b>	<b>\$ 329,062</b>	<b>\$ 77,596</b>	<b>\$ 310,626</b>
<b>OPERATING BUDGET SUB-TOTAL</b>		<b>\$ 3,281,856</b>	<b>\$ 3,836,037</b>	<b>\$ 3,643,017</b>	<b>\$ 4,244,283</b>	<b>\$ 408,246</b>	<b>\$ 4,624,495</b>
99	Special Revenue fund items	\$ 30,482	\$ -	\$ 2,500	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
<b>FIRE/EMS</b>		<b>\$ 3,312,338</b>	<b>\$ 3,836,037</b>	<b>\$ 3,645,517</b>	<b>\$ 4,244,283</b>	<b>\$ 408,246</b>	<b>\$ 4,624,495</b>

**FUNCTION: Public Safety**  
**ACTIVITY: Fire/EMS**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Professional personnel (40), Billing Specialist	\$ 2,467,641
02	Overtime	\$ 180,000
03	Part-time staff: Prevention/Public Education Specialist, Office Assistant, Firefighter/EMTs	\$ 310,500
06	FICA	\$ 43,803
07	IPERS	\$ 35,263
08	Pension - \$616,992 (25.68%) covered in 411 Fund expenses	\$ -0-
09	Group insurance	\$ 427,826
11	On the spot awards	\$ 400
13	Deferred compensation - City match	\$ 27,279
22	Recruitment expenses	\$ 5,000
23	SCBA fill station maintenance	\$ 1,600
	Annual ladder testing	\$ 2,700
	Annual pump testing	\$ 1,600
	Cardiac monitors calibration/PM	\$ 1,600
	Annual SCBA flow tester calibration	\$ 770
	Medical Director fee	\$ 9,000
	Collections	\$ 1,325
27	Software maintenance (FireHouse RMS & required EMS software)	\$ 10,750
	Medical billing software updates & annual cost	\$ 3,524
	Computers	\$ 2,925
	Public internet connectivity - monthly charge (\$120/month x 2=\$2,880)	\$ 2,880
	Scheduling software	\$ 1,100
	Net Motion maintenance	\$ 1,350
	Drug vending machine software update/support	\$ 1,200
	Update for simulation software	\$ 1,500
	Active911 notification	\$ 500
	Locution systems maintenance (Station alerting)	\$ 930
	New Records Management System (RMS)	\$ 30,000
28	Iowa Firefighters Association	\$ 15
	Iowa Fire Chief's Association	\$ 25
	Hawkeye Fire Safety Association	\$ 25
	Polk County Fire Chiefs	\$ 25
	International Society of Fire Service Instructors & Iowa Society of Fire Service Instructors (2)	\$ 240
	Iowa Association of Professional Fire Chiefs	\$ 50
	National Fire Protection Association (2)	\$ 330

**FUNCTION: Public Safety**  
**ACTIVITY: Fire/EMS**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
28 cont.	International Association of Fire Chiefs (3)	\$ 855
	International Code Council	\$ 130
	IA EMS Association	\$ 350
	Academy of Professional Coders	\$ 120
	Central Iowa EMS Directors	\$ 50
32	Personal equipment and uniforms – existing staff & 6 new staff	\$ 60,000
35	Printing, copying and postage	\$ 5,500
41	Vehicle repair and maintenance by outside firms	\$ 50,000
46	Classes, certifications and development	\$ 6,000
	Equipment and materials	\$ 1,500
	Fire prevention materials	\$ 2,500
	Citizen Fire Academy/Kids Fire Academy	\$ 2,000
	On-Line EMS continuing education	\$ 3,000
	EMS training programs and continuing education	\$ 5,000
	EMS training materials and supplies	\$ 1,500
	NFPA standards subscription on CD	\$ 1,305
	Styker ambulance cot maintenance class	\$ 2,430
46.1	Tuition reimbursement incentive	\$ 12,000
48	Telephone, data, heating and air conditioning, water service	\$ 55,000
49	Reimburse petty cash	\$ 100
51	Batteries, paint, hardware supplies, exterior bulb replacement, janitorial supplies	\$ 4,500
54	Minor equipment (hoses, nozzles, air bags, etc.)	\$ 10,500
56	Vehicle maintenance supplies	\$ 9,000
57	Gas, oil, grease	\$ 32,910
58	Office supplies	\$ 3,250
59	Operating supplies	\$ 7,725
	EMS supplies/equipment	\$ 42,000
	Training facility repairs and maintenance	\$ 4,500
60	Physicals, TB tests, hepatitis shots	\$ 15,620
	Corrective lenses for SCBA	\$ 200
	Flu shots	\$ 2,000
71	Equipment	\$ 10,250
	Equipment transfer – radio, lights, etc. for car 400	\$ 1,500
	Car 400 graphics	\$ 900
	Command box for car 400	\$ 4,000
	SCBA seat brackets (13)	\$ 8,300

**FUNCTION: Public Safety****ACTIVITY: Fire/EMS**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
71 cont.	EMS MCI trauma bags (4)	\$ 1,500
	Thermal imaging replacement	\$ 7,620
	Rope rescue equipment	\$ 2,320
	Rapid intervention kits (2)	\$ 2,170
	Trench rescue equipment (trailer, shelving, shoring and associated equipment)	\$ 17,050
	Knox box controllers (11 vehicles)	\$ 8,600
72	Furniture and fixtures (washer & dryer @ 42)	\$ 1,600
73	Equipment replacement fund contribution	\$ 85,086
81	Building maintenance fund contribution – PM repairs	\$ 59,765
	Citywide building security project	\$ 13,774
	Station alerting system – station #41	\$ 38,000
	Concrete repairs @ station #42	\$ 40,000
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 120
	Boiler water treatment program	\$ 960
	Carpet cleaning	\$ 350
	Fire alarm monitoring	\$ 975
	Fire alarm panel inspection	\$ 350
	Fire alarm testing	\$ 125
	Fire extinguisher hood service @ Station 42	\$ 178
	Generator service and maintenance	\$ 1,084
	HVAC service and repair	\$ 6,500
	Miscellaneous building repairs	\$ 12,500
	Miscellaneous electrical repairs	\$ 2,000
	Pest control	\$ 1,185
	Sprinkler inspection	\$ 300



**FUNCTION: Public Safety**  
**ACTIVITY: Emergency Preparedness**

**OVERVIEW:** This activity enhances public safety through the early warning of natural and other disasters.

**EMERGENCY PREPAREDNESS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	-
Contractual & supply service	21,420	26,693	23,393	30,575
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 21,420</b>	<b>\$ 26,693</b>	<b>\$ 23,393</b>	<b>\$ 30,575</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	1,874	1,432	1,904	1,639
<b>Total revenue</b>	<b>\$ 1,874</b>	<b>\$ 1,432</b>	<b>\$ 1,904</b>	<b>\$ 1,639</b>
<b>Net amount supported by property taxes</b>	<b>\$ 19,546</b>	<b>\$ 25,261</b>	<b>\$ 21,489</b>	<b>\$ 28,936</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$2,600 in professional services reflects the prior year cost of an update to the outdoor warning siren computer system.
- ↑ An increase of \$6,500 in equipment maintenance reflects the replacement battery backup for 6 of the outdoor warning sirens. The remaining 6 sirens' batteries would be replaced next year.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The expansion of our storm warning system including the possible purchase of additional storm sirens.

<b>PUBLIC SAFETY</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## **180 EMERGENCY PREPAREDNESS**

<b>PERSONAL SERVICES</b>						
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-
03	Part-time	-	-	-	-	-
04	Witness fees	-	-	-	-	-
06	FICA	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-
08	Pension - MFPRSI	-	-	-	-	-
09	Group insurance	-	-	-	-	-
11	Allowance	-	-	-	-	-
12	Unemployment	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-
23	Professional services	1,829	180	180	180	180
24	Contributions to other agencies	16,563	16,563	16,563	16,563	16,563
27	Data processing	-	3,450	3,450	862	862
28	Dues and memberships	-	-	-	-	-
29	Insurance	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-
35	Printing and copying	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-
41	Vehicle and equipment maint.	810	3,000	1,000	9,470	9,470
44	Grant-funded purchases	-	-	-	-	-
46	Training and development	-	-	-	-	-
48	Utility service	2,218	3,500	2,200	3,500	3,500
49	Petty cash	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-
54	Minor equipment	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-
58	Office supplies	-	-	-	-	-
59	Operating supplies	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-
61	Refunds	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 21,420</b>	<b>\$ 26,693</b>	<b>\$ 23,393</b>	<b>\$ 30,575</b>	<b>\$ 3,882</b>
<b>CAPITAL OUTLAY</b>						
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-
74	Office equipment	-	-	-	-	-
75	Operating equipment	-	-	-	-	-
76	Property improvements	-	-	-	-	-
77	Economic development	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-
97	Transfers out	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATING BUDGET SUB-TOTAL</b>		<b>\$ 21,420</b>	<b>\$ 26,693</b>	<b>\$ 23,393</b>	<b>\$ 30,575</b>	<b>\$ 3,882</b>
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-
95	Contingency	-	-	-	-	-
<b>EMERGENCY PREPAREDNESS</b>		<b>\$ 21,420</b>	<b>\$ 26,693</b>	<b>\$ 23,393</b>	<b>\$ 30,575</b>	<b>\$ 3,882</b>

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**FUNCTION: Public Safety**  
**ACTIVITY: Emergency Preparedness**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	Professional services- text alerting	\$ 180
24	Polk County EMA	\$ 16,563
27	Update outdoor warning siren computer software maintenance	\$ 862
41	Siren repairs, battery replacement for six outdoor warning sirens	\$ 9,470
48	Utility service	\$ 3,500



**OVERVIEW:** This activity protects the public health and safety through the enforcement of animal control and welfare ordinances.

**ANIMAL CONTROL**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	-
Contractual & supply service	61,628	68,000	38,837	52,000
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 61,628</b>	<b>\$ 68,000</b>	<b>\$ 38,837</b>	<b>\$ 52,000</b>
Fees	7,805	4,000	3,500	3,500
Grants	-	-	-	-
Other	5,391	3,648	3,161	2,788
<b>Total revenue</b>	<b>\$ 13,196</b>	<b>\$ 7,648</b>	<b>\$ 6,661</b>	<b>\$ 6,288</b>
<b>Net amount supported by property taxes</b>	<b>\$ 48,432</b>	<b>\$ 60,352</b>	<b>\$ 32,176</b>	<b>\$ 45,712</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$16,000 in professional services reflects the anticipated partner’s share for Urbandale’s Animal Control services under a 28E agreement with West Des Moines Animal Control.
- ❖ In 2014, the animal licensing program contract with Humane Enterprises of Omaha terminated and WDM took over operations of the cooperative licensing program in 2015. Under the new model, the City of WDM will collect and retain all licensing revenues generated from each City and use each City’s revenue to offset our cost share of the total animal control operation. So, although compliance with licensing ordinances is expected to continue to increase as the program proceeds into its sixth year, the City will again, not budget for any licensing revenue receipts.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Urbandale will continue to be a full partner in animal control and licensing services provided through WESTPET.
- ❖ Staffing, equipment and vehicle studies are being undertaken to judge the needs of this growing collaboration.
- ❖ The 28E partner Cities are currently working on an agreement to provide shelter services through a private company, in lieu of constructing a joint facility.

<b>PUBLIC SAFETY</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 190 ANIMAL CONTROL

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	61,628	68,000	38,837	52,000	(16,000)	52,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 61,628</b>	<b>\$ 68,000</b>	<b>\$ 38,837</b>	<b>\$ 52,000</b>	<b>\$ (16,000)</b>	<b>\$ 52,000</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

<b>ANIMAL CONTROL</b>		<b>\$ 61,628</b>	<b>\$ 68,000</b>	<b>\$ 38,837</b>	<b>\$ 52,000</b>	<b>\$ (16,000)</b>	<b>\$ 52,000</b>
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**FUNCTION: Public Safety**  
**ACTIVITY: Animal Control**

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**Activity Notes**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	Animal control services – West Des Moines	\$ 52,000

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**OVERVIEW:** This fund supports the public safety function by providing funds for payment of City pension contributions into the Chapter 411 police and fire personnel pension program.

**POLICE & FIRE RETIREMENT FUND**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	1,294,205	1,500,615	1,500,615	1,576,396
Contractual & supply service	-	-	-	-
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 1,294,205</b>	<b>\$ 1,500,615</b>	<b>\$ 1,500,615</b>	<b>\$ 1,576,396</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	-	-	-	56,125
<b>Total revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,125</b>
<i>Net amount supported by 411 property taxes</i>	<b>\$ 1,294,205</b>	<b>\$ 1,500,615</b>	<b>\$ 1,500,615</b>	<b>\$ 1,520,271</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$75,800 in pension costs, which reflects 100% of the City's contribution to the Chapter 411 retirement fund for the City's professional Fire/EMS and Police personnel.
- ↓ The MFPRSI City contribution rate went down from to 25.92% for FY16-17 to 25.68% for FY17-18.
- ↑ This fund was established in FY10-11 to account for the public safety retirement levy revenue being collected, and has been incrementally raised over the last 7 years to begin funding a greater percentage of the City's pension obligation and provide relief for the general levy. 100% funding was achieved in FY16-17. The pension levy supporting these obligations will increase from \$0.57 to \$0.58 for FY17-18, which maintains full coverage of the City's pension obligation.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As the Municipal Fire & Police Retirement System of Iowa (MFPRSI) continues to adjust the City's required contribution rate, coupled with growth in the City's public safety staffing, the City will have to continue to adjust this levy to provide enough revenue to cover our pension obligation.
- ❖ Current actuarial assumptions from MFPRSI predict the City's contribution rate will stabilize and start to decrease over the next few years. State allowed minimum is 17%.

<b>PUBLIC SAFETY</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 117 POLICE & FIRE RETIREMENT FUND

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	-	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension - MFPRSI	1,294,205	1,500,615	1,500,615	1,576,396	75,781	1,603,407
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 1,294,205</b>	<b>\$ 1,500,615</b>	<b>\$ 1,500,615</b>	<b>\$ 1,576,396</b>	<b>\$ 75,781</b>	<b>\$ 1,603,407</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	-	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	-	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>OPERATING BUDGET SUB-TOTAL</b>	<b>\$ 1,294,205</b>	<b>\$ 1,500,615</b>	<b>\$ 1,500,615</b>	<b>\$ 1,576,396</b>	<b>\$ 75,781</b>	<b>\$ 1,603,407</b>
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99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	-	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

<b>POLICE &amp; FIRE RETIREMENT FUND</b>	<b>\$ 1,294,205</b>	<b>\$ 1,500,615</b>	<b>\$ 1,500,615</b>	<b>\$ 1,576,396</b>	<b>\$ 75,781</b>	<b>\$ 1,603,407</b>
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**FUNCTION: Public Safety**  
**ACTIVITY: Police & Fire Retirement Fund**

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**Activity Notes**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
08	Municipal Police & Fire Retirement system – City contribution for Fire & EMS	\$ 616,992
	Municipal Police & Fire Retirement system – City contribution for Police	\$ 959,404

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<b>PUBLIC WORKS</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 200 PUBLIC WORKS SUMMARY

### PERSONAL SERVICES

01	Salaries	\$ 2,609,592	\$ 2,840,477	\$ 2,766,617	\$ 3,014,322	\$ 173,845	\$ 3,075,260
02	Overtime	130,098	151,500	146,500	159,000	7,500	159,000
03	Part-time	49,381	55,650	63,032	60,000	4,350	60,000
04	Witness fees	-	-	-	-	-	-
06	FICA	209,566	219,350	222,650	235,676	16,326	243,229
07	Retirement - IPERS	242,264	257,362	259,262	273,197	15,835	279,978
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	271,388	366,078	366,078	469,566	103,488	538,297
11	Allowance	6,786	8,158	7,693	11,588	3,430	11,588
12	Unemployment	352	-	-	-	-	-
13	Deferred comp plan City match	17,880	31,018	18,432	32,728	1,710	33,591
	<b>Sub-Total</b>	<b>\$ 3,537,308</b>	<b>\$ 3,929,593</b>	<b>\$ 3,850,264</b>	<b>\$ 4,256,077</b>	<b>\$ 326,484</b>	<b>\$ 4,400,943</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	3,763	4,500	4,300	4,500	-	4,500
23	Professional services	36,005	96,000	65,775	51,600	(44,400)	30,000
24	Contributions to other agencies	896,387	953,261	928,513	958,423	5,162	978,513
27	Data processing	53,231	56,000	55,900	167,270	111,270	104,360
28	Dues and memberships	9,238	8,835	8,800	8,935	100	8,935
29	Insurance	176,713	198,261	198,261	213,393	15,132	215,000
32	Uniforms and laundry	21,071	24,800	24,800	25,485	685	26,050
35	Printing and copying	12,105	14,600	10,200	12,600	(2,000)	12,600
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	92,340	94,250	100,000	90,250	(4,000)	78,250
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	16,048	20,620	19,996	25,920	5,300	20,600
48	Utility service	617,753	641,340	625,500	638,970	(2,370)	655,950
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	421,532	556,448	476,600	586,142	29,694	487,800
54	Minor equipment	15,981	10,900	15,750	18,800	7,900	13,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	92,320	127,700	133,450	148,800	21,100	142,000
57	Vehicle operation supplies	122,374	233,258	141,400	196,635	(36,623)	198,000
58	Office supplies	3,056	3,500	3,100	3,500	-	3,500
59	Operating supplies	12,914	20,500	19,200	20,500	-	20,600
60	Safety and medical supplies	5,040	5,400	4,300	5,400	-	5,400
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 2,607,870</b>	<b>\$ 3,070,173</b>	<b>\$ 2,835,845</b>	<b>\$ 3,177,123</b>	<b>\$ 106,950</b>	<b>\$ 3,005,058</b>

### CAPITAL OUTLAY

71	Equipment	\$ 96,882	\$ 625,401	\$ 625,401	\$ 8,000	\$ (617,401)	\$ 264,500
72	Furniture and fixtures	58,043	99,000	86,858	57,500	(41,500)	30,000
73	Equipment replacement fund	628,824	652,521	652,521	715,829	63,308	714,687
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	231,834	271,600	288,801	306,000	34,400	315,600
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	77,839	109,412	109,412	67,873	(41,539)	79,224
97	Transfers out	2,156,600	1,859,500	1,922,700	1,998,400	138,900	1,696,300
	<b>Sub-total</b>	<b>\$ 3,250,022</b>	<b>\$ 3,617,434</b>	<b>\$ 3,685,693</b>	<b>\$ 3,153,602</b>	<b>\$ (463,832)</b>	<b>\$ 3,100,311</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	25,000	-	25,000	-	25,000

### PUBLIC WORKS SUMMARY

		<b>\$ 9,395,200</b>	<b>\$ 10,642,200</b>	<b>\$ 10,371,802</b>	<b>\$ 10,611,802</b>	<b>\$ (30,398)</b>	<b>\$ 10,531,312</b>
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**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

**OVERVIEW:** This activity provides for a safe and efficient transportation system through effective pavement maintenance, snow and ice removal operations, equipment maintenance, and right-of way management.

**ROADWAY MAINTENANCE**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	1,105,644	1,279,101	1,270,025	1,348,271
Contractual & supply service	630,863	889,519	769,599	951,061
Capital outlay	1,986,266	2,043,422	2,106,622	1,665,883
<b>Total expenditures</b>	<b>\$ 3,722,773</b>	<b>\$ 4,212,042</b>	<b>\$ 4,146,246</b>	<b>\$ 3,965,215</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	3,965,724	4,049,986	4,117,458	4,245,909
<b>Total revenue</b>	<b>\$ 3,965,724</b>	<b>\$ 4,049,986</b>	<b>\$ 4,117,458</b>	<b>\$ 4,245,909</b>
<i>Net amount supported by Road Use taxes</i>	<b>\$ (242,951)</b>	<b>\$ 162,056</b>	<b>\$ 28,788</b>	<b>\$ (280,694)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Overall personnel costs increased \$69,200 due to normal salary and benefit increases for existing staff.
- ↑ An increase of \$36,000 in data processing represents an AVL implementation and annual maintenance costs.
- ↑ An increase of \$15,100 in insurance reflects the allocation of the City-wide property and casualty insurance and workers compensation insurance associated with the Road Use fund operations.
- ↓ A decrease of \$264,500 in equipment reflects the purchase of a portable generator, snow plow blade for backhoe, solar powered message board, spray injection pothole patcher, and an additional dump truck in prior budget.
- ↑ An increase of \$25,450 in equipment replacement fund contributions reflects the true-up of anticipated future replacement costs on several pieces of equipment.
- ↓ A decrease of \$50,200 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.
- ↓ A decrease of \$88,300 in transfers reflect costs for the 2017 concrete patching program, and the asphalt patching and Walnut Creek Hills roundabout repairs. These funds will be transferred out to the Capital Projects funds for construction, as these projects combine with GO Bond funding sources.
- ↑ Road Use Tax revenues: The City conducted a special census in Fall 2015, which was certified in Spring 2016. The new higher population will serve as the factor to determine the City's calendar 2017 and future Road Use tax revenue. FY18 anticipated total Road Use revenue is \$5,178,800.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The average age of streets is increasing and the overall condition index will continue to decrease at current funding levels for street maintenance.
- ❖ The Capital Improvement Program provides for an aggressive reconstruction schedule for asphalt streets located west of Interstate 35/80. This will significantly decrease maintenance expenditures on temporary streets and allow the Department to focus on permanent repairs and preventative maintenance that will have a positive impact on overall street conditions.
- ❖ The improvement/expansion of the arterial street system has significantly impacted response times for snow and ice removal. Equipment and staffing should be adjusted accordingly to maintain service levels.
- ❖ Standard operating procedure is to handle a snow or ice event in one shift and split the staff into two shifts for a prolonged winter event. Assuming that the trend of mild winters ends soon, it will be necessary to operate in split shifts only. This will require additional staff, or hiring contractors to assist with snow and ice removal.
- ❖ Due to budget constraints and increasing costs of purchasing vehicles and equipment, equipment is being retained longer and annual maintenance costs will increase as a result. In addition, maintenance staffing has remained stagnant while the size of the fleet has increased significantly, meaning more contracted equipment repairs are necessary.

<b>PUBLIC WORKS</b>		<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>210 ROADWAY MAINTENANCE</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 809,021	\$ 905,652	\$ 897,423	\$ 931,705	\$ 26,053	\$ 961,998
02	Overtime	33,541	55,000	55,000	60,000	5,000	60,000
03	Part-time	21,425	19,000	16,304	22,000	3,000	22,000
04	Witness fees	-	-	-	-	-	-
06	FICA	65,054	70,391	74,108	73,202	2,811	76,041
07	Retirement - IPERS	75,188	82,169	85,051	84,752	2,583	87,871
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	97,856	137,494	137,494	166,957	29,463	187,234
11	Allowance	352	384	384	384	-	384
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	3,207	9,011	4,261	9,271	260	9,620
<b>Sub-Total</b>		<b>\$ 1,105,644</b>	<b>\$ 1,279,101</b>	<b>\$ 1,270,025</b>	<b>\$ 1,348,271</b>	<b>\$ 69,170</b>	<b>\$ 1,405,148</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	531	1,000	1,000	1,000	-	1,000
23	Professional services	600	-	-	-	-	-
24	Contributions to other agencies	1,800	2,013	8,513	2,013	-	8,513
27	Data processing	10,537	11,000	11,000	46,960	35,960	11,000
28	Dues and memberships	1,038	-	-	-	-	-
29	Insurance	176,713	198,261	198,261	213,393	15,132	215,000
32	Uniforms and laundry	10,051	12,325	12,325	12,325	-	12,325
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	21,688	25,500	25,500	34,500	9,000	25,500
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	3,230	3,500	3,500	5,500	2,000	3,500
48	Utility service	21,554	29,500	26,000	25,500	(4,000)	26,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	288,949	449,450	360,000	460,950	11,500	360,000
54	Minor equipment	9,445	5,600	8,000	6,500	900	6,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	39,285	46,000	46,000	50,000	4,000	46,000
57	Vehicle operation supplies	33,836	92,870	57,000	79,920	(12,950)	57,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	7,637	10,000	10,000	10,000	-	10,000
60	Safety and medical supplies	3,969	2,500	2,500	2,500	-	2,500
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 630,863</b>	<b>\$ 889,519</b>	<b>\$ 769,599</b>	<b>\$ 951,061</b>	<b>\$ 61,542</b>	<b>\$ 784,838</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 12,762	\$ 264,500	\$ 264,500	\$ -	\$ (264,500)	\$ 264,500
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	358,038	378,450	378,450	403,900	25,450	404,186
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	56,366	79,172	79,172	28,983	(50,189)	37,919
97	Transfers out to Capital Project:	1,559,100	1,321,300	1,384,500	1,233,000	(88,300)	1,321,300
<b>Sub-total</b>		<b>\$ 1,986,266</b>	<b>\$ 2,043,422</b>	<b>\$ 2,106,622</b>	<b>\$ 1,665,883</b>	<b>\$ (377,539)</b>	<b>\$ 2,027,905</b>
<b>OPERATING BUDGET SUB-TOTAL</b>		<b>\$ 3,722,773</b>	<b>\$ 4,212,042</b>	<b>\$ 4,146,246</b>	<b>\$ 3,965,215</b>	<b>\$ (246,827)</b>	<b>\$ 4,217,891</b>
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
<b>ROADWAY MAINTENANCE</b>		<b>\$ 3,722,773</b>	<b>\$ 4,212,042</b>	<b>\$ 4,146,246</b>	<b>\$ 3,965,215</b>	<b>\$ (246,827)</b>	<b>\$ 4,217,891</b>

**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Supervisor, Mechanic, Heavy Equipment Operator (2), Light Equipment Operator (3), Laborer (9)	\$ 931,705
02	Overtime	\$ 60,000
03	Seasonal personnel (4) – 14 weeks	\$ 22,000
06	FICA	\$ 73,202
07	IPERS	\$ 84,752
09	Group insurance	\$ 166,957
11	Allowance	\$ 384
13	Deferred compensation City match	\$ 9,271
22	Recruitment expenses	\$ 1,000
24	Salt storage facility building maintenance fund contribution	\$ 1,800
	Salt storage facility property insurance contribution	\$ 213
27	AVL implementation	\$ 33,000
	AVL annual cost	\$ 11,900
	2 Ipads	\$ 1,100
	2 Ipad data	\$ 960
29	Property and casualty insurance, cyber liability insurance, broker fee – RU Fund share (47%)	\$ 184,045
	Workers Compensation insurance coverage – RU Fund share (20%)	\$ 29,348
32	Uniforms, shop towels, coats, floor mats	\$ 12,325
41	Radio maintenance and installs	\$ 6,000
	Contract repairs or major component replacement	\$ 15,000
	Dump trucks refurbish (3)	\$ 13,500
46	Continued group training	\$ 3,500
	National Snow and Ice Conference – Loveland, CO (2)	\$ 2,000
48	Water, electric and gas	\$ 25,500
51	Concrete (1,000 cy)	\$ 130,000
	Asphalt (300 tons)	\$ 25,200
	Sealing materials (60,000 pounds)	\$ 36,000
	Various construction materials (dowels, epoxy, tack, snow fence, etc.)	\$ 15,000
	Aggregates	\$ 10,000
	Equipment rentals	\$ 10,000
	Brush grinding services	\$ 4,000
	Salt (2,400 tons)	\$ 168,000
	Calcium for snow and ice removal and dust control (35,000 gal.)	\$ 29,750
	Snow plow blades	\$ 25,000
	Construction signs	\$ 5,000

**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
51 cont.	Miscellaneous materials	\$ 3,000
54	Miscellaneous shop tools	\$ 5,000
	Skid loader bucket	\$ 1,500
56	Tires, batteries and wear items	\$ 10,000
	Maintenance parts	\$ 40,000
57	Fuel	\$ 69,920
	Oil, hydraulic fluid, coolant, grease	\$ 10,000
59	Shop supplies	\$ 6,600
	Towing	\$ 1,000
	Cylinder rental and propane	\$ 2,000
	Parts washer service agreement	\$ 400
60	First aid supplies and fire extinguishers	\$ 1,500
	Safety equipment	\$ 500
	Gloves and related safety items	\$ 500
73	Equipment Replacement Fund contribution	\$ 403,900
81	Building Maintenance Fund contribution – PM repairs	\$ 20,046
	Citywide building security plan	\$ 8,937
97	PCC Patching Program	\$ 1,120,000
	Walnut Creek Hills – repair roundabouts	\$ 113,000



**FUNCTION: Public Works**  
**ACTIVITY: Street Lighting**

**OVERVIEW:** This activity provides for a safe transportation system for motorists and pedestrians by funding the energy costs for publicly-owned street lights.

**STREET LIGHTING**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	-
Contractual & supply service	584,290	582,000	574,000	567,000
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 584,290</b>	<b>\$ 582,000</b>	<b>\$ 574,000</b>	<b>\$ 567,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	622,421	559,608	570,015	607,137
<b>Total revenue</b>	<b>\$ 622,421</b>	<b>\$ 559,608</b>	<b>\$ 570,015</b>	<b>\$ 607,137</b>
<b>Net amount supported by Road Use taxes</b>	<b>\$ (38,131)</b>	<b>\$ 22,392</b>	<b>\$ 3,985</b>	<b>\$ (40,137)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$19,000 in maintenance reflects prior year completion of LED upgrades.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The majority of city-owned streetlights have been upgraded to LED. This will significantly decrease energy and maintenance costs. In addition, MidAmerican Energy is in the process of upgrading their streetlights to LED and will pass a portion of the savings back to the City.

<b>PUBLIC WORKS</b>		<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>230 STREET LIGHTING</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	31,938	22,000	22,000	3,000	(19,000)	2,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	552,352	560,000	552,000	564,000	4,000	576,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 584,290	\$ 582,000	\$ 574,000	\$ 567,000	\$ (15,000)	\$ 578,000
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OPERATING BUDGET SUB-TOTAL</b>		\$ 584,290	\$ 582,000	\$ 574,000	\$ 567,000	\$ (15,000)	\$ 578,000
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
<b>STREET LIGHTING</b>		\$ 584,290	\$ 582,000	\$ 574,000	\$ 567,000	\$ (15,000)	\$ 578,000

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**FUNCTION: Public Works**  
**ACTIVITY: Street Lighting**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
41	City-owned street light maintenance	\$ 3,000
48	Energy cost for existing street light system	\$ 564,000



**OVERVIEW:** This activity contributes to a safe and efficient street system for motorists and pedestrians by providing timely street painting, sign maintenance and traffic signal maintenance.

