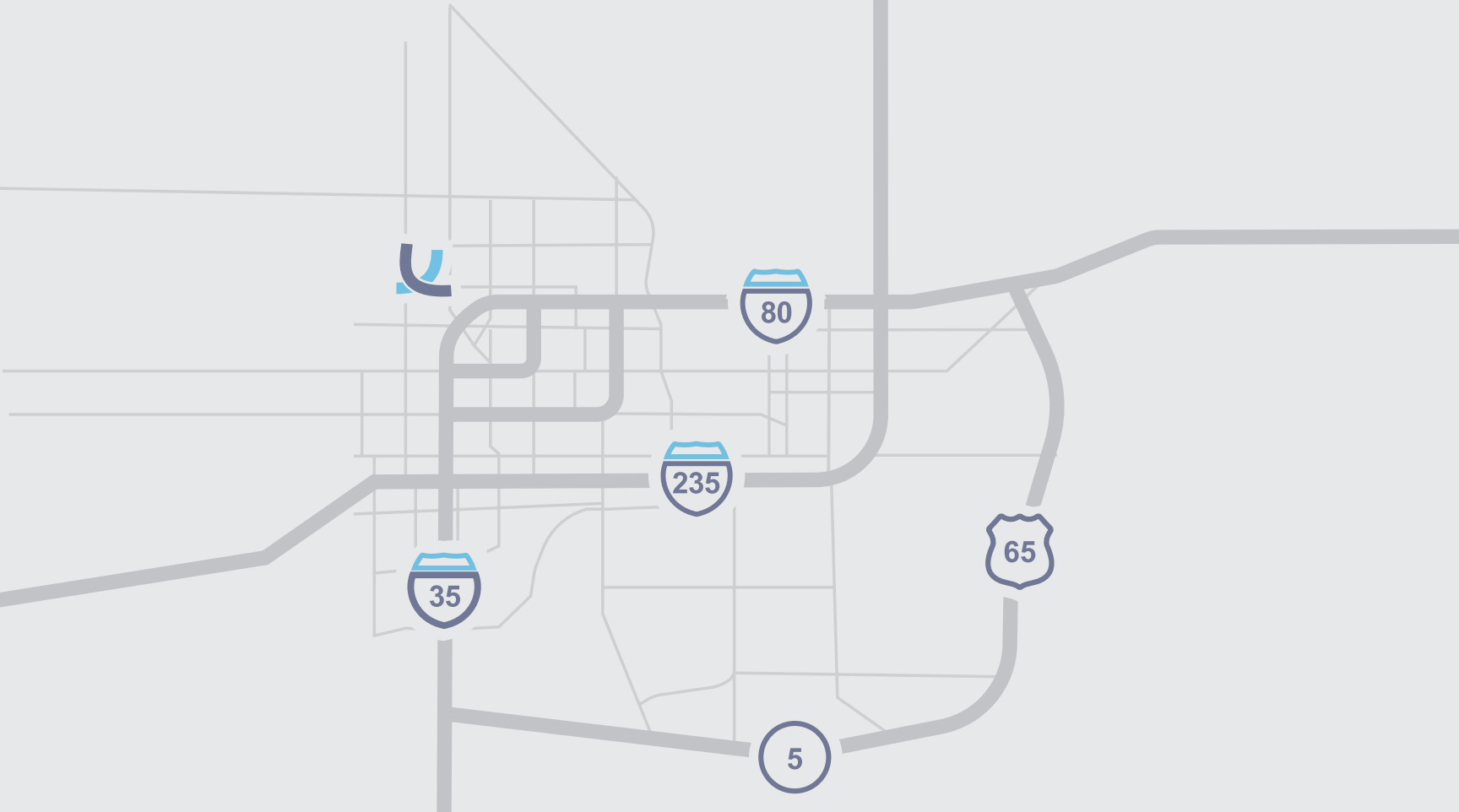




Urban Loop

TURNING ACCESS INTO OPPORTUNITY



CITY OF URBANDALE, IOWA 2018-2019

ADOPTED BUDGET



Sixty years ago, Interstate 35/80 with its iconic ninety-degree turn in the freeway was constructed in Urbandale between Merle Hay Road and Hickman Road. Today, over 100,000 vehicles per day use Urbandale's transportation network to reach great jobs, markets, recreation and home.

Mayor Robert D. Andeweg unveiled the Urban Loop brand, logo and tagline for the I-35/80 corridor at a public event at Urbandale High School on September 26, 2017.

The Urban Loop is defined by the access points that connect Urbandale to the world. The Urban Loop will soon have seven I-35/80



TURNING ACCESS INTO OPPORTUNITY

interchanges in Urbandale with access reaching from the Rio Grande to Lake Superior, and from the Atlantic to the Pacific. In the Des Moines Metropolitan Area, the Urban Loop serves routes locally and throughout the region including Interstate 235 and the Iowa Highway 5/U.S. Highway 65 bypass.

The Urban Loop is an economic development area and Urbandale is the center of opportunity for business investment and workforce talent. The Urban Loop brand has been elevated with recent announcements by developers and businesses planning to invest in projects that will take advantage of the development areas served by the Interstate. These projects are supported by the competitive environment created by the City of Urbandale's infrastructure planning, fiscal policies, and economic development incentives.

The City's Capital Improvements Program for 2018 to 2023 and beyond includes tens of millions of dollars in infrastructure to enhance development areas and neighborhoods in the Urban Loop and throughout the entire City. The City's tax levy is among the lowest in the State compared to comparable cities, and citizen survey responses consistently rank municipal services very high. The Fiscal Year 2018 – 2019 Budget reflects the City's priorities to fund the services, programs and assets which make Urbandale an attractive community for residential and commercial investment. The City has earned the Certificate of Achievement for Excellence in Financial Reporting for over 30 consecutive years for its Comprehensive Annual Financial Report.

Please visit www.UrbanLoop.org for more information on the Urban Loop and access to Urbandale's economic development assets and advantages. To learn more about City services and programs, please visit www.Urbandale.org



CITY OF URBANDALE

Revised FY2017-2018 Budget

Adopted FY2018-2019 Budget

Estimated FY2019-2020 Budget

Mayor and Council

Robert D. Andeweg, Mayor

Ron Pogge, Mayor, Pro-Tem

Michael Carver, 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

Curtis Brown, Assistant City Manager & Economic Development Director

Steve Franklin, Director of Community Development

Jan Herke, Director of Parks and Recreation

Jerry Holt, Fire Chief

Rob Johansen, Police Chief

John Konior, Director of Risk Management & Support Services

Nicole Lamb, Finance Director

Karla Lower, Director of Human Resources

Debra Mains, City Clerk

David McKay, Director of Engineering and Public Works

Julie Wells, Library Director



February 27, 2018

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

Re: FY2018-19 Operating Budget

I am pleased to present the City of Urbandale's recommended FY2018-19 operating budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019. 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 13, 2018.

As proposed, the recommended tax levy for FY2018-19 would be set at \$10.02, which is the same as the FY2017-18 levy. The General Fund levy will remain at \$7.24, the Debt Service Levy will remain at \$2.20, and the Chapter 411 Fire and Police Retirement Levy will remain at \$0.58. The Chapter 411 Fire and Police pension contribution rate is set by the State and will increase from 25.68% to 26.02% in FY2018-19. The ag land levy rate will remain at the statutory limit of \$3.00375.

In November 2017, a bond referendum vote successfully passed to construct a third Fire Station with fueling station. The total cost authorized was up to \$6,000,000, which was projected to equal \$0.14 cents of increase on the Debt Service Levy for a period of approximately 15 years to pay for the construction costs. At that same vote, the 1% LOSST vote also passed in Dallas County, which will generate an estimated \$1,000,000 in revenue in FY19. The City's voter approved restriction on those funds is 50% for property tax relief and 50% for capital projects. Proposed in this budget is to immediately plan to offer tax relief for the cost of the new fire station debt, and thus, the planned \$0.14 cent increase is not being levied in FY19. The Fire station bonds will be sold in April 2018, with first payment in June 2019.

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. In the 2017 legislative session, no action was taken on the commercial property tax backfill standing appropriation-the backfill will continue each 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 an impact on the City's revenue stream, especially if backfill is not fully funded. The City's valuation growth for FY2018-19 is as follows. The City saw a positive valuation growth in Polk County (6.15%), combined with a positive growth in Dallas County (6.57%), for a combined growth of 6.25%. With the recommended total tax levy rate of \$10.02, the City will generate \$2,939,299 (8.51%) more in property tax revenues when compared to FY2017-18. State backfill revenue will account for \$968,000 in the recommended budget. If the 2018 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 FY2018-19 the City will contribute \$17,010 as Urbandale's share for the City of Des Moines to administer Section 8 housing; Urbandale has approximately 60 qualified units.

The remainder of this letter will provide details about the significant factors that affected the FY2018-19 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.

FY2018-19 OPERATING BUDGET

SIGNIFICANT BUDGETARY FACTORS

The following significant factors affected the development of the recommended FY2018-19 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 decrease in FY2018-19 to 55.6209% from 56.9391% in FY2017-18. Additionally, in FY2018-19, 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. State backfill revenue will account for \$968,000 in the recommended budget. If the 2018 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. For FY2019, the taxable value of Multi-Residential housing set by the State will be 78.75%, and is scheduled to steadily decrease by approximately 4% annually over the next 5 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 \$171.7 million (6.25%) during FY2018-19. The City’s taxable valuation has grown by an average of 4.36% annually for the past 5 years; and 3.56% annual growth over the past 10 years.

2. Local Economic Conditions

Urbandale experienced another slight decline in residential construction in FY2017, with 164 new single-family detached residences constructed compared to 177 in the prior year. Additionally, permits for four single-family attached (townhome) units. The activity was just below the City’s historical annual mean of 185 single-family attached and detached units. FY2017’s \$53.86 million valuation was also lower than the \$59.08 million valuation for FY2016.

FY2018 should reflect stronger single family detached and multi-family permitting and valuation, given the recent number of rezoning requests and platting activity. FY2017’s \$39.83 million total valuation for commercial and industrial permits shows an increase from FY2016’s total of \$29.06. FY2015’s total was \$22.97 million.

3. Personnel Costs — The recommended City budget provides for 216 full-time positions, consisting of 104 (48%) public safety positions and 112 (52%) non-

public safety positions. The total for salaries, benefits and all other categories in the total Personal Services allocation is \$23,914,021 or 48.3% of the total Operating Budget of \$49,468,631 (not including Special Revenue, Debt Retirement and Contingency). The FY2018-19 budget recommends 5.5 additional positions.

- The full-time staffing level for public safety employees will increase by 3 positions from 101 to 104, consisting of Police at 60 (51 sworn Officers and 9 civilians) and Fire/EMS at 44 (43 Fire/EMS personnel and 1 civilian).
- The remaining full-time staffing level for non-public safety departments will increase by 2 positions from 110 to 112.
- The recommended budget would add 5.5 positions, which are included in the above total of full-time counts, and detailed below:

Funtion	Department	Qty	Position
Public Safety	Fire/EMS	3	Firefighter/EMS
Public Works	Engineering Services	1	Eng. Technician - Mapping
Public Works	Traffic Safety	1	Eng Technician - Traffic Signals
General Govt	Finance	0.5	Account Receivable Clerk
Total Proposed		5.5	

It should be noted that there is one unique item to note related to 1 of the positions listed above:

- The Engineering Technician - Mapping position is 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.
- One new part-time position is proposed and noted above.
- The City has three unions with contracts expiring in June 2018. The Labor union has negotiated a new 3 year contract for 2.75% increases for each year, and the Police union has negotiated a 3 year contract with 3% increases in each year. The Fire union is still under negotiation at this time.
- The FY2018-19 wage adjustment for the City's non-union full-time employees was calculated at a 2.75%, which is the same as FY2017-18.

On the benefits side, the State sets the City's contributions to the retirement systems for all full-time employees for FY2018-19. The Municipal Fire and Police Retirement System of Iowa (MFPRSI) for Chapter 411 Fire and Police employees will increase the employer rate from 25.68% of payroll to 26.02%; 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 increase from 8.93% to 9.44%; and the employee contribution rate will increase from 5.95% to 6.29%.

In regards to insurance, City contributions to the health insurance reserve fund will be \$3,000,000 for FY2018-19, which is up \$600,000 (25%) 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 \$585,000 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 FY2018-19 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 FY2018-19 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 continues to be 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 FY2018-19 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

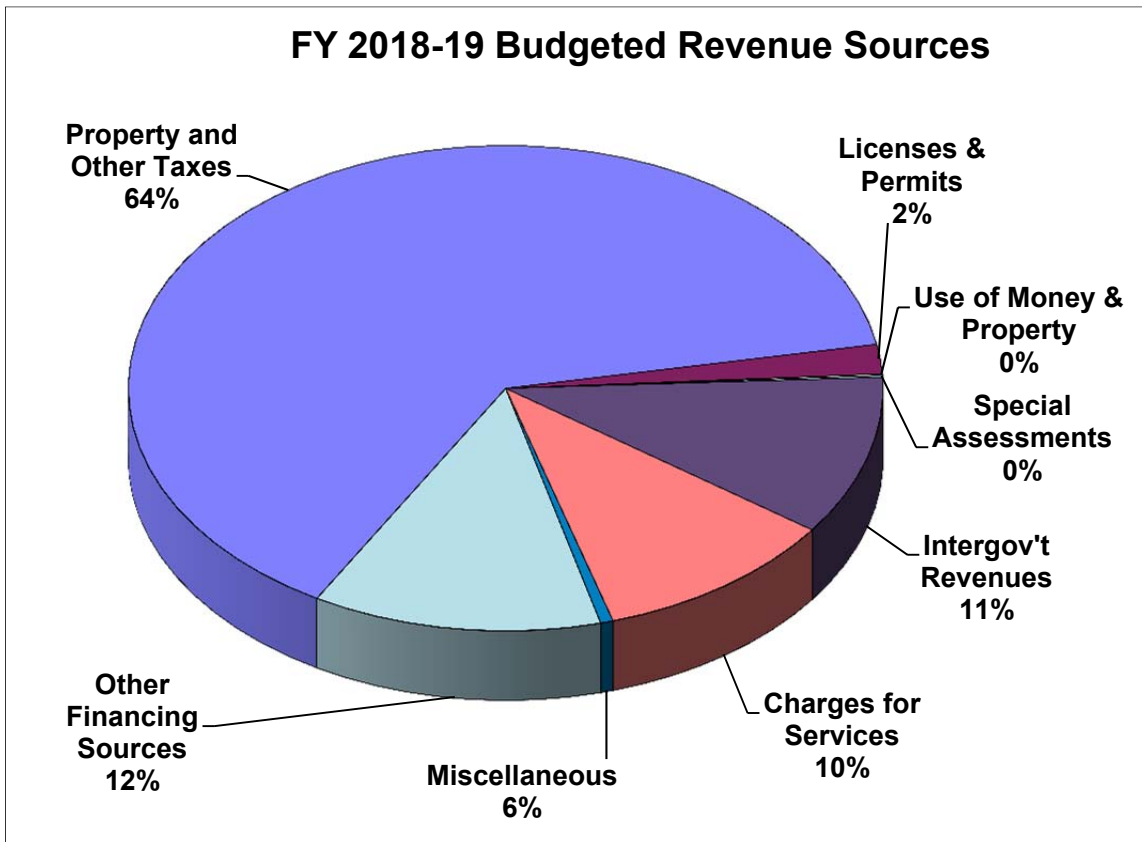
Utility Board of Trustees, which has budgetary oversight for its revenue and expenditures. The Water Utility's budget figures are included in the City's state budget filing.

REVENUE

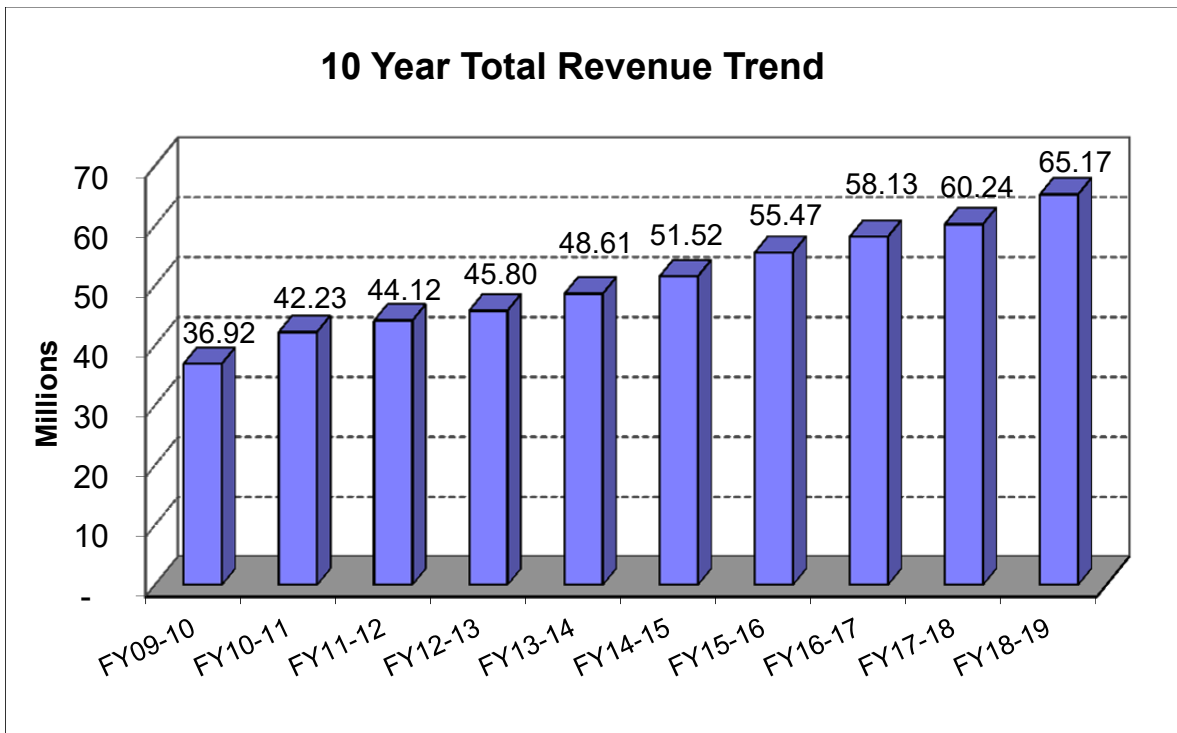
The majority of the City's revenue is derived from ad valorem tax on property according to the values set by the Assessor in either Polk County or Dallas County where the real estate is located in Urbandale, and as adjusted by the State rollback. Property tax is the main revenue of the City's General Fund, which provides for daily operations of all departments not funded through another specific revenue source. The recommended FY2018-19 budget anticipates total operational revenue of \$65,169,285, compared to the adopted FY2017-18 budget of \$57,013,450, which is an increase of \$8,155,835 (14.31%).

	FY17-18		FY17-18		FY18-19	
	Adopted	%	Revised	%	Recomm.	%
Property & Other Taxes	37,425,721	65.6%	37,435,542	62.1%	41,553,387	63.8%
Licenses & Permits	1,065,000	1.9%	1,175,800	2.0%	1,273,800	2.0%
Use of Money & Property	51,000	0.1%	65,000	0.1%	71,000	0.1%
Special Assessments	75,000	0.1%	75,000	0.1%	75,000	0.1%
Intergovernmental	6,383,579	11.2%	6,529,938	10.8%	6,940,000	10.6%
Charges for Services	6,612,352	11.6%	6,829,907	11.3%	6,831,768	10.5%
Miscellaneous	345,500	0.6%	375,456	0.6%	354,300	0.5%
Other Financing & Debt Svc	5,055,298	8.9%	7,750,821	12.9%	8,070,030	12.4%
TOTAL	57,013,450	100%	60,237,464	100%	65,169,285	100%
\$ Difference to Adopted			3,224,014		8,155,835	
% Difference to Adopted			5.65%		14.31%	

The following pie chart shows the recommended revenues by funding source for FY2018-19. 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 \$36,915,006 in FY2009-10 to \$65,169,285 in FY2018-19. During this time, total revenue levels have increased by an average of 4.78% annually.