**TRAFFIC SAFETY**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	46,489	72,917	70,562	76,466
Contractual & supply service	124,260	134,298	140,800	136,352
Capital outlay	100,229	174,800	153,700	91,400
<b>Total expenditures</b>	<b>\$ 270,978</b>	<b>\$ 382,015</b>	<b>\$ 365,062</b>	<b>\$ 304,218</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	288,662	367,317	362,527	325,753
<b>Total revenue</b>	<b>\$ 288,662</b>	<b>\$ 367,317</b>	<b>\$ 362,527</b>	<b>\$ 325,753</b>
<i>Net amount supported by Road Use taxes</i>	<b>\$ (17,684)</b>	<b>\$ 14,698</b>	<b>\$ 2,535</b>	<b>\$ (21,535)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$7,000 in professional services reflects the anticipated portion of the West Suburban Regional Traffic Study that will rollover into the next budget. The study should begin in Spring 2017.
- ↓ A decrease of \$15,000 in equipment reflects the purchase of a pole-mounted solar-powered radar sign and a pavement marking grinder purchased in prior year.
- ↓ A decrease of \$15,600 in property improvements represents continuation of the traffic signal equipment upgrades and the Hickman road traffic signal controller upgrades (joint with Clive).
- ↓ A decrease of \$52,800 in transfers reflects 1 project in the Capital Improvement Program that has partial funds coming from this budget. The project is a pedestrian countdown traffic signal head program that also received IDOT funding to complete.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The City is approximately 2/3 complete on a ten-year project to upgrade signs per the 2009 MUTCD. The new guidelines require increased sizing, font changes and signs to meet minimum retro-reflectivity standards. Currently, \$40,000 is expended annually to upgrade signs and maintain existing signs. It is anticipated that this level of funding will continue even after completion of the upgrade project as maintenance standards are higher than those established prior to 2009.
- ❖ Upgrading painted pavement markings to durable pavement markings comes at a considerable cost. However, painted markings on the surface of roadways are for the most part temporary and visibility at night and during wet conditions is typically poor. The durable markings would considerably increase visibility and safety.
- ❖ Currently, City staff and a contractor are used to maintain the traffic signal network. With increased traffic, a growing inventory of signals, addition of signal coordination, and advancing technology causing a more complex network, it would be beneficial to provide for a full-time staff member to better maintain the network.

<b>PUBLIC WORKS</b>		<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>240 TRAFFIC SAFETY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 30,518	\$ 50,084	\$ 49,306	\$ 51,907	\$ 1,823	\$ 54,102
02	Overtime	-	-	-	-	-	-
03	Part-time	3,931	4,700	4,076	4,300	(400)	4,300
04	Witness fees	-	-	-	-	-	-
06	FICA	2,595	4,172	4,084	4,312	140	4,509
07	Retirement - IPERS	2,754	4,870	4,403	4,996	126	5,215
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	6,524	8,593	8,593	10,435	1,842	11,702
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City matcf	167	498	100	516	18	541
<b>Sub-Total</b>		<b>\$ 46,489</b>	<b>\$ 72,917</b>	<b>\$ 70,562</b>	<b>\$ 76,466</b>	<b>\$ 3,549</b>	<b>\$ 80,369</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	27,000	27,000	20,000	(7,000)	-
24	Contributions to other agencies:	-	-	-	-	-	-
27	Data processing	-	-	-	960	960	960
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	8,453	18,000	22,000	18,000	-	16,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	20,915	23,150	22,000	22,800	(350)	23,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	90,152	64,948	64,000	69,392	4,444	70,000
54	Minor equipment	4,149	-	3,500	3,500	3,500	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	495	1,000	2,000	1,500	500	1,500
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	96	200	300	200	-	200
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 124,260</b>	<b>\$ 134,298</b>	<b>\$ 140,800</b>	<b>\$ 136,352</b>	<b>\$ 2,054</b>	<b>\$ 113,660</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ (15,000)	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	100,229	96,600	75,500	81,000	(15,600)	90,600
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	63,200	63,200	10,400	(52,800)	-
<b>Sub-total</b>		<b>\$ 100,229</b>	<b>\$ 174,800</b>	<b>\$ 153,700</b>	<b>\$ 91,400</b>	<b>\$ (83,400)</b>	<b>\$ 90,600</b>
<b>OPERATING BUDGET SUB-TOTAL</b>		<b>\$ 270,978</b>	<b>\$ 382,015</b>	<b>\$ 365,062</b>	<b>\$ 304,218</b>	<b>\$ (77,797)</b>	<b>\$ 284,629</b>
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
<b>TRAFFIC SAFETY</b>		<b>\$ 270,978</b>	<b>\$ 382,015</b>	<b>\$ 365,062</b>	<b>\$ 304,218</b>	<b>\$ (77,797)</b>	<b>\$ 284,629</b>

**FUNCTION: Public Works**  
**ACTIVITY: Traffic Safety**

### Activity Notes

Object	Description	Amount
01	Laborer	\$ 51,907
03	Seasonal personnel (1) – 14 weeks	\$ 4,300
06	FICA	\$ 4,312
07	IPERS	\$ 4,996
09	Group insurance	\$ 10,435
13	Deferred comp City match	\$ 516
23	West Suburban Regional Traffic Study	\$ 20,000
27	IPad data	\$ 960
41	Traffic signal hardware maintenance contract (46 signals @ 100%, 12 signals @ 50%, 6 school beacons)	\$ 17,000
	City of Clive - Hickman Road signal maintenance cost share	\$ 1,000
48	Traffic signal electrical service (49 signals @ 100%, 13 signals @ 50%, 6 school beacons)	\$ 22,800
51	Signs	\$ 40,000
	Posts, brackets, miscellaneous hardware	\$ 10,000
	Street painting materials	\$ 19,392
54	Sign post pounder	\$ 2,500
	Replacement stencils	\$ 1,000
56	Paint machine maintenance	\$ 1,500
59	Operating supplies	\$ 200
76	Traffic signal equipment upgrade program	\$ 75,000
	Hickman Road traffic controller upgrades	\$ 6,000
97	Pedestrian countdown signal head upgrade – IDOT grant (transfer to Capital Projects Fund)	\$ 10,400



**OVERVIEW:** This activity provides engineering review and inspection of all new infrastructures in Urbandale and assures that it is built according to approved plans and specifications. This activity also supports all infrastructure mapping and record keeping for the City.

**ENGINEERING SERVICES**

	FINANCIAL SUMMARY			
	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	645,173	682,207	625,391	765,685
Contractual & supply service	27,617	57,720	46,700	55,380
Capital outlay	31,211	28,714	28,714	39,857
<b>Total expenditures</b>	<b>\$ 704,001</b>	<b>\$ 768,641</b>	<b>\$ 700,805</b>	<b>\$ 860,922</b>
Fees	138,496	125,000	120,000	125,000
Grants	-	-	-	-
Other	61,584	41,238	57,041	46,163
<b>Total revenue</b>	<b>\$ 200,080</b>	<b>\$ 166,238</b>	<b>\$ 177,041</b>	<b>\$ 171,163</b>
<i>Net amount supported by property taxes</i>	<b>\$ 503,921</b>	<b>\$ 602,403</b>	<b>\$ 523,764</b>	<b>\$ 689,759</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Net increase of \$83,500 in personnel costs reflects normal increases in salary and benefits for existing staff, and the addition of one Engineering Technician and the potential addition of a GIS/Mapping Specialist position. The Engineering Technician position is backfill of the existing staff that will be transitioned to Storm Water (previously shared between Eng/Storm). The new GIS/mapping position will be contingent on the adoption of a City right-of-way (ROW) ordinance, which will create significant additional GIS tracking work for the ROW activity throughout the City. It is anticipated that the position will be filled once the ROW ordinance is adopted, but no earlier than January 2018.
- ↑ Increase of \$11,100 in equipment replacement reflects the addition of one vehicle to the fleet.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ A large portion of this budget is related to salary and vehicle expenses. This budget is closely tied to the amount of development that occurs in the City.
- ❖ The City will consider the addition of a Traffic Signal Technician in the near future. This would provide a staff person that specializes in traffic signal operations and electrical wiring to allow the City to perform more timely maintenance of traffic signals. This position could be funded through Road Use funds (Traffic Safety budget).

<b>PUBLIC WORKS</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 260 ENGINEERING SERVICES

### PERSONAL SERVICES

01	Salaries	\$ 446,575	\$ 475,182	\$ 426,600	\$ 529,649	\$ 54,467	\$ 514,841
02	Overtime	57,304	50,000	45,000	50,000	-	50,000
03	Part-time	13,705	15,150	15,000	16,800	1,650	16,800
04	Witness fees	-	-	-	-	-	-
06	FICA	39,150	37,330	37,250	41,976	4,646	41,094
07	Retirement - IPERS	43,385	43,576	43,300	48,563	4,987	47,476
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	42,404	55,857	55,857	73,043	17,186	93,617
11	Allowance	-	384	384	384	-	384
12	Unemployment	352	-	-	-	-	-
13	Deferred comp plan City match	2,299	4,728	2,000	5,270	542	5,148
<b>Sub-Total</b>		<b>\$ 645,173</b>	<b>\$ 682,207</b>	<b>\$ 625,391</b>	<b>\$ 765,685</b>	<b>\$ 83,478</b>	<b>\$ 769,360</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	383	300	300	300	-	300
23	Professional services	4,242	28,500	24,500	28,500	-	28,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	80	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	3,396	3,750	3,750	3,810	60	4,375
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	86	750	500	750	-	750
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	3,743	2,700	2,700	2,700	-	2,700
48	Utility service	4,504	6,520	4,000	5,120	(1,400)	7,700
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	88	300	100	300	-	300
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	2,613	1,000	1,250	2,000	1,000	1,000
57	Vehicle operation supplies	7,141	12,000	8,000	10,000	(2,000)	12,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	1,340	1,800	1,500	1,800	-	1,800
60	Safety and medical supplies	-	100	100	100	-	100
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 27,617</b>	<b>\$ 57,720</b>	<b>\$ 46,700</b>	<b>\$ 55,380</b>	<b>\$ (2,340)</b>	<b>\$ 59,525</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	5,782	-	-	-	-	-
73	Equipment replacement fund	25,429	28,714	28,714	39,857	11,143	35,429
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 31,211</b>	<b>\$ 28,714</b>	<b>\$ 28,714</b>	<b>\$ 39,857</b>	<b>\$ 11,143</b>	<b>\$ 35,429</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### ENGINEERING SERVICES

		\$ 704,001	\$ 768,641	\$ 700,805	\$ 860,922	\$ 92,281	\$ 864,314
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**FUNCTION: Public Works**  
**ACTIVITY: Engineering Services**

### Activity Notes

Object	Description	Amount
01	Senior Engineering Technician (3), Engineering Technician (3), GIS Coordinator, Mapping Specialist	\$ 529,649
02	Overtime	\$ 50,000
03	Seasonal interns (2)	\$ 16,800
06	FICA	\$ 41,976
07	IPERS	\$ 48,563
09	Group insurance	\$ 73,043
11	Cell Phone (1)	\$ 384
13	Deferred compensation City match	\$ 5,270
22	Recruitment expenses	\$ 300
23	Well monitoring (Sylvan Ridge)	\$ 5,000
	Design standards, drawings & details	\$ 2,500
	Fiber optic work and supplies	\$ 5,000
	Traffic signal annual maintenance	\$ 1,000
	Iowa 1-call subscription	\$ 15,000
32	Uniforms (6)	\$ 3,750
	City logo shirts	\$ 60
41	Vehicle and equipment repairs	\$ 750
46	Software training & technical conferences	\$ 2,700
48	Inspector cell phones (7)	\$ 5,120
51	Maintenance supplies	\$ 300
56	Vehicle maintenance and repair parts - batteries, tires, etc.	\$ 1,000
	Car washes	\$ 1,000
57	Gasoline and oil	\$ 10,000
59	Drafting supplies	\$ 600
	Field supplies (paint, lath, flagging, etc.)	\$ 1,200
60	First aid supplies	\$ 100
73	Equipment Replacement Fund contribution	\$ 39,857



**FUNCTION: Public Works**  
**ACTIVITY: Solid Waste Collection**

**OVERVIEW:** This activity contributes to the public health through the timely collection of solid waste, including garbage, yard waste and recyclables.

**SOLID WASTE COLLECTION**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	642,191	691,467	675,750	727,392
Contractual & supply service	1,050,752	1,165,848	1,094,800	1,160,930
Capital outlay	234,704	233,643	228,501	229,443
<b>Total expenditures</b>	<b>\$ 1,927,647</b>	<b>\$ 2,090,958</b>	<b>\$ 1,999,051</b>	<b>\$ 2,117,765</b>
Fees	2,288,043	2,318,800	2,327,100	2,360,460
Grants	-	-	-	-
Other	188,360	128,180	180,710	131,555
<b>Total revenue</b>	<b>\$ 2,476,403</b>	<b>\$ 2,446,980</b>	<b>\$ 2,507,810</b>	<b>\$ 2,492,015</b>
<b>Net amount supported by property taxes</b>	<b>\$ (548,756)</b>	<b>\$ (356,022)</b>	<b>\$ (508,759)</b>	<b>\$ (374,250)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Overall increase of \$35,900 in personnel costs reflect normal increases in salary and benefits for existing staff.
- ↓ A decrease of \$9,800 in contributions to other agencies reflects no anticipated increase in MWA's tipping fees and a 2.7% increase in the Curb It! recycling program. This is offset by a lower cost estimate for spring cleanup costs.
- ↑ An increase of \$15,000 in vehicle repairs reflects the maintenance needs for the full fleet of automated trucks.
- ↓ A decrease of \$18,500 in vehicle operation expense reflects lower anticipated fuel costs.
- ↓ A decrease of \$28,200 in furniture and fixtures reflects the reduced number of replacement waste containers that will be ordered in the next few years. The inventory of containers has stabilized with the rotation of original containers being mostly replaced (approx. 12 year useful life per container).
- ↑ An increase of \$24,000 in equipment replacement reflects the anticipated price increases of the 6 automated trucks in future years.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Projections indicate that with current customer growth and the capacity of the four automated garbage trucks, no increases in staffing or equipment will be necessary for at least 15 years.
- ❖ The Metro Compost Center is now closed. This means that all yard waste will be taken to the Metro Park East Landfill. The added cost of transporting yard waste will be offset by Metro Waste Authority. However, there will be considerably more staff time required for the activity meaning other employees within the Department will be utilized to supplement yard waste collection.

<b>PUBLIC WORKS</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 290 SOLID WASTE COLLECTION

### PERSONAL SERVICES

01	Salaries	\$ 482,147	\$ 504,475	\$ 489,441	\$ 522,239	\$ 17,764	\$ 536,114
02	Overtime	21,258	30,000	30,000	30,000	-	30,000
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	37,736	38,400	38,101	40,075	1,675	41,423
07	Retirement - IPERS	44,949	44,825	45,611	46,404	1,579	47,875
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	52,190	68,747	68,747	83,478	14,731	93,617
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	3,910	5,020	3,850	5,196	176	5,361
<b>Sub-Total</b>		<b>\$ 642,191</b>	<b>\$ 691,467</b>	<b>\$ 675,750</b>	<b>\$ 727,392</b>	<b>\$ 35,925</b>	<b>\$ 754,390</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	894,587	951,248	920,000	941,410	(9,838)	970,000
27	Data processing	3,453	3,600	3,600	10,730	7,130	480
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	4,835	5,000	5,000	5,000	-	5,000
35	Printing and copying	2,333	1,200	1,200	1,200	-	1,200
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	27,774	25,000	25,000	25,000	-	30,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	1,111	-	-	-	-	-
54	Minor equipment	1,478	2,000	1,000	3,300	1,300	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	45,201	65,000	70,000	80,000	15,000	80,000
57	Vehicle operation supplies	66,752	105,800	62,000	87,290	(18,510)	105,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	3,185	6,500	6,500	6,500	-	6,500
60	Safety and medical supplies	44	500	500	500	-	500
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 1,050,752</b>	<b>\$ 1,165,848</b>	<b>\$ 1,094,800</b>	<b>\$ 1,160,930</b>	<b>\$ (4,918)</b>	<b>\$ 1,200,680</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	52,061	51,000	45,858	22,800	(28,200)	30,000
73	Equipment replacement fund	182,643	182,643	182,643	206,643	24,000	209,643
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 234,704</b>	<b>\$ 233,643</b>	<b>\$ 228,501</b>	<b>\$ 229,443</b>	<b>\$ (4,200)</b>	<b>\$ 239,643</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### SOLID WASTE COLLECTION

<b>SOLID WASTE COLLECTION</b>		<b>\$ 1,927,647</b>	<b>\$ 2,090,958</b>	<b>\$ 1,999,051</b>	<b>\$ 2,117,765</b>	<b>\$ 26,807</b>	<b>\$ 2,194,713</b>
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**FUNCTION: Public Works**  
**ACTIVITY: Solid Waste Collection**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Supervisor, Mechanic, Waste Collection Operators (6)	\$ 522,239
02	Overtime	\$ 30,000
06	FICA	\$ 40,075
07	IPERS	\$ 46,404
09	Group insurance	\$ 83,478
13	Deferred compensation City match	\$ 5,196
24	Landfill and transfer station charges	\$ 455,760
	Curb It! recycling program	\$ 453,150
	Tons yard waste	\$ 6,000
	Spring Cleanup	\$ 26,500
27	AVL implementation	\$ 6,200
	AVL annual cost	\$ 3,500
	IPAD	\$ 550
	IPAD data	\$ 480
32	Uniform allowance for employees (8)	\$ 5,000
35	Spring clean-up mailing and solid waste brochures	\$ 1,200
41	Contracted equipment repairs	\$ 25,000
54	Miscellaneous tools	\$ 800
	Lift gate for work order pickup	\$ 2,500
56	Wear items (tires, batteries, etc.)	\$ 20,000
	Repair parts for eight vehicles	\$ 60,000
57	Fuel	\$ 82,290
	Oil, hydraulic fluid, coolant, grease	\$ 5,000
59	Miscellaneous supplies	\$ 1,500
	Vehicle washing	\$ 4,000
	Towing	\$ 1,000
60	Safety equipment	\$ 500
72	Solid waste container replacements	\$ 22,800
73	Equipment Replacement Fund contribution	\$ 206,643



**OVERVIEW:** This activity contributes to the public health through the installation and maintenance of an effective sanitary sewer system. This department's activities are 100% funded by the Urbandale Sanitary Sewer District and the Urbandale/Windsor Heights Sanitary Sewer District.

**SANITARY SEWERS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	167,743	182,438	179,871	190,296
Contractual & supply service	46,918	69,283	32,250	49,165
Capital outlay	208,620	530,044	568,345	242,143
<b>Total expenditures</b>	<b>\$ 423,281</b>	<b>\$ 781,765</b>	<b>\$ 780,466</b>	<b>\$ 481,604</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	487,018	848,680	895,398	545,591
<b>Total revenue</b>	<b>\$ 487,018</b>	<b>\$ 848,680</b>	<b>\$ 895,398</b>	<b>\$ 545,591</b>
<i>Net amount supported by property taxes</i>	<b>\$ (63,737)</b>	<b>\$ (66,915)</b>	<b>\$ (114,932)</b>	<b>\$ (63,987)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$37,400 in professional services reflects no longer outsourcing sewer televising.
- ↑ An increase of \$11,600 in data processing reflects an update to video inspection software.
- ↓ A decrease of \$337,900 reflects the purchase of a sewer cleaner/vacuum unit in FY 16-17.
- ↑ An increase of \$50,000 in property improvements is for additional expenses for the sewer lining & spot repair program.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The overall condition of the sanitary sewer collection system has improved significantly over the last 15 years due to aggressive funding by both Sewer Districts. Increasing the Property Improvement Program annually will further decrease required maintenance and property damage.
- ❖ The Wastewater Reclamation Authority has completed a Facility Plan Update that outlines the needs of the agency for the next 20 year and beyond. Implementation of the Facility Plan Update may impact both governance and funding in the future.
- ❖ Plans should be developed for a potential inflow elimination program that would require the installation of additional storm sewers and diverting inflow from the sanitary system to the Storm Water system. Any projects would be a joint venture between the City and the two sewer districts.
- ❖ The sanitary sewer inspection program that was previously contracted was taken over by City staff. As a result, more inspection is taking place at a lower cost. The two Sewer District are using these savings to increase the size of the Property Improvement Program.
- ❖ The entire sanitary sewer system is maintained by two employees. Eventually a third employee will be necessary to maintain service levels.

<b>PUBLIC WORKS</b>		<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>291 SANITARY SEWERS</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 122,306	\$ 126,314	\$ 125,448	\$ 129,742	\$ 3,428	\$ 132,647
02	Overtime	6,718	6,000	6,000	7,000	1,000	7,000
03	Part-time	3,279	9,300	8,152	8,500	(800)	8,500
04	Witness fees	-	-	-	-	-	-
06	FICA	10,261	10,326	10,698	10,606	280	10,899
07	Retirement - IPERS	11,522	12,054	11,760	12,287	233	12,604
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	13,048	17,187	17,187	20,870	3,683	23,404
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	609	1,257	626	1,291	34	1,326
<b>Sub-Total</b>		<b>\$ 167,743</b>	<b>\$ 182,438</b>	<b>\$ 179,871</b>	<b>\$ 190,296</b>	<b>\$ 7,858</b>	<b>\$ 196,380</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	30,413	40,500	3,600	3,100	(37,400)	1,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	1,540	800	1,100	12,430	11,630	480
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	1,143	1,250	1,250	1,250	-	1,250
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	1,733	2,000	4,000	8,000	6,000	3,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	360	400	1,800	400	-	400
48	Utility service	1,270	1,950	1,500	1,600	(350)	1,600
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	4,341	5,000	5,500	5,000	-	5,000
54	Minor equipment	909	1,500	1,000	1,500	-	1,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	700	8,200	7,700	8,800	600	7,000
57	Vehicle operation supplies	4,349	6,683	4,400	6,085	(598)	7,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	88	500	200	500	-	500
60	Safety and medical supplies	73	500	200	500	-	500
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 46,918</b>	<b>\$ 69,283</b>	<b>\$ 32,250</b>	<b>\$ 49,165</b>	<b>\$ (20,118)</b>	<b>\$ 29,730</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 67,872	\$ 345,901	\$ 345,901	\$ 8,000	\$ (337,901)	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	9,143	9,143	9,143	9,143	-	9,143
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	131,605	175,000	213,301	225,000	50,000	225,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 208,620</b>	<b>\$ 530,044</b>	<b>\$ 568,345</b>	<b>\$ 242,143</b>	<b>\$ (287,901)</b>	<b>\$ 234,143</b>
<b>OPERATING BUDGET SUB-TOTAL</b>		<b>\$ 423,281</b>	<b>\$ 781,765</b>	<b>\$ 780,466</b>	<b>\$ 481,604</b>	<b>\$ (300,161)</b>	<b>\$ 460,253</b>
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
<b>SANITARY SEWERS</b>		<b>\$ 423,281</b>	<b>\$ 781,765</b>	<b>\$ 780,466</b>	<b>\$ 481,604</b>	<b>\$ (300,161)</b>	<b>\$ 460,253</b>

**FUNCTION: Public Works**  
**ACTIVITY: Sanitary Sewer and Wastewater**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Sewer System Operator II (2)	\$ 129,742
02	Overtime	\$ 7,000
03	Seasonal laborers (2)	\$ 8,500
06	FICA	\$ 10,606
07	IPERS	\$ 12,287
09	Group insurance	\$ 20,870
13	Deferred compensation City match	\$ 1,291
23	Legal fees	\$ 1,600
	Mowing	\$ 1,500
27	AVL leasing fees	\$ 700
	Inspection software update	\$ 10,000
	AVL implementation	\$ 1,250
	IPAD data	\$ 480
32	Uniform allowance	\$ 1,250
41	Merle Hay Road lift station maintenance	\$ 2,000
	Lift station pump	\$ 6,000
46	Waste water technical training	\$ 400
48	Electric service, telephone	\$ 1,600
51	Castings, adjusting rings, concrete	\$ 5,000
54	Replacement tools	\$ 1,500
56	Maintenance items for four vehicles	\$ 1,000
	Jet machine hose	\$ 1,800
	Jet rodder replacement parts & repair	\$ 6,000
57	Fuel	\$ 5,285
	Oil, hydraulic fluid, coolant, grease	\$ 800
59	Operating supplies	\$ 500
60	Safety equipment	\$ 500
71	Wireless headset communication system	\$ 8,000
73	Equipment Replacement Fund contribution	\$ 9,143
76	Sewer lining program	\$ 150,000
	Spot repair program	\$ 75,000



**FUNCTION: Public Works**  
**ACTIVITY: Storm Water Utility Fund**

**OVERVIEW:** This activity provides for the pollution preventions program, street cleaning program and maintenance of the storm sewer system, street drainage system.

**STORM WATER UTILITY FUND**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	291,019	303,598	305,892	358,079
Contractual & supply service	58,982	65,280	82,075	102,180
Capital outlay	660,071	528,571	528,571	811,286
<b>Total expenditures</b>	<b>\$ 1,010,072</b>	<b>\$ 897,449</b>	<b>\$ 916,538</b>	<b>\$ 1,271,545</b>
Fees	1,471,798	2,225,000	2,220,000	2,240,000
Grants	-	-	-	-
Other	-	-	-	-
<b>Total revenue</b>	<b>\$ 1,471,798</b>	<b>\$ 2,225,000</b>	<b>\$ 2,220,000</b>	<b>\$ 2,240,000</b>
<i>Net amount supported by stormwater fees</i>	<b>\$ (461,726)</b>	<b>\$ (1,327,551)</b>	<b>\$ (1,303,462)</b>	<b>\$ (968,455)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$54,500 in personnel costs which reflects normal salary and benefit increases for existing staff, with the transition of the existing Storm Water Technician to be fully funded in this department (previously shared with Engineering).
- ↑ An increase of \$15,000 in contribution to other agencies represents the WMA funding agreement for a storm water coordinator position.
- ↑ An increase of \$17,000 in maintenance supplies reflects higher anticipated costs.
- ↑ An increase of \$280,000 in transfers reflects the projects for storm water improvement, intake rebuilding programs, grant program funding, Walnut Terrace development drainage improvements, and 170<sup>th</sup> & 72<sup>nd</sup> street storm water projects. These funds will be transferred out to the Capital Projects funds for construction, as these projects combine with GO Bond funding sources.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Compliance with Phase II Storm water Regulations may require additional staffing and resources to be allocated to this activity in the future.
- ❖ In order to maintain the quality of the storm sewer and creek systems, in future years the City will need to allocate increased funds to these improvements to address larger projects throughout the City.
- ❖ Plans should be developed for a potential inflow elimination program that would require the installation of additional storm sewers and diverting inflow from the sanitary system to the storm water system. Any projects would be a joint venture between the City and the two sanitary sewer districts.