General Fund Balance:

The recommended FY2018-19 operating budget also anticipates the use of \$931,824 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 FY2017-18, it is estimated that the General Fund reserves will be \$10,653,724, representing 38.07% 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, since FY18, the 411 pension costs are 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 FY2018-19 budgeted expenditures will result in a reduction to the general fund balance of \$931,824 which will take the reserves down to 32% 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
FY18-19	\$ 7.24	\$ 2.20	\$ 0.58	\$ 10.02	\$ 3.00
FY17-18	\$ 7.24	\$ 2.20	\$ 0.58	\$ 10.02	\$ 3.00
FY16-17	\$ 7.17	\$ 2.18	\$ 0.57	\$ 9.92	\$ 3.00
FY15-16	\$ 7.17	\$ 2.15	\$ 0.50	\$ 9.82	\$ 3.00
FY14-15	\$ 7.17	\$ 2.15	\$ 0.40	\$ 9.72	\$ 3.00
FY13-14	\$ 7.12	\$ 2.15	\$ 0.30	\$ 9.57	\$ 3.00
FY12-13	\$ 7.17	\$ 2.15	\$ 0.30	\$ 9.62	\$ 3.00
FY11-12	\$ 7.17	\$ 2.15	\$ 0.20	\$ 9.52	\$ 3.00
FY10-11	\$ 7.17	\$ 2.05	\$ 0.10	\$ 9.32	\$ 3.00
FY09-10	\$ 7.17	\$ 2.05	\$ -	\$ 9.22	\$ 1.84

The City will begin to collect local option sales and service taxes (LOSST) for the Dallas County portion of the City starting in July 2018. This was voter approved in November 2017 and will represent \$1,000,000 in new revenue for the City. The funds are restricted to be used 50% for property tax relief and 50% for capital projects. In the FY18-19 budget, the City is utilizing the 50% funding for property tax relief to offset the voter approved bond issuance debt service for the third fire station being built in 2018-2019. The debt service on the new bonds will be fully serviced by 50% of the LOSST funding received for Dallas County. A similar vote for LOSST funding will take place in Polk County in March 2018.

The City's property tax levy for FY2018-19 is \$10.02 per \$1,000 of valuation, and the same levy will be assessed to residential properties, and commercial/industrial properties. 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 FY2018-19 budget, an Urbandale house valued at \$100,000 will pay approximately \$557 in gross City property taxes, which is less than the tax bill for the same home in FY2017-18 of \$571. Under the FY2018-19 residential rollback set by the State, 55.6209% of a residential property's value will be subject to taxation, compared to the prior FY2017-18 residential rollback of 56.9391%. This means that even without any levy increase by the City, a \$100,000 home will pay \$13 less in FY18-19 due to rollback rate changes alone.

Based on the recommended FY2018-19 budget, an Urbandale business valued at \$100,000 will pay approximately \$902 in gross City property taxes. This property tax bill would be the same as in FY2017-18. 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 increase from FY18's budgeted figure by \$50,000 to \$1,925,000. The City Council allocates a portion of Hotel/Motel tax proceeds to fund eligible community and external organizations.

Licenses and Permits:

Licenses and Permits revenue is anticipated to increase by \$208,800 to \$1,273,800. 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 2018, and anticipated to come in close to budgeted levels for FY18. As a result, the recommended budget anticipates continued strong revenue in Building Permits. Urbandale has also resumed control over issuance of pet licensing for FY18 and going forward. 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 FY2018-19 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 are 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.

Also included in intergovernmental revenue is new revenue contributions from the City of Clive to help offset operational cost of the new third fire station, which will be providing closest unit response to help service Clive's residents.

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.

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.

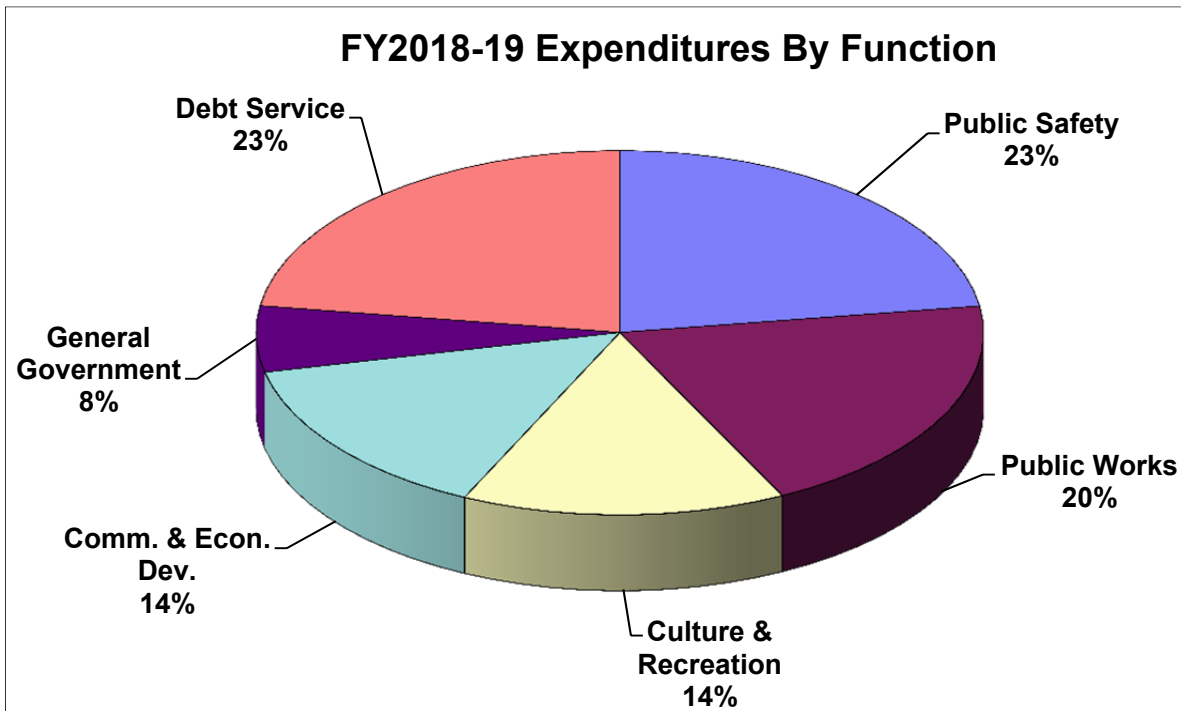
EXPENDITURES

The recommended FY2018-19 budget for operations, debt service and special revenue fund anticipates total expenditures of \$64,878,245, an increase of \$9,975,734 (18.2%) more than the adopted FY2017-18 budget of \$54,902,511.

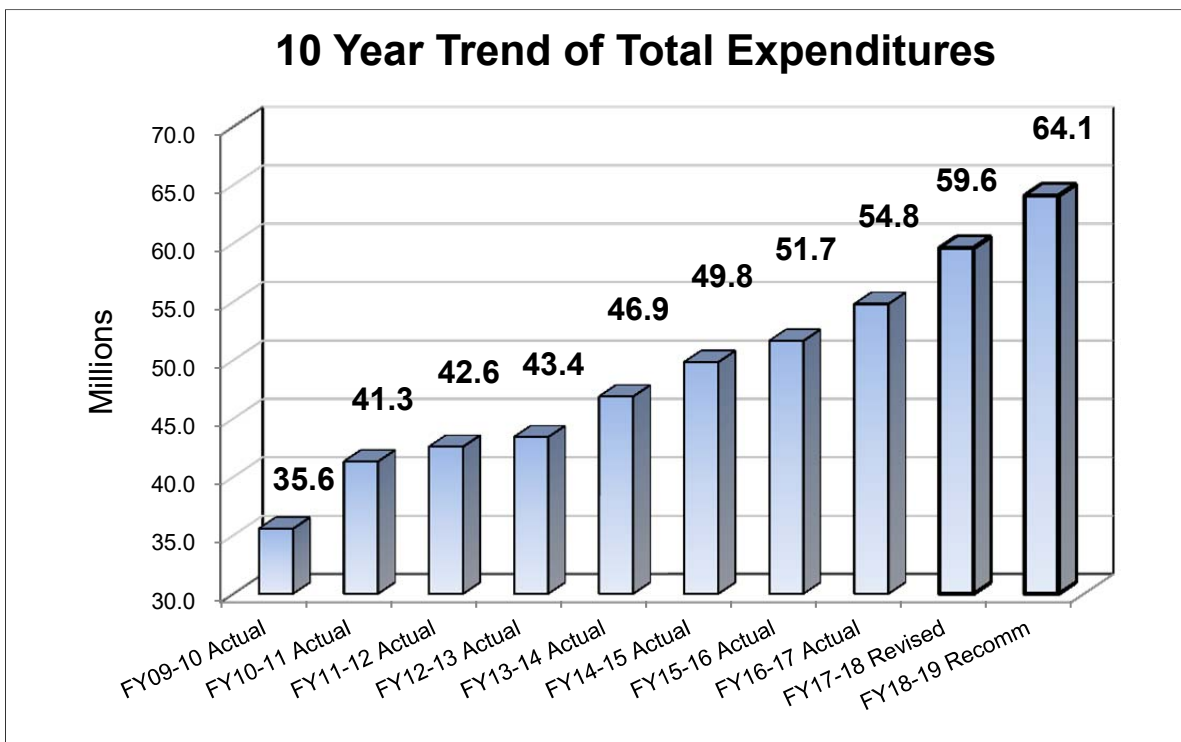
The following table summarizes the City's expenditures by Function:

	FY17-18 Adopted	%	FY17-18 Revised	%	FY18-19 Recomm.	%
Public Safety	13,024,438	23.7%	12,747,328	21.3%	14,535,073	22.4%
Public Works	10,611,802	19.3%	10,203,086	17.0%	12,782,892	19.7%
Culture & Rec.	8,758,197	16.0%	8,589,114	14.3%	9,223,644	14.2%
Community & Econ Dev.	7,191,716	13.1%	9,872,756	16.5%	9,276,682	14.3%
General Gov't	3,864,835	7.0%	3,797,915	6.3%	3,750,340	5.8%
Subtotal Operating Exp.	43,450,988	79.1%	45,210,199	75.5%	49,568,631	76.4%
Special revenue funds	307,500	0.6%	307,500	0.5%	790,000	1.2%
Debt Service fund	11,144,023	20.3%	14,386,584	24.0%	14,519,614	22.4%
TOTAL	54,902,511	100%	59,904,283	100%	64,878,245	100%
\$ Difference to Adopted			5,001,772		9,975,734	
% Difference to Adopted			9.11%		18.17%	

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 \$35,557,331 in FY2009-10 to \$64,088,245 in FY2017-18. During this time, total expenditure levels have increased by an average of 6.37% 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 \$23,914,021 is 48.3% 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 \$9,825,297 is 19.9% 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 \$15,729,313 is 31.8% 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 \$14,535,073 is 29.3% 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 \$1,510,635 (11.6%). Please see each department's budget narrative which details its "Significant Budget Impacts".

Public Works Function – This Function at \$12,782,892 is 25.8% 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 an increase of \$2,171,090 (20.5%). Please see each department's budget narrative which details "Significant Budget Impacts".

Culture and Recreation Function – This Function at \$9,223,644 is 18.6% 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 \$465,447 (5.3%). Please see each department's budget narrative which details its "Significant Budget Impacts".

Community and Economic Development Function – This Function at \$9,276,682 is 18.7% 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 \$2,084,966 (29.0%). Please see each department's budget narrative which details its "Significant Budget Impacts".

General Government Function – This Function at \$3,750,340 is 7.6% 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 a decrease of \$114,495 (-3.0%). 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 2018 of \$19,590,000 in GOB for various capital improvement projects during the 2018 construction season, as well as the new third fire station. These improvements include all the GOB projects identified in the 2018-2023 Capital Improvements Program (CIP). There are also plans to call and payoff the TIF portion of 3 bonds (2010A, 2011 and 2012) using existing cash on hand in the TIF fund. This will total \$2.2 million in FY18-19. The FY2018-19 debt service levy will stay the same at \$2.20/per \$1,000 of property valuation. It should be noted that both the TIF fund and the General fund support portions of the City's outstanding debt, however all debt service must be paid from this fund, thus transfers from TIF and the general support department are reflected in this budget. The total debt retirement costs paid out of Debt Service Fund are \$14,519,614.

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

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	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
REVENUE SUMMARY						
TAXES						
GENERAL PROPERTY TAXES						
110 General taxes	\$ 17,727,480	\$ 18,945,351	\$ 18,718,821	\$ 20,078,661	\$ 1,133,310	\$ 21,633,592
111 Ag land taxes	9,777	9,516	9,800	9,914	398	9,914
124 Business property tax credit	224,150	-	226,530	-	-	-
112 Homestead	409,621	415,000	424,390	425,000	10,000	437,750
Subtotal: General Fund	18,371,028	19,369,867	19,379,541	20,513,575	1,143,708	22,081,256
113 Taxes - TIF	7,138,720	7,221,475	7,213,575	8,486,297	1,264,822	7,300,000
Subtotal: TIF Fund	7,138,720	7,221,475	7,213,575	8,486,297	1,264,822	7,300,000
112 Homestead	124,513	124,000	128,966	130,000	6,000	135,000
110 Debt service property tax	5,877,295	6,275,287	6,191,107	6,708,465	433,178	7,043,888
124 Business property tax credit	82,719	-	84,180	-	-	-
Subtotal: Debt Service Fund	6,084,527	6,399,287	6,404,253	6,838,465	439,178	7,178,888
112 Homestead	32,516	31,000	33,966	35,000	4,000	35,000
124 Business property tax credit	18,571	-	18,782	-	-	-
341 Taxes - Police & Fire Retirement	1,408,300	1,519,967	1,501,185	1,607,558	87,591	1,713,266
Subtotal: Police & Fire Ret. Fund	1,459,387	1,550,967	1,553,933	1,642,558	91,591	1,748,266
Total: General Property Taxes	\$ 33,053,662	\$ 34,541,596	\$ 34,551,302	\$ 37,480,895	\$ 2,939,299	\$ 38,308,410
OTHER CITY TAXES						
337 Utility excise tax	\$ 464,220	\$ 526,829	\$ 528,414	\$ 626,804	\$ 99,975	\$ 645,608
222 Cable TV franchise	276,544	280,000	267,926	280,000	-	275,000
Subtotal: General Fund	740,764	806,829	796,340	906,804	99,975	920,608
338 Hotel/Motel tax	1,865,118	1,875,000	1,885,000	1,925,000	50,000	1,950,000
Subtotal: Hotel Motel Fund	1,865,118	1,875,000	1,885,000	1,925,000	50,000	1,950,000
337 Utility excise tax	141,144	160,083	160,568	190,461	30,378	196,175
Subtotal: Debt Service Fund	141,144	160,083	160,568	190,461	30,378	196,175
337 Utility excise tax	36,905	42,213	42,332	50,227	8,014	51,734
Subtotal: Police & Fire Ret. Fund	36,905	42,213	42,332	50,227	8,014	51,734
LOSST - Dallas County	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
LOSST - Polk County	-	-	-	-	-	-
Subtotal: LOSST Funds	-	-	-	1,000,000	1,000,000	1,000,000
Total: Other City Taxes	\$ 2,783,931	\$ 2,884,125	\$ 2,884,240	\$ 4,072,492	\$ 1,188,367	\$ 4,118,517
TOTAL TAXES	\$ 35,837,593	\$ 37,425,721	\$ 37,435,542	\$ 41,553,387	\$ 4,127,666	\$ 42,426,927
LICENSES AND PERMITS						
224 Liquor permits	\$ 43,351	\$ 44,000	\$ 44,000	\$ 44,000	\$ -	\$ 44,000
225 Cigarette permits	2,300	2,000	2,300	2,300	300	2,300
226 Utility permits	7,575	5,000	6,000	6,000	1,000	6,000
231 Peddler's licenses	5,850	2,000	6,000	6,000	4,000	6,000
232 Miscellaneous licenses	650	1,000	1,000	1,000	-	1,000
234 Pet licenses	-	-	60,000	65,000	65,000	65,000
249 COSESCO inspection fees	30,950	40,000	37,000	40,000	-	40,000
250 Electrician licenses/permits	47,734	50,000	50,000	50,000	-	50,000
253 Plumbing licenses/permits	36,273	50,000	50,000	50,000	-	50,000
254 Mechanical licenses/permits	42,020	50,000	50,000	50,000	-	50,000
255 Building permits only	452,974	650,000	650,000	675,000	25,000	650,000
256 Sidewalk permits	1,960	3,000	2,000	2,000	(1,000)	2,000
257 Driveway approach	2,430	3,000	2,500	2,500	(500)	2,500
259 Sign permits	15,895	13,000	16,000	16,000	3,000	16,000
260 Construction inspections	93,972	85,000	125,000	125,000	40,000	125,000
261 Plat and site plan reviews	12,475	10,000	12,000	12,000	2,000	12,500
262 Housing inspections	61,840	35,000	35,000	25,000	(10,000)	35,000
263 Board of Adjustment fees	2,375	2,000	2,000	2,000	-	2,000
264 Change of zoning	26,740	20,000	25,000	25,000	5,000	25,000
new Right of way permits	-	-	-	75,000	75,000	75,000
TOTAL LICENSES AND PERMITS	\$ 887,364	\$ 1,065,000	\$ 1,175,800	\$ 1,273,800	\$ 208,800	\$ 1,259,300
USE OF MONEY & PROPERTY						
524 Interest	\$ 41,907	\$ 43,000	\$ 59,000	\$ 65,000	\$ 22,000	\$ 70,000
Subtotal: General Fund	41,907	43,000	59,000	65,000	22,000	70,000
524 Interest (includes BAB interest subsidy)	64,124	8,000	6,000	6,000	(2,000)	6,000
Subtotal: Debt Service Fund	64,124	8,000	6,000	6,000	(2,000)	6,000
TOTAL USE OF MONEY & PROPERTY	\$ 106,031	\$ 51,000	\$ 65,000	\$ 71,000	\$ 20,000	\$ 76,000

	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
SPECIAL ASSESSMENTS						
117 Special Assessments	\$ 68,409	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ 75,000
Subtotal: Debt Service Fund	68,409	75,000	75,000	75,000	-	75,000
TOTAL SPECIAL ASSESSMENTS	\$ 68,409	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ 75,000
INTERGOVERNMENTAL						
330 Road Use tax	5,072,034	\$ 5,178,800	\$ 5,300,000	\$ 5,400,000	\$ 221,200	\$ 5,500,000
Subtotal: Road Use Fund	5,072,034	5,178,800	5,300,000	5,400,000	221,200	5,500,000
130 State backfill - General levy	705,990	705,999	700,036	700,000	(5,999)	700,000
329 Misc. grants	5,041	-	-	-	-	-
335 Federal grants	103,361	72,000	72,000	45,000	(27,000)	30,000
new Clive Fire contribution	-	-	-	360,000	360,000	480,000
422 Library contracts	93,796	96,000	105,104	107,000	11,000	109,000
425 Library grant	84,901	60,000	84,000	60,000	-	60,000
Subtotal: General Fund	993,089	933,999	961,140	1,272,000	338,001	1,379,000
130 State backfill - Police & Fire Retirement levy	56,125	56,125	56,080	56,000	(125)	56,000
Subtotal: Police & Fire Retirement Fund	56,125	56,125	56,080	56,000	(125)	56,000
130 State backfill - Debt Service levy	214,653	214,655	212,718	212,000	(2,655)	212,000
Subtotal: Debt Service Fund	214,653	214,655	212,718	212,000	(2,655)	212,000
TOTAL INTERGOVERNMENTAL	\$ 6,335,901	\$ 6,383,579	\$ 6,529,938	\$ 6,940,000	\$ 556,421	\$ 7,147,000
CHARGES FOR SERVICES						
235 Kennel fees	\$ 2,250	\$ 3,500	\$ 2,000	\$ 2,000	\$ (1,500)	\$ 2,000
402 Open air shelter rentals	5,335	4,000	5,000	5,000	1,000	5,000
403 WJ fields/complex rental	58,589	40,000	70,000	80,000	40,000	80,000
406 Health facility fees	1,641	1,475	1,475	1,500	25	1,500
407 Pool program fees	136,817	110,000	145,000	185,000	75,000	185,000
408 Ambulance fees	786,069	750,000	780,000	800,000	50,000	850,000
409 Cemetery maintenance	68	-	-	-	-	-
410 Giovannetti shelter rental	45,970	40,000	45,000	45,000	5,000	45,000
412 Lions rental	23,340	22,000	22,000	22,000	-	22,000
414 Swimming pool admissions	131,098	105,000	120,000	130,000	25,000	130,000
416 Turf maintenance	7,031	15,000	8,000	8,000	(7,000)	8,000
418 Recreation program fees	191,082	180,000	190,000	190,000	10,000	190,000
419 Miscellaneous fees (park)	20	100	100	100	-	100
423 Equipment rental/donations	435	1,000	500	500	(500)	500
424 Misc. library receipts/photocopies	19,049	17,000	18,000	18,000	1,000	18,000
426 Senior Center rental	18,500	16,000	18,000	18,000	2,000	18,000
428 Senior Center congregate meal receipts	6,920	6,600	6,600	5,600	(1,000)	5,600
429 Senior Center off-site program fees	9,518	5,500	4,500	5,500	-	5,500
430 Senior Center on-site program fees	13,037	10,000	12,000	12,000	2,000	12,000
431 Library material sales	8,298	8,700	8,700	8,700	-	8,700
432 Library room rentals	2,021	1,750	1,750	1,750	-	1,750
511 Yard waste fees	361,703	320,950	283,690	325,115	4,165	330,000
513 Bulk item pickup	27,961	20,000	23,000	23,000	3,000	23,000
514 Urb. Sanitary Sewer District	584,136	435,177	556,138	423,822	(11,355)	425,000
515 Solid waste containers	2,178	18,000	14,000	14,000	(4,000)	14,000
516 Urb. W.H. Sanitary District	89,135	84,590	112,583	81,413	(3,177)	82,000
517 Solid waste fee	2,002,568	2,019,510	2,018,671	2,040,768	21,258	2,055,000
520 Liaison Officer	85,764	86,500	91,200	93,000	6,500	94,000
522 Crossing guards	51,985	50,000	52,000	52,000	2,000	52,000
Subtotal: General Fund	4,672,518	4,372,352	4,609,907	4,591,768	219,416	4,663,650
519 Storm Water user fees	2,236,226	2,240,000	2,220,000	2,240,000	-	2,300,000
Subtotal: Storm Water Utility Fund	2,236,226	2,240,000	2,220,000	2,240,000	-	2,300,000
TOTAL CHARGES FOR SERVICES	\$ 6,908,744	\$ 6,612,352	\$ 6,829,907	\$ 6,831,768	\$ 219,416	\$ 6,963,650
MISCELLANEOUS REVENUES						
265 Sale of maps and copies	\$ 18,099	\$ 16,000	\$ 18,000	\$ 18,000	\$ 2,000	\$ 18,000
420 Library fines	60,822	60,000	62,000	62,000	2,000	62,000
427 Library collection fees	1,006	500	800	800	300	800
510 Sale of assets	43,583	6,000	25,000	10,000	4,000	10,000
512 Court fines	239,557	250,000	250,000	250,000	-	250,000
518 Vehicle impound fees	7,260	7,000	7,500	7,500	500	7,500
756 ED Partner grants	-	-	7,156	-	-	-
526 Miscellaneous receipts	7,038	6,000	5,000	6,000	-	6,000
TOTAL MISCELLANEOUS	\$ 377,365	\$ 345,500	\$ 375,456	\$ 354,300	\$ 8,800	\$ 354,300