<b>PUBLIC WORKS</b>		<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>STORM WATER UTILITY FUND</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 209,361	\$ 214,123	\$ 215,479	\$ 247,797	\$ 33,674	\$ 254,237
02	Overtime	11,277	10,500	10,500	12,000	1,500	12,000
03	Part-time	7,041	7,500	7,500	8,400	900	8,400
04	Witness fees	-	-	-	-	-	-
06	FICA	17,211	16,873	17,862	19,658	2,785	20,286
07	Retirement - IPERS	19,703	19,696	20,181	22,768	3,072	23,453
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	24,790	32,655	32,655	44,870	12,215	50,319
11	Allowance	77	120	120	120	-	120
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	1,559	2,131	1,595	2,466	335	2,542
<b>Sub-Total</b>		<b>\$ 291,019</b>	<b>\$ 303,598</b>	<b>\$ 305,892</b>	<b>\$ 358,079</b>	<b>\$ 54,481</b>	<b>\$ 371,357</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	750	-	10,100	-	-	-
24	Contributions to other agencies	-	-	-	15,000	15,000	-
27	Data processing	1,116	1,200	1,200	6,390	5,190	1,440
28	Dues and memberships	4,560	5,000	5,000	5,000	-	5,000
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	1,592	1,875	1,875	2,500	625	2,500
35	Printing and copying	1,079	500	500	500	-	500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	668	1,000	1,000	1,000	-	1,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	1,000	500	1,000	-	1,000
48	Utility service	-	-	-	650	650	650
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	34,834	31,000	45,000	48,000	17,000	50,000
54	Minor equipment	-	-	200	1,000	1,000	1,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	4,026	6,500	6,500	6,500	-	6,500
57	Vehicle operation supplies	10,297	15,905	10,000	13,340	(2,565)	17,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	60	1,000	200	1,000	-	1,000
60	Safety and medical supplies	-	300	-	300	-	300
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 58,982</b>	<b>\$ 65,280</b>	<b>\$ 82,075</b>	<b>\$ 102,180</b>	<b>\$ 36,900</b>	<b>\$ 87,890</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	53,571	53,571	53,571	56,286	2,715	56,286
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out to Capitals	597,500	475,000	475,000	755,000	280,000	375,000
<b>Sub-total</b>		<b>\$ 660,071</b>	<b>\$ 528,571</b>	<b>\$ 528,571</b>	<b>\$ 811,286</b>	<b>\$ 282,715</b>	<b>\$ 431,286</b>
<b>OPERATING BUDGET SUB-TOTAL</b>		<b>\$ 1,010,072</b>	<b>\$ 897,449</b>	<b>\$ 916,538</b>	<b>\$ 1,271,545</b>	<b>\$ 374,096</b>	<b>\$ 890,533</b>
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
<b>STORM WATER UTILITY FUND</b>		<b>\$ 1,010,072</b>	<b>\$ 897,449</b>	<b>\$ 916,538</b>	<b>\$ 1,271,545</b>	<b>\$ 374,096</b>	<b>\$ 890,533</b>

**FUNCTION: Public Works**  
**ACTIVITY: Stormwater Utility Fund**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	30% Senior Engineer (other 70% in PW Administration), Light Equipment Operators (2), Storm Water Technician, Laborer	\$ 247,797
02	Overtime	\$ 12,000
03	Part-time (summer intern)	\$ 8,400
06	FICA	\$ 19,658
07	IPERS	\$ 22,768
09	Group insurance	\$ 44,870
11	Phone allowance (30% of Senior Engineer)	\$ 120
13	Deferred compensation City match	\$ 2,466
24	WMA storm water coordinator funding agreement	\$ 15,000
27	AVL annual cost	\$ 700
	AVL Implementation	\$ 2,600
	3 iPads & data	\$ 3,090
28	Stormwater Phase II regulations	\$ 5,000
32	Uniform allowance (4)	\$ 2,500
35	Stormwater publications and educational materials	\$ 500
41	Contracted street sweeper repairs	\$ 1,000
46	Training	\$ 1,000
48	Inspector cell phones	\$ 650
51	Intake maintenance supplies	\$ 35,000
	Storm sewer maintenance supplies	\$ 10,000
	Creek maintenance supplies	\$ 3,000
54	Intake repair tools	\$ 1,000
56	Street sweeper brooms and maintenance parts	\$ 6,500
57	Fuel	\$ 12,540
	Oil, hydraulic fluid, coolant, grease	\$ 800
59	Operating supplies	\$ 1,000
60	Safety supplies	\$ 300
73	Equipment replacement fund contribution	\$ 56,286
97	Storm water improvement program	\$ 125,000
	Intake rebuilding program	\$ 250,000
	Hickman Road resurfacing – intake rebuilding	\$ 70,000
	Walnut Terrace development – drainage improvement	\$ 60,000
	170 <sup>th</sup> Street storm water letdown structure	\$ 50,000
	72 <sup>nd</sup> Street storm sewer project	\$ 100,000
	Storm water grant program	\$ 100,000



**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

**OVERVIEW:** This activity provides administrative support for the Engineering and Public Works Department.

**ENGINEERING and PUBLIC WORKS ADMIN.**

FINANCIAL SUMMARY				
	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	639,049	717,865	722,773	789,888
Contractual & supply service	84,188	106,225	95,621	155,055
Capital outlay	28,922	78,240	71,240	73,590
<b>Total expenditures</b>	<b>\$ 752,159</b>	<b>\$ 902,330</b>	<b>\$ 889,634</b>	<b>\$ 1,018,533</b>
Fees	5,790	4,000	5,000	5,000
Grants	-	-	-	-
Other	65,796	48,410	72,410	54,614
<b>Total revenue</b>	<b>\$ 71,586</b>	<b>\$ 52,410</b>	<b>\$ 77,410</b>	<b>\$ 59,614</b>
<b>Net amount supported by property taxes</b>	<b>\$ 680,572</b>	<b>\$ 849,920</b>	<b>\$ 812,224</b>	<b>\$ 958,919</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Overall personnel costs increased \$72,000 which reflects normal salary and benefit increases for existing staff, with the addition of one additional Administrative Technician, which will share duties with Community Development department.
- ↑ An increase of \$50,400 in data processing reflects an increase in CarteGraph and ArcView annual maintenance for the online system that was implemented in FY17.
- ↓ A decrease of \$13,300 in furniture and fixtures reflects the purchase of replacement holiday decorations for light poles in prior year, offset by requested replacements of existing office chairs and addition of 2 new cubicles for staff.
- ↑ An increase of \$8,650 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As the Geographic Information System (GIS) continues to become more integral to the operations of the City, ongoing software maintenance and training costs will continue to increase and additional staffing may be needed to keep GIS information current.

<b>PUBLIC WORKS</b>		<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>295 ENGINEERING and PUBLIC WORKS ADMIN.</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 509,664	\$ 564,647	\$ 562,920	\$ 601,283	\$ 36,636	\$ 621,321
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	12,000	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	37,560	41,858	40,547	45,847	3,989	48,977
07	Retirement - IPERS	44,763	50,172	48,956	53,427	3,255	55,484
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	34,576	45,545	45,545	69,913	24,368	78,404
11	Allowance	6,357	7,270	6,805	10,700	3,430	10,700
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	6,129	8,373	6,000	8,718	345	9,053
<b>Sub-Total</b>		<b>\$ 639,049</b>	<b>\$ 717,865</b>	<b>\$ 722,773</b>	<b>\$ 789,888</b>	<b>\$ 72,023</b>	<b>\$ 823,939</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	2,848	3,200	3,000	3,200	-	3,200
23	Professional services	-	-	575	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	36,585	39,400	39,000	89,800	50,400	90,000
28	Dues and memberships	3,560	3,835	3,800	3,935	100	3,935
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	53	600	600	600	-	600
35	Printing and copying	8,693	12,900	8,500	10,900	(2,000)	10,900
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	8,714	13,020	11,496	16,320	3,300	13,000
48	Utility service	17,159	20,220	20,000	19,300	(920)	21,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	2,057	5,750	2,000	2,500	(3,250)	2,500
54	Minor equipment	-	1,800	2,050	3,000	1,200	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	3,056	3,500	3,100	3,500	-	3,500
59	Operating supplies	508	500	500	500	-	600
60	Safety and medical supplies	954	1,500	1,000	1,500	-	1,500
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 84,188</b>	<b>\$ 106,225</b>	<b>\$ 95,621</b>	<b>\$ 155,055</b>	<b>\$ 48,830</b>	<b>\$ 150,735</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 7,248	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	201	48,000	41,000	34,700	(13,300)	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	21,473	30,240	30,240	38,890	8,650	41,305
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 28,922</b>	<b>\$ 78,240</b>	<b>\$ 71,240</b>	<b>\$ 73,590</b>	<b>\$ (4,650)</b>	<b>\$ 41,305</b>
<b>OPERATING BUDGET SUB-TOTAL</b>		<b>\$ 752,159</b>	<b>\$ 902,330</b>	<b>\$ 889,634</b>	<b>\$ 1,018,533</b>	<b>\$ 116,203</b>	<b>\$ 1,015,979</b>
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
<b>ENGINEERING and PUBLIC WORKS ADMIN.</b>		<b>\$ 752,159</b>	<b>\$ 902,330</b>	<b>\$ 889,634</b>	<b>\$ 1,018,533</b>	<b>\$ 116,203</b>	<b>\$ 1,015,979</b>

**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director of Engineering & Public Works, Assistant Director of Public Works, Assistant Director of Engineering, Senior Engineer (2 – 1@ 70% (30% in Storm Water), Administrative Specialist, Administrative Technician	\$ 601,283
06	FICA	\$ 45,847
07	IPERS	\$ 53,427
09	Group insurance	\$ 69,913
11	Vehicle allowance (Director, Assist Dir. Engineering – partial)	\$ 8,700
	Cell phones (5 - Dir.,2- Assist Dir., 2 - Sen Eng., PW Sup.)	\$ 1,800
	Spot awards	\$ 200
13	Deferred compensation City match	\$ 8,718
22	Recruitment	\$ 3,200
27	GeoPak software maintenance	\$ 2,000
	CarteGraph maintenance	\$ 38,500
	ArcView maintenance	\$ 20,000
	Microstation maintenance (3)	\$ 2,000
	Wireless card fees (8 cards,1 GPS)	\$ 4,300
	GIS computers (7)	\$ 17,500
	Computer/display in conference room 3 (other ½ in Community Development)	\$ 2,500
	HydroCad software	\$ 850
	PDF software	\$ 550
	GPS software maintenance	\$ 600
	IPad	\$ 1,000
28	APWA, AWW, NSPS, IES, and ASCE memberships	\$ 3,935
32	Uniforms – field clothing for Senior Engineers (2)	\$ 600
35	Miscellaneous printing/copying, postage	\$ 6,350
	Copier maintenance contract ( other ½ in Community Development)	\$ 700
	City map printing	\$ 500
	Plan copier maintenance ( other ½ in Community Development)	\$ 1,550
	Color printer maintenance ( other ½ in Community Development)	\$ 1,800
46	APWA national conference (3)	\$ 6,000
	APWA state conference (3)	\$ 200
	Technical conferences – all professional staff	\$ 2,500
	Concrete paving seminars	\$ 720
	IES meetings	\$ 100
	Cartegraph conference – Denver (4)	\$ 4,800
46.1	Training Tuition Reimbursement	\$ 2,000

**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
48	Voice and data, water, electric, gas	\$ 19,300
51	Operating supplies, janitorial supplies	\$ 1,000
	Streetscape parts	\$ 1,500
54	Drone, accessories and software	\$ 3,000
58	Office supplies	\$ 3,500
59	Operating supplies	\$ 500
60	First aid supplies	\$ 1,500
72	Street banners	\$ 4,500
	3 cubicles	\$ 18,000
	Desk chairs	\$ 12,200
81	Building Maintenance Fund contribution – PM projects	\$ 17,911
	Citywide building security project	\$ 2,416
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow testing	\$ 150
	Building custodial services contract	\$ 6,650
	Building security service	\$ 225
	Carpet cleaning	\$ 1,088
	Electrical maintenance contract	\$ 500
	Fire alarm monitoring (Fleet Storage and Consumer Lumber)	\$ 1,150
	Miscellaneous building repair and maintenance	\$ 6,500
	HVAC service and repair	\$ 250
	Mat cleaning service	\$ 550
	Pest control	\$ 700
	Sprinkler testing (Consumer Lumber and Fleet Storage)	\$ 278
	Sprinkler inspection	\$ 75
	Window cleaning	\$ 448

<b>CULTURE AND RECREATION</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

#### **400 CULTURE AND RECREATION SUMMARY**

##### **PERSONAL SERVICES**

01	Salaries	\$ 1,900,267	\$ 1,982,814	\$ 1,930,041	\$ 2,032,540	\$ 49,726	\$ 2,096,409
02	Overtime	13,558	20,100	14,350	20,500	400	20,500
03	Part-time	846,316	878,569	917,812	923,118	44,549	943,420
04	Witness fees	-	-	-	-	-	-
06	FICA	208,571	217,901	216,302	226,548	8,647	234,547
07	Retirement - IPERS	228,227	234,573	231,129	244,806	10,233	253,680
08	Pension - MFPRSI	163,094	-	-	-	-	-
09	Group insurance	182,666	408,186	409,186	532,174	123,988	563,856
11	Allowance	11,255	11,777	11,777	11,877	100	11,877
12	Unemployment	5,950	15,000	-	-	(15,000)	-
13	Deferred comp plan City match	15,841	24,248	15,239	24,425	177	25,325
	<b>Sub-Total</b>	<b>\$ 3,575,745</b>	<b>\$ 3,793,168</b>	<b>\$ 3,745,836</b>	<b>\$ 4,015,988</b>	<b>\$ 222,820</b>	<b>\$ 4,149,614</b>

##### **CONTRACTUAL AND SUPPLY SERVICES**

21	Advertising	\$ 13,363	\$ 15,500	\$ 14,049	\$ 20,400	\$ 4,900	\$ 21,550
22	Recruitment	6,039	11,500	6,200	11,500	-	11,500
23	Professional services	410,759	472,385	426,000	468,575	(3,810)	477,475
24	Contributions to other agencies	1,137,534	1,117,843	1,233,523	1,141,129	23,286	1,086,914
27	Data processing	83,109	86,975	86,975	116,567	29,592	111,767
28	Dues and memberships	13,035	15,355	15,275	14,145	(1,210)	14,145
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	10,874	11,940	11,880	11,940	-	11,990
35	Printing and copying	83,495	84,739	82,407	81,700	(3,039)	82,850
40	Building and grounds maint.	-	-	-	25,350	25,350	32,350
41	Vehicle and equipment maint.	8,786	14,500	10,500	15,000	500	15,000
44	Grant-funded purchases	93,316	50,000	86,000	60,000	10,000	86,000
46	Training and development	17,750	32,475	24,100	29,855	(2,620)	29,705
48	Utility service	227,438	275,150	231,000	275,900	750	277,900
49	Petty cash	502	300	300	500	200	500
51	Maintenance supplies	190,006	192,200	190,600	222,100	29,900	223,050
54	Minor equipment	11,613	17,250	11,000	15,950	(1,300)	16,650
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	23,183	23,500	22,500	24,000	500	25,000
57	Vehicle operation supplies	24,738	49,000	26,000	47,000	(2,000)	47,000
58	Office supplies	23,139	18,800	17,600	24,000	5,200	24,000
59	Operating supplies	134,296	150,350	137,750	149,000	(1,350)	113,650
60	Safety and medical supplies	6,836	7,950	7,200	6,050	(1,900)	6,200
61	Refunds	1,200	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 2,521,011</b>	<b>\$ 2,647,712</b>	<b>\$ 2,640,859</b>	<b>\$ 2,760,661</b>	<b>\$ 112,949</b>	<b>\$ 2,715,196</b>

##### **CAPITAL OUTLAY**

71	Equipment	\$ 5,510	\$ 21,000	\$ 20,024	\$ 6,700	\$ (14,300)	\$ 6,500
72	Furniture and fixtures	83,358	74,100	71,500	24,600	(49,500)	23,600
73	Equipment replacement fund	109,961	120,669	120,669	136,140	15,471	131,473
74	Office equipment	-	-	385	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	79,875	132,500	132,725	85,000	(47,500)	125,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	244,148	228,265	228,265	218,535	(9,730)	225,000
80	Natural disaster cleanup	11,627	25,300	14,000	25,300	-	25,300
81	Building maintenance fund	398,396	469,714	469,714	595,630	125,916	699,566
97	Transfers out	884,176	1,015,714	855,714	864,643	(151,071)	788,571
	<b>Sub-total</b>	<b>\$ 1,817,052</b>	<b>\$ 2,087,262</b>	<b>\$ 1,912,996</b>	<b>\$ 1,956,548</b>	<b>\$ (130,714)</b>	<b>\$ 2,025,010</b>

##### **OPERATING BUDGET SUB-TOTAL**

99	Special Revenue fund items	\$ 103,960	\$ 85,500	\$ 94,500	\$ 182,500	\$ 97,000	\$ 136,500
91	Debt retirement	-	-	-	-	-	-
95	Contingency	25,000	25,000	-	25,000	-	25,000

##### **CULTURE AND RECREATION**

<b>SUMMARY</b>		<b>\$ 8,042,768</b>	<b>\$ 8,638,642</b>	<b>\$ 8,394,191</b>	<b>\$ 8,940,697</b>	<b>\$ 302,055</b>	<b>\$ 9,051,320</b>
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

**OVERVIEW:** The Urbandale Public Library is committed to providing diverse resources for life-long learning and enjoyment.

**LIBRARY**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	1,548,068	1,612,660	1,619,051	1,763,247
Contractual & supply service	353,926	349,890	357,160	376,587
Capital outlay	478,974	504,581	504,966	507,048
<b>Total expenditures</b>	<b>\$ 2,380,968</b>	<b>\$ 2,467,131</b>	<b>\$ 2,481,177</b>	<b>\$ 2,646,882</b>
Fees	224,890	187,550	182,896	184,950
Grants	93,316	50,000	86,000	60,000
Other	208,279	132,362	201,952	207,354
<b>Total revenue</b>	<b>\$ 526,485</b>	<b>\$ 369,912</b>	<b>\$ 470,848</b>	<b>\$ 452,304</b>
<b>Net amount supported by property taxes</b>	<b>\$ 1,854,483</b>	<b>\$ 2,097,219</b>	<b>\$ 2,010,329</b>	<b>\$ 2,194,578</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Overall personnel costs increased by \$150,600, which reflects normal increases for salaries and benefit costs for existing staff, with the transition of one existing part-time Office Assistant to full-time.
- ↑ An increase of data processing by \$23,600 reflects the routine replacement of computers, and an increase in the miscellaneous software support and licenses.
- ↑ An increase of \$10,000 in grant-funded purchases reflects the addition of Enrich Iowa grant funds to be expended. Typically grant amounts are not included until received, and then a budget amendment is needed in order to spend them. However due to the routine nature of Enrich Iowa, including a conservative estimate is being included so that the funds can start being spent as received.
- ↓ A decrease of \$13,000 in equipment reflects the purchase of one additional self-check station, a commercial vacuum and a public-access printer in prior year.
- ↓ A decrease of \$51,500 in furniture and fixtures reflects the prior year purchase of replacement lounge chairs throughout the library, and shelving adjustments.
- ↑ An increase of \$76,700 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.

**FUTURE BUDGET CONSIDERATIONS**

- ❖ In FY16, the carpet throughout the library's public spaces was replaced during renovations. The carpet in the staff area is also in need of replacement in the near term. Estimated replacement cost is \$53,000.

<b>CULTURE AND RECREATION</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 410 LIBRARY

### PERSONAL SERVICES

01	Salaries	\$ 648,407	\$ 677,210	\$ 647,400	\$ 719,426	\$ 42,216	\$ 743,402
02	Overtime	100	100	350	500	400	500
03	Part-time	532,938	532,470	568,000	554,289	21,819	568,644
04	Witness fees	-	-	-	-	-	-
06	FICA	89,758	92,447	90,688	97,868	5,421	101,439
07	Retirement - IPERS	100,619	98,711	102,160	105,746	7,035	109,633
08	Pension - MFPRSI	163,094	-	-	-	-	-
09	Group insurance	-	197,648	197,648	271,304	73,656	271,304
11	Allowance	5,125	5,300	5,300	5,300	-	5,300
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	8,027	8,774	7,505	8,814	40	9,153
	<b>Sub-Total</b>	<b>\$ 1,548,068</b>	<b>\$ 1,612,660</b>	<b>\$ 1,619,051</b>	<b>\$ 1,763,247</b>	<b>\$ 150,587</b>	<b>\$ 1,809,375</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 1,740	\$ 3,000	\$ 1,800	\$ 3,000	\$ -	\$ 5,500
22	Recruitment	1,296	1,400	1,000	1,400	-	1,400
23	Professional services	4,908	14,035	10,000	14,175	140	14,175
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	64,090	68,175	68,175	91,767	23,592	91,767
28	Dues and memberships	9,881	11,885	11,885	10,445	(1,440)	10,445
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	29,928	31,120	30,000	33,050	1,930	33,300
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	1,179	4,000	1,000	4,000	-	4,000
44	Grant-funded purchases	93,316	50,000	86,000	60,000	10,000	86,000
46	Training and development	5,856	13,925	10,000	8,350	(5,575)	8,350
48	Utility service	91,954	103,050	93,000	102,300	(750)	102,300
49	Petty cash	485	300	300	500	200	500
51	Maintenance supplies	10,211	9,500	9,500	11,000	1,500	11,000
54	Minor equipment	2,898	3,500	2,000	3,500	-	4,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	15,392	10,000	10,000	15,000	5,000	15,000
59	Operating supplies	19,521	25,500	22,000	17,500	(8,000)	21,500
60	Safety and medical supplies	1,270	500	500	600	100	600
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 353,926</b>	<b>\$ 349,890</b>	<b>\$ 357,160</b>	<b>\$ 376,587</b>	<b>\$ 26,697</b>	<b>\$ 409,837</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ (13,000)	\$ -
72	Furniture and fixtures	67,754	51,500	51,500	-	(51,500)	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	385	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	244,148	228,265	228,265	218,535	(9,730)	225,000
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	167,072	211,816	211,816	288,513	76,697	365,139
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 478,974</b>	<b>\$ 504,581</b>	<b>\$ 504,966</b>	<b>\$ 507,048</b>	<b>\$ 2,467</b>	<b>\$ 590,139</b>

### OPERATING BUDGET SUB-TOTAL

		<b>\$ 2,380,968</b>	<b>\$ 2,467,131</b>	<b>\$ 2,481,177</b>	<b>\$ 2,646,882</b>	<b>\$ 179,751</b>	<b>\$ 2,809,351</b>
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

<b>LIBRARY</b>		<b>\$ 2,380,968</b>	<b>\$ 2,467,131</b>	<b>\$ 2,481,177</b>	<b>\$ 2,671,882</b>	<b>\$ 204,751</b>	<b>\$ 2,834,351</b>
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Library Director, Assistant Library Director/Collection Manager, Community Manager, Services Manager, Youth Manager, Collection Specialist, Services Specialist, Library Assistant – Community, Library Assistant – Services (2), Custodian, Office Assistant	\$ 719,426
02	Overtime	\$ 500
03	Part-time	\$ 554,289
06	FICA	\$ 97,868
07	IPERS	\$ 105,746
09	Group insurance	\$ 271,304
11	On-the-spot awards	\$ 500
	Vehicle allowance (Director)	\$ 4,800
13	Deferred compensation City match	\$ 8,814
21	Advertising	\$ 3,000
22	Pre-employment background checks	\$ 700
	Pre-employment drug screenings	\$ 700
23	City audit share	\$ 4,085
	Website hosting and security updates	\$ 2,000
	Notary renewal	\$ 90
	Unique management services	\$ 3,000
	Adult programming presenter fees	\$ 1,000
	Youth programming presenter fees	\$ 3,500
	Youth summer reading program promotional video	\$ 500
27	Computer replacements (12)	\$ 10,000
	EnvisionWare software support	\$ 4,510
	Hard drive replacements	\$ 2,000
	Mass storage array hardware support	\$ 1,800
	Meeting room booking software support	\$ 1,800
	MSDN Microsoft license- 2 year license	\$ 1,125
	Network switch	\$ 12,000
	Network switches hardware /software support	\$ 850
	Credit card processing fees	\$ 100
	OCLC cataloging records	\$ 20,000
	PDQ Deploy software support	\$ 900
	Polaris Integrated Library system software support and third party subscriptions	\$ 22,012
	Veeam backup and replication software support	\$ 2,600
	Virtualized servers hardware support	\$ 2,000
	Wi-Fi mobile hotspot	\$ 300
	Windows 10 license - 35	\$ 8,500

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
27 cont.	Wireless controller hardware/software support	\$ 1,270
28	American Library Association	\$ 1,000
	Iowa Library Association	\$ 880
	Polaris users group	\$ 100
	Clip art subscription	\$ 50
	CollectionHQ	\$ 7,300
	MPLC movie public performance site license	\$ 185
	Survey Monkey subscription	\$ 250
	When I Work	\$ 680
35	Signage	\$ 500
	Youth summer reading program brochures and reading logs	\$ 1,000
	Business cards, envelopes, and letterhead	\$ 600
	Card service brochures	\$ 1,000
	Photocopier lease and copy charges	\$ 11,500
	Printer service, toner and copy charges	\$ 7,000
	Youth services coin op maintenance contract	\$ 410
	Postage	\$ 9,500
	Postage meter lease	\$ 840
	Postage supplies	\$ 400
	Shipping	\$ 300
41	Equipment repair	\$ 4,000
44	Enrich Iowa grant funded purchases	\$ 60,000
46	Continuing education, meetings, and workshops	\$ 2,000
	In-service	\$ 650
	Iowa Library Association conference—Clive (7)	\$ 1,000
	Polaris users group conference—Orlando, Florida (1)	\$ 1,500
	Public Library Association conference-Philadelphia, Pennsylvania (2)	\$ 3,000
	State Library town meeting—Des Moines (7)	\$ 200
48	Electric	\$ 66,000
	Gas	\$ 16,000
	Internet—public	\$ 9,500
	Internet—staff	\$ 1,400
	Phone—local	\$ 5,500
	Phone—long distance	\$ 200
	Water	\$ 3,700
49	Petty cash	\$ 500
51	Maintenance supplies	\$ 11,000
54	Minor equipment	\$ 3,500

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
58	Office supplies	\$ 15,000
59	Operating supplies	\$ 12,000
59.4	Operating supplies—adult programming	\$ 1,500
59.9	Operating supplies—youth programming	\$ 4,000
60	First aid cabinet restocking	\$ 600
79.1	Adult books	\$ 50,000
79.1.2	Young adult books	\$ 7,000
79.1.3	Juvenile books	\$ 35,000
79.2	Bridges audio/e-book consortium fee	\$ 4,000
	Bridges advantage audio/e-book collection	\$ 21,000
79.3	Audio books	\$ 16,000
	Music	\$ 7,000
79.4	DVDs	\$ 25,000
	Games	\$ 5,000
	Launch Pads	\$ 3,000
79.5	Newspaper and periodical subscriptions	\$ 10,000
79.6	Ancestry	\$ 2,475
	Consumer Reports	\$ 2,115
	EbscoHost	\$ 2,100
	Gale biography	\$ 3,625
	Heritage quest	\$ 1,185
	Learning express test prep	\$ 3,420
	Library aware	\$ 1,945
	Mango languages	\$ 3,040
	Morningstar	\$ 1,250
	Niche Academy	\$ 1,900
	Novelist Plus	\$ 1,645
	Novelist Select	\$ 1,675
	Outlook	\$ 210
	Reference USA	\$ 4,300
	Value line	\$ 3,750
79.7	Cake pans	\$ 200
	Puppets and puzzles	\$ 700
81	Building maintenance fund contribution – PM repairs	\$ 196,777
	Citywide building security plan	\$ 23,626
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 180
	Boiler water treatment program	\$ 960

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**FUNCTION: Culture and Recreation****ACTIVITY: Library**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
81 cont.	Building security monitoring	\$ 600
	Carpet and upholstery cleaning	\$ 4,000
	Chimney cleaning and inspection	\$ 275
	Door access system support	\$ 850
	Electrical maintenance	\$ 9,000
	Fire alarm monitoring	\$ 600
	Fire alarm testing	\$ 350
	Generator service & maintenance	\$ 600
	HVAC heating and cooling service contract	\$ 36,120
	Lift inspection	\$ 350
	Miscellaneous building repairs and maintenance	\$ 10,000
	Pest control	\$ 1,500
	Roof/gutter inspection	\$ 2,000
	Sprinkler inspection	\$ 175
	Window cleaning	\$ 550
<b>Library Fund</b>	<b>Library Donations Fund expenses (those items directly funded from library donations special revenue fund):</b>	
99	Dorothy Jackson Trust bequest	\$ 25,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

**OVERVIEW:** This activity maintains and develops the City park system and provides a safe and clean venue for residents to spend their leisure time.

**PARKS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	1,292,199	1,377,291	1,323,003	1,426,282
Contractual & supply service	566,608	666,555	706,000	743,805
Capital outlay	287,023	388,437	372,537	446,570
<b>Total expenditures</b>	<b>\$ 2,145,830</b>	<b>\$ 2,432,283</b>	<b>\$ 2,401,540</b>	<b>\$ 2,616,657</b>
Fees	97,511	89,050	97,100	139,100
Grants	4,359	-	4,050	-
Other	187,710	130,492	195,470	140,306
<b>Total revenue</b>	<b>\$ 289,580</b>	<b>\$ 219,542</b>	<b>\$ 296,620</b>	<b>\$ 279,406</b>
<i>Net amount supported by property taxes</i>	<b>\$ 1,856,250</b>	<b>\$ 2,212,741</b>	<b>\$ 2,104,920</b>	<b>\$ 2,337,251</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Overall personnel costs increased \$49,000 which reflects normal increases for existing staff, plus the addition of one seasonal position to handle maintenance at the WJ complex.
- ↑ An increase of \$14,000 in professional services reflects the addition of interchange mowing at Douglas & 86<sup>th</sup> Street and addition parkland throughout the City.
- ↑ An increase of \$25,300 in building maintenance represents costs for the custodial contract for rental cleaning. Facilities with rentals utilize rental income to offset these costs, and that income stays in General Fund, thus the costs are being reallocated to match revenue stream.
- ↑ An increase of \$30,000 in maintenance supplies reflects the anticipated cost of maintaining the fields and grounds at Walker Johnston Park.
- ↑ An increase of \$15,500 in equipment replacement reflects the addition of one truck to the fleet for the building maintenance technician.
- ↓ A decrease of \$50,000 in property improvements reflects the shift of \$75,000 in trail improvements being shown as a transfer, as discussed below.
- ↑ An increase of \$17,200 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.
- ↑ An increase in transfers of \$75,000 reflect the 2017 trail improvements program that will be combined with the 2016 trail program funds. These funds will be transferred into Capital Projects fund due to multi-year funding.
- ↑ An increase in special revenue fund if for the expenses related to the Dunlap Arboretum.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ With the creation of a Building Maintenance department in FY15, the Facilities Supervisor utilizes existing Parks department staff to perform building maintenance whenever possible. As the department refines its operations, some reallocation of staff may be required from the Parks budget into the Building Maintenance Department.

<b>CULTURE AND RECREATION</b>		<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>430 PARKS</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 948,005	\$ 986,118	\$ 969,000	\$ 1,003,593	\$ 17,475	\$ 1,033,883
02	Overtime	13,459	20,000	14,000	20,000	-	20,000
03	Part-time	25,706	32,623	30,000	44,737	12,114	45,040
04	Witness fees	-	-	-	-	-	-
06	FICA	74,344	77,272	76,119	80,234	2,962	83,192
07	Retirement - IPERS	85,849	90,521	84,366	92,262	1,741	95,455
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	127,213	137,494	137,494	166,957	29,463	187,234
11	Allowance	5,656	5,968	5,968	5,968	-	5,968
12	Unemployment	5,950	15,000	-	-	(15,000)	-
13	Deferred comp plan City match	6,017	12,295	6,056	12,531	236	12,981
<b>Sub-Total</b>		<b>\$ 1,292,199</b>	<b>\$ 1,377,291</b>	<b>\$ 1,323,003</b>	<b>\$ 1,426,282</b>	<b>\$ 48,991</b>	<b>\$ 1,483,753</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	1,128	3,000	1,500	3,000	-	3,000
23	Professional services	227,395	285,800	245,000	299,800	14,000	299,800
24	Contributions to other agencies	1,151	1,200	123,200	1,200	-	1,200
27	Data processing	16,181	14,300	14,300	16,300	2,000	16,500
28	Dues and memberships	1,162	1,405	1,200	1,405	-	1,405
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	8,179	9,000	9,000	9,000	-	9,000
35	Printing and copying	7,363	6,250	6,000	7,250	1,000	7,300
40	Building and grounds maint.	-	-	-	25,350	25,350	32,350
41	Vehicle and equipment maint.	6,639	3,500	5,000	4,000	500	4,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	6,864	8,100	6,900	10,100	2,000	10,250
48	Utility service	52,188	76,500	52,000	76,500	-	76,500
49	Petty cash	17	-	-	-	-	-
51	Maintenance supplies	158,968	152,300	162,300	182,300	30,000	183,000
54	Minor equipment	6,257	7,100	6,000	7,100	-	7,100
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	23,183	22,500	22,500	24,000	1,500	25,000
57	Vehicle operation supplies	24,738	47,000	26,000	47,000	-	47,000
58	Office supplies	1,174	2,000	1,100	2,000	-	2,000
59	Operating supplies	19,811	22,600	20,000	23,500	900	23,750
60	Safety and medical supplies	4,211	4,000	4,000	4,000	-	4,000
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 566,608</b>	<b>\$ 666,555</b>	<b>\$ 706,000</b>	<b>\$ 743,805</b>	<b>\$ 77,250</b>	<b>\$ 753,155</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 2,474	\$ 5,000	\$ 3,000	\$ 5,500	\$ 500	\$ 5,500
72	Furniture and fixtures	15,241	22,600	20,000	22,600	-	22,600
73	Equipment replacement fund	106,390	117,098	117,098	132,569	15,471	127,902
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	76,733	125,000	125,000	75,000	(50,000)	125,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	11,627	25,300	14,000	25,300	-	25,300
81	Building maintenance fund	74,558	93,439	93,439	110,601	17,162	123,611
97	Transfers out	-	-	-	75,000	75,000	-
<b>Sub-total</b>		<b>\$ 287,023</b>	<b>\$ 388,437</b>	<b>\$ 372,537</b>	<b>\$ 446,570</b>	<b>\$ 58,133</b>	<b>\$ 429,913</b>
<b>OPERATING BUDGET SUB-TOTAL</b>		<b>\$ 2,145,830</b>	<b>\$ 2,432,283</b>	<b>\$ 2,401,540</b>	<b>\$ 2,616,657</b>	<b>\$ 184,374</b>	<b>\$ 2,666,821</b>
99	Special Revenue fund items	\$ 31,110	\$ -	\$ 25,000	\$ 26,000	\$ 26,000	\$ 26,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
<b>PARKS</b>		<b>\$ 2,176,940</b>	<b>\$ 2,432,283</b>	<b>\$ 2,426,540</b>	<b>\$ 2,642,657</b>	<b>\$ 210,374</b>	<b>\$ 2,692,821</b>

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director, Assistant Director, Parks Supervisor, Turf Specialist, Mechanic, Facilities Maintenance Laborers (4), Laborers (6), ½ Administrative Specialist (other ½ in Recreation)	\$ 1,003,593
02	Overtime (snow removal, preparation for July 4 <sup>th</sup> Event, mosquito control application, etc.)	\$ 20,000
03	Seasonal labor staff - April to August (5), ½ Administrative Technician, Intern for Arboretum	\$ 44,737
06	FICA	\$ 80,234
07	IPERS	\$ 92,262
09	Group insurance	\$ 166,957
11	Vehicle allowance (Director)	\$ 4,800
	Spot awards	\$ 400
	Cell Phone allowance – Director and Parks Supervisor	\$ 768
13	Deferred compensation City match	\$ 12,531
22	Recruitment expenses for seasonal staff (background checks, drug screens, physicals)	\$ 3,000
23	Contractual parks maintenance (mowing contract)	\$ 253,000
	Interchange mowing (Douglas & 86 <sup>th</sup> Street) 80 acres	\$ 12,000
	Tree service work	\$ 30,000
	Tree chipping at north plant	\$ 3,000
	Annual inspection for underground chemical storage tank	\$ 400
23.201	WJ Shelter – safe room manager (security system monitoring - tornado watch or warnings)	\$ 1,400
24	Contribution – Bike to Work Week	\$ 500
	Landfill and transfer charges	\$ 700
27	Computer software and supplies	\$ 700
	Online registration system fees and credit card fees	\$ 15,000
	I-pad internet service	\$ 600
28	National Park and Recreation Association – Director & Asst. Director	\$ 420
	Iowa Parks and Recreation Association – Director, Asst. Director, Park Supervisor	\$ 435
	Iowa Sports Turf Mgr. Association (5)	\$ 320
	Tree Board – National Arbor Day Foundation	\$ 15
	Subscriptions/publications	\$ 215
32	Uniform allowances (13), part time staff T-shirts, sweatshirts	\$ 9,000
35	Printing, copying and shipping	\$ 400
	Postage meter, color printer, toner at City Hall	\$ 1,000
	Seasonal program guide printing (3)	\$ 4,000
	ArcGIS mapping annual fees	\$ 550
	Copy machine maintenance/contract (other ½ in Recreation)	\$ 350
	Regional/ Urbandale trail maps	\$ 950
40	Open air shelter – custodial for rentals (5240.4)	\$ 3,000
	Giovannetti Shelter (5240.1), Lions Park Shelter (5240.2), and Senior Center (5240.3) weekend custodial	\$ 22,350
41	Contract work on trucks and equipment, tire repair	\$ 4,000
46	Iowa Turf Grass conference (4 staff)	\$ 800

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
46 cont.	Iowa Parks and Recreation Spring conference - Director, Asst. Director, Park Supervisor	\$ 1,200
	Iowa Parks and Recreation Fall workshop - Director & Asst. Director	\$ 800
	National Recreation & Parks Association (NRPA) conference – Director & Ass't. Director (New Orleans)	\$ 3,600
	Iowa State University Shade Tree short course (Asst. Director, Parks Supervisor and 2 parks staff)	\$ 600
	Staff development/ team building training / Park staff training, (playground inspections, electrical, plumbing workshops, etc.)	\$ 1,000
	CPO certification training and continuing education (2 staff)	\$ 500
	Safety compliance trainings and supplies (OSHA and fire department mandated)	\$ 1,500
	Tree Board – training and development	\$ 100
48	Parks - gas, electric, water, telephone and data	\$ 55,800
	Memorial Tree Park and Gardens – electrical	\$ 700
48.1	Giovannetti Comm. Shelter – utilities (gas, electric, water, telephone/internet, security system	\$ 10,000
48.2	Lions Shelter – utilities (gas, electric, water, telephone, security system and data)	\$ 10,000
51	Seed and fertilizer	\$ 67,500
	Turf chemicals	\$ 11,000
	Pond treatment (chemicals) – Lakeview, Walnut Creek Hills, LA Ward, Walker Johnston Park	\$ 8,500
	Lakeview pond fountain maintenance	\$ 800
	Mosquito control (three ground applications)	\$ 10,000
	Plants and trees	\$ 10,500
	Flower garden material	\$ 11,000
	Portable toilets – parks (\$2,500); Lions Park July 4 <sup>th</sup> (\$525); special events (\$475)	\$ 3,500
	Sand and gravel (bike trail overlays and backfill, playground installations, etc.)	\$ 4,000
	Safety wood fiber for playground fall zones (32 playgrounds)	\$ 13,000
	Paint, hardware, shop chemicals, etc.	\$ 8,000
51.8	Tree board plantings – Deer Ridge West Park 18 trees (\$4,500) – ½ offset by Tree's Please grant	\$ 4,500
51.215	WJ fields maintenance (chalk, field dry, infield material, etc.)	\$ 30,000
54	Tools and replacement equipment	\$ 7,100
56	Equipment and truck parts, tires	\$ 24,000
57	Fuel, gas, etc.	\$ 47,000
58	Office supplies	\$ 2,000
59	Restroom supplies, park and shelter house janitorial supplies, trash can liners, paper products, etc.	\$ 5,000
	Graffiti removal/vandalism	\$ 3,000
	Signs for parks and trails	\$ 2,800
	E911 Signs for trail	\$ 1,000
59.201	Giovannetti Community Shelter – Shelter supplies, paper products, etc.	\$ 2,250
59.202	Lions Shelter – Shelter supplies, paper products, etc.	\$ 2,250
59.7	Public Art – stipends for Art Park artist (3) - (\$4,500), Community Awareness/Events (\$500) and mailings/operating supplies/events (\$1,000), Library Art Gallery (\$1,000)	\$ 7,000
59.8	Tree Board – community event supplies (Arbor Day, special planting events, educational resources)	\$ 200
60	First aid supplies (masks, gloves, aprons, boots for chemical applications, respirators, etc.)	\$ 1,250
	Random drug testing for staff, first-aid kits for trucks and facilities	\$ 1,300

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
60 cont.	Safety compliance supplies (OSHA and Fire Department mandated)	\$ 800
	Hoist and sling compliance safety inspection	\$ 500
	MVR fees	\$ 150
71	Chainsaws (2), weed trimmer	\$ 1,000
	Hydro seeder	\$ 4,500
72	Benches, grills, inside tables & chairs, replacement play equipment, bleachers, waste receptacles & shop equipment	\$ 3,900
	Permanent picnic tables in parks, plus concrete pads (4)	\$ 3,600
	Permanent sign for South Karen Acres, Northview/Miracle League	\$ 9,000
	Bike fix-it stations (2) – Walker Johnston Park and WCRP	\$ 1,600
	Safety – fall mats for under tire swings (5 @ \$900)	\$ 4,500
73	Equipment Replacement Fund contribution	\$ 132,569
76	South Karen Acres Park tennis court repairs	\$ 25,000
	Playground improvements	\$ 50,000
80	Emerald Ash Borer (EAB) preparation: tree removal (\$10,000), tree replacement in parks (\$7,500), Tree-age insecticide treatment for EAB (\$4,800) and rental of tree tub grinder (\$3,000)	\$ 25,300
81	Building maintenance fund contribution – PM projects	\$ 5,760
Giovann-	Citywide building security projects	\$ 2,774
etti - 201	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer	\$ 60
	Building security system	\$ 450
	Custodial contract	\$ 5,000
	Electrical maintenance contract	\$ 1,000
	Fire alarm monitoring	\$ 500
	Fire alarm panel inspection	\$ 100
	Grease trap cleaning	\$ 250
	HVAC service and repair	\$ 2,000
	Mat cleaning service	\$ 500
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control	\$ 500
	Range hood inspection	\$ 130
	Sprinkler inspection	\$ 200
	Window Cleaning	\$ 900
Lions Shelter	Building maintenance fund contribution – PM projects	\$ 15,324
202	Citywide building security project	\$ 1,626
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Building security service	\$ 450
	Carpet cleaning	\$ 560
	Custodial contract	\$ 6,000
	Electrical maintenance contract	\$ 1,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Mat cleaning service	\$ 500
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control	\$ 500
	Range hood inspection	\$ 90
Parks Shop	Building maintenance fund contribution – PM repairs	\$ 15,654
210	Citywide building security plan	\$ 4,831
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow testing	\$ 60
	Building security service	\$ 450
	Fire alarm monitoring	\$ 500
	Fire alarm testing	\$ 100
	Mat cleaning service – park facilities	\$ 900
	Miscellaneous building repairs and maintenance	\$ 4,000
	Parks and recreation office and park maintenance building custodial service contract	\$ 3,450
	Pest control contract	\$ 1,100
	Strip and wax floor	\$ 200
	Window cleaning	\$ 150
Open Shelters	Building maintenance fund contribution – PM repairs	\$ 12,255
214	Citywide building security plan	\$ 3,779
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Miscellaneous maintenance for open shelters	\$ 2,000
	Outside bathroom custodial service contract	\$ 7,000
97	Bike path City-wide improvements - transfer out to Capital Projects	\$ 75,000

<b>Dunlap Fund</b>	<b>Dunlap Arboretum Fund expenses (directly funded from Dunlap foundation special revenue fund):</b>	<b>Amount</b>
		\$ 26,000
99	Interpretive & identification signage	\$ 4,500
	Ash tree treatments	\$ 750
	Summer plant material	\$ 5,000
	Arboretum intern (5 months)	\$ 7,500
	Landscaping materials	\$ 3,000
	Contract tree work	\$ 3,100
	Compost and mulch bins & rain barrels	\$ 750
	Gas powered tiller	\$ 800
	Gas powered pole saw	\$ 600

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Grounds Maintenance**

**OVERVIEW:** This activity provides grounds maintenance services for all city-owned properties.

**GROUNDS MAINTENANCE**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	78,065	83,097	83,057	86,994
Contractual & supply service	12,861	20,500	11,000	18,500
Capital outlay	3,142	-	-	-
<b>Total expenditures</b>	<b>\$ 94,068</b>	<b>\$ 103,597</b>	<b>\$ 94,057</b>	<b>\$ 105,494</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	8,229	5,558	7,656	5,657
<b>Total revenue</b>	<b>\$ 8,229</b>	<b>\$ 5,558</b>	<b>\$ 7,656</b>	<b>\$ 5,657</b>
<i>Net amount supported by property taxes</i>	<b>\$ 85,839</b>	<b>\$ 98,039</b>	<b>\$ 86,401</b>	<b>\$ 99,837</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from prior budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

<b>CULTURE AND RECREATION</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

### 435 GROUNDS MAINTENANCE

#### PERSONAL SERVICES

01	Salaries	\$ 61,406	\$ 63,412	\$ 63,044	\$ 65,126	\$ 1,714	\$ 66,584
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	4,496	4,827	4,750	4,998	171	5,145
07	Retirement - IPERS	5,640	5,634	5,670	5,787	153	5,946
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	6,524	8,593	9,593	10,435	1,842	11,702
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	631	-	648	17	666
<b>Sub-Total</b>		<b>\$ 78,065</b>	<b>\$ 83,097</b>	<b>\$ 83,057</b>	<b>\$ 86,994</b>	<b>\$ 3,897</b>	<b>\$ 90,043</b>

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	4,437	1,000	1,000	2,500	1,500	2,750
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	8,424	19,500	10,000	16,000	(3,500)	16,250
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 12,861</b>	<b>\$ 20,500</b>	<b>\$ 11,000</b>	<b>\$ 18,500</b>	<b>\$ (2,000)</b>	<b>\$ 19,000</b>

#### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	3,142	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 3,142</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

#### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

#### GROUNDS MAINTENANCE

		\$ 94,068	\$ 103,597	\$ 94,057	\$ 105,494	\$ 1,897	\$ 109,043
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Grounds Maintenance**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Turf Specialist	\$ 65,126
06	FICA	\$ 4,998
07	IPERS	\$ 5,787
09	Group insurance	\$ 10,435
13	Deferred compensation- City match	\$ 648
23	Tree removal and trimming – City facilities	\$ 2,500
51	Seed, fertilizer, plants/material/pots for City grounds	\$ 6,250
	Ice melt for City parking lots, sidewalks, etc.	\$ 3,750
	Federal and State flags and flag maintenance for City facilities	\$ 1,000
	Streetscape expenses, fountain repairs, etc..	\$ 5,000



**FUNCTION: Culture and Recreation**  
**ACTIVITY: Recreation**

**OVERVIEW:** This activity offers a wide variety of leisure time programs to meet the social, recreational, educational, and fitness needs of participants.

**RECREATION**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	173,647	192,122	196,759	206,649
Contractual & supply service	196,393	204,335	195,635	197,335
Capital outlay	21,961	25,081	25,081	31,746
<b>Total expenditures</b>	<b>\$ 392,001</b>	<b>\$ 421,538</b>	<b>\$ 417,475</b>	<b>\$ 435,730</b>
Fees	193,473	181,200	181,475	181,475
Grants	-	-	-	-
Other	34,291	22,616	33,980	23,364
<b>Total revenue</b>	<b>\$ 227,764</b>	<b>\$ 203,816</b>	<b>\$ 215,455</b>	<b>\$ 204,839</b>
<b>Net amount supported by property taxes</b>	<b>\$ 164,237</b>	<b>\$ 217,722</b>	<b>\$ 202,020</b>	<b>\$ 230,891</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Overall personnel costs increased by \$14,500, which reflects the normal salary and benefits increases for existing staff.
- ↓ A decrease of \$6,200 in professional services reflects a decrease in the marketing services contract, as this service is brought in-house through the Economic Development department.
- ↓ A decrease of \$3,650 in printing reflects lower cost of printing the 3 seasonal program guides, as a new marketing model is introduced in winter 2017.
- ↑ An increase of \$3,750 in operating supplies reflects program supplies for the Miracle League field activities, and increase in transportation costs for Kids Kamp.
- ↑ An increase of \$6,700 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Staff will continue to make any needed adjustments to the City's recreation programming as the school district develops their own community education program offerings.
- ❖ Recreation programming opportunities for the Walker Johnston softball complex will be explored during the budget year. Depending on what programming needs are identified in the Urbandale community, and what operational model applies with each programming type, additional staffing may be required to develop quality programs.
- ❖ The MAC camp program is in its 9<sup>th</sup> year, and has been very successful. This program is nearly fully funded by grants and donations, so any consideration of expanding the program to other schools in Urbandale will be limited by availability of additional funding.

<b>CULTURE AND RECREATION</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 440 RECREATION

### PERSONAL SERVICES

01	Salaries	\$ 103,563	\$ 108,340	\$ 108,896	\$ 112,559	\$ 4,219	\$ 116,310
02	Overtime	-	-	-	-	-	-
03	Part-time	35,458	40,853	46,365	45,847	4,994	46,246
04	Witness fees	-	-	-	-	-	-
06	FICA	10,682	11,357	12,750	12,127	770	12,525
07	Retirement - IPERS	9,817	13,257	10,433	14,076	819	14,517
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	13,048	17,187	17,187	20,870	3,683	23,404
11	Allowance	50	50	50	50	-	50
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	1,029	1,078	1,078	1,120	42	1,163
	<b>Sub-Total</b>	<b>\$ 173,647</b>	<b>\$ 192,122</b>	<b>\$ 196,759</b>	<b>\$ 206,649</b>	<b>\$ 14,527</b>	<b>\$ 214,215</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 5,209	\$ 5,500	\$ 5,500	\$ 7,500	\$ 2,000	\$ 7,750
22	Recruitment	1,404	3,100	1,500	3,100	-	3,100
23	Professional services	127,964	125,000	125,000	118,800	(6,200)	110,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	500	500	500	-	500
28	Dues and memberships	534	535	535	535	-	535
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	1,132	850	850	850	-	900
35	Printing and copying	30,480	32,500	32,000	28,850	(3,650)	29,000
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	500	-	500	-	500
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	2,171	3,500	2,200	3,600	100	3,600
48	Utility service	1,869	3,100	2,000	3,100	-	3,100
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	175	500	200	500	-	500
54	Minor equipment	-	350	-	350	-	350
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	1,000	-	-	(1,000)	-
57	Vehicle operation supplies	-	2,000	-	-	(2,000)	-
58	Office supplies	1,195	2,000	2,000	2,000	-	2,000
59	Operating supplies (includes M/	24,181	23,250	23,250	27,000	3,750	27,500
60	Safety and medical supplies	81	150	100	150	-	150
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 196,393</b>	<b>\$ 204,335</b>	<b>\$ 195,635</b>	<b>\$ 197,335</b>	<b>\$ (7,000)</b>	<b>\$ 189,485</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	3,571	3,571	3,571	3,571	-	3,571
74	Office furniture	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	8,390	11,510	11,510	18,175	6,665	18,797
97	Transfers out	10,000	10,000	10,000	10,000	-	10,000
	<b>Sub-total</b>	<b>\$ 21,961</b>	<b>\$ 25,081</b>	<b>\$ 25,081</b>	<b>\$ 31,746</b>	<b>\$ 6,665</b>	<b>\$ 32,368</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items (M.	\$ 67,545	\$ 73,000	\$ 57,000	\$ 73,000	-	\$ 73,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### RECREATION

		\$ 459,546	\$ 494,538	\$ 474,475	\$ 508,730	\$ 14,192	\$ 509,068
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Recreation**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Recreation Supervisor, ½ Administrative Specialist (other ½ in Parks)	\$ 112,559
03	Summer recreation staff (Kids Kamp, Youth in Parks), intern (1), ½ Admin. Technician	\$ 45,847
06	FICA	\$ 12,127
07	IPERS	\$ 14,076
09	Group insurance	\$ 20,870
11	Allowance	\$ 50
13	Deferred compensation	\$ 1,120
21	Program advertising	\$ 3,500
	Marketing program	\$ 4,000
22	Recruitment expense for summer staff (background checks, drug screens)	\$ 3,100
23	Contract instructor fees, summer instructor and clinic fees, program supervisor fees	\$ 108,800
	Marketing contract 4 month extension - transition to new program guide format	\$ 10,000
27	Computer software and supplies	\$ 500
28	Iowa Park and Recreation Association	\$ 135
	American License fees (broadcast permit – ASCAP & BMI)	\$ 220
	Subscriptions/publications	\$ 180
32	Shirts (youth rec programs, staff)	\$ 850
35	Program guide (3 x per year)	\$ 28,000
	Flyers, schedules and brochures	\$ 550
	Copy machine maintenance/contract (½ Rec-½ Parks)	\$ 300
41	Wellness Center – Maintenance and repair of wellness equipment	\$ 500
46	Iowa Parks and Recreation: Spring conference & Fall workshop (1)	\$ 800
	Staff development training/workshops	\$ 500
	Athletic Business conference, Orlando, FL (November 9-11)	\$ 1,800
	Miscellaneous mileage for Rec supervisor, mileage for conferences	\$ 500
48	Wellness Center – utilities (water, gas, electric)	\$ 2,600
	Wellness Center – phone, cable service	\$ 500
51	Recreation facility supplies	\$ 250
	Wellness Center – cleaning supplies, toilet paper, paper towels, etc.	\$ 250
54	Wellness Center - exercise equipment (balls, ropes, bands, mats, etc.)	\$ 350
58	Office supplies	\$ 2,000
59	Recreation program supplies	\$ 18,500
	Signs/banners for special events	\$ 250
	Recreation program t-shirts	\$ 1,000
	Summer rec programs- transportation (buses for Kids Kamp)	\$ 5,500
	Program supplies for Miracle League activities	\$ 1,750
60	First aid supplies	\$ 150
73	Equipment replacement fund contribution	\$ 3,571
81	Building maintenance fund contribution – PM repairs	\$ 6,404

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**FUNCTION: Culture and Recreation****ACTIVITY: Recreation**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
81 cont.	Citywide building security plan	\$ 622
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Building security monitoring	\$ 450
	Carpet cleaning	\$ 200
	Custodial cleaning contract	\$ 2,500
	Electrical maintenance Contract	\$ 1,000
	Fire Alarm Monitoring	\$ 500
	Mat cleaning service	\$ 300
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control	\$ 200
	Replace restroom floor (remove carpet and replace with tile)	\$ 2,000
97	MAC transfer	\$ 10,000

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<b>MAC Fund</b>	<b>MAC Fund expenses (those items directly related to MAC (Making a Connection) program):</b>	
03	MAC Camp – program supervisor salaries	\$ 38,000
59	Making A Connection (MAC) program supplies, field trip transportation and admissions, t-shirts.	\$ 35,000

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cemetery Maintenance**

**OVERVIEW:** This activity maintains the McDivitt Grove Cemetery grounds.

**CEMETERY MAINTENANCE**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	-
Contractual & supply service	10,346	7,550	7,500	9,300
Capital outlay	-	-	-	10,000
<b>Total expenditures</b>	<b>\$ 10,346</b>	<b>\$ 7,550</b>	<b>\$ 7,500</b>	<b>\$ 19,300</b>
Fees	1,300	-	-	-
Grants	-	-	-	-
Other	905	405	610	1,035
<b>Total revenue</b>	<b>\$ 2,205</b>	<b>\$ 405</b>	<b>\$ 610</b>	<b>\$ 1,035</b>
<b>Net amount supported by property taxes</b>	<b>\$ 8,141</b>	<b>\$ 7,145</b>	<b>\$ 6,890</b>	<b>\$ 18,265</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$10,000 in property improvements reflects general fund's contribution to pave the roadway through McDivitt cemetery. The remaining \$33,500 will be paid with funds in the McDivitt special revenue fund. These funds are accumulated from proceeds from columbarium niches. These funds will also be used to purchase an additional granite columbarium to be installed on the existing concrete pad. The new columbarium will match existing structures, and will also contain 48 niches for purchase.

**FUTURE BUDGET CONSIDERATIONS**

- ❖ None identified at this time.

<b>CULTURE AND RECREATION</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 450 CEMETERY MAINTENANCE

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	6,605	6,750	7,000	8,500	1,750	8,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	2,541	800	500	800	-	800
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	1,200	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 10,346</b>	<b>\$ 7,550</b>	<b>\$ 7,500</b>	<b>\$ 9,300</b>	<b>\$ 1,750</b>	<b>\$ 9,300</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	10,000	10,000	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ 875	\$ -	\$ -	\$ 46,000	\$ 46,000	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

<b>CEMETERY MAINTENANCE</b>		<b>\$ 11,221</b>	<b>\$ 7,550</b>	<b>\$ 7,500</b>	<b>\$ 65,300</b>	<b>\$ 57,750</b>	<b>\$ 9,300</b>
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cemetery Maintenance**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	Contract maintenance	\$ 7,000
	Tree maintenance	\$ 1,500
51	Turf chemicals, road stone	\$ 800
76	Pave roadway through cemetery – General Fund portion	\$ 10,000
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<b>99</b>	<b>Special Revenue Fund – McDivitt:</b>	
	Pave roadway through cemetery	\$ 33,500
	One additional columbarium (48 niches)	\$ 12,500



**FUNCTION: Culture and Recreation**  
**ACTIVITY: Senior Recreation Center**

**OVERVIEW:** The activity contributes to the quality of life of Urbandale’s senior population by offering diversified programs that meet the social, cultural, recreational, health and fitness needs of the participants.

**SENIOR RECREATION CENTER**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	190,263	207,690	200,641	187,984
Contractual & supply service	97,806	105,477	100,079	110,125
Capital outlay	43,294	64,382	65,631	80,927
<b>Total expenditures</b>	<b>\$ 331,363</b>	<b>\$ 377,549</b>	<b>\$ 366,351</b>	<b>\$ 379,036</b>
Fees	23,705	20,100	26,600	22,100
Grants	-	-	-	-
Other	28,987	20,255	29,819	20,324
<b>Total revenue</b>	<b>\$ 52,692</b>	<b>\$ 40,355</b>	<b>\$ 56,419</b>	<b>\$ 42,424</b>
<i>Net amount supported by property taxes</i>	<b>\$ 278,672</b>	<b>\$ 337,194</b>	<b>\$ 309,932</b>	<b>\$ 336,612</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ Overall personnel costs decreased by \$19,700 which reflects the retirement of the long-time director and rehire of a new director in January 2017.
- ↓ A decrease of \$7,500 in property improvements reflects the construction of 2 permanent shade structures in the bocce ball court area in prior year.
- ↑ An increase of \$24,700 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Increased requests for technology funding to update or replace outdated equipment in the computer lab. This will be necessary to keep up with changing technology and the requested educational options that accompany those changes.
- ❖ The costs of professional services will increase as future education and wellness programs are added, requiring contracted instructors. Some of these costs will likely be offset by class fees.
- ❖ The Senior Recreation Center is operating at full capacity for programming and space use to meet the needs of this growing population. Any consideration for expansion of programming would require consideration of a new facility or expansion of the current facility.

<b>CULTURE AND RECREATION</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 460 SENIOR RECREATION CENTER

### PERSONAL SERVICES

01	Salaries	\$ 76,871	\$ 82,198	\$ 76,493	\$ 63,671	\$ (18,527)	\$ 65,793
02	Overtime	-	-	-	-	-	-
03	Part-time	66,106	69,496	69,496	70,178	682	72,322
04	Witness fees	-	-	-	-	-	-
06	FICA	10,908	11,547	11,000	10,228	(1,319)	10,620
07	Retirement - IPERS	12,756	13,479	12,900	11,894	(1,585)	12,333
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	22,833	30,077	30,077	31,304	1,227	35,106
11	Allowance	20	75	75	75	-	75
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	769	818	600	634	(184)	658
	<b>Sub-Total</b>	<b>\$ 190,263</b>	<b>\$ 207,690</b>	<b>\$ 200,641</b>	<b>\$ 187,984</b>	<b>\$ (19,706)</b>	<b>\$ 196,907</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ 500	\$ 249	\$ 1,800	\$ 1,300	\$ 1,800
22	Recruitment	-	-	-	-	-	-
23	Professional services	24,314	23,000	23,000	23,000	-	24,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	1,969	3,500	3,500	4,500	1,000	2,500
28	Dues and memberships	724	875	1,000	985	110	985
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	90	30	90	-	90
35	Printing and copying	6,177	6,662	6,200	5,300	(1,362)	5,500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	435	1,000	500	1,000	-	1,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	725	1,800	1,000	2,000	200	2,000
48	Utility service	23,800	25,500	24,000	27,000	1,500	28,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	3,245	4,500	3,000	4,500	-	4,500
54	Minor equipment	625	1,300	1,000	1,000	(300)	1,200
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	2,550	1,800	2,000	2,000	200	2,000
59	Operating supplies	33,182	34,500	34,500	36,500	2,000	36,500
60	Safety and medical supplies	60	450	100	450	-	450
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 97,806</b>	<b>\$ 105,477</b>	<b>\$ 100,079</b>	<b>\$ 110,125</b>	<b>\$ 4,648</b>	<b>\$ 110,525</b>

### CAPITAL OUTLAY

71	Equipment	\$ 1,405	\$ 3,000	\$ 4,024	\$ 1,200	\$ (1,800)	\$ 1,000
72	Furniture and fixtures	363	-	-	1,100	1,100	1,000
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	7,500	7,725	-	(7,500)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	41,526	53,882	53,882	78,627	24,745	83,983
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 43,294</b>	<b>\$ 64,382</b>	<b>\$ 65,631</b>	<b>\$ 80,927</b>	<b>\$ 16,545</b>	<b>\$ 85,983</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ 4,430	\$ 12,500	\$ 12,500	\$ 12,500	-	\$ 12,500
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### SENIOR RECREATION CENTER

		\$ 335,793	\$ 390,049	\$ 378,851	\$ 391,536	\$ 1,487	\$ 405,915
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Senior Recreation Center**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Senior Recreation Center Supervisor	\$ 63,671
03	Administrative Technician, Office Assistant, Craft Program Coordinator	\$ 70,178
06	FICA	\$ 10,228
07	IPERS	\$ 11,894
09	Group insurance	\$ 31,304
11	Allowance	\$ 75
13	Deferred compensation City match	\$ 634
21	Advertisements and program promotion	\$ 1,800
23	Professional services (contracted program instructors)	\$ 23,000
27	Computer software and supplies	\$ 500
	2 lap tops for Senior Center computer lab	\$ 2,500
	'My Senior Center' program management fee	\$ 1,500
28	Senior center resource materials	\$ 400
	ICAA & NCOA membership	\$ 365
	American License fee (broadcast permit- ASCAP & BMI)	\$ 220
32	Staff shirts (3 @ \$30)	\$ 90
35	Mailing and printing newsletters, envelopes, stamps	\$ 800
	Program guide printing (3)	\$ 4,500
41	Maintenance & repair of appliances, fitness & office equipment	\$ 1,000
46	Mileage	\$ 200
	ICAA national conference- supervisor (Orlando)	\$ 1,800
48	Telephone, water, electric and natural gas	\$ 25,500
	Wireless internet service	\$ 1,500
51	Maintenance supplies – kitchen & restroom cleaning & paper supplies for seniors & public rentals	\$ 2,400
	Landscape and outdoor maintenance supplies	\$ 2,100
54	Minor equipment -coffee urns, utility carts, small electronics, weights & personal fitness equipment	\$ 1,000
58	Stationery, copier supplies, computer lab supplies, paper, cartridges	\$ 1,500
	SHIPP program office supplies: paper cartridges, general office supplies	\$ 500
59	Program supplies, kitchen & miscellaneous supplies	\$ 1,000
59.1	Congregate meals	\$ 19,500
59.2	Off-site trips & events	\$ 6,500
59.3	On-site events	\$ 9,500
60	Safety and medical supplies, ergonomic evaluations for staff	\$ 450
71	Replacement 47" flat panel TV for group class instructions	\$ 600
	Replacement B&W printer/copier for office	\$ 600
72	Replace shelving and doors in lobby display alcoves	\$ 500
	Update outdoor sign to reflect name change	\$ 600
81	Building maintenance fund contribution- PM repairs	\$ 49,755
	Citywide building security plan	\$ 5,357
	Building maintenance fund contribution – service contracts ( <i>former line 40 items</i> ):	
	Backflow preventer testing	\$ 60

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Senior Recreation Center**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
81 cont.	Boiler water treatment program	\$ 960
	Building maintenance and repairs	\$ 5,000
	Building security service	\$ 450
	Custodial Contract	\$ 6,900
	Electrical maintenance contract	\$ 1,000
	Fire alarm monitoring	\$ 700
	Fire Alarm Panel Inspection	\$ 150
	Hood Suppression system maintenance	\$ 230
	HVAC Service and Repair (Central Iowa Mechanical)	\$ 2,000
	Mat service	\$ 840
	Pest control service	\$ 500
	Quarterly grease trap cleaning	\$ 300
	Semi-annual kitchen, tile, carpet & upholstery cleaning; annual strip & re-wax of craft room floor	\$ 3,600
	Sprinkler inspection	\$ 225
	Window cleaning	\$ 600

<b>Senior Fund</b>	<b>Special Revenue Fund – Senior Center Activities and Donations</b>	
99	Senior donation fund expenditures	\$ 12,500

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool and Wading Pools**

**OVERVIEW:** This activity enhances the quality of life of Urbandale residents and visitors by offering a comprehensive aquatic program that meets the social, recreational, and fitness needs of participants in a safe, attractive, and comfortable facility.