	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
OTHER FINANCING SOURCES						
508 Intergovernmental transfers	\$ 69,739	\$ -	\$ -	\$ 20,967	\$ 20,967	\$ -
338 Transferred in Hotel/Motel tax	666,114	669,643	673,214	687,500	17,857	696,429
Subtotal: General Fund	735,853	669,643	673,214	708,467	38,824	696,429
508 Intergovernmental transfers (TIF)	3,640,601	4,385,655	4,325,908	4,387,051	1,396	4,054,676
508 Intergovernmental transfers (General Fund)	-	-	274,913	274,512	274,512	166,512
508 Intergovernmental transfers (LOSST)	-	-	-	500,000	500,000	500,000
Bond refinancing proceeds	3,230,592	-	3,150,000	2,200,000	2,200,000	385,000
Subtotal: Debt Service Fund	6,871,193	4,385,655	7,750,821	7,361,563	2,975,908	5,106,188
TOTAL OTHER FINANCING SOURCES	\$ 7,607,046	\$ 5,055,298	\$ 8,424,035	\$ 8,070,030	\$ 3,014,732	\$ 5,802,617
TOTAL OPERATIONAL REVENUES	\$ 58,128,453	\$ 57,013,450	\$ 60,910,678	\$ 65,169,285	\$ 8,155,835	\$ 64,104,794
REVENUE ACTIVITIES TOTAL BY FUND						
General Fund	\$ 26,819,888	\$ 27,606,190	\$ 28,030,398	\$ 29,685,714	\$ 2,079,524	\$ 31,424,543
(1) Road Use Fund	5,072,034	5,178,800	5,300,000	5,400,000	221,200	5,500,000
(1) Hotel Motel Fund	1,865,118	1,875,000	1,885,000	1,925,000	50,000	1,950,000
(2) Debt Service Fund	13,444,050	11,242,680	14,609,360	14,683,489	3,440,809	12,774,251
(3) TIF Fund	7,138,720	7,221,475	7,213,575	8,486,297	1,264,822	7,300,000
(4) Storm Water Utility Fund	2,236,226	2,240,000	2,220,000	2,240,000	-	2,300,000
(5) Police & Fire Retirement Fund	1,552,417	1,649,305	1,652,345	1,748,785	99,480	1,856,000
(1) Capital Projects Fund	23,030,866	25,452,500	24,973,600	23,481,100	(1,971,400)	26,322,600
(8) LOSST Funds	-	-	-	1,000,000	1,000,000	1,000,000
(6) Special Revenue	360,235	60,000	225,000	80,000	20,000	50,000
(7) Proprietary - Water Utility	18,640,232	24,409,330	20,159,330	20,303,866	(4,105,464)	20,879,780
Total State Certified Revenues	\$ 100,159,786	\$ 106,935,280	\$ 106,268,608	\$ 109,034,251	\$ 2,098,971	\$ 111,357,174
FUND BALANCE ACTIVITY FOR FISCAL YEAR						
General	\$ 10,608,165	\$ 1,055,197	\$ (45,559)	\$ 931,824	\$ (123,373)	\$ 503,755
Road Use	3,261,872	(342,367)	(683,577)	1,446,359	1,788,726	104,611
Hotel Motel	236,478	44,572	18,332	31,000	(13,572)	(49,285)
Debt Service	319,198	(98,657)	(222,776)	(163,875)	(65,218)	(376,137)
TIF	12,266,923	(2,035,820)	702,333	(1,338,279)	697,541	(2,290,324)
Storm Water Utility Fund	2,344,220	(968,455)	(1,006,699)	(962,420)	6,035	(1,271,357)
Police & Fire Retirement Fund	70,369	(72,909)	75,949	(25,649)	47,260	(15,813)
Capital Projects	20,632,097	(4,133,500)	(5,673,600)	9,018,900	13,152,400	783,400
LOSST Funds	-	-	-	500,000	500,000	500,000
Subtotal:	\$ 49,739,322	\$ (6,551,939)	\$ (6,835,597)	\$ 9,437,860	\$ 15,989,799	\$ (2,111,150)
BUDGET TOTALS	\$ 149,899,108	\$ 100,383,341	\$ 99,433,011	\$ 118,472,111	\$ 18,088,770	\$ 109,246,024

* 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.
- (8) LOSST Fund represents activity related to Dallas County approved vote. Polk County vote occurs after this budget is prepared, and any impact will reflect in FY20.

	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
BUDGET SUMMARY						
PERSONAL SERVICES						
01 Salaries	\$ 13,139,487	\$ 14,255,771	\$ 14,013,111	\$ 15,033,603	\$ 777,832	\$ 16,153,694
02 Overtime	555,625	530,100	566,853	617,600	87,500	637,600
03 Part-time	1,408,196	1,478,935	1,373,674	1,518,910	39,975	1,563,889
04 Witness fees	176	500	200	500	-	500
06 FICA	737,652	800,513	772,264	831,162	30,649	888,170
07 Retirement - IPERS	763,435	833,216	798,499	907,503	74,287	943,487
08 Pension - MFPRSI	1,491,198	1,576,396	1,576,396	1,723,136	146,740	1,840,187
09 Group insurance	2,211,462	2,379,131	2,379,131	2,973,373	594,242	3,471,428
11 Allowance	111,303	122,724	116,143	121,236	(1,488)	116,402
12 Unemployment	15,299	7,500	2,169	3,000	(4,500)	3,000
13 Deferred comp plan City match	116,333	178,585	118,582	183,998	5,413	191,553
Sub-Total	\$ 20,550,166	\$ 22,163,371	\$ 21,717,022	\$ 23,914,021	\$ 1,750,650	\$ 25,809,910
CONTRACTUAL AND SUPPLY SERVICES						
21 Advertising	\$ 68,462	\$ 76,000	\$ 75,100	\$ 92,530	\$ 16,530	\$ 103,764
22 Recruitment	35,280	34,700	33,090	31,950	(2,750)	35,200
23 Professional services	819,821	1,060,875	1,054,939	1,143,240	82,365	1,079,670
24 Contributions to other agencies	3,396,981	3,362,988	3,138,367	3,419,748	56,760	3,400,884
27 Data processing	533,474	752,708	737,809	660,867	(91,841)	607,618
28 Dues and memberships	67,774	64,115	63,980	75,750	11,635	76,067
29 Insurance	640,000	640,000	640,000	585,000	(55,000)	585,030
32 Uniforms and laundry	95,275	115,173	117,981	140,090	24,917	131,695
35 Printing and copying	129,373	133,065	130,661	144,350	11,285	147,850
40 Building and grounds maint.	9,750	25,350	23,350	25,350	-	25,350
41 Vehicle and equipment maint.	127,703	175,720	187,500	218,250	42,530	165,350
44 Grant-funded purchases	83,415	60,000	84,000	60,000	-	63,000
46 Training and development	187,714	252,615	247,410	268,650	16,035	266,690
48 Utility service	1,014,544	1,080,250	1,059,794	1,096,935	16,685	1,109,995
49 Petty cash	281	1,000	800	1,000	-	1,000
51 Maintenance supplies	553,093	817,642	717,000	777,494	(40,148)	819,850
54 Minor equipment	33,299	47,750	44,619	46,400	(1,350)	40,350
55 DARE expenditures	6,015	5,000	6,000	7,500	2,500	7,500
56 Vehicle maintenance supplies	154,069	201,350	186,050	203,350	2,000	207,200
57 Vehicle operation supplies	225,856	370,045	311,300	372,020	1,975	390,500
58 Office supplies	37,137	53,010	52,203	50,225	(2,785)	50,113
59 Operating supplies	300,724	309,218	322,833	367,483	58,265	376,188
60 Safety and medical supplies	32,854	32,855	33,060	37,115	4,260	38,360
61 Refunds	-	-	-	-	-	-
Sub-total	\$ 8,552,894	\$ 9,671,429	\$ 9,267,846	\$ 9,825,297	\$ 153,868	\$ 9,729,224
CAPITAL OUTLAY						
71 Equipment	\$ 730,442	\$ 130,599	\$ 133,875	\$ 214,465	\$ 83,866	\$ 127,250
72 Furniture and fixtures	169,580	112,790	122,505	78,340	(34,450)	72,700
73 Equipment replacement fund	1,034,916	1,127,287	1,127,287	1,221,496	94,209	1,214,761
74 Office equipment	4,916	-	-	6,200	6,200	-
75 Operating equipment	21,666	29,025	29,025	343,485	314,460	25,000
76 Property improvements	611,214	391,000	428,328	545,000	154,000	570,000
77 Economic development - TIF	467,840	800,000	440,000	540,000	(260,000)	570,000
79 Books, films and recordings	240,139	218,535	218,535	209,195	(9,340)	215,000
80 Natural disaster cleanup	15,922	25,300	25,300	25,000	(300)	25,000
81 Building maintenance fund	862,113	1,158,041	1,158,041	1,113,602	(44,439)	1,208,668
97 Transfers out	7,250,954	7,248,698	10,542,435	11,432,530	4,183,832	7,644,617
Sub-total	\$ 11,409,702	\$ 11,241,275	\$ 14,225,331	\$ 15,729,313	\$ 4,488,038	\$ 11,672,996
OPERATING BUDGET SUB-TOTAL						
	\$ 40,512,762	\$ 43,076,075	\$ 45,210,199	\$ 49,468,631	\$ 6,392,556	\$ 47,212,130
99 Special Revenue fund items	\$ 159,682	\$ 307,500	\$ 307,500	\$ 790,000	\$ 482,500	\$ 768,000
91 Debt retirement (Gen & Debt fu	14,296,680	11,418,936	14,386,584	14,519,614	3,100,678	12,398,114
95 Contingency	-	100,000	-	100,000	-	100,000
BUDGET SUMMARY	\$ 54,969,124	\$ 54,902,511	\$ 59,904,283	\$ 64,878,245	\$ 9,975,734	\$ 60,478,244

	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
ROAD USE SUMMARY						
Beginning Balance	\$ 3,070,204	\$ 3,034,896	\$ 3,261,871	\$ 3,945,448	\$ 910,552	\$ 2,511,747
Revenue	5,072,034	5,178,800	5,300,000	5,400,000	221,200	5,500,000
Total	\$ 8,142,238	\$ 8,213,696	\$ 8,561,871	\$ 9,345,448	\$ 1,131,752	\$ 8,011,747
Traffic Safety	343,579	\$ 293,818	\$ 211,501	\$ 363,126	\$ 69,308	\$ 352,069
Street Lighting	552,369	567,000	546,000	556,000	(11,000)	566,000
Roadway Maintenance	2,599,919	2,732,215	2,615,522	2,893,675	161,460	2,904,631
Transfers out to Capital projects	1,384,500	1,243,400	1,243,400	3,020,900	1,777,500	1,767,000
Total	\$ 4,880,367	\$ 4,836,433	\$ 4,616,423	\$ 6,833,701	\$ 1,997,268	\$ 5,589,700

	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
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HOTEL/MOTEL SUMMARY

Beginning Balance	\$ 336,667	\$ 230,630	\$ 210,688	\$ 192,356	\$ (38,274)	\$ 161,356
Revenue	1,865,118	1,875,000	1,885,000	1,925,000	50,000	1,950,000
Total	\$ 2,201,785	\$ 2,105,630	\$ 2,095,688	\$ 2,117,356	\$ 11,726	\$ 2,111,356

CULTURAL AND CONVENTION

Bravo!	\$ 500,891	\$ 503,714	\$ 506,571	\$ 518,000	\$ 14,286	\$ 525,143
Convention Bureau	532,891	535,714	538,571	550,000	14,286	557,143
Iowa Events Center	32,000	32,000	32,000	32,000	-	32,000
J-Hawk Soccer Club	20,000	20,000	5,000	20,000	-	-
Polk County Master Gardeners	5,412	5,000	5,000	-	(5,000)	-
UCAN Centennial Committee	15,000	-	-	-	-	-
Urbandale Community Schools	3,500	3,500	3,500	3,500	-	-
Urbandale Girls Recreation Association	11,649	20,000	14,475	20,000	-	-
Urbandale Little League	18,640	15,000	15,000	25,000	10,000	-
Urbandale 4th of July Committee	-	5,000	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	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	-	-

Sub-Total	\$ 1,139,983	\$ 1,139,929	\$ 1,120,118	\$ 1,168,500	\$ 33,571	\$ 1,114,286
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Capital:UGRA/Soccer parking lot projec	185,000	110,000	110,000	100,000	(10,000)	90,000
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Capital:Pending WJ projects	-	-	-	-	-	-
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Total Earmarked	\$ 1,324,983	\$ 1,249,929	\$ 1,230,118	\$ 1,268,500	\$ 23,571	\$ 1,204,286
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General Fund Totals	666,114	669,643	673,214	687,500	17,857	696,429
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Hotel/Motel Tax Totals	\$ 1,991,096	\$ 1,919,571	\$ 1,903,332	\$ 1,956,000	\$ 41,429	\$ 1,900,714
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	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
CAPITAL PROJECTS SUMMARY						
Beginning Balance	\$ 17,383,585	\$ 16,046,085	\$ 20,632,095	\$ 26,305,695	\$ 10,259,610	\$ 17,286,795
Revenues:						
Bond proceeds	\$ 15,271,744	\$ 19,367,100	\$ 19,308,200	\$ 15,300,600	\$ (4,066,500)	\$ 17,097,600
Intergovernmental	2,750,027	1,872,000	1,455,000	2,870,000	998,000	4,556,000
Interest	38,552	30,000	60,000	75,000	45,000	60,000
Private donations	1,602,298	150,000	567,000	151,000	1,000	481,000
Special assessments	503,745	1,850,000	1,475,000	1,232,000	(618,000)	1,796,000
Transfers in from other funds	2,864,500	2,183,400	2,108,400	3,852,500	1,669,100	2,332,000
Total	\$ 40,414,451	\$ 41,498,585	\$ 45,605,695	\$ 49,786,795	\$ 8,288,210	\$ 43,609,395
Expenditures:						
Project costs	\$ 19,782,356	\$ 21,319,000	\$ 19,300,000	\$ 32,500,000	\$ 11,181,000	\$ 27,106,000
Transfer out - Debt Service	-	-	-	-	-	-
Appropriations out to other funds	-	-	-	-	-	-
Total	\$ 19,782,356	\$ 21,319,000	\$ 19,300,000	\$ 32,500,000	\$ 11,181,000	\$ 27,106,000

	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
LOCAL OPTION SALES & SERVICE TAX FUND						
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Revenues:						
Dallas County	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Polk County	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,500,000
Expenditures:						
Dallas County 50% property tax relief	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000
Dallas County 50% capital projects	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000

	(A) Countwide Retail Sales *	(B) % to Urbandale **	(A x B) LOSST (1%)
Polk County	\$ -	0.00%	\$ -
Dallas County	\$ 1,180,000,000	8.53%	1,006,540
Total LOSST to Urbandale			\$ 1,006,540

Calculated FY19 property tax revenue needed to support FY19 budget @ \$10.18	\$ 30,373,285	100.00%
Amount of relief provided by LOSST (50% of total above)	(503,270)	-1.66%
FY19 revised property tax revenue as reflected in this document @ \$10.02	<u>29,873,427</u>	<u>98.34%</u>

	Total levy	General Levy	411 Pension Levy	Debt Service Levy
FY19 calculated Rate	\$ 10.02	\$ 7.24	\$ 0.58	\$ 2.20
Voter approved debt	\$ 0.16	\$ -	\$ -	\$ 0.16 ***
FY19 rate should be	\$ 10.18	\$ 7.24	\$ 0.58	\$ 2.36
Reduced Rate proposed	\$ 10.02	\$ 7.24	\$ 0.58	\$ 2.20
FY19 Property tax relief	\$ (0.16)	\$ -	\$ -	\$ (0.16)
% reduction on each levy	-1.597%	0.000%	0.000%	-7.273%

* = per Iowa Department of Revenue for FY 2016

** = based on existing formula which uses 1983-1985 valuations <https://tax.iowa.gov/report/Annual>

*** = \$6M fire station - issued for 15 years, versus 20 <https://tax.iowa.gov/report/Local-Option-Tax>

	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
BUILDING MAINTENANCE FUND						
Beginning Balance	\$ 493,338	\$ 694,676	\$ 430,712	\$ 307,600	\$ (387,076)	\$ 398,126
Revenues:						
Bond proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	3,025	2,000	6,000	6,000	4,000	6,000
Miscellaneous revenue	-	-	-	-	-	-
Transfers in from Capital Proj Fund	-	-	-	-	-	-
Appropriations from departments	862,113	1,158,042	1,158,041	1,113,601	(44,441)	1,200,000
Total	\$ 1,358,476	\$ 1,558,789	\$ 1,594,753	\$ 1,427,201	\$ (427,517)	\$ 1,604,126
Expenditures:						
Building repairs & maintenance	\$ 314,818	\$ 1,101,044	\$ 1,080,875	\$ 807,721	\$ (293,323)	\$ 791,150
Improvements capitalized - net	414,126	-	-	-	-	-
Personnel costs	198,820	208,652	206,278	221,354	12,702	231,203
Total	\$ 927,764	\$ 1,309,696	\$ 1,287,153	\$ 1,029,075	\$ (280,621)	\$ 1,022,353