**SWIMMING POOL & WADING POOLS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	293,503	320,308	323,325	344,832
Contractual & supply service	146,688	176,762	153,162	165,080
Capital outlay	108,482	99,067	99,067	100,614
<b>Total expenditures</b>	<b>\$ 548,673</b>	<b>\$ 596,137</b>	<b>\$ 575,554</b>	<b>\$ 610,526</b>
Fees	242,742	205,000	215,000	215,000
Grants	-	-	-	-
Other	47,996	31,983	46,846	32,737
<b>Total revenue</b>	<b>\$ 290,738</b>	<b>\$ 236,983</b>	<b>\$ 261,846</b>	<b>\$ 247,737</b>
<i>Net amount supported by property taxes</i>	<b>\$ 257,935</b>	<b>\$ 359,154</b>	<b>\$ 313,708</b>	<b>\$ 362,789</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$24,500 in personnel costs reflects normal salary and benefit increases for existing staff.
- ↓ A decrease of \$15,000 in professional services reflects the elimination of the external marketing services contract, as those services are brought in-house through the Economic Development department.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The Swimming pool facility is 41 years old, and has had significant building repairs and renovations occurring in 2009 and 2012. In 2016 two boilers will be replaced, as well as electrical upgrades and repairs to the outside of the facility planned in 2017. The HVAC system and air exchanger has required repairs over the last several years, and will be evaluated in 2017 to determine the anticipated useful life and cost projections for replacement.
- ❖ An Aquatic Feasibility Study was completed in 2016, with a three tiered approach approved by the City Council. Based on the study, the potential construction of a new outdoor facility has been included in the City's capital improvements program to occur in 2019 – 2020. Any new facility would require a public bond referendum, and if that gets approved, engineering and construction would proceed.

<b>CULTURE AND RECREATION</b>		<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>470 SWIMMING POOL &amp; WADING POOLS</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 62,013	\$ 65,536	\$ 65,208	\$ 68,165	\$ 2,629	\$ 70,437
02	Overtime	-	-	-	-	-	-
03	Part-time	186,107	203,127	203,951	208,067	4,940	211,168
04	Witness fees	-	-	-	-	-	-
06	FICA	18,384	20,451	20,995	21,093	642	21,626
07	Retirement - IPERS	13,546	12,971	15,600	15,041	2,070	15,796
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	13,048	17,187	17,187	31,304	14,117	35,106
11	Allowance	404	384	384	484	100	484
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	652	-	678	26	704
<b>Sub-Total</b>		<b>\$ 293,503</b>	<b>\$ 320,308</b>	<b>\$ 323,325</b>	<b>\$ 344,832</b>	<b>\$ 24,524</b>	<b>\$ 355,321</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 6,414	\$ 6,500	\$ 6,500	\$ 8,100	\$ 1,600	\$ 6,500
22	Recruitment	2,212	4,000	2,200	4,000	-	4,000
23	Professional services	15,135	16,800	15,000	1,800	(15,000)	18,250
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	869	500	500	3,500	3,000	500
28	Dues and memberships	735	655	655	775	120	775
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	1,564	2,000	2,000	2,000	-	2,000
35	Printing and copying	9,547	8,207	8,207	7,250	(957)	7,750
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	533	5,500	4,000	5,500	-	5,500
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	2,134	5,150	4,000	5,805	655	5,505
48	Utility service	57,628	67,000	60,000	67,000	-	68,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	6,441	5,100	5,100	7,000	1,900	7,000
54	Minor equipment	1,833	5,000	2,000	4,000	(1,000)	4,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	2,828	3,000	2,500	3,000	-	3,000
59	Operating supplies	37,601	44,500	38,000	44,500	-	4,400
60	Safety and medical supplies	1,214	2,850	2,500	850	(2,000)	1,000
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 146,688</b>	<b>\$ 176,762</b>	<b>\$ 153,162</b>	<b>\$ 165,080</b>	<b>\$ (11,682)</b>	<b>\$ 138,180</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 1,632	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	900	900	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	106,850	99,067	99,067	99,714	647	108,036
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 108,482</b>	<b>\$ 99,067</b>	<b>\$ 99,067</b>	<b>\$ 100,614</b>	<b>\$ 1,547</b>	<b>\$ 108,036</b>
<b>OPERATING BUDGET SUB-TOTAL</b>		<b>\$ 548,673</b>	<b>\$ 596,137</b>	<b>\$ 575,554</b>	<b>\$ 610,526</b>	<b>\$ 14,389</b>	<b>\$ 601,537</b>
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
<b>SWIMMING POOL &amp; WADING POOLS</b>		<b>\$ 548,673</b>	<b>\$ 596,137</b>	<b>\$ 575,554</b>	<b>\$ 610,526</b>	<b>\$ 14,389</b>	<b>\$ 601,537</b>

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool & Wading Pools**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Programmer/Scheduler	\$ 68,165
03	Facility Manager, lifeguards, managers, wading pool guards, swim instructors, water fitness instructors, cashiers, water instructor aides, intern	\$ 208,067
06	FICA	\$ 21,093
07	IPERS	\$ 15,041
09	Group insurance	\$ 31,304
11	Phone allowance	\$ 384
	On the spot	\$ 100
13	Deferred compensation City match	\$ 678
21	Special event advertisements and marketing program	\$ 8,100
22	Recruitment expenses for part time staff (advertising, background checks, drug screens)	\$ 4,000
23	Special events	\$ 1,800
27	Computer software and supplies	\$ 500
	Two computers refurbished at pool office	\$ 2,500
	Replacement printer for pool office	\$ 500
28	Iowa Park and Recreation Association membership	\$ 135
	Pool registration renewals (indoor pool, 3 wading pools)	\$ 300
	American license fee (broadcast permit – ASCAP & BMI)	\$ 220
	Aquatics exercise association (2 year membership)	\$ 120
32	Staff shirts/ uniforms, whistles & lanyards	\$ 2,000
35	Program guide printing (3)	\$ 7,000
	Mailing, shipping, business cards	\$ 250
41	Equipment maintenance and repair	\$ 5,500
46	Lifeguard training reimbursement	\$ 1,000
	Staff in-services, management training, etc.	\$ 500
	AEA CEU aerobics instructor training	\$ 1,000
	AEA certification renewal for Aquatics Programmer/Schedule	\$ 55
	National Parks and Recreation Conference – New Orleans Sept 26-28, 2017	\$ 1,800
	Certified Pool Operator (CPO) certification training (2)	\$ 300
	IPRA conference (1)	\$ 450
	Mileage reimbursement	\$ 700
48	Telephone, gas, electric and water services (pool and wading pools) and cell phone	\$ 67,000
51	Maintenance and cleaning supplies, toilet paper, soap, etc.	\$ 7,000
54	Replacement equipment	\$ 3,000
	Water fitness class supplies: aqua belts, dumbbells, noodles	\$ 1,000
58	Office supplies, toner	\$ 3,000
59	Chlorine, chemicals, iron treatment	\$ 23,000
	Red Cross instruction supplies	\$ 1,400
	Red Cross swim lesson certification cards (swim lessons, LG-WSI-CPR trainings)	\$ 10,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool & Wading Pools**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
59 cont.	Pool filters	\$ 2,600
	Special event supplies (T-shirts, ribbons, supplies)	\$ 1,500
	Quarterly sales tax remittances to State of Iowa (for admissions)	\$ 6,000
60	First aid supplies	\$ 450
	State of Iowa monthly water tests	\$ 300
	Fire extinguisher maintenance	\$ 100
72	Replacement office chairs (3)	\$ 900
81	Building maintenance fund contribution – PM repairs	\$ 38,443
	Citywide building security plan	\$ 8,321
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 60
	Boiler water treatment program	\$ 960
	Building security services	\$ 450
	Custodial cleaning contract – locker rooms, bathrooms, lobby	\$ 12,500
	Electrical maintenance	\$ 1,000
	Fire alarm monitoring	\$ 450
	Fire alarm testing	\$ 100
	HVAC service and repair	\$ 2,000
	Mat and mop cleaning service	\$ 600
	Miscellaneous building repairs and maintenance	\$ 25,000
	Pest control	\$ 480
	Repair sliding glass doors on pool deck (2 doors – south and west side)	\$ 7,500
	Strip and wax lobby floor (2x), deep clean office carpet	\$ 1,300
	Window cleaning	\$ 550

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cultural and Convention**

**OVERVIEW:** This activity enhances the quality of life for Urbandale residents through financial contributions from Hotel Motel tax receipts to a number of not-for-profit community organizations. Organizations being directly awarded these funds must offer programs or events within the City that bring in Hotel Motel tax dollars, via use of lodging within City limits.

**CULTURAL AND CONVENTION - HOTEL MOTEL FUND**

FINANCIAL SUMMARY				
	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	1,136,383	1,116,643	1,110,323	1,139,929
Transfer out to General Fund	874,176	1,005,714	845,714	779,643
<b>Total expenditures</b>	<b>\$ 2,010,559</b>	<b>\$ 2,122,357</b>	<b>\$ 1,956,037</b>	<b>\$ 1,919,572</b>
Fees	-	-	-	-
Grants	-	-	-	-
Hotel Motel Tax receipts	1,845,694	1,850,000	1,850,000	1,875,000
<b>Total revenue</b>	<b>\$ 1,845,694</b>	<b>\$ 1,850,000</b>	<b>\$ 1,850,000</b>	<b>\$ 1,875,000</b>
<b>Net amount used by (added to) fund balance</b>	<b>\$ 164,865</b>	<b>\$ 272,357</b>	<b>\$ 106,037</b>	<b>\$ 44,572</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An overall increase of \$23,300 in costs is directly correlated to the change in hotel motel tax revenue the City brings in. For each percent of the 7% hotel motel tax, the City has contractual obligations to remit 2% of the revenue to the Convention and Visitors Bureau, 2% to Bravo, and 2.5% goes to the City's General Fund for property tax relief. The remaining 0.5% of the tax rate is allocated to various external organizations through an annual application process. Details of those allocations are presented in the notes of this department.

<b>CULTURE AND RECREATION</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>INCREASE</b>	<b>FY 2018-19</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

### 499 CULTURAL AND CONVENTION - HOTEL MOTEL FUND

#### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	1,136,383	1,116,643	1,110,323	1,139,929	23,286	1,085,714
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 1,136,383</b>	<b>\$ 1,116,643</b>	<b>\$ 1,110,323</b>	<b>\$ 1,139,929</b>	<b>\$ 23,286</b>	<b>\$ 1,085,714</b>

#### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	874,176	1,005,714	845,714	779,643	(226,071)	778,571
<b>Sub-total</b>		<b>\$ 874,176</b>	<b>\$ 1,005,714</b>	<b>\$ 845,714</b>	<b>\$ 779,643</b>	<b>\$ (226,071)</b>	<b>\$ 778,571</b>

#### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

**CULTURAL AND CONVENTION - HO1** \$ 2,010,559 \$ 2,122,357 \$ 1,956,037 \$ 1,919,572 \$ (202,785) \$ 1,864,285

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cultural and Convention – Hotel Motel Fund**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
24	Contributions to cultural and convention activities in metropolitan Des Moines:	
	Bravo! - annual 2/7th contribution per 28E agreement	\$ 503,714
	Convention and Visitors Bureau –annual 2/7th contribution per 28E agreement	\$ 535,714
	Iowa Events Center – per 28E agreement	\$ 32,000
	J-Hawk Soccer Club – 50% of grading work, irrigation & drainage tile installation for new field in WJ park – contingent on Commission approval for site	\$ 20,000
	Polk County Master Gardeners – construction of ADA compliant pathway in demonstration garden	\$ 5,000
	Urbandale Community Schools – PAC recording microphones (hardware & software)	\$ 3,500
	Urbandale Girls Recreation Association – Freezer, sound system, defibrillator, parking lot debt service payment, 50% of concrete work	\$ 20,000
	Urbandale Little League – Drop safe, mower, sod cutter, scoreboard controller upgrade, batter's eye	\$ 15,000
	Urbandale 4 <sup>th</sup> of July Committee – sponsorship of centennial fireworks display	\$ 5,000
97	Transfer out to Capital Projects Fund – UGRA/Soccer complex parking lot paving project	\$ 110,000
	Transfer out to General Fund	\$ 669,643



**FUNCTION: Culture and Recreation**  
**ACTIVITY: Building Maintenance Fund – Internal Service**

**OVERVIEW:** The building maintenance internal service fund provides for routine maintenance of the City’s facilities and oversight of facility improvements based on the City’s preventative maintenance schedule.

**BUILDING MAINTENANCE FUND**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	180,640	195,411	195,454	208,652
Contractual & supply service	341,739	303,638	363,251	420,544
Capital outlay	172,458	400,000	400,000	680,500
<b>Total expenditures</b>	<b>\$ 694,837</b>	<b>\$ 899,049</b>	<b>\$ 958,705</b>	<b>\$ 1,309,696</b>
Fees	684,813	862,113	862,113	1,158,042
Grants	-	-	-	-
Other	3,149	-	2,000	2,000
<b>Total revenue</b>	<b>\$ 687,962</b>	<b>\$ 862,113</b>	<b>\$ 864,113</b>	<b>\$ 1,160,042</b>
<i>Net amount supported by departmental allocations</i>	<b>\$ 6,875</b>	<b>\$ 36,936</b>	<b>\$ 94,592</b>	<b>\$ 149,654</b>

**BACKGROUND:**

- ❖ Please note that this page is included in the budget document as informational only. Based on State budget guidelines, a City’s internal service funds are not reflected in the Certified Budget because it would result in a double counting of the expenses (these are already expenses of the departments). Thus, the dollars shown on this page are not included in any of the summary pages throughout this document. However, since this fund contains employees, staff has opted to include the information about the fund’s activities in order to present a complete portrayal of the city’s staffing and operations. The City’s other internal service funds (equipment replacement, risk management, general liability, technology) are not presented.
- ❖ In FY13, the City established a Building Maintenance internal service fund to provide maintenance services to the various City buildings. Contributions to the fund from each department are based on square footage of each building, as well as the complexity of the structure (ie: staffed facility versus open air shelters), and known service contracts (ie: janitorial, HVAC, pest control, etc.). These expenses are reflected in each department’s line 81.
- ❖ In FY14, the Preventative Maintenance (PM) study was completed and identified the areas that need to be addressed and ranked the repairs according to severity. Based on the study, each of the following 5 years reflected needs of \$400,000 to \$500,000 per year. To date, all “level 1” items have been addressed and 75% of the “level 2” items have been addressed.
- ❖ In order to implement the PM study items, the Facilities Supervisor and Facilities Technician positions were hired to coordinate the work with external contractors, or whenever possible, utilizing existing Grounds Maintenance & Parks department staff.
- ❖ In addition to the PM plan repairs, each department’s routine building maintenance expense items (previously charged to line 40 in each budget) are also reallocated to this internal service fund so that all City contracts for building-related repairs can be coordinated and paid together. Specific contracts per department are still shown in the notes section of this department.

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$13,200 in salaries and benefits reflect the normal increases for two existing staff.
- ↑ An increase of \$30,000 in professional services reflects the allocation for use of external architects and consultants as needed for large and/or specialized PM study projects.
- ↑ An increase of \$85,500 in building maintenance reflects those costs directly associated with existing building maintenance contracts.
- ↑ An increase of \$280,500 in property improvements reflects the current estimate for PM study projects that should be completed, as well as those building specific projects that have been identified to complete. Further, the City will be soliciting a consultant for evaluation of a consolidated/uniform building security system in all facilities in 2017. Based on the recommendations of the consultant, a project will be planned for 2018 to upgrade/update existing systems to a single city-wide system. This item is not identified in the PM plan, thus funding for any project will be spread over the next 2 years. Once cost projects are known, FY19 allocations will be adjusted to reflect anticipated costs.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The Facilities Supervisor position has been utilizing existing Parks and Grounds Maintenance staff to implement the building maintenance plan whenever possible. As this department develops and refines its operations and staffing needs are determined, additional building maintenance staff is anticipated in order to effectively address all facilities maintenance needs and preventative maintenance within the City.

GENERAL GOVERNMENT	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

### 832 BUILDING MAINTENANCE FUND

#### PERSONAL SERVICES

01	Salaries	\$ 142,314	\$ 150,511	\$ 151,402	\$ 158,543	\$ 8,032	\$ 163,826
02	Overtime	145	1,000	-	1,000	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	10,803	11,457	11,414	12,190	733	12,687
07	Retirement - IPERS	12,722	13,374	13,520	14,087	713	14,630
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	13,048	17,187	17,187	20,870	3,683	23,404
11	Allowance	384	384	416	384	-	384
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	1,224	1,498	1,515	1,578	80	1,638
	<b>Sub-Total</b>	<b>\$ 180,640</b>	<b>\$ 195,411</b>	<b>\$ 195,454</b>	<b>\$ 208,652</b>	<b>\$ 13,241</b>	<b>\$ 216,569</b>

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	39,371	30,000	30,000	60,000	30,000	60,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	14,906	3,500	3,500	7,288	3,788	4,500
28	Dues and memberships	-	205	301	205	-	225
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	48	-	-	-	-	-
40	Building and grounds maint.	282,209	257,283	320,000	343,001	85,718	350,000
41	Vehicle and equipment maint.	40	1,200	500	1,200	-	1,500
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	3,350	3,000	250	(3,100)	700
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	4,314	5,000	4,500	5,000	-	5,000
54	Minor equipment	-	2,000	750	2,000	-	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	234	300	200	300	-	300
59	Operating supplies	617	800	500	1,300	500	800
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 341,739</b>	<b>\$ 303,638</b>	<b>\$ 363,251</b>	<b>\$ 420,544</b>	<b>\$ 116,906</b>	<b>\$ 425,025</b>

#### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	3,038	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	164,635	400,000	400,000	680,500	280,500	500,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	4,785	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 172,458</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 680,500</b>	<b>\$ 280,500</b>	<b>\$ 500,000</b>

#### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

#### BUILDING MAINTENANCE FUND

		\$ 694,837	\$ 899,049	\$ 958,705	\$ 1,309,696	\$ 410,647	\$ 1,141,594
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Building Maintenance Fund – Internal Service Fund**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Facilities Maintenance Supervisor, Facilities Maintenance Technician	\$ 158,543
02	Overtime	\$ 1,000
06	FICA	\$ 12,190
07	IPERS	\$ 14,087
09	Group Insurance	\$ 20,870
11	Phone allowance - Supervisor	\$ 384
13	Deferred compensation City match	\$ 1,578
23	Professional services	\$ 60,000
27	iPad, cellular monthly reimbursement	\$ 1,000
	Mpulse software maintenance contract	\$ 2,500
	Microstation license	\$ 788
	HVAC software upgrade (Senior Center)	\$ 3,200
28	International Facilities Management Association membership (IFMA)	\$ 205
40	Anticipated building maintenance expenditures for departments	\$ 343,001
41	Equipment maintenance	\$ 1,200
46	Certified Pool Operator (CPO) certification (Facility maintenance laborer)	\$ 250
51	Maintenance supplies/inventory	\$ 5,000
54	Miscellaneous tools	\$ 2,000
58	Office supplies	\$ 300
59	Recycling light bulbs from facilities	\$ 800
	Rack for plans/documents	\$ 500
76	Preventative Maintenance Plan projects	\$ 352,500
	Citywide building security project – Phase I	\$ 200,000
	Fire Station #41 alerting system	\$ 38,000
	Fire Station #42 concrete repairs	\$ 40,000
	Unplanned facility maintenance projects	\$ 50,000

**CONTRIBUTIONS BY DEPARTMENTS:**

Below is detail of the individual contributions to this internal service fund by each department of the City. These amounts represent an expense of each department, and the funds are allocated to the building maintenance fund for spending. Items noted as “contributions - general repairs” reflect the portion of the allocation that is accumulating towards items being covered in line 76 above as outlined in the City’s preventative maintenance plan to be completed in the 1-5 year plan.

Service contract items represent normal annual building related expenses and are reflected in line 40 above

<b>Object</b>	<b>Description</b>	<b>Amount</b>
Giovannetti	Building maintenance fund contribution – PM projects	\$ 5,760
201	Citywide building security project	\$ 2,774
	Total project specific contributions	\$ 8,534
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer	\$ 60

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Building Maintenance Fund – Internal Service Fund**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
Giovanetti cont.	Building security system	\$ 450
	Custodial contract	\$ 5,000
	Electrical maintenance contract	\$ 1,000
	Fire alarm monitoring	\$ 500
	Fire alarm panel inspection	\$ 100
	Grease trap cleaning	\$ 250
	HVAC service and repair	\$ 2,000
	Mat cleaning service	\$ 500
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control	\$ 500
	Range hood inspection	\$ 130
	Sprinkler inspection	\$ 200
	Window cleaning service	\$ 900
	Total Line 40 items	\$ 15,590
	<b>Grand total for location</b>	<b>\$ 24,124</b>
Lions	Building maintenance fund contribution – PM projects	\$ 15,324
202	Citywide building security project	\$ 1,626
	Total project specific contributions	\$ 16,950
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Building security service	\$ 450
	Carpet cleaning	\$ 560
	Custodial contract	\$ 6,000
	Electrical maintenance contract	\$ 1,000
	Mat cleaning service	\$ 500
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control	\$ 500
	Range hood inspection	\$ 90
	Total Line 40 items	\$ 13,100
	<b>Grand total for location</b>	<b>\$ 30,050</b>
City Hall	Building maintenance fund contribution – PM projects	\$ 90,112
203	Citywide building security project	\$ 5,961
	Total project specific contributions	\$ 96,073
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 60
	Building security service	\$ 450
	Carpet and upholstery cleaning (1 x year)	\$ 1,975
	Custodial cleaning service	\$ 7,800

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Building Maintenance Fund – Internal Service Fund**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
City hall cont.	Electrical maintenance contract	\$ 1,000
	Generator service and maintenance	\$ 600
	HVAC service and repair	\$ 5,000
	Mat service	\$ 420
	Miscellaneous building repairs and maintenance	\$ 10,000
	Pesticide service	\$ 670
	Window cleaning (outside & inside) (1 x year)	\$ 650
	Total line 40 items	\$ 28,625
	<b>Grand total for location</b>	<b>\$ 124,697</b>
Eng/CD	Building Maintenance Fund contribution – PM projects	\$ 35,822
204	Citywide building security project	\$ 4,832
	Total project specific contributions	\$ 40,654
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 60
	Building security service	\$ 450
	Carpet cleaning	\$ 1,375
	Custodial services contract (administrative offices and public works facility)	\$ 8,300
	Electrical maintenance contract	\$ 1,000
	Fire alarm monitoring (Engineering/CD and City Hall)	\$ 500
	HVAC service and repair	\$ 500
	Mat cleaning service	\$ 400
	Miscellaneous building repairs and maintenance	\$ 5,000
	Pest control	\$ 400
	Sprinkler Inspection	\$ 150
	Window cleaning	\$ 495
	Total line 40 items	\$ 18,630
	<b>Grand total for location</b>	<b>\$ 59,282</b>
Fire #41	Building maintenance fund contribution – PM projects	\$ 13,236
205	Citywide building security project	\$ 6,361
	Station alerting system	\$ 38,000
	Total project specific contributions	\$ 57,597
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Carpet cleaning	\$ 150
	Sprinkler inspection	\$ 150
	Backflow preventer testing	\$ 60
	Generator service & maintenance	\$ 542
	Pest control	\$ 400

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Building Maintenance Fund – Internal Service Fund**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
Fire #41 cont.	Fire alarm testing	\$ 125
	HVAC service and repair	\$ 2,500
	Miscellaneous building repairs	\$ 7,500
	Fire alarm monitoring	\$ 500
	Miscellaneous electrical repairs and maintenance	\$ 1,000
	Total line 40 items	\$ 12,927
	<b>Grand total for location</b>	<b>\$ 70,549</b>
Fire #42	Building maintenance fund contribution – PM projects	\$ 46,529
206	Citywide building security project	\$ 7,413
	Concrete repairs @ station 42	\$ 40,000
	Total project specific contributions	\$ 93,942
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Carpet cleaning	\$ 200
	Sprinkler inspection	\$ 150
	Backflow preventer testing	\$ 60
	Generator service & maintenance	\$ 542
	Pest control	\$ 785
	Fire alarm panel inspection	\$ 350
	HVAC service and repair	\$ 4,000
	Miscellaneous building repairs	\$ 5,000
	Fire alarm monitoring	\$ 475
	Miscellaneous electrical repairs and maintenance	\$ 1,000
	Range hood inspection	\$ 178
	Boiler water treatment program	\$ 960
	Total line 40 items	\$ 13,700
	<b>Grand total for location</b>	<b>\$ 107,642</b>
Police	Building maintenance fund contribution - PM repairs	\$ 95,236
207	Citywide building security plan	\$ 11,250
	Total project specific contributions	\$ 106,486
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Boiler water treatment program	\$ 960
	Building custodial services contract	\$ 21,000
	Building security monitoring	\$ 450
	Carpet cleaning (w/\$40 upholstery alternate)	\$ 900
	Electrical maintenance and repair	\$ 1,000
	Fire alarm monitoring	\$ 500
	Fire alarm panel inspection	\$ 300

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Building Maintenance Fund – Internal Service Fund**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
Police cont.	Generator service & maintenance agreement	\$ 3,906
	HVAC service and repair	\$ 13,000
	Mat & rug service	\$ 1,080
	Miscellaneous building repairs and maintenance	\$ 7,500
	Office door signs, changeable	\$ 1,000
	Pest control	\$ 700
	Replacement ceiling tiles	\$ 1,500
	Sprinkler testing	\$ 150
	Tile floor – waxing 2x year	\$ 1,200
	Window cleaning	\$ 400
	Total line 40 items	\$ 55,546
	<b>Grand total for location</b>	<b>\$ 162,032</b>
Public Works	Building maintenance fund contribution - PM repairs	\$ 20,046
208	Citywide building security plan	\$ 8,936
	Total project specific contributions	\$ 28,982
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 120
	Building custodial services contract	\$ 2,500
	Carpet cleaning	\$ 400
	Fire alarm monitoring (Fleet Storage & Consumer Lumber)	\$ 900
	Miscellaneous building repair and maintenance	\$ 4,000
	Mat cleaning service	\$ 350
	Pest control	\$ 500
	Sprinkler testing (Consumer Lumber and Fleet Storage)	\$ 278
	Window cleaning	\$ 200
	Total line 40 items	\$ 9,248
	<b>Grand total for location</b>	<b>\$ 38,230</b>
Library	Building maintenance fund contribution – PM repairs	\$ 196,777
209	Citywide building security plan	\$ 23,626
	Total project specific contributions	\$ 220,403
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 180
	Boiler water treatment program	\$ 960
	Building security monitoring	\$ 600
	Carpet and upholstery cleaning	\$ 4,000
	Chimney cleaning and inspection	\$ 275
	Door access system support	\$ 850

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Building Maintenance Fund – Internal Service Fund**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
Lib. cont.	Electrical maintenance	\$ 9,000
	Fire alarm monitoring	\$ 600
	Fire alarm testing	\$ 350
	Generator service & maintenance	\$ 600
	HVAC heating and cooling service contract	\$ 36,120
	Lift inspection	\$ 350
	Miscellaneous building repairs and maintenance	\$ 10,000
	Pest control	\$ 1,500
	Roof/gutter inspection	\$ 2,000
	Sprinkler inspection	\$ 175
	Window cleaning	\$ 550
	Total line 40 items	\$ 68,110
	<b>Grand total for location</b>	<b>\$ 288,513</b>
Park Maint.	Building maintenance fund contribution – PM repairs	\$ 15,654
210	Citywide building security plan	\$ 4,831
	Total project specific contributions	\$ 20,485
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow testing	\$ 60
	Building security service	\$ 450
	Fire alarm monitoring	\$ 500
	Fire alarm testing	\$ 100
	Mat cleaning service – park facilities	\$ 900
	Miscellaneous building repairs and maintenance	\$ 4,000
	Parks and recreation office and park maintenance building custodial service contract	\$ 3,450
	Pest control contract	\$ 1,100
	Strip and wax floor	\$ 200
	Window cleaning	\$ 150
	Total line 40 items	\$ 10,910
	<b>Grand total for location</b>	<b>\$ 31,394</b>
Pool	Building maintenance fund contribution – PM repairs	\$ 38,443
211	Citywide building security plan	\$ 8,321
	Total project specific contributions	\$ 46,764
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 60
	Boiler water treatment program	\$ 960
	Building security services	\$ 450
	Custodial cleaning contract – locker rooms, bathrooms, lobby	\$ 12,500
	Electrical maintenance	\$ 1,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Building Maintenance Fund – Internal Service Fund**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
Pool cont.	Fire alarm monitoring	\$ 450
	Fire alarm testing	\$ 100
	HVAC service and repair	\$ 2,000
	Mat and mop cleaning service	\$ 600
	Miscellaneous building repairs and maintenance	\$ 25,000
	Pest control	\$ 480
	Repair sliding glass doors on pool deck (2 doors – south and west side)	\$ 7,500
	Strip and wax lobby floor (2x), deep clean office carpet	\$ 1,300
	Window cleaning	\$ 550
	Total line 40 items	\$ 52,950
	<b>Grand total for location</b>	<b>\$ 99,714</b>
Senior Ctr.	Building maintenance fund contribution – PM repairs	\$ 49,755
212	Citywide building security plan	\$ 5,356
	Total project specific contributions	\$ 55,111
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 60
	Boiler water treatment program	\$ 960
	Building maintenance and repairs	\$ 5,000
	Building security service	\$ 450
	Custodial contract	\$ 6,900
	Electrical maintenance contract	\$ 1,000
	Fire alarm monitoring	\$ 700
	Fire alarm panel inspection	\$ 150
	Hood suppression system maintenance	\$ 230
	HVAC service and repair	\$ 2,000
	Mat service	\$ 840
	Pest control service	\$ 500
	Quarterly grease trap cleaning	\$ 300
	Semi-annual kitchen, tile, carpet & upholstery cleaning; annual strip & re-wax of craft room floor	\$ 3,600
	Sprinkler inspection	\$ 225
	Window cleaning	\$ 600
	Total line 40 items	\$ 23,515
	<b>Grand total for location</b>	<b>\$ 78,626</b>
Wellness	Building maintenance fund contribution – PM repairs	\$ 6,404
213	Citywide building security plan	\$ 621
	Total project specific contributions	\$ 7,025
	Building maintenance fund contribution – service contracts (former line 40 items):	

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Building Maintenance Fund – Internal Service Fund**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
Wellness cont.	Building security monitoring	\$ 450
	Carpet cleaning	\$ 200
	Custodial cleaning contract	\$ 2,500
	Electrical maintenance contract	\$ 1,000
	Fire alarm monitoring	\$ 500
	Mat cleaning service	\$ 300
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control	\$ 200
	Replace restroom floor (remove carpet and replace with tile)	\$ 2,000
	Total line 40 items	\$ 11,150
	<b>Grand total for location</b>	<b>\$ 18,175</b>
Open Shelters	Building maintenance fund contribution – PM repairs	\$ 12,255
214	Citywide building security plan	\$ 3,779
	Total project specific contributions	\$ 16,034
	Miscellaneous maintenance – open shelters	\$ 2,000
	Outside bathroom custodial service contract	\$ 7,000
	Total line 40 items	\$ 9,000
	<b>Grand total for location</b>	<b>\$ 25,033</b>
Totals:	<b>City departments contributions to building maintenance operations:</b>	\$ 641,354
	<b>City departments contributions to City-wide security project:</b>	\$ 95,686
	<b>City departments contributions to department specific projects:</b>	\$ 78,000
	<b>City departments contributions to location-specific maintenance:</b>	\$ 343,001
	<b>Grand total from departmental budgets:</b>	<b>\$ 1,158,041</b>



COMMUNITY & ECON. DEV.	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
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## 500 COMMUNITY AND ECONOMIC DEVELOPMENT SUMMARY

### PERSONAL SERVICES

01	Salaries	\$ 987,338	\$ 1,043,102	\$ 1,004,554	\$ 1,132,709	\$ 89,607	\$ 1,167,896
02	Overtime	19,385	17,000	17,000	18,000	1,000	18,000
03	Part-time	231,448	3,000	2,700	6,500	3,500	6,500
04	Witness fees	-	-	-	-	-	-
06	FICA	93,650	79,676	78,000	88,687	9,011	92,113
07	Retirement - IPERS	87,626	92,953	89,706	101,228	8,275	104,873
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	91,333	120,308	120,308	156,521	36,213	175,532
11	Allowance	12,942	14,541	13,666	13,941	(600)	13,941
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	9,715	15,150	9,690	16,237	1,087	16,837
	<b>Sub-Total</b>	<b>\$ 1,533,435</b>	<b>\$ 1,385,730</b>	<b>\$ 1,335,624</b>	<b>\$ 1,533,823</b>	<b>\$ 148,093</b>	<b>\$ 1,595,692</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 18,173	\$ 33,400	\$ 34,545	\$ 35,100	\$ 1,700	\$ 35,100
22	Recruitment	390	200	445	200	-	200
23	Professional services	52,535	143,500	81,300	135,500	(8,000)	110,000
24	Contributions to other agencies	73,708	92,679	92,679	95,716	3,037	95,716
27	Data processing	47,037	55,775	35,370	33,300	(22,475)	29,820
28	Dues and memberships	5,877	7,525	7,137	7,425	(100)	7,425
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	56	60	-	240	180	240
35	Printing and copying	8,964	12,750	8,214	13,250	500	13,015
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	173	-	2,000	900	900	900
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	25,957	39,900	32,130	45,365	5,465	42,805
48	Utility service	13,895	17,000	14,500	17,000	-	17,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	735	400	400	400	-	400
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	1,471	2,000	1,500	3,050	1,050	3,050
57	Vehicle operation supplies	3,367	6,000	4,000	6,500	500	6,500
58	Office supplies	4,888	5,700	3,210	6,760	1,060	6,760
59	Operating supplies	7,525	22,400	10,953	18,250	(4,150)	18,250
60	Safety and medical supplies	262	1,015	415	1,265	250	1,265
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 265,012</b>	<b>\$ 440,304</b>	<b>\$ 328,798</b>	<b>\$ 420,221</b>	<b>\$ (20,083)</b>	<b>\$ 388,446</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	615	11,000	7,000	2,500	(8,500)	2,500
73	Equipment replacement fund	18,250	18,250	18,250	19,875	1,625	15,375
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	249,923	1,500,000	550,000	800,000	(700,000)	600,000
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	27,624	-	-	-	-	-
81	Building maintenance fund	27,177	21,885	21,885	29,642	7,757	32,057
97	Transfers out	3,792,672	3,326,843	4,416,193	4,385,655	1,058,812	5,057,000
	<b>Sub-total</b>	<b>\$ 4,116,261</b>	<b>\$ 4,877,978</b>	<b>\$ 5,013,328</b>	<b>\$ 5,237,672</b>	<b>\$ 359,694</b>	<b>\$ 5,706,932</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ 25,000	\$ 100,000	\$ -	\$ 100,000	-	\$ 100,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### COMMUNITY AND ECONOMIC DEVELOPMENT SUMMARY

		\$ 5,939,708	\$ 6,804,012	\$ 6,677,750	\$ 7,291,716	\$ 487,704	\$ 7,791,070
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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Economic Development**

**OVERVIEW:** This activity includes the operating and programming associated with the Department of Economic Development. The Department is focused on designing and implementing strategies for tax base expansion and increased employment opportunities in Urbandale.

**ECONOMIC DEVELOPMENT**

FINANCIAL SUMMARY				
	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	231,369	246,254	247,079	357,664
Contractual & supply service	65,547	98,975	93,224	115,905
Capital outlay	130,060	-	-	-
<b>Total expenditures</b>	<b>\$ 426,976</b>	<b>\$ 345,229</b>	<b>\$ 340,303</b>	<b>\$ 473,569</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	37,350	18,522	27,698	25,393
<b>Total revenue</b>	<b>\$ 37,350</b>	<b>\$ 18,522</b>	<b>\$ 27,698</b>	<b>\$ 25,393</b>
<i>Net amount supported by property taxes</i>	<b>\$ 389,625</b>	<b>\$ 326,707</b>	<b>\$ 312,605</b>	<b>\$ 448,176</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$111,410 in personnel costs reflects the normal salary and benefit increases for the existing staff and the addition of a Marketing/Communications Specialist.
- ↑ An increase of \$17,000 in professional services includes an allowance for external service contracts that may be required during the transition and rollout of the marketing strategies identified.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The Department is working to raise the profile of Urbandale to potential investors and employers. It is anticipated that with the addition of a Marketing and Communications Specialist, staff will work closely with all City departments to develop communication strategies that articulate the full value proposition of the City to many audiences beyond traditional commercial/industrial business development. As these strategies are developed, and needs are identified, additional resources may be required to fully execute all plans.
- ❖ The Economic Development Advisory Board helps to ensure that the City's economic development strategies remain relevant and that the City capitalizes on opportunities to attract investment and foster job creation. The City's organization-wide strategic plan helps to ensure that the Department is delivering on the priorities that are important to the Council.
- ❖ Maintaining strong relationships with public and private economic development partners helps the City add value to our use of resources. The Department staff will continue to place a high priority on engaging with businesses (existing and prospective), consultants, brokers and advisors, and Urbandale economic development stakeholders at meetings and events. The budget will need to provide funding to continue building strong relationships and to invest in the skill and knowledge development of Department staff.

COMMUNITY & ECON. DEV.	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 520 ECONOMIC DEVELOPMENT

### PERSONAL SERVICES

01	Salaries	\$ 176,078	\$ 185,367	\$ 186,011	\$ 264,025	\$ 78,658	\$ 270,262
02	Overtime	-	-	-	-	-	-
03	Part-time	3,014	3,000	2,700	6,500	3,500	6,500
04	Witness fees	-	-	-	-	-	-
06	FICA	14,235	14,365	15,000	21,313	6,948	21,954
07	Retirement - IPERS	15,724	16,739	16,610	24,041	7,302	24,715
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	13,048	17,187	17,187	31,304	14,117	35,106
11	Allowance	5,233	5,366	5,341	5,366	-	5,366
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	4,039	4,230	4,230	5,115	885	5,286
	<b>Sub-Total</b>	<b>\$ 231,369</b>	<b>\$ 246,254</b>	<b>\$ 247,079</b>	<b>\$ 357,664</b>	<b>\$ 111,410</b>	<b>\$ 369,189</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 18,173	\$ 33,400	\$ 34,545	\$ 35,100	\$ 1,700	\$ 35,100
22	Recruitment	96	200	200	200	-	200
23	Professional services	526	7,500	6,300	24,500	17,000	24,000
24	Contributions to other agencies	27,500	27,500	27,500	28,000	500	28,000
27	Data processing	2,043	4,275	5,370	4,850	575	1,370
28	Dues and memberships	1,818	2,825	2,937	2,725	(100)	2,725
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	56	60	-	90	30	90
35	Printing and copying	1,222	700	714	950	250	715
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	9,564	11,550	10,130	14,415	2,865	11,855
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	1,993	200	210	260	60	260
59	Operating supplies	2,544	10,750	5,303	4,800	(5,950)	4,800
60	Safety and medical supplies	13	15	15	15	-	15
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 65,547</b>	<b>\$ 98,975</b>	<b>\$ 93,224</b>	<b>\$ 115,905</b>	<b>\$ 16,930</b>	<b>\$ 109,130</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	60	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	130,000	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 130,060</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### OPERATING BUDGET SUB-TOTAL

		\$ 426,976	\$ 345,229	\$ 340,303	\$ 473,569	\$ 128,340	\$ 478,319
99	Special Revenue fund items	\$ 25,000	\$ 100,000	-	100,000	-	100,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### ECONOMIC DEVELOPMENT

		\$ 451,976	\$ 445,229	\$ 340,303	\$ 573,569	\$ 128,340	\$ 578,319
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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Economic Development**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Department Director, Economic Development Specialist II, Marketing/Communications Specialist	\$ 264,025
03	Intern (14 weeks)	\$ 6,500
06	FICA	\$ 21,313
07	IPERS	\$ 24,041
09	Group insurance	\$ 31,304
11	On the spot awards	\$ 50
	Phone allowance (2)	\$ 768
	Car allowance - Director	\$ 4,548
13	Deferred compensation City match	\$ 5,115
21	Sponsorships and promotional forums	\$ 5,000
	DMACC Small Biz sponsor	\$ 1,000
	Urbandale Business Connection annual cost	\$ 25,000
	Iowa Commercial Real Estate Expo marketing	\$ 1,200
	Celebrate Business Econ Impact Table	\$ 250
	Print advertising	\$ 2,650
22	Advertising / background checks for economic development intern	\$ 200
23	Photography	\$ 1,250
	Economic development project consulting, design, PR	\$ 8,250
	External marketing service contracts	\$ 15,000
24	Urbandale Chamber of Commerce – broker/developer luncheon	\$ 3,000
	Greater Des Moines Partnership	\$ 25,000
27	Website modifications	\$ 250
	Annual subscription for LOIS-EcoDev Tracker	\$ 550
	Mobile technology	\$ 550
	Workstation for new position	\$ 2,000
	Graphic design software	\$ 1,500
28	Iowa Commercial Real Estate Association (2)	\$ 200
	International and Iowa City/County Management Association (1)	\$ 600
	Urbandale Chamber of Commerce Young Professionals (1)	\$ 25
	International Economic Development Council (2)	\$ 550
	Technology Association of Iowa (2)	\$ 500
	Professional Developers of Iowa (PDI) (2)	\$ 850
32	City logo apparel (3@\$30)	\$ 90
35	Document binding	\$ 100
	Maps production	\$ 250
	Printing and postage	\$ 600
46	Regional and national economic development conferences and training events	\$ 7,515

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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Economic Development**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
46 cont.	Training for Economic Development Specialist- IEDC Approved Professional Development course	\$ 2,900
	Other web seminars/presentations/meetings	\$ 1,000
46.1	Tuition reimbursement	\$ 3,000
58	General office supplies	\$ 260
59	Broker/developer/stakeholder/partner meetings	\$ 1,400
	Business headquarters, trade shows, market visits	\$ 3,400
60	MVR annual check	\$ 15

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<b>RLF Fund</b>	<b>Economic Development Revolving Loan Fund expenses (those items directly funded from the ED-RLF special revenue fund):</b>	
99	Economic Development Revolving Loan Funds	\$ 100,000

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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Code Enforcement**

**OVERVIEW:** This activity contributes to the creation and maintenance of a safe building environment through public education and the enforcement of applicable laws.

**CODE ENFORCEMENT**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	552,101	564,452	560,119	616,714
Contractual & supply service	55,681	114,950	75,545	93,850
Capital outlay	18,250	18,250	18,250	19,875
<b>Total expenditures</b>	<b>\$ 626,032</b>	<b>\$ 697,652</b>	<b>\$ 653,914</b>	<b>\$ 730,439</b>
Fees	378,287	440,500	362,500	438,000
Grants	-	-	-	-
Other	54,763	37,429	53,224	39,166
<b>Total revenue</b>	<b>\$ 433,050</b>	<b>\$ 477,929</b>	<b>\$ 415,724</b>	<b>\$ 477,166</b>
<i>Net amount supported by property taxes</i>	<b>\$ 192,982</b>	<b>\$ 219,723</b>	<b>\$ 238,190</b>	<b>\$ 253,273</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Overall personnel costs increased by \$52,300, which reflects normal salary and benefit increases for existing staff. Also reflected is a shift in costs from the shared property maintenance inspector, which had previously been shared 50% with Community Development. This position was changed to a normal building inspector role, and is now 100% covered by this budget.
- ↓ A decrease of \$28,500 in data processing reflects NWS modules that were purchased in prior year.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Increased workload for new construction inspections will necessitate the restoration of private contracts for housing code inspections, or the addition of a City Housing Inspector. Costs for 3<sup>rd</sup>-party structural plan reviews will increase with additional nonresidential construction, but is a direct pass-through cost that is recouped through permit fees.
- ❖ As technology evolves, increased mobility of inspectors may result in changes to the types of equipment needed in the field.
- ❖ Online permit payment options will continue to be evaluated through the current permitting software.

COMMUNITY & ECON. DEV.	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

### 530 CODE ENFORCEMENT

#### PERSONAL SERVICES

01	Salaries	\$ 417,183	\$ 416,917	\$ 414,493	\$ 445,839	\$ 28,922	\$ 460,697
02	Overtime	16,984	15,000	15,000	16,000	1,000	16,000
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	33,347	31,735	32,000	34,406	2,671	35,835
07	Retirement - IPERS	36,569	37,045	37,014	39,615	2,570	41,140
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	42,404	55,857	55,857	73,043	17,186	81,915
11	Allowance	2,468	3,750	3,125	3,375	(375)	3,375
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	3,146	4,148	2,630	4,436	288	4,607
	<b>Sub-Total</b>	\$ 552,101	\$ 564,452	\$ 560,119	\$ 616,714	\$ 52,262	\$ 643,569

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	198	-	245	-	-	-
23	Professional services	8,272	36,000	30,000	36,000	-	36,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	21,523	31,000	11,000	2,450	(28,550)	2,450
28	Dues and memberships	1,578	1,700	1,700	1,700	-	1,700
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	932	500	500	750	250	750
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	173	-	2,000	900	900	900
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	8,799	20,000	14,000	23,200	3,200	23,200
48	Utility service	4,541	6,000	5,000	6,000	-	6,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	1,471	2,000	1,500	3,050	1,050	3,050
57	Vehicle operation supplies	3,367	6,000	4,000	6,500	500	6,500
58	Office supplies	515	500	500	-	(500)	-
59	Operating supplies	4,216	11,000	5,000	12,800	1,800	12,800
60	Safety and medical supplies	96	250	100	500	250	500
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	\$ 55,681	\$ 114,950	\$ 75,545	\$ 93,850	\$ (21,100)	\$ 93,850

#### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	18,250	18,250	18,250	19,875	1,625	15,375
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	\$ 18,250	\$ 18,250	\$ 18,250	\$ 19,875	\$ 1,625	\$ 15,375

#### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

#### CODE ENFORCEMENT

		\$ 626,032	\$ 697,652	\$ 653,914	\$ 730,439	\$ 32,787	\$ 752,794
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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Code Enforcement**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Building Official, Associate Building Official, Building Inspectors (5)	\$ 445,839
02	Overtime	\$ 16,000
06	FICA	\$ 34,406
07	IPERS	\$ 39,615
09	Group insurance	\$ 73,043
11	Clothing allowance (5)	\$ 3,125
	Spot awards	\$ 250
13	Deferred compensation City match	\$ 4,436
23	Structural plan reviews	\$ 11,000
	Contracted services for code violation remedy (mowing, snow removal, remedial work, etc.)	\$ 1,000
	Records retention & maintenance	\$ 2,000
	Outsource permit record scanning	\$ 22,000
27	Software upgrades	\$ 1,000
	Computer workstation upgrades	\$ 1,000
	UPS Workstations backup (3 per year)	\$ 300
	View Companion Pro-software maintenance (9)	\$ 150
28	International Code Conference-ICC (1) governmental membership	\$ 200
	National Fire Protection Association-NFPA (1)	\$ 200
	Iowa Association of Building Officials-IABO (7)	\$ 200
	International Association of Plumbing & Mechanical Officials-IAPMO (1)	\$ 200
	Iowa ACE Housing Officials(7)	\$ 190
	Subscriptions-DSM Register	\$ 350
	International Association of Electrical Inspectors IAEI (3)	\$ 360
35	Form printing-permit applications, correction notices	\$ 750
41	Oil change-installed by vendor	\$ 600
	Washer fluid, wiper blades, scrapers-installed by staff	\$ 300
46	International Code Conference (ICC) AMB/code hearings, Ohio-Sept. 2017	\$ 2,000
	ICC-Group A code hearings, Ohio-April 2018	\$ 2,000
	Inspector training @ WI, MN, NV, CO, IA	\$ 5,800
	IA Association of Building Officials seminars- in state	\$ 1,000
	International Association of Electrical Inspectors seminars- in state	\$ 700
	IA ACE (housing code) seminars-in state	\$ 400
	Customer service training	\$ 400
	Mileage reimbursement	\$ 500
	International Code Campus-online CEU webinars	\$ 500
	Inspector new certificate exams, ICC (8)	\$ 1,600
	Inspector certificate renewal, ICC (4)	\$ 500
	Electrical license renewal, State of Iowa (2)	\$ 800
46.1	Training – Tuition reimbursement	\$ 7,000
48	Cell phone service (7) hot spots for ipads	\$ 5,200
	INS-Iowa Network Services	\$ 800

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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Code Enforcement**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
56	Tires installed (set of 4 and 2 replacements)	\$ 750
	Brakes, balance, alignment	\$ 500
	Drivetrain repairs	\$ 1,000
	Batteries, A/C repairs	\$ 300
	Car washes	\$ 500
57	Fuel	\$ 6,500
59	Code books (hardcopy and PDF)	\$ 8,000
	Operating supplies (measuring tapes, test instruments, etc.)	\$ 500
	Plan and Deck Analyst 2015 (7)	\$ 1,500
	Developer pre-construction info lunch combined with staff training	\$ 2,800
60	Vehicle first aid kits, fire extinguishers	\$ 500
73	Equipment Replacement Fund contribution	\$ 19,875

**FUNCTION: Community and Economic Development**  
**ACTIVITY: Community Development**

**OVERVIEW:** This activity provides staff support to the City Council and the City’s boards and commissions on development, redevelopment, urban renewal, economic development and planning matters. This activity also enforces City ordinances and prepares or assists preparation of grant applications used primarily for capital purposes such as parks and transportation improvements.

**COMMUNITY DEVELOPMENT**

	FINANCIAL SUMMARY			
	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	749,965	575,024	528,426	559,445
Contractual & supply service	143,784	226,379	160,029	210,466
Capital outlay	55,356	32,885	28,885	32,142
<b>Total expenditures</b>	<b>\$ 949,105</b>	<b>\$ 834,288</b>	<b>\$ 717,340</b>	<b>\$ 802,053</b>
Fees	395,286	458,500	369,500	448,000
Grants	-	-	-	-
Other	83,025	44,760	58,387	43,006
<b>Total revenue</b>	<b>\$ 478,310</b>	<b>\$ 503,260</b>	<b>\$ 427,887</b>	<b>\$ 491,006</b>
<i>Net amount supported by property taxes</i>	<b>\$ 470,795</b>	<b>\$ 331,028</b>	<b>\$ 289,453</b>	<b>\$ 311,047</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ Overall personnel costs decreased \$17,970 due to normal increases for existing staff, offset by the shift in costs for a previously shared property maintenance position. This position was changed to a regular building inspector, and is now covered 100% in the Code Enforcement budget.
- ↓ A decrease of \$25,000 in professional services reflects the completion of the comprehensive plan update, but maintains funding for annexation projects anticipated in the next year.
- ↓ A decrease of \$8,500 in furniture reflects replacement of conference room chairs, desk chairs, and addition of sit/stand desktop units purchased in prior year.
- ↑ An increase of \$7,750 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

COMMUNITY & ECON. DEV.	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 540 COMMUNITY DEVELOPMENT

### PERSONAL SERVICES

01	Salaries	\$ 394,077	\$ 440,818	\$ 404,050	\$ 422,845	\$ (17,973)	\$ 436,937
02	Overtime	2,401	2,000	2,000	2,000	-	2,000
03	Part-time	228,434	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	46,068	33,576	31,000	32,968	(608)	34,324
07	Retirement - IPERS	35,333	39,169	36,082	37,572	(1,597)	39,018
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	35,881	47,264	47,264	52,174	4,910	58,511
11	Allowance	5,241	5,425	5,200	5,200	(225)	5,200
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	2,530	6,772	2,830	6,686	(86)	6,944
	<b>Sub-Total</b>	<b>\$ 749,965</b>	<b>\$ 575,024</b>	<b>\$ 528,426</b>	<b>\$ 559,445</b>	<b>\$ (15,579)</b>	<b>\$ 582,934</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	96	-	-	-	-	-
23	Professional services	43,737	100,000	45,000	75,000	(25,000)	50,000
24	Contributions to other agencies	46,208	65,179	65,179	67,716	2,537	67,716
27	Data processing	23,471	20,500	19,000	26,000	5,500	26,000
28	Dues and memberships	2,481	3,000	2,500	3,000	-	3,000
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	150	150	150
35	Printing and copying	6,810	11,550	7,000	11,550	-	11,550
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	7,594	8,350	8,000	7,750	(600)	7,750
48	Utility service	9,354	11,000	9,500	11,000	-	11,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	735	400	400	400	-	400
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	2,380	5,000	2,500	6,500	1,500	6,500
59	Operating supplies	765	650	650	650	-	650
60	Safety and medical supplies	153	750	300	750	-	750
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 143,784</b>	<b>\$ 226,379</b>	<b>\$ 160,029</b>	<b>\$ 210,466</b>	<b>\$ (15,913)</b>	<b>\$ 185,466</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	555	11,000	7,000	2,500	(8,500)	2,500
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	27,624	-	-	-	-	-
81	Building maintenance fund	27,177	21,885	21,885	29,642	7,757	32,057
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 55,356</b>	<b>\$ 32,885</b>	<b>\$ 28,885</b>	<b>\$ 32,142</b>	<b>\$ (743)</b>	<b>\$ 34,557</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### COMMUNITY DEVELOPMENT

		\$ 949,105	\$ 834,288	\$ 717,340	\$ 802,053	\$ (32,235)	\$ 802,957
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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Community Development**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director, Development Manager/Chief Planner, Planner II, Planner I, Administrative Specialist	\$ 422,845
02	Overtime	\$ 2,000
06	FICA	\$ 32,968
07	IPERS	\$ 37,572
09	Group insurance	\$ 52,174
11	Vehicle allowance - Director	\$ 4,800
	Spot awards	\$ 400
13	Deferred compensation City match	\$ 6,686
23	Annexation plan, development agreements	\$ 75,000
24	Annual assessment for Metropolitan Planning Organization (rate \$1.00 per capita)	\$ 42,000
	Metro Home Improvement Program	\$ 25,716
27	Logos.net software annual maintenance	\$ 21,300
	ArcGIS annual license maintenance (3)	\$ 2,500
	New computer workstation for front counter to assist customers	\$ 1,200
	Replacement computer workstation	\$ 1,000
28	APA (4) and ASLA (1) memberships; library resource materials	\$ 3,000
32	City-logo apparel for office staff	\$ 150
35	Copy machine maintenance (other ½ in Public Works Admin.)	\$ 700
	Plan copier maintenance (other ½ in Public Works Admin.)	\$ 1,550
	Color copier maintenance (other ½ in Public Works Admin.)	\$ 1,800
	HP wide-bed scanner/printer annual maintenance	\$ 3,000
	Miscellaneous printing/copying, postage	\$ 4,500
46	American Planning Association national conference-New Orleans, LA (2)	\$ 4,500
	American Society of Landscape Architects conference –Los Angeles, CA (1)	\$ 2,000
	Local and regional planning workshops or seminars for professional CEUs	\$ 1,000
	Mileage reimbursement	\$ 250
48	Electric, gas, telephone, data, water	\$ 11,000
51	Janitorial supplies	\$ 400
58	Paper, office & printer supplies-increased and deleted from 530	\$ 6,500
59	Operating supplies	\$ 650
60	Safety and first-aid supplies, MVR checks, fire extinguishers	\$ 750
72	Renovation of large conference room – cabinet replacement, TV/computer	\$ 2,500
81	Building maintenance fund contribution - PM projects	\$ 17,911
	Citywide building security project	\$ 2,416
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 30
	Building security service	\$ 225
	Carpet cleaning	\$ 688
	Custodial services contract (administrative offices and public works facility)	\$ 4,150

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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Community Development**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
81 cont.	Electrical maintenance contract	\$ 500
	Fire alarm monitoring (Engineering/CD and City Hall)	\$ 250
	HVAC service and repair	\$ 250
	Mat cleaning service	\$ 200
	Miscellaneous building repairs and maintenance	\$ 2,500
	Pest control	\$ 200
	Sprinkler inspection	\$ 75
	Window cleaning	\$ 248

**FUNCTION: Community and Economic Development**  
**ACTIVITY: Tax Increment Financing (TIF) Fund**

**OVERVIEW:** This activity reflects all those transactions required by state law to be accounted for in the TIF special revenue fund. Activities include property tax rebates, and debt service payments on TIF-supported portions of the city’s outstanding bond issues.