		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	FUND	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
EXPENDITURE SUMMARY PER FUNCTION - BY DEPARTMENT							
PUBLIC SAFETY							
110	Police	GEN	\$ 6,965,157	\$ 7,096,184	\$ 6,990,757	\$ 7,623,936	\$ 527,752 \$ 7,808,198
150	Fire	GEN	3,682,524	4,244,283	4,094,070	4,976,276	731,993 5,767,183
180	Emergency Preparedness	GEN	21,056	30,575	29,105	54,725	24,150 26,263
190	Animal Control	GEN	38,837	52,000	57,000	132,000	80,000 137,000
117	Police & Fire Retirement Fun	411	1,491,198	1,576,396	1,576,396	1,723,136	146,740 1,840,187
198	Contingency	GEN	-	25,000	-	25,000	- 25,000
	Sub-Total		\$ 12,198,772	\$ 13,024,438	\$ 12,747,328	\$ 14,535,073	\$ 1,510,635 \$ 15,603,831
PUBLIC WORKS							
210	Roadway Maintenance	RU	\$ 3,921,220	\$ 3,965,215	\$ 3,848,522	\$ 5,893,050	\$ 1,927,835 \$ 4,671,631
230	Street Lighting	RU	552,369	567,000	546,000	556,000	(11,000) 566,000
240	Traffic Safety	RU	406,778	304,218	221,901	397,309	93,091 366,980
260	Engineering Services	GEN	685,878	860,922	818,045	964,449	103,527 973,667
290	Solid Waste	GEN	1,940,012	2,117,765	2,075,238	2,210,061	92,296 2,280,601
291	Sanitary Sewer	GEN	769,279	481,604	482,514	472,061	(9,543) 475,364
292	Stormwater Utility Fund	STRM	909,033	1,271,545	1,213,301	1,277,580	6,035 1,028,643
295	E&PW Administration	GEN	863,285	1,018,533	997,565	987,382	(31,151) 1,045,765
298	Contingency	GEN	-	25,000	-	25,000	- 25,000
	Sub-Total		\$ 10,047,854	\$ 10,611,802	\$ 10,203,086	\$ 12,782,892	\$ 2,171,090 \$ 11,433,651
CULTURE AND RECREATION							
410	Library	GEN	\$ 2,529,999	\$ 2,646,882	\$ 2,605,275	\$ 2,737,407	\$ 90,525 \$ 2,833,132
430	Parks	GEN	2,421,109	2,616,657	2,534,297	2,851,619	234,962 2,926,021
435	Grounds Maintenance	GEN	89,205	105,494	104,011	110,141	4,647 117,599
440	Recreation	GEN	403,874	435,730	426,221	473,058	37,328 490,814
450	Cemetery Maintenance	GEN	6,280	19,300	19,300	9,800	(9,500) 10,050
460	Senior Center	GEN	373,626	379,036	376,521	405,610	26,574 420,384
470	Swimming Pool	GEN	595,953	610,526	620,157	655,009	44,483 670,378
499	Cultural & Convention	HM	1,965,307	1,919,572	1,903,332	1,956,000	36,428 1,900,715
498	Contingency	GEN	-	25,000	-	25,000	- 25,000
	Sub-Total		\$ 8,385,353	\$ 8,758,197	\$ 8,589,114	\$ 9,223,644	\$ 465,447 \$ 9,394,093
COMMUNITY AND ECONOMIC DEVELOPMENT							
520	Economic Development	GEN	\$ 332,656	\$ 473,569	\$ 447,674	\$ 557,500	\$ 83,931 \$ 571,387
530	Code Enforcement	GEN	648,518	730,439	721,968	758,792	28,353 782,516
540	Community Development	GEN	687,627	802,053	787,206	812,372	10,319 823,608
125	Tax Increment Financing Fur	TIF	4,998,180	5,185,655	7,915,908	7,148,018	1,962,363 5,009,676
	Sub-Total		\$ 6,666,981	\$ 7,191,716	\$ 9,872,756	\$ 9,276,682	\$ 2,084,966 \$ 7,187,187
GENERAL GOVERNMENT							
610	Mayor and City Council	GEN	\$ 230,306	\$ 207,308	\$ 211,371	\$ 236,097	\$ 28,789 \$ 205,547
615	City Manager	GEN	551,203	579,537	569,473	426,330	(153,207) 439,148
620	Finance and Records	GEN	813,275	885,928	874,267	699,794	(186,134) 732,872
625	Technology	GEN	659,264	773,617	747,352	763,340	(10,277) 768,044
630	Human Resources	GEN	227,916	297,837	299,605	269,531	(28,306) 287,110
635	City Clerk	GEN	-	-	-	274,471	274,471 284,182
640	Legal Services	GEN	124,519	142,670	142,970	130,465	(12,205) 130,465
645	General Support	GEN	1,048,171	952,938	952,877	925,312	(27,626) 821,000
698	Contingency	GEN	-	25,000	-	25,000	- 25,000
	Sub-Total		\$ 3,654,654	\$ 3,864,835	\$ 3,797,915	\$ 3,750,340	\$ (114,495) \$ 3,693,368
	DEPT OPERATIONS BUDGET TOTAL		\$ 40,953,614	\$ 43,450,988	\$ 45,210,199	\$ 49,568,631	\$ 6,117,643 \$ 47,312,130
	DEBT SERVICE FUND EXPENDITURES		\$ 13,855,828	\$ 11,144,023	\$ 14,386,584	\$ 14,519,614	\$ 3,375,591 \$ 12,398,114
	SPECIAL REV. FUND EXPENDITURES		\$ 159,682	\$ 307,500	\$ 307,500	\$ 790,000	\$ 482,500 \$ 768,000
	CAPITAL PROJECTS FUND EXPENDITURES		\$ 19,782,356	\$ 21,319,000	\$ 19,300,000	\$ 32,500,000	\$ 11,181,000 \$ 27,106,000
	PROPRIETARY FUND - WATER UTILITY		\$ 17,479,208	\$ 22,967,550	\$ 18,557,920	\$ 19,456,971	\$ (3,510,579) \$ 19,716,439
	CERTIFIED BUDGET TOTAL		\$ 92,230,688	\$ 99,189,061	\$ 97,762,203	\$ 116,835,216	\$ 17,646,155 \$ 107,300,683

		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	FUND	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
DEPARTMENTAL OPERATIONAL EXPENDITURES BY FUND							
GENERAL FUND							
PUBLIC SAFETY							
110	Police	GEN \$ 6,965,157	\$ 7,096,184	\$ 6,990,757	\$ 7,623,936	\$ 527,752	\$ 7,808,198
150	Fire	GEN 3,682,524	4,244,283	4,094,070	4,976,276	731,993	5,767,183
180	Emergency Preparedness	GEN 21,056	30,575	29,105	54,725	24,150	26,263
190	Animal Control	GEN 38,837	52,000	57,000	132,000	80,000	137,000
198	Contingency	GEN -	25,000	-	25,000	-	25,000
	Sub-Total	\$ 10,707,574	\$ 11,448,042	\$ 11,170,932	\$ 12,811,937	\$ 1,363,895	\$ 13,763,644
PUBLIC WORKS							
260	Engineering Services	GEN 685,878	860,922	818,045	964,449	103,527	973,667
290	Solid Waste	GEN 1,940,012	2,117,765	2,075,238	2,210,061	92,296	2,280,601
291	Sanitary Sewer	GEN 769,279	481,604	482,514	472,061	(9,543)	475,364
295	E&PW Administration	GEN 863,285	1,018,533	997,565	987,382	(31,151)	1,045,765
298	Contingency	GEN -	25,000	-	25,000	-	25,000
	Sub-Total	\$ 4,258,454	\$ 4,503,824	\$ 4,373,362	\$ 4,658,953	\$ 155,129	\$ 4,800,397
CULTURE AND RECREATION							
410	Library	GEN \$ 2,529,999	\$ 2,646,882	\$ 2,605,275	\$ 2,737,407	\$ 90,525	\$ 2,833,132
430	Parks	GEN 2,421,109	2,616,657	2,534,297	2,851,619	234,962	2,926,021
435	Grounds Maintenance	GEN 89,205	105,494	104,011	110,141	4,647	117,599
440	Recreation	GEN 403,874	435,730	426,221	473,058	37,328	490,814
450	Cemetery Maintenance	GEN 6,280	19,300	19,300	9,800	(9,500)	10,050
460	Senior Center	GEN 373,626	379,036	376,521	405,610	26,574	420,384
470	Swimming Pool	GEN 595,953	610,526	620,157	655,009	44,483	670,378
498	Contingency	GEN -	25,000	-	25,000	-	25,000
	Sub-Total	\$ 6,420,046	\$ 6,838,625	\$ 6,685,782	\$ 7,267,644	\$ 429,019	\$ 7,493,378
COMMUNITY AND ECONOMIC DEVELOPMENT							
520	Economic Development	GEN \$ 332,656	\$ 473,569	\$ 447,674	\$ 557,500	\$ 83,931	\$ 571,387
530	Code Enforcement	GEN 648,518	730,439	721,968	758,792	28,353	782,516
540	Community Development	GEN 687,627	802,053	787,206	812,372	10,319	823,608
	Sub-Total	\$ 1,668,801	\$ 2,006,061	\$ 1,956,848	\$ 2,128,664	\$ 122,603	\$ 2,177,511
GENERAL GOVERNMENT							
610	Mayor and City Council	GEN \$ 230,306	\$ 207,308	\$ 211,371	\$ 236,097	\$ 28,789	\$ 205,547
615	City Manager	GEN 551,203	579,537	569,473	426,330	(153,207)	439,148
620	Finance and Records	GEN 813,275	885,928	874,267	699,794	(186,134)	732,872
625	Technology	GEN 659,264	773,617	747,352	763,340	(10,277)	768,044
630	Human Resources	GEN 227,916	297,837	299,605	269,531	(28,306)	287,110
635	City Clerk	GEN -	-	-	274,471	274,471	284,182
640	Legal Services	GEN 124,519	142,670	142,970	130,465	(12,205)	130,465
645	General Support	GEN 1,048,171	952,938	952,877	925,312	(27,626)	821,000
698	Contingency	GEN -	25,000	-	25,000	-	25,000
	Sub-Total	\$ 3,654,654	\$ 3,864,835	\$ 3,797,915	\$ 3,750,340	\$ (114,495)	\$ 3,693,368
	General Fund Total	26,709,529	28,661,387	27,984,839	30,617,538	1,956,151	31,928,298
Road Use Fund							
210	Roadway Maintenance	RU \$ 3,921,220	\$ 3,965,215	\$ 3,848,522	\$ 5,893,050	\$ 1,927,835	\$ 4,671,631
230	Street Lighting	RU 552,369	567,000	546,000	556,000	(11,000)	566,000
240	Traffic Safety	RU 406,778	304,218	221,901	397,309	93,091	366,980
	Road Use Fund Total	4,880,367	4,836,433	4,616,423	6,846,359	2,009,926	5,604,611
411 Retirement Fund							
117	Police & Fire Retirement Fun	411 1,491,198	1,576,396	1,576,396	1,723,136	146,740	1,840,187
Hotel Motel Fund							
499	Cultural & Convention	HM 1,965,307	1,919,572	1,903,332	1,956,000	36,428	1,900,715
Storm Water Utility Fund							
292	Stormwater Utility Fund	STRM 909,033	1,271,545	1,213,301	1,277,580	6,035	1,028,643
Tax Increment Financing Fund							
125	Tax Increment Financing Fur	TIF 4,998,180	5,185,655	7,915,908	7,148,018	1,962,363	5,009,676
	Grand Total Departmental Operations	\$ 40,953,614	\$ 43,450,988	\$ 45,210,199	\$ 49,568,631	\$ 6,117,643	\$ 47,312,130



PUBLIC SAFETY	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

100 PUBLIC SAFETY SUMMARY

PERSONAL SERVICES

01	Salaries	\$ 6,144,891	\$ 6,631,428	\$ 6,573,726	\$ 7,143,207	\$ 511,779	\$ 8,023,961
02	Overtime	436,770	330,000	420,000	420,000	90,000	440,000
03	Part-time	335,605	396,689	335,000	397,900	1,211	408,768
04	Witness fees	176	500	200	500	-	500
06	FICA	128,198	136,045	135,635	145,978	9,933	171,898
07	Retirement - IPERS	61,121	78,740	67,605	83,919	5,179	87,292
08	Pension - MFPRSI	1,491,198	1,576,396	1,576,396	1,723,136	146,740	1,840,187
09	Group insurance	999,246	1,053,913	1,053,913	1,329,114	275,201	1,614,286
11	Allowance	49,609	55,300	48,000	57,550	2,250	58,400
12	Unemployment	2,986	7,500	2,169	3,000	(4,500)	3,000
13	Deferred comp plan City match	43,929	70,794	45,422	75,360	4,566	79,359
Sub-Total		\$ 9,693,729	\$ 10,337,305	\$ 10,258,066	\$ 11,379,664	\$ 1,042,359	\$ 12,727,651

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 750	\$ 500	\$ 500	\$ 500	\$ -	\$ 500
22	Recruitment	22,883	18,500	18,500	15,250	(3,250)	18,500
23	Professional services	88,510	76,325	76,325	154,290	77,965	160,290
24	Contributions to other agencies	1,046,457	1,017,563	856,563	1,045,563	28,000	1,046,563
27	Data processing	92,090	115,394	115,394	95,194	(20,200)	96,315
28	Dues and memberships	12,649	10,545	10,545	12,305	1,760	12,305
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	62,363	77,058	80,000	101,610	24,552	92,210
35	Printing and copying	14,245	16,000	14,500	15,700	(300)	15,700
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	59,977	69,470	63,000	68,500	(970)	64,500
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	93,294	85,380	85,380	104,715	19,335	106,850
48	Utility service	118,554	117,780	117,780	120,405	2,625	122,905
49	Petty cash	93	400	200	400	-	400
51	Maintenance supplies	7,974	8,000	8,000	8,500	500	8,500
54	Minor equipment	8,171	11,000	11,000	9,500	(1,500)	9,500
55	DARE expenditures	6,015	5,000	6,000	7,500	2,500	7,500
56	Vehicle maintenance supplies	22,875	25,500	24,000	25,500	-	25,500
57	Vehicle operation supplies	96,476	119,910	101,000	118,500	(1,410)	121,000
58	Office supplies	7,996	12,250	12,250	12,250	-	12,250
59	Operating supplies	109,560	106,983	119,758	140,903	33,920	147,928
60	Safety and medical supplies	20,379	19,920	19,920	23,065	3,145	24,245
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 1,891,311	\$ 1,913,478	\$ 1,740,615	\$ 2,080,150	\$ 166,672	\$ 2,093,461

CAPITAL OUTLAY

71	Equipment	\$ 114,029	\$ 115,899	\$ 115,899	\$ 171,865	\$ 55,966	\$ 90,250
72	Furniture and fixtures	2,816	8,090	7,772	6,100	(1,990)	2,000
73	Equipment replacement fund	243,476	255,443	255,443	295,947	40,504	295,947
74	Office equipment	-	-	-	6,200	6,200	-
75	Operating equipment	21,666	29,025	29,025	303,485	274,460	25,000
76	Property improvements	21,434	-	310	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	210,311	340,198	340,198	266,662	(73,536)	344,522
97	Transfers out	-	-	-	-	-	-
Sub-total		\$ 613,732	\$ 748,655	\$ 748,647	\$ 1,050,259	\$ 301,604	\$ 757,719

OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ 63,939	\$ 25,000	\$ 25,000	\$ 20,000	\$ (5,000)	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	25,000	-	25,000	-	25,000

PUBLIC SAFETY SUMMARY		\$ 12,262,711	\$ 13,049,438	\$ 12,772,328	\$ 14,555,073	\$ 1,505,635	\$ 15,603,831
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OVERVIEW: This activity enhances public safety through preventive patrol, emergency response, crime investigation, and public education.

POLICE

	FINANCIAL SUMMARY			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	5,131,293	5,268,197	5,337,858	5,618,882
Contractual & supply service	1,449,676	1,408,394	1,233,136	1,476,508
Capital outlay	384,188	419,593	419,763	528,546
Total expenditures	\$ 6,965,157	\$ 7,096,184	\$ 6,990,757	\$ 7,623,936
Fees	25,359	23,000	25,500	25,500
Grants	103,361	72,000	72,000	4,500
Other	952,416	930,297	957,407	988,402
Total revenue	\$ 1,081,136	\$ 1,025,297	\$ 1,054,907	\$ 1,018,402
Net amount supported by property taxes	\$ 5,884,021	\$ 6,070,887	\$ 5,935,850	\$ 6,605,534

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ A net increase in salary costs of \$204,600 represents normal increases for existing staff and overtime adjustment to actual anticipated results.
- ↑ An increase of \$146,000 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↑ An increase of \$28,000 in contributions to other agencies represents an increase in Westcom operational expenses.
- ↑ An increase of \$19,700 in training includes increases in conference expenses, and additional attendees.
- ↑ An increase of \$63,700 in equipment reflects replacement of 20 body cameras, 18 tasers/holsters, and transfer of in-car equipment for 4 vehicle trade-offs.
- ↑ An increase of \$14,700 in equipment replacement reflects the increase replacement cost of police interceptors.
- ↑ An increase of \$24,500 in SERT equipment reflects the Urbandale's share of an emergency response vehicle for use across the metro.

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. These projects are reflected within the CIP document.
- ❖ Comprehensive Technology Assessment for expanding and required technology for law enforcement should be considered.
- ❖ Our current fingerprint scanning device will need replaced.
- ❖ Patrol vehicles will need to be equipped with upgraded mobile routers to be band 14 compliant.

PUBLIC SAFETY		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
110 POLICE							
PERSONAL SERVICES							
01	Salaries	\$ 4,000,307	\$ 4,163,787	\$ 4,173,726	\$ 4,271,660	\$ 107,873	\$ 4,404,141
02	Overtime	249,257	150,000	240,000	240,000	90,000	240,000
03	Part-time	82,853	86,189	85,000	87,400	1,211	87,400
04	Witness fees	176	500	200	500	-	500
06	FICA	85,475	92,242	91,054	95,642	3,400	98,944
07	Retirement - IPERS	35,947	43,477	41,000	47,413	3,936	48,975
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	595,510	626,087	626,087	772,152	146,065	900,000
11	Allowance	49,609	54,900	48,000	57,150	2,250	58,000
12	Unemployment	2,986	7,500	2,169	3,000	(4,500)	3,000
13	Deferred comp plan City match	29,173	43,515	30,622	43,965	450	46,149
Sub-Total		\$ 5,131,293	\$ 5,268,197	\$ 5,337,858	\$ 5,618,882	\$ 350,685	\$ 5,887,109
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ 750	\$ 500	\$ 500	\$ 500	\$ -	\$ 500
22	Recruitment	11,017	13,500	13,500	10,250	(3,250)	13,500
23	Professional services	7,679	5,550	5,550	7,475	1,925	7,475
24	Contributions to other agencies	1,029,894	1,001,000	840,000	1,029,000	28,000	1,030,000
27	Data processing	69,883	57,873	57,873	64,415	6,542	64,415
28	Dues and memberships	9,832	8,330	8,330	9,965	1,635	9,965
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	22,543	17,058	20,000	20,210	3,152	25,210
35	Printing and copying	9,205	10,500	9,000	10,200	(300)	10,200
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	4,772	10,000	7,000	10,000	-	10,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	71,544	48,145	48,145	67,865	19,720	70,000
48	Utility service	62,487	59,280	59,280	61,905	2,625	61,905
49	Petty cash	93	300	100	300	-	300
51	Maintenance supplies	3,258	3,500	3,500	3,500	-	3,500
54	Minor equipment	2,444	500	500	500	-	500
55	Culture of Integrity	6,015	5,000	6,000	7,500	2,500	7,500
56	Vehicle maintenance supplies	11,212	16,500	15,000	16,500	-	16,500
57	Vehicle operation supplies	72,417	87,000	75,000	85,500	(1,500)	86,000
58	Office supplies	5,905	9,000	9,000	9,000	-	9,000
59	Operating supplies	46,524	52,758	52,758	59,678	6,920	63,928
60	Safety and medical supplies	2,202	2,100	2,100	2,245	145	2,245
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 1,449,676	\$ 1,408,394	\$ 1,233,136	\$ 1,476,508	\$ 68,114	\$ 1,492,643
CAPITAL OUTLAY							
71	Equipment	\$ 77,731	\$ 51,689	\$ 51,689	\$ 115,415	\$ 63,726	\$ 50,000
72	Furniture and fixtures	2,037	6,490	6,350	2,000	(4,490)	2,000
73	Equipment replacement fund	153,690	170,357	170,357	185,090	14,733	185,090
74	Office furniture	-	-	-	6,200	6,200	-
75	SERT equipment & training	21,666	29,025	29,025	53,485	24,460	25,000
76	Property Improvements	18,083	-	310	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	110,981	162,032	162,032	166,356	4,324	166,356
97	Transfers out	-	-	-	-	-	-
Sub-total		\$ 384,188	\$ 419,593	\$ 419,763	\$ 528,546	\$ 108,953	\$ 428,446
OPERATING BUDGET SUB-TOTAL		\$ 6,965,157	\$ 7,096,184	\$ 6,990,757	\$ 7,623,936	\$ 527,752	\$ 7,808,198
99	Special Revenue fund items	\$ 51,661	\$ 25,000	\$ 25,000	\$ 20,000	\$ (5,000)	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
POLICE		\$ 7,016,818	\$ 7,121,184	\$ 7,015,757	\$ 7,643,936	\$ 522,752	\$ 7,808,198