**TAX INCREMENT FINANCING FUND**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	-
Contractual & supply service	-	-	-	-
Capital outlay	3,912,595	4,826,843	4,966,193	5,185,655
<b>Total expenditures</b>	<b>\$ 3,912,595</b>	<b>\$ 4,826,843</b>	<b>\$ 4,966,193</b>	<b>\$ 5,185,655</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	6,447,209	7,058,119	7,058,119	7,221,475
<b>Total revenue</b>	<b>\$ 6,447,209</b>	<b>\$ 7,058,119</b>	<b>\$ 7,058,119</b>	<b>\$ 7,221,475</b>
<b>Net amount (added to) used by fund balance</b>	<b>\$ (2,534,614)</b>	<b>\$ (2,231,276)</b>	<b>\$ (2,091,926)</b>	<b>\$ (2,035,820)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$700,000 in TIF rebate payments, which reflect the completion of the MidAmerican undergrounding project in prior year, offset by addition of several new development agreements, in addition to existing property owners currently participating in the rebate program. The City’s program allows for properties meeting certain criteria, to request a 5-year declining balance rebate of 75%, 60%, 45%, 30% and 15% of property taxes paid on improvements to their parcels in the Northwest Market TIF District. The DUNA district also has active rebates participating in the program, which consist of 3-years at 90%.
- ↑ An increase of \$719,350 in transfers out, which reflects the funds needed to pay the TIF-supported portion of the City’s outstanding general obligation debt. All general obligation debt is required by state law to be paid from the City’s Debt Service Fund. When the City issues debt specifically related to TIF areas, a TIF revenue certification is completed annually to request a portion of the TIF increment for use in generating property tax dollars specifically for the retirement of this debt. Also included in the certification are amounts needed to support the above mentioned rebate program. When these certified TIF property tax dollars are received, they are required by law to be receipted into the TIF Special Revenue Fund and then are either transferred to the Debt Service Fund as noted above, or retained in the fund for payment of rebates.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The TIF revenues continue to reflect a high level for FY18. Starting in FY2012-13, the full 50% of available TIF increment revenue has been claimed. This has allowed the City to continue to aggressively pursue construction needs in the districts and get incremental revenue accumulated to service existing debt and early retire those pieces of TIF bonds at the earliest time. These bonds will become callable starting in 2017, and continuing each year.

COMMUNITY & ECON. DEV.	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 125 TAX INCREMENT FINANCING FUND

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development- TIF ret	249,923	1,500,000	550,000	800,000	(700,000)	600,000
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out to Debt Service	3,662,672	3,326,843	4,416,193	4,385,655	1,058,812	5,057,000
<b>Sub-total</b>		\$ 3,912,595	\$ 4,826,843	\$ 4,966,193	\$ 5,185,655	\$ 358,812	\$ 5,657,000

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### TAX INCREMENT FINANCING FUND

		\$ 3,912,595	\$ 4,826,843	\$ 4,966,193	\$ 5,185,655	\$ 358,812	\$ 5,657,000
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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Tax Increment Financing (TIF)**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
77	Tax Increment Financing (TIF) rebates	\$ 800,000
97	Transfers out to Debt Service Fund to cover debt service payments for TIF district – NW Market	\$ 4,385,655



GENERAL GOVERNMENT	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 600 GENERAL GOVERNMENT SUMMARY

### PERSONAL SERVICES

01	Salaries	\$ 1,204,539	\$ 1,313,826	\$ 1,362,098	\$ 1,444,772	\$ 130,946	\$ 1,491,760
02	Overtime	745	2,600	2,000	2,600	-	2,600
03	Part-time	112,330	128,930	104,325	92,628	(36,302)	94,032
04	Witness fees	-	-	-	-	-	-
06	FICA	95,832	103,850	108,779	113,557	9,707	119,020
07	Retirement - IPERS	115,647	126,835	129,249	135,245	8,410	140,228
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	97,857	137,494	137,494	166,957	29,463	187,234
11	Allowance	30,717	29,734	29,722	30,018	284	30,018
12	Unemployment	-	-	12,000	-	-	-
13	Deferred comp plan City match	29,348	32,550	29,548	34,401	1,851	35,333
	<b>Sub-Total</b>	<b>\$ 1,687,015</b>	<b>\$ 1,875,819</b>	<b>\$ 1,915,215</b>	<b>\$ 2,020,178</b>	<b>\$ 144,359</b>	<b>\$ 2,100,225</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 20,623	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
22	Recruitment	468	500	-	-	(500)	-
23	Professional services	294,487	274,625	274,785	328,875	54,250	320,670
24	Contributions to other agencies	89,292	223,900	163,900	150,157	(73,743)	98,150
27	Data processing	228,202	261,927	259,177	320,177	58,250	317,911
28	Dues and memberships	19,546	25,475	21,030	23,065	(2,410)	23,170
29	Insurance	378,287	441,739	441,739	426,607	(15,132)	440,000
32	Uniforms and laundry	286	450	477	450	-	450
35	Printing and copying	10,601	9,980	9,880	9,515	(465)	9,575
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	46	150	-	100	(50)	100
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	35,236	64,030	48,235	66,095	2,065	60,970
48	Utility service	26,639	31,920	26,249	30,600	(1,320)	30,600
49	Petty cash	66	100	-	100	-	100
51	Maintenance supplies	1,018	900	900	1,000	100	1,000
54	Minor equipment	1,523	2,000	2,998	2,000	-	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	5,159	7,000	6,400	6,500	(500)	7,000
59	Operating supplies	11,945	15,520	14,800	14,485	(1,035)	13,985
60	Safety and medical supplies	3,501	243	79	220	(23)	245
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 1,126,925</b>	<b>\$ 1,380,459</b>	<b>\$ 1,290,649</b>	<b>\$ 1,399,946</b>	<b>\$ 19,487</b>	<b>\$ 1,345,926</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	2,987	14,200	1,200	20,100	5,900	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	6,000	4,531	-	(6,000)	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	35,972	50,791	50,791	124,698	73,907	130,658
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 38,959</b>	<b>\$ 70,991</b>	<b>\$ 56,522</b>	<b>\$ 144,798</b>	<b>\$ 73,807</b>	<b>\$ 130,658</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	444,545	439,454	439,454	274,913	(164,541)	274,512
95	Contingency	-	25,000	-	25,000	-	25,000

### GENERAL GOVERNMENT SUMMARY

		\$ 3,297,444	\$ 3,791,723	\$ 3,701,840	\$ 3,864,835	\$ 73,112	\$ 3,876,321
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**FUNCTION: General Government**  
**ACTIVITY: Mayor and City Council**

**OVERVIEW:** This activity sets the strategic direction for the City and provides extensive public information services.

**MAYOR and COUNCIL**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	38,222	53,166	53,166	53,166
Contractual & supply service	141,605	235,545	208,480	154,142
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 179,827</b>	<b>\$ 288,711</b>	<b>\$ 261,646</b>	<b>\$ 207,308</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	15,731	15,489	21,296	11,116
<b>Total revenue</b>	<b>\$ 15,731</b>	<b>\$ 15,489</b>	<b>\$ 21,296</b>	<b>\$ 11,116</b>
<b>Net amount supported by property taxes</b>	<b>\$ 164,096</b>	<b>\$ 273,222</b>	<b>\$ 240,350</b>	<b>\$ 196,192</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$9,000 in professional services reflects the addition of a council strategic plan, offset by the completion of the biennial national citizen survey that was conducted in prior year.
- ↓ A decrease of \$73,800 in contributions to other agencies reflects the allocation for Urbandale Centennial celebrations and Miracle League field in prior year, offset by new contributions for Section 8 housing program support for the City of Des Moines, and the MPO water trails engineering study.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None noted at this time.

GENERAL GOVERNMENT	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 610 MAYOR and COUNCIL

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	33,250	48,500	48,500	48,500	-	48,500
04	Witness fees	-	-	-	-	-	-
06	FICA	1,201	1,540	1,540	1,540	-	1,540
07	Retirement - IPERS	2,121	3,126	3,126	3,126	-	3,126
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	1,650	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
	<b>Sub-Total</b>	\$ 38,222	\$ 53,166	\$ 53,166	\$ 53,166	\$ -	\$ 53,166

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	33,818	17,000	17,000	8,000	(9,000)	42,000
24	Contributions to other agencies	80,550	188,900	163,900	115,057	(73,843)	77,900
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	12,708	12,970	12,800	13,970	1,000	13,970
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	60	180	180	180	-	180
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	13,849	15,375	14,000	15,775	400	16,120
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	90	-	-	-	-	-
59	Operating supplies	530	1,120	600	1,160	40	1,160
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	\$ 141,605	\$ 235,545	\$ 208,480	\$ 154,142	\$ (81,403)	\$ 151,330

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

<b>MAYOR and COUNCIL</b>	\$ 179,827	\$ 288,711	\$ 261,646	\$ 207,308	\$ (81,403)	\$ 204,496
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**FUNCTION: General Government**  
**ACTIVITY: Mayor and City Council**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
03	Mayor	\$ 11,000
	City Council	\$ 35,000
	Treasurer	\$ 2,500
06	FICA	\$ 1,540
07	IPERS	\$ 3,126
23	Council Strategic Plan	\$ 8,000
24	Metropolitan Advisory Committee (MAC) annual contribution	\$ 250
	Central Iowa Shelter contribution (5th of 5 year commitment)	\$ 8,000
	Section 8 housing program support – City of Des Moines	\$ 17,007
	Capital Crossroads contribution	\$ 2,000
	Metropolitan Planning Organization (MPO) – water trails engineering study	\$ 12,150
	U-CAN Urbandale Community Action Network contribution	\$ 45,000
	Urbandale Food Pantry	\$ 24,000
	American Legion Post 663	\$ 500
	DUNA - Downtown Urbandale Neighborhood Association	\$ 650
	Home Base Iowa incentives	\$ 5,000
	Discretionary sponsorships/contribution	\$ 500
28	Iowa League of Cities	\$ 10,300
	MIALG membership	\$ 620
	Urbandale Chamber of Commerce (includes membership to Greater Des Moines Partnership)	\$ 3,000
	Miscellaneous subscriptions	\$ 50
32	City logo shirts	\$ 180
46	Miscellaneous conventions and meetings	\$ 500
	Greater Des Moines Partnership Legislative trip - Washington DC (4)	\$ 11,400
	Greater Des Moines Partnership annual dinner – table sponsorship	\$ 1,250
	Chamber of Commerce annual dinner – table sponsorship	\$ 875
	Council Lunch and Learn sessions	\$ 1,750
59	Service awards and plaques (staff retirements, citizen recognition, etc.)	\$ 1,160



**OVERVIEW:** This activity provides professional management of the City by recommending options to the City Council and by implementing the policy directives of the City Council.

**CITY MANAGER**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	495,381	513,330	521,810	541,492
Contractual & supply service	27,554	41,113	33,078	38,045
Capital outlay	-	1,200	-	-
<b>Total expenditures</b>	<b>\$ 522,935</b>	<b>\$ 555,643</b>	<b>\$ 554,888</b>	<b>\$ 579,537</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	45,745	29,810	45,164	31,075
<b>Total revenue</b>	<b>\$ 45,745</b>	<b>\$ 29,810</b>	<b>\$ 45,164</b>	<b>\$ 31,075</b>
<b>Net amount supported by property taxes</b>	<b>\$ 477,190</b>	<b>\$ 525,833</b>	<b>\$ 509,724</b>	<b>\$ 548,462</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Overall personnel costs increased by \$28,200, which reflects normal salary and benefit cost increases for existing staff.
- ↑ An increase of \$3,500 in data processing reflects the replacement of 3 staff computers.
- ↓ A decrease of \$4,100 in training reflects a decrease in ICMA national conference attendees.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None noted at this time.

GENERAL GOVERNMENT	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 615 CITY MANAGER

### PERSONAL SERVICES

01	Salaries	\$ 386,898	\$ 396,570	\$ 402,490	\$ 415,826	\$ 19,256	\$ 428,524
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	26,538	26,553	30,000	28,109	1,556	30,090
07	Retirement - IPERS	33,801	35,237	35,942	36,948	1,711	38,267
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	19,571	25,780	25,780	31,304	5,524	35,106
11	Allowance	14,450	14,550	14,500	14,550	-	14,550
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	14,123	14,640	13,098	14,755	115	14,931
	<b>Sub-Total</b>	<b>\$ 495,381</b>	<b>\$ 513,330</b>	<b>\$ 521,810</b>	<b>\$ 541,492</b>	<b>\$ 28,162</b>	<b>\$ 561,468</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	28	50	385	50	-	50
24	Contributions to other agencies	-	5,000	-	5,100	100	5,250
27	Data processing	6,732	8,850	8,850	12,350	3,500	9,684
28	Dues and memberships	4,648	7,915	5,500	5,390	(2,525)	5,490
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	500	600	500	775	175	775
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	6,608	13,020	12,000	8,960	(4,060)	8,100
48	Utility service	1,499	1,440	1,464	1,680	240	1,680
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	179	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	242	-	200	-	-	-
59	Operating supplies	3,861	4,200	4,000	3,700	(500)	3,200
60	Safety and medical supplies	3,436	38	-	40	2	40
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 27,554</b>	<b>\$ 41,113</b>	<b>\$ 33,078</b>	<b>\$ 38,045</b>	<b>\$ (3,068)</b>	<b>\$ 34,269</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	1,200	-	-	(1,200)	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,200)</b>	<b>\$ -</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

<b>CITY MANAGER</b>	<b>\$ 522,935</b>	<b>\$ 555,643</b>	<b>\$ 554,888</b>	<b>\$ 579,537</b>	<b>\$ 23,894</b>	<b>\$ 595,737</b>
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**FUNCTION: General Government**  
**ACTIVITY: City Manager**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	City Manager, Assistant City Manager, Assistant to the City Manager	\$ 415,826
06	FICA	\$ 28,109
07	Retirement	\$ 36,948
09	Group insurance	\$ 31,304
11	Vehicle allowances	\$ 14,400
	Spot awards	\$ 150
13	Deferred compensation City match	\$ 14,755
23	Records retention, storage and destruction	\$ 50
24	Civil Rights 28E with City of Des Moines Human & Civil Rights Commission	\$ 5,100
27	Software and network support	\$ 400
	Website annual hosting & support	\$ 6,850
	Site-Check software	\$ 2,100
	Computer replacements (3)	\$ 3,000
28	ICMA	\$ 3,270
	IaCMA	\$ 900
	Rotary Club dues	\$ 900
	Business Record subscription	\$ 70
	Civil Rights Commission membership	\$ 200
	Miscellaneous publications	\$ 50
35	Capital Improvement Program document printing	\$ 775
46	Iowa City and County Management Association meetings (1)	\$ 550
	Civil Rights Commission training	\$ 100
	International City/County Management Association conference – San Antonio, TX (2)	\$ 3,960
	Greater Des Moines Partnership legislative trip – Washington, DC (1)	\$ 2,850
	Web training ICMA Local Government 101	\$ 1,500
48	Cell phone and tablet service (1)	\$ 1,680
59	Operating supplies	\$ 200
	Re-Use-A-Shoe campaign	\$ 3,500
60	MVR annual fees	\$ 40



**OVERVIEW:** This activity monitors all financial operations to ensure fiscal viability of the City, and maintains all City Council proceedings and essential documents of the City.

**FINANCE and RECORDS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	505,405	616,152	634,203	672,728
Contractual & supply service	165,972	204,155	170,453	212,600
Capital outlay	1,277	7,000	5,131	600
<b>Total expenditures</b>	<b>\$ 672,654</b>	<b>\$ 827,307</b>	<b>\$ 809,787</b>	<b>\$ 885,928</b>
Fees	70,051	48,500	50,000	49,000
Grants	-	-	-	-
Other	58,842	44,385	65,911	47,504
<b>Total revenue</b>	<b>\$ 128,893</b>	<b>\$ 92,885</b>	<b>\$ 115,911</b>	<b>\$ 96,504</b>
<b>Net amount supported by property taxes</b>	<b>\$ 543,761</b>	<b>\$ 734,422</b>	<b>\$ 693,876</b>	<b>\$ 789,424</b>

**SIGNIFICANT BUDGET IMPACTS:** The budget includes:

- ↑ Overall personnel costs increased by \$56,600, which reflects normal salary and benefit costs for existing staff. This also reflects the reclassification of the existing Administrative Specialist to the Chief Deputy City Clerk, which is part of the departmental succession plan for the City Clerk function.
- ↑ An increase of \$8,500 in training is reflective of a planned one year transitional overlap of training for the both city clerk roles, coupled with continuing education requirements of having 2 CPAs on staff.
- ↓ A decrease of \$6,000 in office equipment reflects the prior year purchase of a replacement copier.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Technology will continue to evolve and develop new opportunities for mobility, remote access for staff, and transparency of City financial data for citizens, and online payments options for a variety of City service customers. Additional hardware and software needs may be required to expand services into these areas.

GENERAL GOVERNMENT	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 620 FINANCE and RECORDS

### PERSONAL SERVICES

01	Salaries	\$ 358,364	\$ 432,814	\$ 469,652	\$ 507,986	\$ 75,172	\$ 524,914
02	Overtime	745	2,500	2,000	2,500	-	2,500
03	Part-time	36,990	38,154	7,750	-	(38,154)	-
04	Witness fees	-	-	-	-	-	-
06	FICA	29,402	35,570	35,928	39,651	4,081	41,304
07	Retirement - IPERS	34,864	41,848	41,940	45,137	3,289	46,875
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	32,619	51,560	51,560	62,609	11,049	70,213
11	Allowance	4,825	5,100	5,138	5,384	284	5,384
12	Unemployment	-	-	12,000	-	-	-
13	Deferred comp plan City match	7,596	8,606	8,235	9,461	855	9,825
	<b>Sub-Total</b>	<b>\$ 505,405</b>	<b>\$ 616,152</b>	<b>\$ 634,203</b>	<b>\$ 672,728</b>	<b>\$ 56,576</b>	<b>\$ 701,015</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 20,623	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
22	Recruitment	468	500	-	-	(500)	-
23	Professional services	57,466	71,575	71,000	72,255	680	72,255
24	Contributions to other agencies	8,742	30,000	-	30,000	-	15,000
27	Data processing	52,717	52,450	50,000	53,600	1,150	54,000
28	Dues and memberships	1,220	1,730	1,730	1,995	265	2,000
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	141	180	180	180	-	180
35	Printing and copying	10,147	9,380	9,380	8,740	(640)	8,800
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	9,009	11,085	11,085	19,580	8,495	15,000
48	Utility service	520	480	109	-	(480)	-
49	Petty cash	66	100	-	100	-	100
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	228	-	819	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	4,666	6,500	6,000	6,000	(500)	6,500
59	Operating supplies	(60)	100	100	100	-	100
60	Safety and medical supplies	19	75	50	50	(25)	75
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 165,972</b>	<b>\$ 204,155</b>	<b>\$ 170,453</b>	<b>\$ 212,600</b>	<b>\$ 8,445</b>	<b>\$ 194,010</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	1,277	1,000	600	600	(400)	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	6,000	4,531	-	(6,000)	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 1,277</b>	<b>\$ 7,000</b>	<b>\$ 5,131</b>	<b>\$ 600</b>	<b>\$ (6,400)</b>	<b>\$ -</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### FINANCE and RECORDS

		\$ 672,654	\$ 827,307	\$ 809,787	\$ 885,928	\$ 58,621	\$ 895,025
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**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Finance Director, City Clerk, Assistant Finance Director, Accountant I, Chief Deputy City Clerk, Accounts Payable Clerk	\$ 507,986
02	Overtime	\$ 2,500
06	FICA	\$ 39,651
07	IPERS	\$ 45,137
09	Group insurance	\$ 62,609
11	Vehicle and phone allowance - Director	\$ 5,184
	Spot awards	\$ 200
13	Deferred compensation City match	\$ 9,461
21	Publication of Council minutes, official publications, ordinances, recording of deeds & easements	\$ 20,000
23	Annual audit & A-133 audit (including 1 major federal program)	\$ 56,000
	State filing fee for audit	\$ 850
	GFOA Certificate of Achievement fee	\$ 505
	509A certification filing fee	\$ 100
	Arbitrage study	\$ 3,000
	Bond trustee fees	\$ 8,000
	CUSIP registration service	\$ 800
	Records retention and storage	\$ 2,000
	Piper Jaffray dissemination fees	\$ 500
	Other services	\$ 500
24	Bond Referendums – Fire station #43 construction	\$ 15,000
	City election	\$ 15,000
27	Finance and payroll management system maintenance contract	\$ 47,000
	Online codification system maintenance	\$ 3,500
	Supplies and software	\$ 500
	Laptop for remote access, monitor replacements	\$ 2,000
	GASB 34 infrastructure software maintenance contract	\$ 600
28	Iowa Municipal Finance Officers Association	\$ 150
	Government Finance Officers Association (2)	\$ 250
	Institute of Municipal Clerks (2)	\$ 350
	Iowa Society of CPAs & Central IA Chapter	\$ 420
	American Institute of CPAs	\$ 225
	Iowa Licensing Division – CPA certificate renewal	\$ 200
	GCMOA (Golden Circle Municipal Officers Association) (2)	\$ 100
	Miscellaneous dues and subscriptions	\$ 300
32	Logo shirts	\$ 180

**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
35	Postage and shipping cost	\$ 5,000
	Postage meter lease	\$ 1,800
	Copy maintenance	\$ 600
	Paper and other supplies	\$ 340
	Financial document printing	\$ 1,000
46	Municipal Clerks conference – Ames (2)	\$ 400
	City Clerk – Golden Circle group meetings (2)	\$ 350
	Intl. Institute of Municipal Clerks Annual Conference – Norfolk, VA (2)	\$ 3,650
	Metro finance officers meetings	\$ 200
	Iowa League of Cities Budget workshop (2)	\$ 100
	Iowa Municipal Finance Officers Association (3)	\$ 150
	Deputy City Clerk miscellaneous payroll training	\$ 500
	CPE training for Accountant (120 hrs per triennial period)	\$ 2,500
	CPE training for Finance Director (120 hrs per triennial period)	\$ 2,500
	Tyler Connect User's Group (1) – Troy, MI	\$ 1,000
	Tyler Connect Systems user conference (2)	\$ 3,820
	Mileage reimbursement	\$ 500
	Miscellaneous NWS webinars	\$ 410
46.1	Tuition assistance (Chief Deputy City Clerk)	\$ 3,500
49	Petty cash	\$ 100
58	Stationery, office forms, miscellaneous office supplies	\$ 6,000
59	Operating supplies	\$ 100
60	First Aid station supplies	\$ 35
	MVR annual fee	\$ 15
72	Standing desk	\$ 600

**FUNCTION: General Government**  
**ACTIVITY: Technology**

**OVERVIEW:** This activity provides effective technology tools to staff and citizens to maximize efficiency and productivity.

**TECHNOLOGY**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	400,332	430,000	427,733	454,205
Contractual & supply service	214,639	257,962	253,594	319,412
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 614,971</b>	<b>\$ 687,962</b>	<b>\$ 681,327</b>	<b>\$ 773,617</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	53,796	36,909	55,456	41,482
<b>Total revenue</b>	<b>\$ 53,796</b>	<b>\$ 36,909</b>	<b>\$ 55,456</b>	<b>\$ 41,482</b>
<b>Net amount supported by property taxes</b>	<b>\$ 561,175</b>	<b>\$ 651,053</b>	<b>\$ 625,871</b>	<b>\$ 732,135</b>

**SIGNIFICANT BUDGET IMPACTS:** The budget includes:

- ↑ A net increase of \$24,200 in personnel costs, which reflects normal salary and benefit cost increases for existing staff.
- ↑ An increase of \$9,000 in professional services reflects the additional support for security management.
- ↑ An increase of \$53,600 in data processing, which reflects normal fluctuations in technology needs each year. This includes service contracts, and replacement of 2 servers.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As technology continues to evolve, the City's technology infrastructure will need to become more flexible and able to adapt to provide levels of service the community and staff demand. Maintaining a secure and dependable system of infrastructure remains the highest priority.

GENERAL GOVERNMENT	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 625 TECHNOLOGY

### PERSONAL SERVICES

01	Salaries	\$ 313,074	\$ 330,673	\$ 329,451	\$ 344,193	\$ 13,520	\$ 355,665
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	24,200	25,049	25,208	26,935	1,886	28,049
07	Retirement - IPERS	27,958	29,382	29,491	30,584	1,202	31,761
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	26,095	34,374	34,374	41,739	7,365	46,809
11	Allowance	4,800	4,800	4,800	4,800	-	4,800
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	4,205	5,722	4,409	5,954	232	6,183
	<b>Sub-Total</b>	<b>\$ 400,332</b>	<b>\$ 430,000</b>	<b>\$ 427,733</b>	<b>\$ 454,205</b>	<b>\$ 24,205</b>	<b>\$ 473,267</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	45,636	49,750	49,750	58,750	9,000	58,750
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	164,635	196,127	196,127	249,727	53,600	249,727
28	Dues and memberships	-	1,150	-	-	(1,150)	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	27	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	2,384	7,000	5,000	7,000	-	7,000
48	Utility service	676	1,920	676	1,920	-	1,920
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	1,295	2,000	2,000	2,000	-	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	13	15	14	15	-	15
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 214,639</b>	<b>\$ 257,962</b>	<b>\$ 253,594</b>	<b>\$ 319,412</b>	<b>\$ 61,450</b>	<b>\$ 319,412</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### TECHNOLOGY

		\$ 614,971	\$ 687,962	\$ 681,327	\$ 773,617	\$ 85,655	\$ 792,679
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**FUNCTION: General Government**  
**ACTIVITY: Technology**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director of Technology, IT Specialist (3)	\$ 344,195
06	FICA	\$ 26,936
07	IPERS	\$ 30,584
09	Group insurance	\$ 41,739
11	Vehicle allowance and mileage reimbursement	\$ 4,800
13	Deferred compensation City match	\$ 5,954
23	Telecommunication support	\$ 4,750
	Server/Network support	\$ 30,000
	Security management	\$ 20,000
	LaserFiche support	\$ 1,000
	Logos Support	\$ 2,000
	Printer repairs	\$ 1,000
27	Software licensing	\$ 114,725
	SmartNet renewals	\$ 7,500
	CISCO subscriptions	\$ 15,000
	Replacement CISCO switches - 48 port (2), 12 port (1)	\$ 26,500
	PBX PASS maintenance	\$ 10,000
	Tightrope broadcasting	\$ 2,000
	Managed service contracts (for 4 servers)	\$ 20,352
	HP warranty renewals	\$ 15,000
	Police file server and video server replacement	\$ 24,000
	UPS units and batteries	\$ 3,400
	Tape media	\$ 5,250
	Tech staff computers	\$ 4,000
	Miscellaneous items	\$ 2,000
46	McAfee network security conference	\$ 1,500
	Technology Training Conference (3)	\$ 4,500
	Technical reference material	\$ 1,000
48	Verizon – Data charges for remote access devices (4)	\$ 1,920
54	Computer tools and equipment	\$ 2,000
60	MVR annual fees	\$ 15
<b>TECH FUND</b>	<b>Technology Internal Service Fund purchases (one-time capital items with City-wide benefit):</b>	
	City Hall conference room AV technology upgrades	\$ 20,000
	Backup CISCO ASA-IPS firewall	\$ 10,000
	New servers (2)	\$ 20,000



**OVERVIEW:** This activity provides professional human resource management for the City. This activity manages the City’s recruitments, personnel policies, employee benefits, compliance with federal and state labor laws, and employee safety program.

**HUMAN RESOURCES**

	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	181,450	192,975	207,804	224,277
Contractual & supply service	16,735	36,835	24,125	73,560
Capital outlay	-	-	600	-
<b>Total expenditures</b>	<b>\$ 198,185</b>	<b>\$ 229,810</b>	<b>\$ 232,529</b>	<b>\$ 297,837</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	17,337	12,329	18,926	15,970
<b>Total revenue</b>	<b>\$ 17,337</b>	<b>\$ 12,329</b>	<b>\$ 18,926</b>	<b>\$ 15,970</b>
<b>Net amount supported by property taxes</b>	<b>\$ 180,848</b>	<b>\$ 217,481</b>	<b>\$ 213,603</b>	<b>\$ 281,867</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$31,100 in personnel costs reflects normal increases for existing staff.
- ↑ An increase of \$40,500 in professional services reflects conducting a pay plan study to address wage compression in the existing job classification system and pay ranges.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As the City grows, and staffing levels increase, the human resources department will need to grow to accommodate the workload.

GENERAL GOVERNMENT	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

### 630 HUMAN RESOURCES

#### PERSONAL SERVICES

01	Salaries	\$ 98,088	\$ 103,125	\$ 110,068	\$ 124,217	\$ 21,092	\$ 128,356
02	Overtime	-	-	-	-	-	-
03	Part-time	39,516	40,276	46,075	42,128	1,852	43,532
04	Witness fees	-	-	-	-	-	-
06	FICA	10,575	11,283	11,945	13,289	2,006	13,841
07	Retirement - IPERS	12,288	12,742	13,943	14,781	2,039	15,350
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	13,048	17,187	17,187	20,870	3,683	23,404
11	Allowance	4,992	5,284	5,284	5,284	-	5,284
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	2,943	3,078	3,302	3,708	630	3,851
	<b>Sub-Total</b>	<b>\$ 181,450</b>	<b>\$ 192,975</b>	<b>\$ 207,804</b>	<b>\$ 224,277</b>	<b>\$ 31,302</b>	<b>\$ 233,618</b>

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	3,081	4,150	4,150	44,650	40,500	4,650
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	4,118	4,500	4,200	4,500	-	4,500
28	Dues and memberships	870	1,710	1,000	1,710	-	1,710
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	55	60	60	60	-	60
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	2,788	17,400	6,000	14,600	(2,800)	14,600
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	118	500	200	500	-	500
59	Operating supplies	5,693	8,500	8,500	7,525	(975)	7,525
60	Safety and medical supplies	12	15	15	15	-	15
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 16,735</b>	<b>\$ 36,835</b>	<b>\$ 24,125</b>	<b>\$ 73,560</b>	<b>\$ 36,725</b>	<b>\$ 33,560</b>

#### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	600	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**OPERATING BUDGET SUB-TOTAL** \$ 198,185 \$ 229,810 \$ 232,529 \$ 297,837 \$ 68,027 \$ 267,178

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

**HUMAN RESOURCES** \$ 198,185 \$ 229,810 \$ 232,529 \$ 297,837 \$ 68,027 \$ 267,178

**FUNCTION: General Government**  
**ACTIVITY: Human Resources**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	HR Director	\$ 124,217
03	HR Analyst	\$ 42,128
06	FICA	\$ 13,289
07	IPERS	\$ 14,781
09	Group insurance	\$ 20,870
11	Car allowance and phone allowance - Director	\$ 5,184
	On the spot awards	\$ 100
13	Deferred compensation City match	\$ 3,708
23	Employee assistance program (EAP)	\$ 4,500
	Employee pay plan study	\$ 40,000
	Other services	\$ 150
27	NeoGov licensing fee	\$ 4,000
	Miscellaneous software/training programs	\$ 500
28	Local & National Society for Human Resource Management memberships	\$ 530
	National Public Employer Labor Relations Association membership	\$ 430
	Miscellaneous dues & subscriptions	\$ 750
32	Staff logo shirts	\$ 60
46	IaPELRA meetings – local	\$ 350
	New World annual conference	\$ 2,500
	SHRM state conference	\$ 400
	Iowa Employment Law conference (2)	\$ 450
	Citywide core skills training – Customer Service	\$ 5,000
	Supervisory training - Interviewing	\$ 5,000
	Miscellaneous training manuals & reference books	\$ 500
	Miscellaneous HR meeting expenses	\$ 400
58	Office supplies	\$ 500
59	Training videos and miscellaneous operating supplies	\$ 1,000
	Employee service recognition - awards	\$ 4,500
	Employee service recognition - meal	\$ 2,025
60	MVR annual fees	\$ 15
<b>GL Fund</b>	<b>General Liability Fund expenses</b>	
	City-wide safety program expenses, training expenses, policy review, IAMU contract, Capital Crossroads Initiative	\$ 25,000
<b>RM Fund</b>	<b>Risk Management Fund expenses</b>	
	City-wide wellness programming	\$ 20,000



**FUNCTION: General Government**  
**ACTIVITY: Legal Services**

**OVERVIEW:** This activity ensures the City’s compliance with applicable statutes to minimize the City’s exposure to legal action and to ensure fair treatment of City employees in its personnel-related activities.

**LEGAL SERVICES**

	FINANCIAL SUMMARY			
	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED
Personal services	-	-	-	-
Contractual & supply service	151,980	130,000	130,000	142,670
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 151,980</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 142,670</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	13,295	6,974	10,581	7,650
<b>Total revenue</b>	<b>\$ 13,295</b>	<b>\$ 6,974</b>	<b>\$ 10,581</b>	<b>\$ 7,650</b>
<i>Net amount supported by property taxes</i>	<b>\$ 138,685</b>	<b>\$ 123,026</b>	<b>\$ 119,419</b>	<b>\$ 135,020</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$12,700 in professional services reflects an increase in anticipated outside legal counsel for union contract negotiations.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

GENERAL GOVERNMENT	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 640 LEGAL SERVICES

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	151,980	130,000	130,000	142,670	12,670	140,465
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 151,980	\$ 130,000	\$ 130,000	\$ 142,670	\$ 12,670	\$ 140,465

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

### LEGAL SERVICES

		\$ 151,980	\$ 130,000	\$ 130,000	\$ 142,670	\$ 12,670	\$ 140,465
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**FUNCTION: General Government**  
**ACTIVITY: Legal Services**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	City Attorney, \$93,170 annual plus \$95 per hour for billable work	\$ 102,670
	Outside counsel and miscellaneous expenses	\$ 40,000



**FUNCTION: General Government**  
**ACTIVITY: General Support**

**OVERVIEW:** This activity protects the City against loss due to catastrophic events or liability claims, and protects the health and safety of the City's workforce by providing a safe work environment.

**GENERAL SUPPORT**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	66,225	70,196	70,499	74,310
Contractual & supply service	852,985	914,303	910,373	734,430
Capital outlay	227,682	62,791	50,791	144,198
<b>Total expenditures</b>	<b>\$ 1,146,892</b>	<b>\$ 1,047,290</b>	<b>\$ 1,031,663</b>	<b>\$ 952,938</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	100,326	56,187	83,971	51,097
<b>Total revenue</b>	<b>\$ 100,326</b>	<b>\$ 56,187</b>	<b>\$ 83,971</b>	<b>\$ 51,097</b>
<b>Net amount supported by property taxes</b>	<b>\$ 1,046,566</b>	<b>\$ 991,103</b>	<b>\$ 947,692</b>	<b>\$ 901,841</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ Overall personnel costs increased by \$4,100, which reflects normal salary and benefit costs for existing staff.
- ↓ A decrease of \$15,100 in insurance reflects the change in allocation % between Road Use fund and General fund for workers comp insurance and general liability. An allocation is based on the physical count of vehicles and staff amongst functions. Total premium allocation remained the same as prior year.
- ↑ An increase of \$7,500 in furniture reflects the cost of technology and AV system upgrades to both City Hall conference rooms. \$20,000 of project costs will be covered by the Technology internal service fund, which the remaining \$19,500 reflected in this budget. Additionally, the conference room chairs will be replaced in FY17 budget.
- ↑ An increase of \$74,000 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.
- ↓ A decrease in debt retirement of \$165,500 reflects the call and early payoff of 2 outstanding bonds in FY17.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

GENERAL GOVERNMENT	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 645 GENERAL SUPPORT

### PERSONAL SERVICES

01	Salaries	\$ 48,115	\$ 50,644	\$ 50,437	\$ 52,550	\$ 1,906	\$ 54,301
02	Overtime	-	100	-	100	-	100
03	Part-time	2,574	2,000	2,000	2,000	-	2,000
04	Witness fees	-	-	-	-	-	-
06	FICA	3,916	3,855	4,158	4,033	178	4,196
07	Retirement - IPERS	4,615	4,500	4,807	4,669	169	4,849
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	6,524	8,593	8,593	10,435	1,842	11,702
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	481	504	504	523	19	543
<b>Sub-Total</b>		<b>\$ 66,225</b>	<b>\$ 70,196</b>	<b>\$ 70,499</b>	<b>\$ 74,310</b>	<b>\$ 4,114</b>	<b>\$ 77,691</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	2,478	2,100	2,500	2,500	400	2,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	100	-	-	-	-	-
29	Insurance	378,287	441,739	441,739	426,607	(15,132)	440,000
32	Uniforms and laundry	30	30	30	30	-	30
35	Printing and copying	(46)	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	46	150	-	100	(50)	100
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	598	150	150	180	30	150
48	Utility service	23,944	28,080	24,000	27,000	(1,080)	27,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	1,018	900	900	1,000	100	1,000
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	43	-	-	-	-	-
59	Operating supplies	1,921	1,600	1,600	2,000	400	2,000
60	Safety and medical supplies	21	100	-	100	-	100
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 408,440</b>	<b>\$ 474,849</b>	<b>\$ 470,919</b>	<b>\$ 459,517</b>	<b>\$ (15,332)</b>	<b>\$ 472,880</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	1,710	12,000	-	19,500	7,500	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	35,972	50,791	50,791	124,698	73,907	130,658
97	Transfers out	190,000	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 227,682</b>	<b>\$ 62,791</b>	<b>\$ 50,791</b>	<b>\$ 144,198</b>	<b>\$ 81,407</b>	<b>\$ 130,658</b>

### OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	444,545	439,454	439,454	274,913	(164,541)	274,512
95	Contingency	-	-	-	-	-	-

<b>GENERAL SUPPORT</b>	<b>\$ 1,146,892</b>	<b>\$ 1,047,290</b>	<b>\$ 1,031,663</b>	<b>\$ 952,938</b>	<b>\$ (94,352)</b>	<b>\$ 955,741</b>
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**FUNCTION: General Government**  
**ACTIVITY: General Support**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Receptionist	\$ 52,550
02	Overtime	\$ 100
03	Part-time	\$ 2,000
06	FICA	\$ 4,033
07	IPERS	\$ 4,669
09	Group Insurance	\$ 10,435
13	Deferred compensation City match	\$ 523
23	Backup tape storage	\$ 2,500
29	Property and casualty insurance, cyber liability insurance, broker fee – General Fund share (53%)	\$ 220,652
	Workers Compensation insurance coverage, 411 medical claims – General Fund share (80%)	\$ 205,955
32	Staff logo shirt	\$ 30
41	Repairs to general office equipment	\$ 100
46	Training – Receptionist	\$ 150
	Public notary license renewal	\$ 30
48	Electric, gas, water, telephone, data	\$ 27,000
51	Janitorial supplies	\$ 1,000
59	Office forms, breakroom supplies	\$ 2,000
60	Fire extinguisher and AED inspection, first-aid cabinet supplies	\$ 100
72	Conference room AV technology upgrade - \$20K paid from Technology Fund	\$ 19,500
81	Building maintenance fund contribution – PM projects	\$ 90,112
	Citywide building security project	\$ 5,961
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Backflow preventer testing	\$ 60
	Building security service	\$ 450
	Carpet and upholstery cleaning (1 x year)	\$ 1,975
	Custodial cleaning service	\$ 7,800
	Electrical maintenance contract	\$ 1,000
	Generator service and maintenance	\$ 600
	HVAC service and repair	\$ 5,000
	Mat Service	\$ 420
	Miscellaneous building repairs and maintenance	\$ 10,000
	Pesticide service	\$ 670
	Window cleaning (outside & inside) (1 x year)	\$ 650
91	Community Development /Engineering office building (2010B GO bond payment)	\$ 107,500
	Administrative office expansion (2004/2014C capital loan note payment)	\$ 167,413



**DEBT SERVICE FUND**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	-
Contractual & supply service	13,991,698	9,985,380	13,254,169	11,144,023
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 13,991,698</b>	<b>\$ 9,985,380</b>	<b>\$ 13,254,169</b>	<b>\$ 11,144,023</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	14,132,740	9,952,693	9,895,003	6,857,025
<b>Total revenue</b>	<b>\$ 14,132,740</b>	<b>\$ 9,952,693</b>	<b>\$ 9,895,003</b>	<b>\$ 6,857,025</b>

- ❖ This function represents all principal and interest payments on the City's outstanding general obligation debt that are supported by the debt service levy of \$2.20. This is a \$0.02 increase over prior year.
- ❖ The City does have some categories of outstanding debt that are issued as General Fund supported obligations, which means they are funded through the general levy of \$7.24. All such payments are not reflected in the totals above, but are instead included in the General Support department within the General Government section of this budget document.
- ❖ General Obligation bonds totaling \$15,400,000 are anticipated being issued in April 2017 to support capital projects specified within the 2017-2022 Capital Improvements Program, plus the refunding of 3 existing bonds, for a grand total of not to exceed \$19,100,000.
- ❖ The significant fluctuations between the above shown fiscal years occurs whenever the City is able to refinance bonds, which results in payoff of old debt and reissue of new lower rate debt. While there may be opportunity to refinance more bonds in the future, the interest rate market at this time is not solid enough to warrant incorporating said refinance into the budget at this time. If the interest environment is attractive at the time of new bond sale, the refinance will be separately approved at that time.

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>200 DEBT SERVICE FUND</b>						
<b>PERSONAL SERVICES</b>						
01 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02 Overtime	-	-	-	-	-	-
03 Part-time	-	-	-	-	-	-
04 Witness fees	-	-	-	-	-	-
06 FICA	-	-	-	-	-	-
07 Retirement - IPERS	-	-	-	-	-	-
08 Pension - MFPRSI	-	-	-	-	-	-
09 Group insurance	-	-	-	-	-	-
11 Allowance	-	-	-	-	-	-
12 Unemployment	-	-	-	-	-	-
13 Deferred comp plan City match	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22 Recruitment	-	-	-	-	-	-
23 Professional services	-	-	-	-	-	-
24 Contributions to other agencies	-	-	-	-	-	-
27 Data processing	-	-	-	-	-	-
28 Dues and memberships	-	-	-	-	-	-
29 Insurance	-	-	-	-	-	-
32 Uniforms and laundry	-	-	-	-	-	-
35 Printing and copying	-	-	-	-	-	-
40 Building and grounds maint.	-	-	-	-	-	-
41 Vehicle and equipment maint.	-	-	-	-	-	-
44 Grant-funded purchases	-	-	-	-	-	-
46 Training and development	-	-	-	-	-	-
48 Utility service	-	-	-	-	-	-
49 Petty cash	-	-	-	-	-	-
51 Maintenance supplies	-	-	-	-	-	-
54 Minor equipment	-	-	-	-	-	-
55 DARE expenditures	-	-	-	-	-	-
56 Vehicle maintenance supplies	-	-	-	-	-	-
57 Vehicle operation supplies	-	-	-	-	-	-
58 Office supplies	-	-	-	-	-	-
59 Operating supplies	-	-	-	-	-	-
60 Safety and medical supplies	-	-	-	-	-	-
61 Refunds	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
71 Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72 Furniture and fixtures	-	-	-	-	-	-
73 Equipment replacement fund	-	-	-	-	-	-
74 Office equipment	-	-	-	-	-	-
75 Operating equipment	-	-	-	-	-	-
76 Property improvements	-	-	-	-	-	-
77 Economic development	-	-	-	-	-	-
79 Books, films and recordings	-	-	-	-	-	-
80 Natural disaster cleanup	-	-	-	-	-	-
81 Building maintenance fund	-	-	-	-	-	-
97 Transfers out	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATING BUDGET SUB-TOTAL</b>						
99 Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91 Debt retirement	13,991,698	9,985,380	13,254,169	11,144,023	1,158,643	11,871,327
95 Contingency	-	-	-	-	-	-
<b>DEBT SERVICE FUND</b>	<b>\$ 13,991,698</b>	<b>\$ 9,985,380</b>	<b>\$ 13,254,169</b>	<b>\$ 11,144,023</b>	<b>\$ 1,158,643</b>	<b>\$ 11,871,327</b>

**FUNCTION: General Government**  
**ACTIVITY: Contingency**

**OVERVIEW:** The contingency account is intended for one-time, extraordinary purchases that are not budgeted elsewhere. Any use of these funds is required to be approved by City Council.

**CONTINGENCY**

	FINANCIAL SUMMARY			
	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	25,000	100,000	-	100,000
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 25,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	-	-	-	-
<b>Total revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net amount supported by property taxes</b>	<b>\$ 25,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>CONTINGENCY</b>						
<b>PERSONAL SERVICES</b>						
01 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02 Overtime	-	-	-	-	-	-
03 Part-time	-	-	-	-	-	-
04 Witness fees	-	-	-	-	-	-
06 FICA	-	-	-	-	-	-
07 Retirement - IPERS	-	-	-	-	-	-
08 Pension - MFPRSI	-	-	-	-	-	-
09 Group insurance	-	-	-	-	-	-
11 Allowance	-	-	-	-	-	-
12 Unemployment	-	-	-	-	-	-
13 Deferred comp plan City match	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22 Recruitment	-	-	-	-	-	-
23 Professional services	-	-	-	-	-	-
24 Contributions to other agencies	-	-	-	-	-	-
27 Data processing	-	-	-	-	-	-
28 Dues and memberships	-	-	-	-	-	-
29 Insurance	-	-	-	-	-	-
32 Uniforms and laundry	-	-	-	-	-	-
35 Printing and copying	-	-	-	-	-	-
40 Building and grounds maint.	-	-	-	-	-	-
41 Vehicle and equipment maint.	-	-	-	-	-	-
44 Grant-funded purchases	-	-	-	-	-	-
46 Training and development	-	-	-	-	-	-
48 Utility service	-	-	-	-	-	-
49 Petty cash	-	-	-	-	-	-
51 Maintenance supplies	-	-	-	-	-	-
54 Minor equipment	-	-	-	-	-	-
55 DARE expenditures	-	-	-	-	-	-
56 Vehicle maintenance supplies	-	-	-	-	-	-
57 Vehicle operation supplies	-	-	-	-	-	-
58 Office supplies	-	-	-	-	-	-
59 Operating supplies	-	-	-	-	-	-
60 Safety and medical supplies	-	-	-	-	-	-
61 Refunds	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
71 Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72 Furniture and fixtures	-	-	-	-	-	-
73 Equipment replacement fund	-	-	-	-	-	-
74 Office equipment	-	-	-	-	-	-
75 Operating equipment	-	-	-	-	-	-
76 Property improvements	-	-	-	-	-	-
77 Economic development	-	-	-	-	-	-
79 Books, films and recordings	-	-	-	-	-	-
80 Natural disaster cleanup	-	-	-	-	-	-
81 Building maintenance fund	-	-	-	-	-	-
97 Transfers out	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATING BUDGET SUB-TOTAL</b>						
99 Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91 Debt retirement	-	-	-	-	-	-
95 Contingency	25,000	100,000	-	100,000	-	100,000
<b>CONTINGENCY</b>	<b>\$ 25,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## WATER

### DISTRIBUTION OPERATIONS

#### Personal Services

1	Regular Salaries and Wages	435,799	453,205	454,706	474,599	21,394	488,837
3	Part-Time and Temporary Salaries	19,657	30,000	25,000	30,000	-	30,900
6	FICA	34,747	36,965	36,698	38,602	1,637	39,760
7	IPERS	38,418	40,471	40,605	42,382	1,911	43,653
9	Health and Life Insurance	113,933	121,293	121,293	122,465	1,172	126,139
SUB TOTAL		\$ 642,554	\$ 681,934	\$ 678,302	\$ 708,048	\$ 26,114	\$ 729,289

#### Contractual and Supply Services

20	Miscellaneous	659	2,500	2,500	2,500	-	2,500
35	Drafting Supplies	716	2,000	2,000	2,000	-	2,000
44A	Communication (Pager & Radio Maintenance)	828	1,500	1,500	1,500	-	1,500
44B	One Call Service	9,246	12,000	12,000	12,000	-	12,360
47	Utilities	62,939	70,000	70,000	88,000	18,000	88,000
48	Bacteriological Samples	12,769	12,328	12,500	13,048	720	13,439
51	Bldg & Grounds Maint & Operation	52,811	63,000	52,000	72,010	9,010	72,000
57	Motor Vehicle Operation Supplies	21,685	32,000	28,000	32,000	-	32,000
64	New Meters	272,730	473,270	263,300	318,745	(154,525)	320,000
71	Automotive Equipment	33,171	-	-	56,250	56,250	58,000
82	Easements	-	2,500	2,500	2,500	-	2,500
87	Utility Systems & Structures & Tower	1,085,203	585,000	485,000	560,000	(25,000)	576,800
88	Inspection & Engineering	70,581	75,000	842,500	4,325,000	4,250,000	100,000
SUB TOTAL		\$ 1,623,338	\$ 1,331,098	\$ 1,773,800	\$ 5,485,553	\$ 4,154,455	\$ 1,281,099

<b>Total Water Distribution Operations</b>		\$ 2,265,892	\$ 2,013,032	\$ 2,452,102	\$ 6,193,601	\$ 4,180,569	\$ 2,010,388
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### DISTRIBUTION MAINTENANCE

#### Personal Services

01	Regular Salaries	321,717	337,829	321,972	332,334	(5,495)	342,304
01A	Pager Pay	3,273	6,800	5,600	6,800	-	6,800
06	FICA	24,512	26,364	23,942	25,944	(420)	26,722
07	IPERS	28,343	30,168	27,948	29,677	(491)	30,567
09	Health & Life Insurance	77,991	85,418	85,418	86,243	825	88,830
SUB TOTAL		\$ 455,836	\$ 486,579	\$ 464,880	\$ 480,998	\$ (5,581)	\$ 495,223

#### Contractual and Supply Services

20	Miscellaneous	66	750	750	750	-	750
34	Miscellaneous Contract Work (Repair help)	1,616	10,000	10,000	10,000	-	10,000
41A	Purchase, Repair & Maintenance of Tractor	3,464	47,900	47,900	1,000	(46,900)	2,500
41B	Purchase, Repair, Maintenance of Equipment	10,208	6,250	13,000	14,425	8,175	14,850
54	Minor Equipment, Tools, Clothes	13,777	16,000	16,000	16,750	750	17,252
61	Main Maintenance Supplies	46,391	38,000	40,000	46,000	8,000	47,500
64	Meter Parts	41,916	39,500	38,000	32,000	(7,500)	38,500
65	Hydrants, Valves & Parts	21,950	32,000	32,000	44,000	12,000	45,320
87	System Maintenance	45,501	35,000	72,000	52,000	17,000	68,500
89	State Revolving Fund Loan - Meter replacement	-	-	-	-	-	-
SUB TOTAL		\$ 184,889	\$ 225,400	\$ 269,650	\$ 216,925	\$ (8,475)	\$ 245,172

<b>Total Water Distribution Maintenance</b>		\$ 640,725	\$ 711,979	\$ 734,530	\$ 697,923	\$ (14,056)	\$ 740,395
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	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	INCREASE	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## WATER

### ACCOUNTING AND COLLECTION

#### Personal Services

01	Regular Salaries	224,354	236,869	236,869	246,544	9,675	253,940
03	Part-time & Temporary Salaries	0	4,800	4,800	4,800	-	4,944
06	FICA	16,187	18,488	18,488	19,228	740	19,804
07	IPERS	19,949	21,152	21,152	22,016	864	22,676
09	Health & Life Insurance	71,448	76,068	76,068	90,091	14,023	92,793
SUB TOTAL		\$ 331,938	\$ 357,377	\$ 357,377	\$ 382,679	\$ 25,302	\$ 394,157

#### Contractual and Supply Services

20	Miscellaneous	35	1,000	1,000	1,000	-	1,000
24	Payments to Other Agencies	3,695,044	4,789,882	4,314,798	4,940,121	150,239	5,088,324
24A	Sewer Exempt Fee	940	2,000	2,000	2,000	-	2,000
36	Postage & Shipping	117,045	127,200	127,200	138,480	11,280	142,634
37	Printing-Computer & Billing	1,982	3,900	3,900	3,000	(900)	4,000
37A	Computer Rent & Equipment	177,041	143,249	143,249	133,245	(10,004)	145,000
42	Solid Waste	1,997,595	2,016,000	2,016,000	2,016,000	-	2,076,480
43	Sales Tax Water	399,639	505,519	505,519	562,823	57,304	579,707
43A	Sales Tax Urbandale Sanitary (SD)	40,648	52,759	52,759	55,138	2,379	56,792
43B	Sales Tax Urbandale W/H Sanitary (SR)	1,997	2,985	2,985	2,598	(387)	3,080
49a	Refunds	21,702	18,000	15,000	15,000	(3,000)	15,000
50	Storm Water	1,501,013	2,254,626	2,267,462	2,267,462	12,836	2,335,485
50A	Storm Water Sales Tax	39,982	62,250	62,250	62,743	493	64,625
SUB TOTAL		\$ 7,994,663	\$ 9,979,370	\$ 9,514,122	\$ 10,199,610	\$ 220,240	\$ 10,514,127

<b>Total Water Accounting and Collection</b>		\$ 8,326,601	\$ 10,336,747	\$ 9,871,499	\$ 10,582,289	\$ 245,542	\$ 10,908,284
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### ADMINISTRATION AND GENERAL

#### Personal Services

01	Regular Salaries	254,669	267,291	267,291	278,539	11,248	286,895
01A	Trustee Salary	3,600	3,600	3,600	3,600	-	3,708
06	FICA	18,856	21,458	21,457	22,318	860	22,988
07	IPERS	22,485	24,191	24,192	25,195	1,004	25,951
08	Retirement Trust	38,496	38,180	44,858	49,000	10,820	50,470
09	Health & Life Insurance	42,955	45,538	45,538	45,972	434	47,351
09B	Dental & Visual Insurance	2,086	2,550	2,550	2,550	-	2,550
09C	Self Insurance	27,506	31,784	31,784	30,682	(1,102)	32,500
SUB TOTAL		\$ 410,653	\$ 434,592	\$ 441,270	\$ 457,856	\$ 23,264	\$ 472,413

#### Contractual and Supply Services

11	Auto Allowance	9,600	9,600	9,600	9,600	-	9,600
20	Miscellaneous	1,318	2,000	2,000	2,000	-	2,000
20A	Trust Disbursement	27,380	25,000	25,000	30,000	5,000	30,000
21	Advertising & Legal Publications	1,283	2,000	2,000	2,000	-	2,000
22	Contract services	6,148	9,000	9,000	9,000	-	9,000
23	Consulting & Legal Fees	3,070	10,000	10,000	10,000	-	10,000
23A	Audit	11,501	12,000	12,400	15,000	3,000	15,000
24	Permit Fees (DNR)	4,705	6,000	6,000	6,000	-	6,000
28	Dues, Memberships, Subscriptions	5,256	6,000	6,000	6,000	-	6,100
29	Liability Insurance	56,681	65,200	67,500	69,200	4,000	75,000
36	Postage & Shipping (Stamps & Etc.)	1,662	2,460	2,460	2,385	(75)	2,456
44	Telephone (Phones & Service Bill)	11,489	13,440	13,440	13,440	-	13,843
45	Training	10,109	10,000	10,000	11,000	1,000	11,300
46	Travel & Conference Expense	1,682	10,000	10,000	10,000	-	10,000
47	Utilities	11,202	15,000	13,000	15,000	-	15,000
50	Petty Cash	911	1,500	1,500	1,500	-	1,500
58	Office Equipment & Supplies	10,883	15,600	12,600	12,600	(3,000)	15,000
94	Bank Service Charge	40,050	39,600	46,000	48,000	8,400	49,400
SUB TOTAL		\$ 214,930	\$ 254,400	\$ 258,500	\$ 272,725	\$ 18,325	\$ 283,199

<b>Total Water Administration and General</b>		\$ 625,583	\$ 688,992	\$ 699,770	\$ 730,581	\$ 41,589	\$ 755,612
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	FY 2015-16 ACTUAL	FY 2016-17 ADOPTED	FY 2016-17 REVISED	FY 2017-18 ADOPTED	INCREASE (DECREASE)	FY 2018-19 ESTIMATE
<b>WATER</b>						
<b>OPERATING REVENUE</b>						
<b>Revenue</b>						
601 Metered Water Sales	7,027,726	8,395,313	8,395,313	9,357,390	962,077	10,170,211
602 Sewer-SR	313,402	501,940	375,000	458,785	(43,155)	481,724
603 Sewer-SD	3,359,956	4,287,942	4,021,954	4,481,336	193,394	4,705,402
605 Service Charges	9,390	10,000	10,000	10,000	-	10,500
606 Late Charge	31,396	35,000	35,000	35,000	-	35,000
607 Water Service Hook On Fee	124,488	147,345	115,000	116,250	(31,095)	115,000
608 Meter & Parts	106,349	96,300	96,300	106,990	10,690	110,100
609 Sewer Exempt Fee	1,860	2,625	2,625	2,625	-	2,700
612 Collect Sewer (For Billing)	123,898	123,579	123,579	125,442	1,863	129,205
613 Taps	1,770	4,000	4,000	4,000	-	4,000
615 Bacteriological Samples	4,520	4,100	4,100	4,100	-	4,500
616 Miscellaneous	41,547	43,000	43,000	45,000	2,000	45,000
616A Trust Receipts	31,120	29,500	29,500	31,500	2,000	31,500
617 Main Reimbursement	3,602	10,000	10,000	10,000	-	10,500
620 Sales Tax Water	422,165	505,519	505,519	562,823	57,304	610,210
621 Sales Tax Sewer	42,365	55,744	55,744	57,736	1,992	64,663
623 Bulk & Construction Water	19,760	30,000	30,000	23,000	(7,000)	24,000
627 Hydrant Meter Rental	5,222	6,000	6,000	6,000	-	6,000
646 Lease Revenue (Nextel)	103,484	84,204	122,400	125,004	40,800	125,004
647 Solid Waste	1,999,132	2,016,000	2,016,000	2,016,000	-	2,076,480
648 Solid Waste Collect	28,358	28,300	28,300	28,600	300	29,458
649 Storm Water	1,506,288	2,254,626	2,254,626	2,267,462	12,836	2,335,448
649A Storm Water Sales Tax	41,737	62,250	62,250	62,743	493	64,625
650 Storm Water Collect	30,874	30,800	30,800	31,500	700	32,445
651 State Revolving Fund loan proceeds	-	-	-	4,250,000	4,250,000	-
<b>Total Water Operating Revenue</b>	<b>\$ 15,380,409</b>	<b>\$ 18,764,087</b>	<b>\$ 18,377,010</b>	<b>\$ 24,219,286</b>	<b>\$ 5,455,199</b>	<b>\$ 21,223,675</b>

## RECAP

### Disbursements

Distribution Operation	2,265,892	2,013,032	2,452,102	6,193,601	4,180,569	2,010,388
Distribution Maintenance	640,725	711,979	734,530	697,923	(14,056)	740,395
Accounting & Collection	8,326,601	10,336,747	9,871,499	10,582,289	245,542	10,908,284
Administration & General	625,583	688,992	699,770	730,581	41,589	755,612
Water Purchased ( DMWW + Xenia)	2,155,440	2,634,447	2,634,447	2,901,028	266,581	3,076,665
<b>Sub Total</b>	<b>\$ 14,014,241</b>	<b>\$ 16,385,197</b>	<b>\$ 16,392,348</b>	<b>\$ 21,105,422</b>	<b>\$ 4,720,225</b>	<b>\$ 17,491,344</b>
Debt Service	2,133,847	2,187,197	1,873,115	1,862,128	(325,069)	1,862,128
<b>TOTAL</b>	<b>\$ 16,148,088</b>	<b>\$ 18,572,394</b>	<b>\$ 18,265,463</b>	<b>\$ 22,967,550</b>	<b>\$ 4,395,156</b>	<b>\$ 19,353,472</b>

### Income

Cash Balance	-	2,110,401	2,679,090	2,833,637	723,236	4,275,417
Restricted Funds	-	292,528	296,808	296,808	4,280	296,808
<b>Net Cash Balance</b>	<b>\$ -</b>	<b>\$ 2,402,929</b>	<b>\$ 2,975,898</b>	<b>\$ 3,130,445</b>	<b>\$ 727,516</b>	<b>\$ 4,572,225</b>
<b>Operating Revenue</b>	<b>\$ 15,380,409</b>	<b>\$ 18,764,087</b>	<b>\$ 18,377,010</b>	<b>\$ 24,219,286</b>	<b>\$ 5,455,199</b>	<b>\$ 21,223,675</b>
Non-Operating Revenue						
Interest Earned	32,529	43,000	43,000	190,044	147,044	43,000
Extraordinary income	-	-	-	-	-	-
<b>SUB TOTAL</b>	<b>\$ 15,412,938</b>	<b>\$ 21,210,016</b>	<b>\$ 21,395,908</b>	<b>\$ 27,539,775</b>	<b>\$ 6,329,759</b>	<b>\$ 25,838,900</b>
Less Restricted Funds (trust fund)	-	292,528	296,808	296,808	4,280	296,808
Capital Reserve Fund	-	2,345,094	-	4,275,417	1,930,323	6,202,120
<b>Total</b>	<b>\$ 15,412,938</b>	<b>\$ 18,572,394</b>	<b>\$ 21,099,100</b>	<b>\$ 22,967,550</b>	<b>\$ 4,395,156</b>	<b>\$ 19,339,972</b>