Function: Public Safety
Activity: Police

Activity Notes

Object	Description	Amount
01	51 officers, 9 civilians	\$ 4,271,660
02	Overtime pay – patrol minimum staffing requirements per shift	\$ 13,500
	Holiday pay @ double time	\$ 22,000
	Holiday pay @ 1.5 time	\$ 12,000
	On-call & FTO pay	\$ 45,000
	Miscellaneous OT for arrests, casework, investigations, special events, court	\$ 74,500
	Special event – 4 th of July celebration	\$ 12,000
	In-service training coverage	\$ 1,000
	GTSB overtime (reimbursable)	\$ 19,000
	SERT overtime for training and missions	\$ 6,000
	M.I.N.E. task force overtime	\$ 35,000
03	Crossing guards (12) and matrons	\$ 80,400
	Police Reserves annual stipend (14 @ \$500 per Reserve Officer)	\$ 7,000
04	Witness fees	\$ 500
06	FICA	\$ 95,642
07	IPERS	\$ 47,413
08	Pension - \$996,085 (26.02 %) covered in 411 Fund expenses	\$ -
09	Group insurance	\$ 772,152
11	Uniform maintenance allowance for 51 officers @ \$850 each per year	\$ 43,350
	Service awards program	\$ 1,200
	Vehicle allowance - Chief & 2 Captains	\$ 12,600
12	Unemployment (crossing guards)	\$ 3,000
13	Deferred compensation City match	\$ 43,965
21	Newspaper advertisements and official publications	\$ 500
22	Recruitment expenses (advertising, background checks, civil service testing, POST test)	\$ 3,500
	Pre-employment physical & drug screens (2)	\$ 1,500
	Pre-employment MMPI and polygraph (2 - MMPI @ \$175, polygraph @ \$200)	\$ 750
	Pre-employment (drug, physical & background check – crossing guards)	\$ 4,500
23	Interpreters	\$ 250
	Radio and equipment maintenance contracts & certifications	\$ 1,200
	Records retention storage fees	\$ 1,500
	Weapon armoring	\$ 2,000
	Security monitoring system	\$ 1,100
	Radar certifications (15)	\$ 525
	Document shredding	\$ 500
	Blood draws	\$ 400
24	Westcom operations	\$ 1,028,000
	Polk County Crime Stoppers contribution	\$ 1,000
27	DNR annual deer aerial survey	\$ 1,000
	Superion (interface Tritech with Morpho Trac)	\$ 2,000
	Annual Data911 body camera license & support software	\$ 1,020

Function: Public Safety
Activity: Police

Activity Notes

Object	Description	Amount
27 cont.	Replacement computers (14 @ \$800 per item)	\$ 11,200
	Replacement monitors (15 @ \$200 per item)	\$ 3,000
	Computer forensic equipment supplies	\$ 3,500
	Smartphone app (\$600 annual subscription, \$100 annual apple.id)	\$ 700
	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	\$ 5,700
	Morpho Trac maintenance agreement	\$ 8,850
	Cellphone investigative software maintenance agreement	\$ 3,400
	Ident-A-Kit rental	\$ 500
	Wireless connection for police/public access (Mediacom 20x2)	\$ 1,650
	Magnet Axiom maintenance agreement	\$ 1,275
	Shieldware (NCIC)	\$ 2,975
	CID search warrant laptop & printer	\$ 3,500
	10TB hard drive for DROBO investigative tool (3)	\$ 1,425
	Cellebrite forensic extraction device	\$ 2,995
	Sungard software licensing	\$ 2,750
	Adobe video editing software annual fee	\$ 475
28	CALEA	\$ 4,670
	Fraud Examiners dues	\$ 195
	International Assoc. of Arson Investigators (1)	\$ 30
	Iowa Death Investigators Association (1)	\$ 100
	International Association of Chiefs of Police (5)	\$ 750
	Des Moines Rifle & Revolver Club	\$ 200
	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 nd year)	\$ 50
	Iowa Crime Prevention Association (1)	\$ 50
	Iowa Reserve Police Officers Association (14)	\$ 280
	Iowa Division, Association of Identification (4)	\$ 150
	International Association Computer Investigation Specialists (1)	\$ 75
	F.B.I. LEEDA membership (2)	\$ 100
	F.B.I. National Academy Alumni Association (3)	\$ 360
	Miscellaneous reports, journals, professional publications	\$ 750
	High Tech Crime Consortium (1)	\$ 25
	International Conference of Police Chaplains (3)	\$ 375
	National Association of Field Training Officers (NAFTO) (6)	\$ 240
	K-9 Heart of America Police Dog Association (dog, handler, supervisor)	\$ 160

Function: Public Safety
Activity: Police

Activity Notes

Object	Description	Amount
28 cont.	MOCIC agency membership	\$ 200
	International Association of Property Evidence Technicians (2)	\$ 100
	Midwest Association of Technical Accident Investigators (\$40 x 5 Investigators)	\$ 200
	Notary renewal (8)	\$ 240
	National Association of Town Watch	\$ 35
	RADKids membership (1)	\$ 50
	RAD instructors membership (3)	\$ 225
32	Uniform – new officer issue (2)	\$ 5,000
	Ballistic vest replacements (15 @ \$734 each)	\$ 11,010
	Uniform replacement - police reserves	\$ 1,000
	Crossing guard uniform replacement	\$ 500
	Chaplain uniforms (3)	\$ 1,200
	CSO uniforms (2)	\$ 1,500
35	Copier maintenance agreement	\$ 4,500
	Printing forms	\$ 1,600
	Shipping charges	\$ 600
	Citation printing	\$ 1,000
	Postage	\$ 2,500
41	Fees for service and shop work, uninsured body work, miscellaneous repairs	\$ 10,000
46	IACP Executive Training national conference (2)	\$ 3,600
	TRITECH annual users national conference – records management (1)	\$ 2,300
	National Conference on Bullying & Child Victimization (1)	\$ 1,600
	Lifesavers conference (\$1500 reimbursement via GTSB grant) (1)	\$ 1,700
	FBI Academy national conference (1)	\$ 2,000
	FBI National Academy class (free tuition, travel expense only) (1)	\$ 450
	CALEA national conference (1)	\$ 2,100
	MOCIC national conference (1)	\$ 900
	ILEA instructor recertification schools (various staff as required for CEU)	\$ 1,500
	ILEA advanced schools (various staff as required for CEU)	\$ 10,000
	ILEA basic academy training (2 @ \$8,200 each)	\$ 16,400
	Death Investigations course - St. Louis University (1)	\$ 1,300
	Midwest Association of Technical Accident Investigators national conference (1)	\$ 1,170
	Advanced Firearms course (2)	\$ 2,000
	Advanced Flasher Box & Bootloader School - computer forensics (1)	\$ 5,400
	IACIS Windows Computer Forensic training (1)	\$ 2,795
	Forensic Association Computer Techs training conference (1)	\$ 400
	Advanced crash investigation course – Northwestern Traffic Institute – Crash 1 (1)	\$ 1,075
	Iowa Homeland Security conference (reimbursement for costs based on grant availability) (1)	\$ 300
	Iowa Sex Crimes Investigators conference (2)	\$ 300
	Iowa Association of Ident Officers conference (2)	\$ 300
	FBI NA Associates training event (2)	\$ 1,200

Function: Public Safety
Activity: Police

Activity Notes

Object	Description	Amount
46 cont.	LEIN training conference (2)	\$ 350
	LEIN basic intelligence school (1)	\$ 250
	Iowa Death Investigators conference (1)	\$ 175
	Iowa Crisis Negotiators Conference (1)	\$ 550
	Fraud examiner recertification online (1)	\$ 750
	RAD instructor certification (1)	\$ 1,500
	K9 recertification and training conference (1)	\$ 1,000
	Field Training Officers School (1)	\$ 450
	International Conference for Police Chaplains (1)	\$ 850
	Iowa Police Reserve Officers annual training conference (6)	\$ 600
	Legal updates – County Attorney’s Association (4)	\$ 200
	Microsoft SSRS training (RMS report writing) (1)	\$ 1,800
	IPCA Administrative Professionals workshop (4)	\$ 200
	Rentals – specialized training venues for Police (Camp Dodge, MAC Mount)	\$ 400
48	Utilities, heating, lights and cooling	\$ 20,000
	Telephone service	\$ 24,000
	Cell phone service	\$ 12,000
	Verizon card – wireless connections	\$ 2,280
	Water service	\$ 3,025
	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, DSM Christian Schools and St. Pius X)	\$ 7,500
56	Replacement tires, batteries, parts, etc.	\$ 15,000
	Police bicycle maintenance and equipment	\$ 1,000
	Speed sign maintenance	\$ 500
57	Gasoline – fleet (39,000 gallons @ \$2.20 per gallon)	\$ 82,800
	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
	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

Function: Public Safety
Activity: Police

Activity Notes

Object	Description	Amount
59 cont.	Police officers memorial service	\$ 1,000
	Community Crime Eye program supplies (brochures, bags, handouts, etc.)	\$ 2,000
	Car wash tickets	\$ 3,500
	Alco sensor mouthpieces (.22 cents per tube)	\$ 400
	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	\$ 13,000
	K-9 food, grooming & vet supplies	\$ 2,000
	Blank gun for K-9 training	\$ 220
	National Night Out 2018 – supplies	\$ 2,000
	ID card supplies – city	\$ 500
	Community relations promotional and training material	\$ 3,000
60	General fire & safety supplies	\$ 800
	Protective eyewear and hearing, masks, etc.	\$ 500
	Injured officers – return to work medical review	\$ 500
	Latex gloves	\$ 400
	MVR annual fee	\$ 45
71	Equipment transfer labor - patrol vehicles (4 @ \$6,050 per car)	\$ 24,200
	Patrol vehicle markings (4 @ \$500 per car)	\$ 2,000
	Emergency light bar upgrades (3 @ \$2,000 each)	\$ 6,000
	Replacement Remington 870 patrol shotguns (8 @ \$488)	\$ 3,900
	Scout covert alarm systems accessories	\$ 1,500
	Preliminary breath test device (2)	\$ 820
	K-9 bite suit	\$ 1,250
	Ballistic shield for Sgt's patrol vehicle	\$ 1,200
	Patrol rifle optics	\$ 11,600
	Tasers (18) & holsters (45)	\$ 24,870
	Portable radio (1)	\$ 3,500
	Replacement body camera system (20)	\$ 32,975
	Printer/copier	\$ 1,600
72	Hallway display case	\$ 2,000
73	Equipment replacement fund contribution	\$ 185,090
74	Office chairs (8)	\$ 4,000
	Varidesk (4)	\$ 2,200
75	SERT training & qualification ammunition	\$ 12,500
	SERT chemical agents	\$ 3,000

Function: Public Safety
Activity: Police

Activity Notes

Object	Description	Amount
75 cont.	SERT range & target supplies	\$ 2,300
	SERT training rentals (ranges & special venues)	\$ 400
	National Tactical Officers Association training conference (2)	\$ 4,000
	Marksman/Observer school	\$ 1,925
	SERT flash bang and rake poles	\$ 1,500
	Iowa Crisis Negotiators conference	\$ 550
	Bearcat Emergency Response vehicle	\$ 27,160
	NTOA Agency/Team membership	\$ 150
81	Building maintenance fund contribution – PM repairs	\$ 95,236
Police	Citywide building security plan	\$ 11,250
	<i>Total project specific contributions</i>	\$ 106,486
	Building maintenance fund contribution – service contracts (former line 40 items):	
	Boiler water treatment program	\$ 1,300
	Building custodial services contract	\$ 24,150
	Building security monitoring	\$ 450
	Carpet cleaning (w/\$40 upholstery alternate)	\$ 900
	Electrical maintenance and repair	\$ 1,000
	Fire alarm monitoring	\$ 960
	Fire alarm panel inspection	\$ 300
	Generator service & maintenance agreement	\$ 4,500
	HVAC service and repair	\$ 13,000
	Mat & rug service	\$ 1,300
	Miscellaneous building repairs and maintenance	\$ 7,500
	Pest control	\$ 700
	Replacement ceiling tiles	\$ 1,500
	Sprinkler testing	\$ 160
	Tile floor – waxing 2x year	\$ 1,750
	Window cleaning	\$ 400
	<i>Total line 40 items</i>	\$ 59,870
	Grand total for location	\$ 166,356
99	PLANNED PURCHASES OF LINE ITEMS VIA FORFEITURE ASSETS/DONATIONS	
	Donations	\$ 10,000
	Other miscellaneous items as needed	\$ 10,000

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

FIRE/EMS

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	3,071,238	3,492,712	3,343,812	4,037,646
Contractual & supply service	381,742	422,509	421,374	441,917
Capital outlay	229,544	329,062	328,884	496,713
Total expenditures	\$ 3,682,524	\$ 4,244,283	\$ 4,094,070	\$ 4,976,276
Fees	786,069	750,000	780,000	800,000
Grants & contributions	-	-	-	360,000
Other	304,065	304,756	330,423	387,324
Total revenue	\$ 1,090,134	\$ 1,054,756	\$ 1,110,423	\$ 1,547,324
Net amount supported by property taxes	\$ 2,592,390	\$ 3,189,527	\$ 2,983,647	\$ 3,428,952

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ A net increase of \$415,800 in personnel costs reflects normal salary and benefits increases for existing full-time staff, plus the addition of 3 new firefighter/EMT positions to complete the hiring required for the opening of Station #43. This also includes a part-time base hourly rate increase of 50 cents.
- ↑ An increase of \$129,100 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of \$27,700 in data processing reflects the budgeting of a new RMS software system in the previous budget.
- ↑ An increase of \$21,400 in uniforms represents scheduled replacements of turnout gear and new uniforms/equipment for 3 new staff members.
- ↑ An increase of \$23,000 in operating supplies reflects an increase in EMS consumables.
- ↓ A decrease of \$32,800 in equipment reflects prior year purchase of thermal imager, knox box controllers and trench rescue equipment.
- ↑ An increase of \$25,700 in contribution to the Equipment Replacement Fund (ERF) reflects the addition of an ambulance and jaws of life.
- ↑ An increase of \$250,000 in operating equipment represents the equipment/furnishings needed for the new station and related fire apparatus.
- ↓ A decrease of \$77,800 in building maintenance fund contributions reflects the completion in prior budget of concrete repairs and upgrade of station alerting system at Station 41.

FUTURE BUDGET CONSIDERATIONS:

- ❖ Maintaining adequate response capabilities continues to be the top priority.

FUNCTION: Public Safety

ACTIVITY: Fire/EMS

- ❖ Implementation of 28E agreement with Clive for joint operations will continue to result in additional revenue to help offset the costs of staffing a third station.
- ❖ The addition of a third fire station currently planned for completion in July 2019, to allow adequate coverage and response times. Staffing for opening of the station will be complete in the FY19 budget, and will continue to grow to reach capacity of 18 full time (6 per shift) to provide full coverage to City of Clive under a 28E agreement.
- ❖ 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 FY2019-20 to coincide with the opening of the third station.
- ❖ The addition of an EMS Assistant Chief to oversee the department's EMS operations including a required medical quality improvement/quality assurance program.

PUBLIC SAFETY		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
150 FIRE/EMS							
PERSONAL SERVICES							
01	Salaries	\$ 2,144,584	\$ 2,467,641	\$ 2,400,000	\$ 2,871,547	\$ 403,906	\$ 3,619,820
02	Overtime	187,513	180,000	180,000	180,000	-	200,000
03	Part-time	252,752	310,500	250,000	310,500	-	321,368
04	Witness fees	-	-	-	-	-	-
06	FICA	42,723	43,803	44,581	50,336	6,533	72,954
07	Retirement - IPERS	25,174	35,263	26,605	36,506	1,243	38,317
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	403,736	427,826	427,826	556,962	129,136	714,286
11	Allowance	-	400	-	400	-	400
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	14,756	27,279	14,800	31,395	4,116	33,210
Sub-Total		\$ 3,071,238	\$ 3,492,712	\$ 3,343,812	\$ 4,037,646	\$ 544,934	\$ 5,000,355
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	11,866	5,000	5,000	5,000	-	5,000
23	Professional services	41,815	18,595	18,595	19,515	920	20,515
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	20,567	56,659	56,659	28,917	(27,742)	30,000
28	Dues and memberships	2,817	2,215	2,215	2,340	125	2,340
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	39,820	60,000	60,000	81,400	21,400	67,000
35	Printing and copying	5,040	5,500	5,500	5,500	-	5,500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	54,663	50,000	48,000	50,000	-	50,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	21,750	37,235	37,235	36,850	(385)	36,850
48	Utility service	53,935	55,000	55,000	55,000	-	57,000
49	Petty cash	-	100	100	100	-	100
51	Maintenance supplies	4,716	4,500	4,500	5,000	500	5,000
54	Minor equipment	5,727	10,500	10,500	9,000	(1,500)	9,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	11,663	9,000	9,000	9,000	-	9,000
57	Vehicle operation supplies	24,059	32,910	26,000	33,000	90	35,000
58	Office supplies	2,091	3,250	3,250	3,250	-	3,250
59	Operating supplies	63,036	54,225	62,000	77,225	23,000	80,000
60	Safety and medical supplies	18,177	17,820	17,820	20,820	3,000	22,000
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 381,742	\$ 422,509	\$ 421,374	\$ 441,917	\$ 19,408	\$ 437,555
CAPITAL OUTLAY							
71	Equipment	\$ 36,298	\$ 64,210	\$ 64,210	\$ 31,450	\$ (32,760)	\$ 40,250
72	Furniture and fixtures	779	1,600	1,422	4,100	2,500	-
73	Equipment replacement fund	89,786	85,086	85,086	110,857	25,771	110,857
74	Office equipment	-	-	-	-	-	-
75	Operating equipment- new stati	-	-	-	250,000	250,000	-
76	Property improvements	3,351	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	99,330	178,166	178,166	100,306	(77,860)	178,166
97	Transfers out	-	-	-	-	-	-
Sub-total		\$ 229,544	\$ 329,062	\$ 328,884	\$ 496,713	\$ 167,651	\$ 329,273
OPERATING BUDGET SUB-TOTAL		\$ 3,682,524	\$ 4,244,283	\$ 4,094,070	\$ 4,976,276	\$ 731,993	\$ 5,767,183
99	Special Revenue fund items	\$ 12,278	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
FIRE/EMS		\$ 3,694,802	\$ 4,244,283	\$ 4,094,070	\$ 4,976,276	\$ 731,993	\$ 5,767,183

Function: Public Safety
Activity: Fire/EMS

Activity Notes

Object	Description	Amount
01	Professional personnel (43), Billing Specialist	\$ 2,871,547
02	Overtime	\$ 180,000
03	Compensation – part-time firefighters/paramedics (1 FTE/day), Prevention/Pub Ed Specialist, Office Specialist, Assistant Chief. EMS & CPR/First Aid Coordinator	\$ 310,500
06	FICA	\$ 50,336
07	IPERS	\$ 36,506
08	Pension – \$727,051 (26.02%) covered in 411 Fund expenses	\$ -
09	Group insurance	\$ 556,962
11	On the spot awards	\$ 400
13	Deferred compensation City match	\$ 31,395
22	Recruitment - 3 new staff	\$ 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
	Annual fit tester calibration (shared cost with Ankeny, Johnston/Grimes & Clive)	\$ 670
	Annual preemption maintenance cost in shared system w/ Clive	\$ 250
27	Software maintenance (Image Trend RMS 28E w/ Clive & four other cities)	\$ 9,338
	Medical billing & electronic claims software updates and annual cost	\$ 3,524
	Computers	\$ 2,375
	Cell phones	\$ 420
	Public internet connectivity –monthly charge (\$120/month x 2=\$2,880)	\$ 2,880
	Scheduling software	\$ 1,100
	Drug vending machine software maintenance	\$ 1,200
	Net Motion maintenance	\$ 1,350
	Update for simulation software	\$ 1,500
	Active911 notification	\$ 500
	Locution systems maintenance (station alerting)	\$ 930
	FireHouse 2 licenses for archive use	\$ 1,950
	Knox Box annual maintenance	\$ 500
	Annual preemption maintenance cost	\$ 1,350
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
	International Association of Fire Chiefs (3)	\$ 855

Function: Public Safety
Activity: Fire/EMS

Activity Notes

Object	Description	Amount
28 cont.	Federations of Fire Chaplains	\$ 125
	International Code Council	\$ 130
	IA EMS Association	\$ 350
	Academy of Professional Coders	\$ 120
	Central Iowa EMS Service Directors	\$ 50
32	Personal equipment and uniforms repairs (coats, pants, boots, etc.)	\$ 35,815
	Turnout gear - replacement schedule (12 sets/yr)	\$ 31,185
	Turnout gear - 3 new staff	\$ 14,400
35	Printing, copying and postage	\$ 5,500
41	Vehicle repair and maintenance by outside firms	\$ 50,000
46	Fire Department Instructor's Conference - Indianapolis (2)	\$ 2,500
	Missouri Valley Fire Chief's conference - Colorado (1)	\$ 1,000
	Various in-state technical conferences for Fire certifications	\$ 2,500
	EMS Today national conference (2)	\$ 2,500
	Various in-state technical conferences for EMS certifications	\$ 2,500
	Equipment and materials	\$ 1,500
	Fire prevention materials	\$ 2,500
	Citizen Fire Academy/Kids Fire Academy	\$ 2,000
	On-Line EMS continuing education & RMS	\$ 5,845
	EMS training materials and supplies	\$ 1,500
	NFPA standards subscription on CD	\$ 1,305
	Advance life support training manikin(infant)	\$ 2,100
	Small Rescue Randy manikin	\$ 1,100
46.1	Tuition reimbursement program	\$ 8,000
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	\$ 5,000
54	Minor equipment (items less than \$500)	\$ 9,000
56	Vehicle maintenance supplies	\$ 9,000
57	Gas, oil, grease	\$ 33,000
58	Office supplies	\$ 3,250
59	Operating supplies	\$ 7,725
	EMS supplies/equipment	\$ 65,000
	Training facility repairs and maintenance	\$ 4,500
60	Physicals, TB tests, hepatitis shots	\$ 18,620
	Corrective lenses for SCBA	\$ 200
	Flu shots	\$ 2,000
71	Equipment	\$ 10,250
	Command boxes for two replacement command vehicles (C401, C404)	\$ 4,900
	Equipment transfers for the two new vehicles	\$ 8,000
	4 gas monitor replacement	\$ 1,000

Function: Public Safety
Activity: Fire/EMS

Activity Notes

Object	Description	Amount
71 cont.	Replacement ice rescue suits (2)	\$ 1,700
	Nozzle replacement E421	\$ 3,800
	Replacement high-rise pack nozzles (2)	\$ 1,800
72	Gear washer @ 41	\$ 4,100
73	Equipment replacement fund contribution	\$ 110,857
75	Equipment for new fire apparatus (includes radios, SCBAs, ladders and all associated equipment)	\$ 135,000
	Equipment for new station operations, living and work spaces and technology	\$ 115,000
81	Building maintenance fund contribution – PM projects	\$ 13,236
Fire #41	Citywide building security project	\$ 6,361
	<i>Total project specific contributions</i>	\$ 19,597
	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
	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
	<i>Total line 40 items</i>	\$ 12,927
	Grand total for location	\$ 32,524
Fire #42	Building maintenance fund contribution – PM projects	\$ 46,529
	Citywide building security project	\$ 7,413
	<i>Total project specific contributions</i>	\$ 53,942
	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	\$ 1,100
	<i>Total line 40 items</i>	\$ 13,840
	Grand total for location	\$ 67,782

FUNCTION: Public Safety
ACTIVITY: Emergency Preparedness

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

EMERGENCY PREPAREDNESS

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	21,056	30,575	29,105	29,725
Capital outlay	-	-	-	25,000
Total expenditures	\$ 21,056	\$ 30,575	\$ 29,105	\$ 54,725
Fees	-	-	-	-
Grants	-	-	-	-
Other	1,739	2,121	2,349	4,259
Total revenue	\$ 1,739	\$ 2,121	\$ 2,349	\$ 4,259
Net amount supported by property taxes	\$ 19,317	\$ 28,454	\$ 26,756	\$ 50,466

SIGNIFICANT BUDGET IMPACTS:

- ↑ An increase of \$25,000 in equipment represents the addition of one new emergency siren in the vicinity of Alice's Road.

FUTURE BUDGET CONSIDERATIONS:

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

PUBLIC SAFETY	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

180 EMERGENCY PREPAREDNESS

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	-	-	-	-	-
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTUAL AND SUPPLY SERVICES						
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-
23	Professional services	179	180	180	300	300
24	Contributions to other agencies	16,563	16,563	16,563	16,563	16,563
27	Data processing	1,640	862	862	862	900
28	Dues and memberships	-	-	-	-	-
29	Insurance	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-
35	Printing and copying	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-
41	Vehicle and equipment maint.	542	9,470	8,000	8,500	4,500
44	Grant-funded purchases	-	-	-	-	-
46	Training and development	-	-	-	-	-
48	Utility service	2,132	3,500	3,500	3,500	4,000
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	-	-	-	-	-
Sub-total		\$ 21,056	\$ 30,575	\$ 29,105	\$ 29,725	\$ (850) 26,263
CAPITAL OUTLAY						
71	Equipment	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
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	-	-	-	-	-
Sub-total		\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
OPERATING BUDGET SUB-TOTAL		\$ 21,056	\$ 30,575	\$ 29,105	\$ 54,725	\$ 24,150 26,263
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-
95	Contingency	-	-	-	-	-
EMERGENCY PREPAREDNESS		\$ 21,056	\$ 30,575	\$ 29,105	\$ 54,725	\$ 24,150 26,263

Function: Public Safety
Activity: Emergency Preparedness

Activity Notes

Object	Description	Amount
23	Professional services - text alerting	\$ 300
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	\$ 8,500
48	Utility service	\$ 3,500
71	New siren - area of Alice's Road	\$ 25,000



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

ANIMAL CONTROL

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	38,837	52,000	57,000	132,000
Capital outlay	-	-	-	-
Total expenditures	\$ 38,837	\$ 52,000	\$ 57,000	\$ 132,000
Fees	2,250	3,500	62,000	67,000
Grants	-	-	-	-
Other	3,207	5,402	4,600	10,274
Total revenue	\$ 5,457	\$ 8,902	\$ 66,600	\$ 77,274
Net amount supported by property taxes	\$ 33,380	\$ 43,098	\$ (9,600)	\$ 54,726

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ An increase of \$75,000 in professional services reflects the anticipated partner's share of Urbandale's Animal Control services under a 28E agreement with West Des Moines Animal Control. This is a change from previous budget reflection due to the licensing component being returned for processing by each respective City, instead of centrally processed by West Des Moines.
- ↑ Starting with the 2018 license renewals, each City will return to the self-collection processing of pet licenses. Thus, license revenue will now be budgeted and the gross cost for animal control will be reflected instead of the net cost.

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.

PUBLIC SAFETY	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

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	-	-	-	-	-	-
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	38,837	52,000	52,000	127,000	75,000	132,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	1,000	1,000	1,000
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	-	-	5,000	4,000	4,000	4,000
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 38,837	\$ 52,000	\$ 57,000	\$ 132,000	\$ 80,000	\$ 137,000

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	-	-	-	-	-	-
Sub-total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OPERATING BUDGET SUB-TOTAL

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

ANIMAL CONTROL		\$ 38,837	\$ 52,000	\$ 57,000	\$ 132,000	\$ 80,000	\$ 137,000
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Function: Public Safety
Activity: Animal Control

Activity Notes

Object	Description	Amount
23	Animal control services - West Des Moines	\$ 127,000
27	Credit card processing fees	\$ 1,000
59	Operating expenses for renewal processing	\$ 4,000



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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	1,491,198	1,576,396	1,576,396	1,723,136
Contractual & supply service	-	-	-	-
Capital outlay	-	-	-	-
Total expenditures	\$ 1,491,198	\$ 1,576,396	\$ 1,576,396	\$ 1,723,136
Fees	-	-	-	-
Grants	-	-	-	-
Other	56,125	56,125	56,080	56,000
Total revenue	\$ 56,125	\$ 56,125	\$ 56,080	\$ 56,000
Net amount supported by 411 property taxes	\$ 1,435,073	\$ 1,520,271	\$ 1,520,316	\$ 1,667,136

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ An increase of \$146,700 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 from 25.68% for FY17-18 to 26.02% for FY18-19.
- ↑ 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 8 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 remain stable at \$0.58 for FY18-19, 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%.

PUBLIC SAFETY	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

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	1,491,198	1,576,396	1,576,396	1,723,136	146,740	1,840,187
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
Sub-Total		\$ 1,491,198	\$ 1,576,396	\$ 1,576,396	\$ 1,723,136	\$ 146,740	\$ 1,840,187

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	-	-	-	-	-	-
Sub-total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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	-	-	-	-	-	-
Sub-total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OPERATING BUDGET SUB-TOTAL \$ 1,491,198 \$ 1,576,396 \$ 1,576,396 \$ 1,723,136 \$ 146,740 \$ 1,840,187

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

POLICE & FIRE RETIREMENT FUND \$ 1,491,198 \$ 1,576,396 \$ 1,576,396 \$ 1,723,136 \$ 146,740 \$ 1,840,187

Function: Public Safety
Activity: Police & Fire Retirement Fund

Activity Notes

Object	Description	Amount
08	Municipal Police & Fire Retirement System - City contribution for Fire & EMS	\$ 727,051
	Municipal Police & Fire Retirement System - City contribution for Police	\$ 996,085



PUBLIC WORKS		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
200 PUBLIC WORKS SUMMARY							
PERSONAL SERVICES							
01	Salaries	\$ 2,717,717	\$ 3,014,322	\$ 2,919,850	\$ 3,186,114	\$ 171,792	\$ 3,281,592
02	Overtime	95,721	159,000	123,614	159,000	-	159,000
03	Part-time	63,634	60,000	67,526	65,200	5,200	65,200
04	Witness fees	-	-	-	-	-	-
06	FICA	214,727	235,676	228,230	248,126	12,450	259,612
07	Retirement - IPERS	250,664	273,197	262,997	303,869	30,672	315,940
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	429,978	469,566	469,566	594,934	125,368	671,428
11	Allowance	7,364	11,588	11,269	11,505	(83)	11,505
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	18,092	32,728	19,674	34,606	1,878	35,827
Sub-Total		\$ 3,797,897	\$ 4,256,077	\$ 4,102,726	\$ 4,603,354	\$ 347,277	\$ 4,800,104
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	3,643	4,500	2,800	4,500	-	4,500
23	Professional services	31,196	51,600	28,175	83,100	31,500	31,500
24	Contributions to other agencies	895,541	958,423	939,013	982,163	23,740	1,016,013
27	Data processing	52,014	167,270	151,760	104,600	(62,670)	99,640
28	Dues and memberships	9,282	8,935	8,900	8,935	-	9,035
29	Insurance	198,261	213,393	213,393	172,290	(41,103)	172,290
32	Uniforms and laundry	21,934	25,485	25,485	26,110	625	26,735
35	Printing and copying	11,694	12,600	11,500	12,600	-	12,600
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	57,342	90,250	108,500	132,750	42,500	83,750
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	21,863	25,920	27,600	20,120	(5,800)	21,100
48	Utility service	613,513	638,970	618,250	632,170	(6,800)	645,370
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	426,654	586,142	486,800	571,394	(14,748)	609,800
54	Minor equipment	12,326	18,800	15,669	12,000	(6,800)	13,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	114,709	148,800	135,000	150,300	1,500	153,500
57	Vehicle operation supplies	103,204	196,635	156,800	208,520	11,885	222,500
58	Office supplies	1,935	3,500	2,500	3,500	-	3,500
59	Operating supplies	13,915	20,500	20,300	20,500	-	20,500
60	Safety and medical supplies	4,291	5,400	5,200	5,430	30	5,400
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 2,593,317	\$ 3,177,123	\$ 2,957,645	\$ 3,150,982	\$ (26,141)	\$ 3,150,733
CAPITAL OUTLAY							
71	Equipment	\$ 594,102	\$ 8,000	\$ 10,095	\$ 36,000	\$ 28,000	\$ 30,000
72	Furniture and fixtures	85,008	57,500	57,500	46,100	(11,400)	46,500
73	Equipment replacement fund	652,521	715,829	715,829	762,614	46,785	757,314
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	40,000	40,000	-
76	Property improvements	356,097	306,000	293,018	300,000	(6,000)	300,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	109,412	67,873	67,873	66,342	(1,531)	82,000
97	Transfers out	1,859,500	1,998,400	1,998,400	3,752,500	1,754,100	2,242,000
Sub-total		\$ 3,656,640	\$ 3,153,602	\$ 3,142,715	\$ 5,003,556	\$ 1,849,954	\$ 3,457,814
OPERATING BUDGET SUB-TOTAL		\$ 10,047,854	\$ 10,586,802	\$ 10,203,086	\$ 12,757,892	\$ 2,171,090	\$ 11,408,651
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	25,000	-	25,000	-	25,000
PUBLIC WORKS SUMMARY		\$ 10,047,854	\$ 10,611,802	\$ 10,203,086	\$ 12,782,892	\$ 2,171,090	\$ 11,433,651



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

	FINANCIAL SUMMARY			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	1,233,445	1,348,271	1,308,338	1,429,441
Contractual & supply service	666,656	951,061	832,206	920,163
Capital outlay	2,021,119	1,665,883	1,707,978	3,543,446
Total expenditures	\$ 3,921,220	\$ 3,965,215	\$ 3,848,522	\$ 5,893,050
Fees	-	-	-	-
Grants	-	-	-	-
Other	4,075,218	4,245,909	4,418,392	4,648,087
Total revenue	\$ 4,075,218	\$ 4,245,909	\$ 4,418,392	\$ 4,648,087
Net amount supported by Road Use taxes	\$ (153,998)	\$ (280,694)	\$ (569,870)	\$ 1,244,963

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased \$45,600 due to normal salary and benefit increases for existing staff.
- ↑ An increase of \$35,600 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of \$30,500 in data processing represents an AVL implementation in prior budget.
- ↓ A decrease of \$41,000 in insurance reflects the allocation of the City-wide property and casualty insurance and workers compensation insurance associated with the Road Use fund operations.
- ↑ An increase of \$45,500 in equipment maintenance reflects the retrofit of 5 dump truck with ground speed control, which controls salt application. This is the first year of a 2 year program to retrofit all 10 dump trucks.
- ↓ A decrease of \$14,300 in maintenance supplies represents a decrease in material costs of salt, sealant and calcium.
- ↑ An increase of \$16,000 in equipment is for the purchase of a replacement trailer for the asphalt paver.
- ↑ An increase of \$47,700 in equipment replacement fund contributions reflects the true-up of anticipated future replacement costs on several pieces of equipment.
- ↑ An increase of \$40,000 in operating equipment is for the purchase of a flatbed cab over truck to be used in the pavement marking program. It will carry the paint machine and provide better views of the lanes for more accurate application.
- ↑ An increase of \$1,767,000 in transfers reflect costs for the 2018 concrete patching program, and the asphalt patching and 86th street preservation repairs. 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:

- ❖ The average age of streets is increasing and the overall pavement condition index is at an all-time low will continue to decrease at current funding levels for street maintenance.
- ❖ 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 more assistance from other departments, the hiring of additional staff, or utilizing 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.

PUBLIC WORKS		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
210 ROADWAY MAINTENANCE							
PERSONAL SERVICES							
01	Salaries	\$ 872,174	\$ 931,705	\$ 920,000	\$ 963,864	\$ 32,159	\$ 991,819
02	Overtime	26,676	60,000	40,614	60,000	-	60,000
03	Part-time	19,762	22,000	22,000	24,000	2,000	24,000
04	Witness fees	-	-	-	-	-	-
06	FICA	69,169	73,202	72,165	75,968	2,766	78,498
07	Retirement - IPERS	80,129	84,752	82,288	92,802	8,050	95,894
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	161,494	166,957	166,957	202,532	35,575	228,571
11	Allowance	384	384	416	684	300	684
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	3,657	9,271	3,898	9,591	320	9,918
Sub-Total		\$ 1,233,445	\$ 1,348,271	\$ 1,308,338	\$ 1,429,441	\$ 81,170	\$ 1,489,384
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	1,755	1,000	1,000	1,000	-	1,000
23	Professional services	-	-	475	-	-	-
24	Contributions to other agencies	8,300	2,013	2,013	2,013	-	2,013
27	Data processing	7,367	46,960	38,000	16,460	(30,500)	12,000
28	Dues and memberships	791	-	-	-	-	-
29	Insurance	198,261	213,393	213,393	172,290	(41,103)	172,290
32	Uniforms and laundry	11,616	12,325	12,325	11,700	(625)	12,325
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	11,314	34,500	30,000	80,000	45,500	25,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	3,204	5,500	5,500	5,000	(500)	5,000
48	Utility service	25,101	25,500	25,500	28,000	2,500	29,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	312,382	460,950	370,000	446,700	(14,250)	480,000
54	Minor equipment	5,766	6,500	6,500	6,500	-	6,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	37,342	50,000	50,000	50,000	-	50,000
57	Vehicle operation supplies	34,640	79,920	65,000	88,000	8,080	95,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	6,099	10,000	10,000	10,000	-	10,000
60	Safety and medical supplies	2,718	2,500	2,500	2,500	-	2,500
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 666,656	\$ 951,061	\$ 832,206	\$ 920,163	\$ (30,898)	\$ 902,628
CAPITAL OUTLAY							
71	Equipment	\$ 242,197	\$ -	\$ 2,095	\$ 16,000	\$ 16,000	\$ 25,000
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	378,450	403,900	403,900	451,619	47,719	447,619
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	40,000	40,000	-
76	Property improvements	-	-	40,000	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	79,172	28,983	28,983	35,827	6,844	40,000
97	Transfers out to Capital Project:	1,321,300	1,233,000	1,233,000	3,000,000	1,767,000	1,767,000
Sub-total		\$ 2,021,119	\$ 1,665,883	\$ 1,707,978	\$ 3,543,446	\$ 1,877,563	\$ 2,279,619
OPERATING BUDGET SUB-TOTAL		\$ 3,921,220	\$ 3,965,215	\$ 3,848,522	\$ 5,893,050	\$ 1,927,835	\$ 4,671,631
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
ROADWAY MAINTENANCE		\$ 3,921,220	\$ 3,965,215	\$ 3,848,522	\$ 5,893,050	\$ 1,927,835	\$ 4,671,631

Function: Public Works
Activity: Roadway Maintenance

Activity Notes

Object	Description	Amount
01	Supervisor, Mechanic, Heavy Equip Operators (2), Light Equip Operators (3), Laborers (9)	\$ 963,864
02	Overtime	\$ 60,000
03	Seasonal personnel (4) - 14 weeks	\$ 24,000
06	FICA	\$ 75,968
07	IPERS	\$ 92,802
09	Group insurance	\$ 202,532
11	On the spot awards	\$ 300
	Cell phone - Supervisor	\$ 384
13	Deferred compensation City match	\$ 9,591
22	Recruitment	\$ 1,000
24	Salt storage facility building maint. Fund	\$ 1,800
	Salt storage insurance	\$ 213
27	AVL annual cost	\$ 10,500
	2 iPad data	\$ 960
	Vehicle diagnostic system (other 1/2 in SW)	\$ 5,000
29	Property and casualty insurance, cyber liability insurance, broker fee	\$ 143,158
	Workers Compensation insurance coverage	\$ 29,132
32	Uniform allowance (16 @\$625)	\$ 10,000
	T-shirts for seasonals	\$ 200
	Mats and other services	\$ 1,500
41	Radio maintenance and installs	\$ 7,000
	Contract repairs or major component repairs	\$ 15,000
	Dump truck refurbish (4)	\$ 18,000
	Ground speed control retro (5 of 9)	\$ 40,000
46	Technical seminars (various staff)	\$ 5,000
48	Public Works complex utilities	\$ 26,000
	Consumer Lumber utilities	\$ 2,000
51	Concrete (1,100 cy)	\$ 132,000
	Asphalt (300 tons)	\$ 25,200
	Sealing materials (60,000 pounds)	\$ 30,000
	Various construction materials (dowels, epoxy, forms, tack, snow fence, etc.)	\$ 15,000
	Aggregates	\$ 15,000
	Equipment rentals	\$ 10,000
	Brush grinding services	\$ 5,000
	Salt (2,400 tons)	\$ 156,000
	Calcium for snow and ice removal and dust control (30,000 gal.)	\$ 25,500
	Snow plow blades	\$ 25,000
	Construction signs	\$ 5,000
	Miscellaneous materials	\$ 3,000
54	Miscellaneous shop tools	\$ 6,500
56	Tires, batteries, wear items	\$ 10,000

Function: Public Works
Activity: Roadway Maintenance

Activity Notes

Object	Description	Amount
56 cont.	Maintenance parts	\$ 40,000
57	Fuel	\$ 78,000
	Oil, hydraulic fluid, coolant, grease	\$ 10,000
59	Shop supplies	\$ 6,600
	Cylinder rental and propane	\$ 2,000
	Parts washer service	\$ 400
	Towing	\$ 1,000
60	First aid supplies and fire extinguishers	\$ 1,500
	Safety equipment	\$ 500
	Gloves & related items	\$ 500
71	Paver trailer	\$ 16,000
73	Equipment Replacement Fund contribution	\$ 451,619
75	Flatbed cab over truck for paint machine	\$ 40,000
81	Building maintenance fund contribution - PM Projects	\$ 20,046
Public Works	Citywide building security plan	\$ 8,936
	<i>Total project specific contributions</i>	\$ 28,982
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Backflow preventer testing	\$ 120
	Building custodial services contract	\$ 2,875
	Carpet cleaning	\$ 400
	Fire alarm monitoring (Fleet Storage & Consumer Lumber)	\$ 900
	Miscellaneous building repair and maintenance	\$ 1,000
	Mat cleaning service	\$ 350
	Pest control	\$ 500
	Sprinkler testing (Consumer Lumber and Fleet Storage)	\$ 500
	Window cleaning	\$ 200
	<i>Total Line 40 items</i>	\$ 6,845
	Grand total for location	\$ 35,827
97	PCC Patching Program	\$ 2,000,000
	Meredith Drive 170th to 184th resurfacing	\$ 157,500
	86th Street Preservation	\$ 675,000
	Waterford Road to NCL resurfacing - 142nd Street	\$ 167,500



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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	552,369	567,000	546,000	556,000
Capital outlay	-	-	-	-
Total expenditures	\$ 552,369	\$ 567,000	\$ 546,000	\$ 556,000
Fees	-	-	-	-
Grants	-	-	-	-
Other	574,062	559,608	626,849	438,540
Total revenue	\$ 574,062	\$ 559,608	\$ 626,849	\$ 438,540
<i>Net amount supported by Road Use taxes</i>	\$ (21,693)	\$ 7,392	\$ (80,849)	\$ 117,460

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↓ A decrease of \$14,000 in utilities reflects continued cost savings from LED upgrades throughout the City, despite increase in actual inventory of lights.

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 resulting in additional savings to the City.

PUBLIC WORKS		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
230 STREET LIGHTING							
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	-	-	-	-	-	-
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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.	9,839	3,000	6,000	6,000	3,000	6,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	542,530	564,000	540,000	550,000	(14,000)	560,000
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	-	-	-	-	-	-
Sub-total		\$ 552,369	\$ 567,000	\$ 546,000	\$ 556,000	\$ (11,000)	\$ 566,000
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	-	-	-	-	-	-
Sub-total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING BUDGET SUB-TOTAL		\$ 552,369	\$ 567,000	\$ 546,000	\$ 556,000	\$ (11,000)	\$ 566,000
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
STREET LIGHTING		\$ 552,369	\$ 567,000	\$ 546,000	\$ 556,000	\$ (11,000)	\$ 566,000

Function: Public Works
Activity: Street Lighting

Activity Notes

Object	Description	Amount
41	City-owned street light maintenance	\$ 6,000
48	Energy cost for existing street light systems	\$ 550,000



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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	75,589	76,466	78,544	165,405
Contractual & supply service	126,208	136,352	114,960	136,004
Capital outlay	204,981	91,400	28,397	95,900
Total expenditures	\$ 406,778	\$ 304,218	\$ 221,901	\$ 397,309
Fees	-	-	-	-
Grants	-	-	-	-
Other	422,753	325,753	254,759	313,374
Total revenue	\$ 422,753	\$ 325,753	\$ 254,759	\$ 313,374
Net amount supported by Road Use taxes	\$ (15,975)	\$ (21,535)	\$ (32,858)	\$ 83,935

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased \$74,100 due to normal salary and benefit increases for existing staff, and the addition of one full-time Engineering Technician for Traffic Signals.
- ↑ An increase of \$14,900 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↑ An increase of \$10,500 in transfers reflects transfers to capital projects fund for battery backup program and Hickman road adaptive traffic signal control system.

FUTURE BUDGET CONSIDERATIONS:

- ❖ The City is approximately 75% complete on a eight-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.
- ❖ 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, the addition in FY19 of a full-time staff member to better maintain the network will provide benefit to the City.

PUBLIC WORKS		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
240 TRAFFIC SAFETY							
PERSONAL SERVICES							
01	Salaries	\$ 53,102	\$ 51,907	\$ 49,053	\$ 112,656	\$ 60,749	\$ 117,185
02	Overtime	-	-	-	-	-	-
03	Part-time	3,395	4,300	9,837	6,000	1,700	6,000
04	Witness fees	-	-	-	-	-	-
06	FICA	4,226	4,312	4,476	9,134	4,822	9,513
07	Retirement - IPERS	4,742	4,996	4,485	11,175	6,179	11,629
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	10,093	10,435	10,435	25,316	14,881	28,572
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City matc	31	516	258	1,124	608	1,171
Sub-Total		\$ 75,589	\$ 76,466	\$ 78,544	\$ 165,405	\$ 88,939	\$ 174,070
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	20,000	-	20,000	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	480	960	960	3,460	2,500	960
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	1,250	1,250	1,250
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	19,943	18,000	18,000	18,000	-	18,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	23,253	22,800	22,800	23,700	900	24,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	76,780	69,392	68,000	66,894	(2,498)	70,000
54	Minor equipment	3,712	3,500	3,500	1,000	(2,500)	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	1,714	1,500	1,500	1,500	-	1,500
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	326	200	200	200	-	200
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 126,208	\$ 136,352	\$ 114,960	\$ 136,004	\$ (348)	\$ 117,910
CAPITAL OUTLAY							
71	Equipment	\$ 6,004	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	135,777	81,000	17,997	75,000	(6,000)	75,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out to Capital Projec	63,200	10,400	10,400	20,900	10,500	-
Sub-total		\$ 204,981	\$ 91,400	\$ 28,397	\$ 95,900	\$ 4,500	\$ 75,000
OPERATING BUDGET SUB-TOTAL		\$ 406,778	\$ 304,218	\$ 221,901	\$ 397,309	\$ 93,091	\$ 366,980
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
TRAFFIC SAFETY		\$ 406,778	\$ 304,218	\$ 221,901	\$ 397,309	\$ 93,091	\$ 366,980

Function: Public Works
Activity: Traffic Safety

Activity Notes

Object	Description	Amount
01	Laborer, Engineering Technician - Traffic Signals	\$ 112,656
03	Summer intern (1)	\$ 6,000
06	FICA	\$ 9,134
07	IPERS	\$ 11,175
09	Group insurance	\$ 25,316
13	Deferred compensation City match	\$ 1,124
23	West Suburban Regional Traffic Study	\$ 20,000
27	iPad data plan (2)	\$ 960
	iPad - 1 new	\$ 1,000
	Computer - 1 new staff	\$ 1,500
32	Uniform allowance (2)	\$ 1,250
41	Traffic signal hardware maintenance contract (47 signals @ 100%, 13 signals @ 50%, 6 school beacons)	\$ 17,000
	City of Clive Hickman maintenance	\$ 1,000
48	Traffic signal electrical service (50 signals @ 100%, 13 signals @ 50%, 6 school beacons)	\$ 23,050
	Inspector cell phone	\$ 650
51	Signs	\$ 40,000
	Posts, brackets and hardware	\$ 10,000
	Street painting materials	\$ 12,144
	Bags of glass beads	\$ 4,750
54	Replacement stencils	\$ 1,000
56	Paint machine maintenance	\$ 1,500
59	Operating supplies	\$ 200
76	Traffic Signal Improvement Program	\$ 75,000
97	Battery backup project	\$ 15,900
	Hickman road adaptive traffic signal control system - additional per contract	\$ 5,000



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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	625,532	765,685	733,009	842,431
Contractual & supply service	31,632	55,380	45,179	83,380
Capital outlay	28,714	39,857	39,857	38,638
Total expenditures	\$ 685,878	\$ 860,922	\$ 818,045	\$ 964,449
Fees	124,922	125,000	162,000	240,000
Grants	-	-	-	-
Other	56,633	61,065	66,022	75,067
Total revenue	\$ 181,555	\$ 186,065	\$ 228,022	\$ 315,067
Net amount supported by property taxes	\$ 504,323	\$ 674,857	\$ 590,023	\$ 649,382

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Net increase of \$48,500 in personnel costs reflects normal increases in salary and benefits for existing staff, and the potential addition of an Engineering Technician - GIS/Mapping position. 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 and will have offsetting revenue to pay for the position.
- ↑ An increase of \$28,200 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↑ An increase of \$30,000 in professional services reflects budgeting for a Complete Streets study.

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.
- ❖ 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.

PUBLIC WORKS		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
260 ENGINEERING SERVICES							
PERSONAL SERVICES							
01	Salaries	\$ 425,456	\$ 529,649	\$ 500,000	\$ 570,779	\$ 41,130	\$ 589,658
02	Overtime	40,709	50,000	50,000	50,000	-	50,000
03	Part-time	13,580	16,800	16,592	16,800	-	16,800
04	Witness fees	-	-	-	-	-	-
06	FICA	36,166	41,976	42,436	43,911	1,935	46,875
07	Retirement - IPERS	41,447	48,563	48,039	53,614	5,051	57,250
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	65,607	73,043	73,043	101,264	28,221	114,285
11	Allowance	384	384	416	384	-	384
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	2,183	5,270	2,483	5,679	409	5,897
Sub-Total		\$ 625,532	\$ 765,685	\$ 733,009	\$ 842,431	\$ 76,746	\$ 881,149
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	496	300	300	300	-	300
23	Professional services	13,505	28,500	21,000	58,500	30,000	28,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	120	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	2,685	3,810	3,810	3,810	-	3,810
35	Printing and copying	48	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	750	500	750	-	750
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	2,351	2,700	2,700	2,700	-	2,700
48	Utility service	3,244	5,120	5,000	5,120	-	5,120
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	14	300	300	300	-	300
54	Minor equipment	-	-	169	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	1,422	2,000	2,000	2,000	-	2,000
57	Vehicle operation supplies	5,938	10,000	7,500	8,000	(2,000)	8,500
58	Office supplies	46	-	-	-	-	-
59	Operating supplies	1,763	1,800	1,800	1,800	-	1,800
60	Safety and medical supplies	-	100	100	100	-	100
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 31,632	\$ 55,380	\$ 45,179	\$ 83,380	\$ 28,000	\$ 53,880
CAPITAL OUTLAY							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	28,714	39,857	39,857	38,638	(1,219)	38,638
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	-	-	-	-	-	-
Sub-total		\$ 28,714	\$ 39,857	\$ 39,857	\$ 38,638	(1,219)	\$ 38,638
OPERATING BUDGET SUB-TOTAL		\$ 685,878	\$ 860,922	\$ 818,045	\$ 964,449	\$ 103,527	\$ 973,667
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
ENGINEERING SERVICES		\$ 685,878	\$ 860,922	\$ 818,045	\$ 964,449	\$ 103,527	\$ 973,667

Function: Public Works
Activity: Engineering Services

Activity Notes

Object	Description	Amount
01	Senior Engineering Technician (2), Engineering Technician (5), GIS Coordinator	\$ 570,779
02	Overtime	\$ 50,000
03	Seasonal interns (3)	\$ 16,800
06	FICA	\$ 43,911
07	IPERS	\$ 53,614
09	Group insurance	\$ 101,264
11	Cell phone allowance (1)	\$ 384
13	Deferred compensation City match	\$ 5,679
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
	Complete Street study	\$ 30,000
32	Uniforms (6)	\$ 3,750
	City logo shirts (2)	\$ 60
41	Vehicle and equipment repairs	\$ 750
46	ESRI User Conference (free registration - travel only)- San Diego (1)	\$ 1,600
	Technical conferences (all inspectors)	\$ 500
	Concrete paving seminar	\$ 600
48	Inspector cell phones (7)	\$ 5,000
	Voice and data	\$ 120
51	Maintenance supplies	\$ 300
56	Vehicle maintenance and repair parts - batteries, tires, etc.	\$ 1,000
	Car washes	\$ 1,000
57	Gasoline and oil	\$ 8,000
59	Drafting supplies	\$ 600
	Field supplies - paint, lath, flagging material	\$ 1,200
60	First aid supplies	\$ 100
73	Equipment Replacement Fund contribution	\$ 38,638



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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	684,179	727,392	712,195	764,988
Contractual & supply service	1,027,332	1,160,930	1,133,600	1,190,330
Capital outlay	228,501	229,443	229,443	254,743
Total expenditures	\$ 1,940,012	\$ 2,117,765	\$ 2,075,238	\$ 2,210,061
Fees	2,292,232	2,360,460	2,325,361	2,388,883
Grants	-	-	-	-
Other	162,364	184,117	181,488	186,018
Total revenue	\$ 2,454,596	\$ 2,544,577	\$ 2,506,849	\$ 2,574,901
<i>Net amount supported by property taxes</i>	\$ (514,584)	\$ (426,812)	\$ (431,611)	\$ (364,840)

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall increase of \$19,800 in personnel costs reflect normal increases in salary and benefits for existing staff.
- ↑ An increase of \$17,800 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↑ An increase of \$25,700 in contributions to other agencies reflects an anticipated increase in the Curb It! recycling program cost per home from \$2.66 to \$2.75.
- ↑ An increase of \$18,800 in furniture and fixtures reflects the increased number of replacement waste containers that will be ordered in the next few 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.
- ❖ In FY 2016-17, revenue from solid waste activities exceeded costs by \$466,000 (24%). In FY 2019-20, that number is projected to decrease to \$144,000 (6.3%). Billing has been stable at \$12 per month per home, but that amount may have to be increased in the near future.

PUBLIC WORKS	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

290 SOLID WASTE COLLECTION

PERSONAL SERVICES

01	Salaries	\$ 492,814	\$ 522,239	\$ 520,000	\$ 536,707	\$ 14,468	\$ 550,928
02	Overtime	21,830	30,000	22,000	30,000	-	30,000
03	Part-time	500	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	38,492	40,075	37,804	41,262	1,187	42,567
07	Retirement - IPERS	45,942	46,404	44,913	50,413	4,009	52,008
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	80,747	83,478	83,478	101,266	17,788	114,286
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	3,854	5,196	4,000	5,340	144	5,509
Sub-Total		\$ 684,179	\$ 727,392	\$ 712,195	\$ 764,988	\$ 37,596	\$ 795,298

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	887,241	941,410	925,000	967,150	25,740	1,000,000
27	Data processing	2,567	10,730	8,600	8,460	(2,270)	3,460
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	4,392	5,000	5,000	5,000	-	5,000
35	Printing and copying	2,359	1,200	2,000	1,200	-	1,200
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	12,913	25,000	45,000	25,000	-	30,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	407	3,300	1,000	2,000	(1,300)	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	60,381	80,000	70,000	80,000	-	85,000
57	Vehicle operation supplies	52,084	87,290	70,000	94,520	7,230	100,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	4,988	6,500	6,500	6,500	-	6,500
60	Safety and medical supplies	-	500	500	500	-	500
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 1,027,332	\$ 1,160,930	\$ 1,133,600	\$ 1,190,330	\$ 29,400	\$ 1,233,660

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ -
72	Furniture and fixtures	45,858	22,800	22,800	41,600	18,800	42,000
73	Equipment replacement fund	182,643	206,643	206,643	209,643	3,000	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	-	-	-	-	-	-
Sub-total		\$ 228,501	\$ 229,443	\$ 229,443	\$ 254,743	\$ 25,300	\$ 251,643

OPERATING BUDGET SUB-TOTAL

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

SOLID WASTE COLLECTION

SOLID WASTE COLLECTION		\$ 1,940,012	\$ 2,117,765	\$ 2,075,238	\$ 2,210,061	\$ 92,296	\$ 2,280,601
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Function: Public Works
Activity: Solid Waste Collection

Activity Notes

Object	Description	Amount
01	Supervisor, Mechanic, Waste Collection Operators (6)	\$ 536,707
02	Overtime	\$ 30,000
06	FICA	\$ 41,262
07	IPERS	\$ 50,413
09	Group insurance	\$ 101,266
13	Deferred compensation City match	\$ 5,340
24	Landfill and transfer station charges	\$ 457,200
	Curb It! recycling program	\$ 475,200
	Tonnage fee for yard waste	\$ 3,000
	Spring cleanup	\$ 31,750
27	AVL annual cost	\$ 2,500
	IPad data (2)	\$ 960
	Vehicle diagnostic system (other 1/2 in RM)	\$ 5,000
32	Uniform allowance for employees (8)	\$ 5,000
35	Spring cleanup mailing and container tags	\$ 1,200
41	Contracted equipment repairs	\$ 25,000
54	Miscellaneous tools	\$ 2,000
56	Wear items (tires, batteries, etc.)	\$ 20,000
	Repair parts	\$ 60,000
57	Fuel	\$ 89,520
	Oil, hydraulic fluid, coolant, grease	\$ 5,000
59	Miscellaneous supplies	\$ 1,500
	Towing	\$ 1,000
	Vehicle washing	\$ 4,000
60	Safety equipment	\$ 500
71	Vehicle scale	\$ 3,500
72	Solid waste container replacements	\$ 41,600
73	Equipment Replacement Fund contributions	\$ 209,643



FUNCTION: Public Works
ACTIVITY: Sanitary Sewer and Wastewater

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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	174,796	190,296	185,900	201,388
Contractual & supply service	29,504	49,165	44,450	36,530
Capital outlay	564,979	242,143	252,164	234,143
Total expenditures	\$ 769,279	\$ 481,604	\$ 482,514	\$ 472,061
Fees	-	-	-	-
Grants	-	-	-	-
Other	736,790	581,875	707,664	541,977
Total revenue	\$ 736,790	\$ 581,875	\$ 707,664	\$ 541,977
Net amount supported by property taxes	\$ 32,489	\$ (100,271)	\$ (225,150)	\$ (69,916)

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall increase of \$6,600 in personnel costs reflect normal increases in salary and benefits for existing staff.
- ↑ An increase of \$4,500 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of \$11,500 in data processing reflects an update to video inspection/televising software in prior year budget.

FUTURE BUDGET CONSIDERATIONS:

- ❖ The overall condition of the sanitary sewer collection system has improved significantly over the last 20 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.

PUBLIC WORKS		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
291 SANITARY SEWERS							
PERSONAL SERVICES							
01	Salaries	\$ 125,582	\$ 129,742	\$ 128,811	\$ 133,273	\$ 3,531	\$ 136,257
02	Overtime	2,260	7,000	6,000	7,000	-	7,000
03	Part-time	4,880	8,500	7,681	10,000	1,500	10,000
04	Witness fees	-	-	-	-	-	-
06	FICA	9,846	10,606	10,290	11,011	405	11,293
07	Retirement - IPERS	11,416	12,287	11,607	13,462	1,175	13,807
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	20,187	20,870	20,870	25,316	4,446	28,571
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	625	1,291	641	1,326	35	1,363
Sub-Total		\$ 174,796	\$ 190,296	\$ 185,900	\$ 201,388	\$ 11,092	\$ 208,291
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	5,416	3,100	4,600	4,600	1,500	3,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	874	12,430	11,500	980	(11,450)	980
28	Dues and memberships	90	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	1,203	1,250	1,250	1,250	-	1,250
35	Printing and copying	554	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	2,921	8,000	8,000	2,000	(6,000)	3,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	850	400	900	400	-	400
48	Utility service	1,039	1,600	1,300	1,500	(100)	1,600
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	6,078	5,000	6,000	7,000	2,000	7,000
54	Minor equipment	559	1,500	500	1,500	-	1,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	5,961	8,800	5,000	10,300	1,500	8,000
57	Vehicle operation supplies	3,607	6,085	4,800	6,000	(85)	6,500
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	110	500	300	500	-	500
60	Safety and medical supplies	242	500	300	500	-	500
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 29,504	\$ 49,165	\$ 44,450	\$ 36,530	\$ (12,635)	\$ 34,230
CAPITAL OUTLAY							
71	Equipment	\$ 345,901	\$ 8,000	\$ 8,000	\$ -	\$ (8,000)	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	9,143	9,143	9,143	9,143	-	7,843
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	209,935	225,000	235,021	225,000	-	225,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
Sub-total		\$ 564,979	\$ 242,143	\$ 252,164	\$ 234,143	\$ (8,000)	\$ 232,843
OPERATING BUDGET SUB-TOTAL		\$ 769,279	\$ 481,604	\$ 482,514	\$ 472,061	\$ (9,543)	\$ 475,364
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
SANITARY SEWERS		\$ 769,279	\$ 481,604	\$ 482,514	\$ 472,061	\$ (9,543)	\$ 475,364

Function: Public Works
Activity: Sanitary Sewer and Wastewater

Activity Notes

Object	Description	Amount
01	Sewer System Operator II (2)	\$ 133,273
02	Overtime	\$ 7,000
03	Seasonal Laborers (1)	\$ 10,000
06	FICA	\$ 11,011
07	IPERS	\$ 13,462
09	Group insurance	\$ 25,316
13	Deferred compensation City match	\$ 1,326
23	Mowing	\$ 1,400
	Legal fees	\$ 3,200
27	AVL annual cost	\$ 500
	IPad data	\$ 480
32	Uniform allowance (2)	\$ 1,250
41	Lift station maintenance	\$ 2,000
46	Wastewater training (2)	\$ 400
48	Electrical services	\$ 1,500
51	Castings, adjusting rings, concrete	\$ 7,000
54	Replacement tools	\$ 1,500
56	Jet rodder replacement parts & repair	\$ 4,000
	Maintenance items for four vehicles	\$ 1,000
	Jet machine hose	\$ 1,800
	Antiblast nozzle	\$ 3,500
57	Fuel	\$ 5,200
	Oil, hydraulic fluid, coolant, grease	\$ 800
59	Operating supplies/consumables	\$ 500
60	Safety equipment, supplies	\$ 500
73	Equipment Replacement Fund contributions	\$ 9,143
76	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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	304,118	358,079	315,865	381,219
Contractual & supply service	65,959	102,180	86,150	94,690
Capital outlay	538,956	811,286	811,286	801,671
Total expenditures	\$ 909,033	\$ 1,271,545	\$ 1,213,301	\$ 1,277,580
Fees	2,236,226	2,240,000	2,220,000	2,240,000
Grants	-	-	-	-
Other	-	-	-	-
Total revenue	\$ 2,236,226	\$ 2,240,000	\$ 2,220,000	\$ 2,240,000
Net amount supported by stormwater fees	\$ (1,327,193)	\$ (968,455)	\$ (1,006,699)	\$ (962,420)

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased \$13,600 due to normal salary and benefit increases for existing staff.
- ↑ An increase of \$9,600 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↑ An increase of \$16,500 in equipment reflects the purchase of a pipe saw and loader bucket for rip rap.
- ↓ A decrease of \$23,400 in transfers reflects the funding for storm water improvement program, intake rebuilding program, 104th street reconstruction projects and the storm water grant program. 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.

PUBLIC WORKS		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
STORM WATER UTILITY FUND							
PERSONAL SERVICES							
01	Salaries	\$ 216,275	\$ 247,797	\$ 219,995	\$ 258,170	\$ 10,373	\$ 264,881
02	Overtime	4,246	12,000	5,000	12,000	-	12,000
03	Part-time	6,870	8,400	7,000	8,400	-	8,400
04	Witness fees	-	-	-	-	-	-
06	FICA	16,991	19,658	17,221	20,491	833	21,109
07	Retirement - IPERS	19,661	22,768	19,953	25,043	2,275	25,798
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	38,355	44,870	44,870	54,430	9,560	61,429
11	Allowance	115	120	116	116	(4)	116
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	1,605	2,466	1,710	2,569	103	2,649
Sub-Total		\$ 304,118	\$ 358,079	\$ 315,865	\$ 381,219	\$ 23,140	\$ 396,382
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	11,700	-	-	-	-	-
24	Contributions to other agencies	-	15,000	12,000	13,000	(2,000)	14,000
27	Data processing	1,204	6,390	5,200	2,240	(4,150)	2,240
28	Dues and memberships	4,900	5,000	5,000	5,000	-	5,000
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	1,683	2,500	2,500	2,500	-	2,500
35	Printing and copying	-	500	500	500	-	500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	412	1,000	1,000	1,000	-	1,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	1,000	1,000	1,000	-	1,000
48	Utility service	-	650	650	650	-	650
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	30,995	48,000	40,000	48,000	-	50,000
54	Minor equipment	111	1,000	1,000	1,000	-	1,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	7,889	6,500	6,500	6,500	-	7,000
57	Vehicle operation supplies	6,935	13,340	9,500	12,000	(1,340)	12,500
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	130	1,000	1,000	1,000	-	1,000
60	Safety and medical supplies	-	300	300	300	-	300
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 65,959	\$ 102,180	\$ 86,150	\$ 94,690	\$ (7,490)	\$ 98,690
CAPITAL OUTLAY							
71	Equipment	\$ -	\$ -	\$ -	\$ 16,500	\$ 16,500	\$ 5,000
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	53,571	56,286	56,286	53,571	(2,715)	53,571
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	10,385	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out to Capitals	475,000	755,000	755,000	731,600	(23,400)	475,000
Sub-total		\$ 538,956	\$ 811,286	\$ 811,286	\$ 801,671	\$ (9,615)	\$ 533,571
OPERATING BUDGET SUB-TOTAL		\$ 909,033	\$ 1,271,545	\$ 1,213,301	\$ 1,277,580	\$ 6,035	\$ 1,028,643
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
STORM WATER UTILITY FUND		\$ 909,033	\$ 1,271,545	\$ 1,213,301	\$ 1,277,580	\$ 6,035	\$ 1,028,643

Function: Public Works
Activity: Storm Water Utility

Activity Notes

Object	Description	Amount
01	30% Senior Engineer (70% in PW Administration), Light Equipment Operators (2), Storm Water Technician, Laborer	\$ 258,170
02	Overtime	\$ 12,000
03	Part-time (summer intern)	\$ 8,400
06	FICA	\$ 20,491
07	IPERS	\$ 25,043
09	Group insurance	\$ 54,430
11	Phone allowance (30% of Senior Engineer)	\$ 116
13	Deferred compensation City match	\$ 2,569
24	Polk County - Watershed Management Coordinator	\$ 13,000
27	AVL annual cost	\$ 800
	IPad data (3)	\$ 1,440
28	Storm Water Phase II regulations	\$ 5,000
32	Uniform allowance (4)	\$ 2,500
35	Publications	\$ 500
41	Contracted street sweeper repairs	\$ 1,000
46	Seminars and training	\$ 1,000
48	Inspector cell phone	\$ 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	\$ 11,200
	Oil, hydraulic fluid, coolant, grease	\$ 800
59	Operating supplies	\$ 1,000
60	Safety equipment, supplies	\$ 300
71	Pipe saw	\$ 3,500
	Skeleton bucket	\$ 13,000
73	Equipment Replacement Fund contributions	\$ 53,571
97	Stormwater improvement program	\$ 125,000
	Intake rebuilding program	\$ 250,000
	104th Street reconstruction project	\$ 256,600
	Stormwater 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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	700,238	789,888	768,875	818,482
Contractual & supply service	93,657	155,055	155,100	133,885
Capital outlay	69,390	73,590	73,590	35,015
Total expenditures	\$ 863,285	\$ 1,018,533	\$ 997,565	\$ 987,382
Fees	7,575	5,000	6,000	6,000
Grants	-	-	-	-
Other	71,281	71,686	80,511	76,852
Total revenue	\$ 78,856	\$ 76,686	\$ 86,511	\$ 82,852
Net amount supported by property taxes	\$ 784,429	\$ 941,847	\$ 911,054	\$ 904,530

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased \$13,700 which reflects normal salary and benefit increases for existing staff.
- ↑ An increase of \$14,900 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of \$16,800 in data processing reflects a decrease from 7 to 2 GIS computers budgeted for replacement.
- ↓ A decrease of \$30,200 in furniture and fixtures reflects replacements of office chairs and 2 new cubicles purchased in the prior budget.
- ↓ A decrease of \$8,400 in building maintenance fund contributions reflects the adjustments to the City-wide contribution amounts to cover the building preventative maintenance program.

FUTURE BUDGET CONSIDERATIONS:

- ❖ Due to the amount of staff time required to review development plans and the increased Capital Improvements Program workload, additional engineering staff will be required in order to maintain efficient and timely operations and keep projects on schedule.

PUBLIC WORKS		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
295 ENGINEERING and PUBLIC WORKS ADMIN.							
PERSONAL SERVICES							
01	Salaries	\$ 532,314	\$ 601,283	\$ 581,991	\$ 610,665	\$ 9,382	\$ 630,864
02	Overtime	-	-	-	-	-	-
03	Part-time	14,647	-	4,416	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	39,837	45,847	43,838	46,349	502	49,757
07	Retirement - IPERS	47,327	53,427	51,712	57,360	3,933	59,554
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	53,495	69,913	69,913	84,810	14,897	95,714
11	Allowance	6,481	10,700	10,321	10,321	(379)	10,321
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	6,137	8,718	6,684	8,977	259	9,320
Sub-Total		\$ 700,238	\$ 789,888	\$ 768,875	\$ 818,482	\$ 28,594	\$ 855,530
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	1,392	3,200	1,500	3,200	-	3,200
23	Professional services	575	-	2,100	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	39,402	89,800	87,500	73,000	(16,800)	80,000
28	Dues and memberships	3,501	3,935	3,900	3,935	-	4,035
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	355	600	600	600	-	600
35	Printing and copying	8,733	10,900	9,000	10,900	-	10,900
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	15,458	16,320	17,500	11,020	(5,300)	12,000
48	Utility service	18,346	19,300	23,000	23,200	3,900	25,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	405	2,500	2,500	2,500	-	2,500
54	Minor equipment	1,771	3,000	3,000	-	(3,000)	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	1,889	3,500	2,500	3,500	-	3,500
59	Operating supplies	499	500	500	500	-	500
60	Safety and medical supplies	1,331	1,500	1,500	1,530	30	1,500
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 93,657	\$ 155,055	\$ 155,100	\$ 133,885	\$ (21,170)	\$ 143,735
CAPITAL OUTLAY							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	39,150	34,700	34,700	4,500	(30,200)	4,500
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	30,240	38,890	38,890	30,515	(8,375)	42,000
97	Transfers out	-	-	-	-	-	-
Sub-total		\$ 69,390	\$ 73,590	\$ 73,590	\$ 35,015	\$ (38,575)	\$ 46,500
OPERATING BUDGET SUB-TOTAL		\$ 863,285	\$ 1,018,533	\$ 997,565	\$ 987,382	\$ (31,151)	\$ 1,045,765
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
ENGINEERING and PUBLIC WORKS ADMIN.		\$ 863,285	\$ 1,018,533	\$ 997,565	\$ 987,382	\$ (31,151)	\$ 1,045,765

Function: Public Works
Activity: Engineering and Public Works Administration

Activity Notes

Object	Description	Amount
01	Director of Engineering & Public Works, Assistant Director of Public Works, Assistant Director of Engineering, Senior Engineer - Design 70% (30% in storm water), Senior Engineer - Construction, Administrative Technician, Administrative Specialist	\$ 610,665
06	FICA	\$ 46,349
07	IPERS	\$ 57,360
09	Group insurance	\$ 84,810
11	On-the-spot awards	\$ 200
	Cell phones (3.7)	\$ 1,421
	Vehicle allowance (Director, Assistant Dir. Eng. partial)	\$ 8,700
13	Deferred compensation City match	\$ 8,977
22	Recruitment	\$ 3,200
27	GeoPak software maintenance	\$ 2,200
	CarteGraph maintenance	\$ 38,500
	ArcView maintenance	\$ 20,000
	MicroStation maintenance (3)	\$ 2,000
	Wireless card fees (5 cards +1 GPS)	\$ 3,500
	GIS computers (2)	\$ 5,000
	GPS software maintenance	\$ 600
	iPad	\$ 1,000
	PDF software subscription	\$ 200
28	APWA, AWWA, IES, ASCE and professional registrations and publications	\$ 3,935
32	Uniform allowance (2)	\$ 600
35	Miscellaneous printing/copying and postage	\$ 6,350
	Copier maintenance contract (other 1/2 in Community Development)	\$ 700
	City map printing	\$ 500
	Maintenance on plan copiers (other 1/2 in Community Development)	\$ 1,550
	Maintenance on color printer (other 1/2 in Community Development)	\$ 1,800
46	APWA National Conference, CEU qualified (2)	\$ 4,000
	APWA State Conference (3)	\$ 200
	Technical conferences, CEU qualified - all professional staff	\$ 2,500
	Concrete paving seminars	\$ 720
	IES meetings	\$ 100
46.1	Training tuition reimbursement	\$ 3,500
48	Voice and data, water, electric, gas	\$ 22,000
	Cell phones (2)	\$ 1,200
51	Operating supplies	\$ 1,000
	Streetscape parts	\$ 1,500
58	Office supplies	\$ 3,500
59	Operating supplies	\$ 500
60	First aid supplies	\$ 1,500
	MVR annual fee	\$ 30
72	Banners	\$ 4,500

Function: Public Works
Activity: Engineering and Public Works Administration

Activity Notes

Object	Description	Amount
81	Building maintenance fund contribution - PM projects	\$ 17,911
Eng/Cd	Citywide building security project	\$ 2,416
	<i>Total project specific contributions</i>	\$ 20,327
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Building preventer testing	\$ 30
	Building security service	\$ 225
	Carpet cleaning	\$ 688
	Custodial services contract (administrative offices and public works facility)	\$ 4,773
	Electrical maintenance contract	\$ 500
	Fire alarm monitoring (Engineering/CD and City Hall)	\$ 250
	HVAC service and repair	\$ 500
	Mat cleaning service	\$ 200
	Miscellaneous building repairs and maintenance	\$ 2,500
	Pest control	\$ 200
	Sprinkler Inspection	\$ 75
	Window cleaning	\$ 248
	<i>Total Line 40 items</i>	\$ 10,188
	Grand total for location	\$ 30,515

CULTURE AND RECREATION	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

400 CULTURE AND RECREATION SUMMARY

PERSONAL SERVICES

01	Salaries	\$ 1,917,892	\$ 2,032,540	\$ 1,995,441	\$ 2,177,590	\$ 145,050	\$ 2,242,483
02	Overtime	7,827	20,500	9,306	20,500	-	20,500
03	Part-time	906,397	923,118	873,569	923,798	680	944,522
04	Witness fees	-	-	-	-	-	-
06	FICA	212,532	226,548	218,413	238,200	11,652	246,688
07	Retirement - IPERS	233,222	244,806	236,953	272,028	27,222	282,628
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	479,436	532,174	532,174	658,229	126,055	742,857
11	Allowance	11,494	11,877	9,513	12,645	768	12,645
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	14,993	24,425	14,519	26,003	1,578	26,926
	Sub-Total	\$ 3,783,793	\$ 4,015,988	\$ 3,889,888	\$ 4,328,993	\$ 313,005	\$ 4,519,249

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 13,417	\$ 20,400	\$ 19,500	\$ 15,100	\$ (5,300)	\$ 19,800
22	Recruitment	8,414	11,500	11,590	12,100	600	12,100
23	Professional services	397,051	468,575	472,775	481,590	13,015	490,500
24	Contributions to other agencies	1,228,750	1,141,129	1,121,318	1,169,700	28,571	1,115,486
27	Data processing	102,967	116,567	116,597	99,906	(16,661)	84,106
28	Dues and memberships	17,183	14,145	14,145	16,665	2,520	16,665
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	10,621	11,940	11,940	11,590	(350)	12,090
35	Printing and copying	84,250	81,700	81,700	71,800	(9,900)	75,650
40	Building and grounds maint.	9,750	25,350	23,350	25,350	-	25,350
41	Vehicle and equipment maint.	8,935	15,000	15,000	16,000	1,000	16,000
44	Grant-funded purchases	83,415	60,000	84,000	60,000	-	63,000
46	Training and development	18,212	29,855	28,255	30,100	245	29,655
48	Utility service	239,151	275,900	275,900	294,600	18,700	292,600
49	Petty cash	188	500	500	500	-	500
51	Maintenance supplies	117,250	222,100	220,800	196,300	(25,800)	200,250
54	Minor equipment	11,512	15,950	15,950	22,900	6,950	15,850
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	15,609	24,000	24,000	24,500	500	25,000
57	Vehicle operation supplies	22,675	47,000	47,000	40,000	(7,000)	42,000
58	Office supplies	20,935	24,000	24,000	23,000	(1,000)	23,000
59	Operating supplies	155,832	149,000	148,000	171,850	22,850	173,500
60	Safety and medical supplies	7,865	6,050	6,500	7,130	1,080	7,225
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 2,573,982	\$ 2,760,661	\$ 2,762,820	\$ 2,790,681	\$ 30,020	\$ 2,740,327

CAPITAL OUTLAY

71	Equipment	\$ 22,311	\$ 6,700	\$ 7,881	\$ 6,600	\$ (100)	\$ 7,000
72	Furniture and fixtures	63,641	24,600	24,706	23,900	(700)	24,200
73	Equipment replacement fund	120,669	136,140	136,140	147,560	11,420	146,125
74	Office equipment	385	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	233,683	85,000	135,000	245,000	160,000	270,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	240,139	218,535	218,535	209,195	(9,340)	215,000
80	Natural disaster cleanup	15,922	25,300	25,300	25,000	(300)	25,000
81	Building maintenance fund	469,714	595,630	595,630	624,215	28,585	625,763
97	Transfers out	861,114	864,643	793,214	797,500	(67,143)	796,429
	Sub-total	\$ 2,027,578	\$ 1,956,548	\$ 1,936,406	\$ 2,078,970	\$ 122,422	\$ 2,109,517

OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ 95,743	\$ 182,500	\$ 182,500	\$ 170,000	\$ (12,500)	\$ 168,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	25,000	-	25,000	-	25,000

CULTURE AND RECREATION

SUMMARY		\$ 8,481,096	\$ 8,940,697	\$ 8,771,614	\$ 9,393,644	\$ 452,947	\$ 9,562,093
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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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	1,648,097	1,763,247	1,696,944	1,854,793
Contractual & supply service	374,523	376,587	400,617	367,796
Capital outlay	507,379	507,048	507,714	514,818
Total expenditures	\$ 2,529,999	\$ 2,646,882	\$ 2,605,275	\$ 2,737,407
Fees	185,427	184,950	196,854	198,750
Grants	84,901	60,000	84,000	60,000
Other	208,901	196,003	210,266	213,064
Total revenue	\$ 479,229	\$ 440,953	\$ 491,120	\$ 471,814
Net amount supported by property taxes	\$ 2,050,770	\$ 2,205,929	\$ 2,114,155	\$ 2,265,593

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased by \$33,700, which reflects normal increases for salaries and benefit costs for existing staff.
- ↑ An increase of \$57,800 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of data processing by \$12,600 reflects the prior budget purchases of Windows licenses and new network switches, offset by an increase in the routine replacement schedule for computers to 30.
- ↑ An increase of \$17,100 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.
- ↑ An increase of \$20,000 in special revenues reflects a change in procedure for processing payments for items sponsored by the Library Foundation. Reimbursements will now be made to the City, rather than directly to library employees.

FUTURE BUDGET CONSIDERATIONS

- ❖ None identified at this time.

CULTURE AND RECREATION	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

410 LIBRARY

PERSONAL SERVICES

01	Salaries	\$ 649,602	\$ 719,426	\$ 694,235	\$ 737,656	\$ 18,230	\$ 762,056
02	Overtime	465	500	306	500	-	500
03	Part-time	558,905	554,289	525,000	558,406	4,117	573,400
04	Witness fees	-	-	-	-	-	-
06	FICA	91,075	97,868	91,056	99,716	1,848	103,249
07	Retirement - IPERS	103,110	105,746	104,995	115,040	9,294	119,276
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	232,148	271,304	271,304	329,114	57,810	371,429
11	Allowance	5,300	5,300	2,688	5,300	-	5,300
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	7,492	8,814	7,360	9,061	247	9,408
	Sub-Total	\$ 1,648,097	\$ 1,763,247	\$ 1,696,944	\$ 1,854,793	\$ 91,546	\$ 1,944,618

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 1,542	\$ 3,000	\$ 3,000	\$ 4,000	\$ 1,000	\$ 4,000
22	Recruitment	1,611	1,400	1,400	2,000	600	2,000
23	Professional services	6,099	14,175	14,175	13,390	(785)	13,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	86,436	91,767	91,797	79,206	(12,561)	79,206
28	Dues and memberships	13,377	10,445	10,445	12,485	2,040	12,485
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	34,297	33,050	33,050	29,300	(3,750)	29,300
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	1,033	4,000	4,000	3,000	(1,000)	3,000
44	Grant-funded purchases	83,415	60,000	84,000	60,000	-	60,000
46	Training and development	4,210	8,350	8,350	7,400	(950)	7,400
48	Utility service	95,202	102,300	102,300	106,000	3,700	106,000
49	Petty cash	188	500	500	500	-	500
51	Maintenance supplies	9,868	11,000	11,000	11,000	-	11,000
54	Minor equipment	1,959	3,500	3,500	3,000	(500)	3,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	12,576	15,000	15,000	14,000	(1,000)	14,000
59	Operating supplies	21,695	17,500	17,500	21,500	4,000	21,500
60	Safety and medical supplies	1,015	600	600	1,015	415	1,000
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 374,523	\$ 376,587	\$ 400,617	\$ 367,796	\$ (8,791)	\$ 367,891

CAPITAL OUTLAY

71	Equipment	\$ 3,795	\$ -	\$ 666	\$ -	\$ -	\$ -
72	Furniture and fixtures	51,244	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	385	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	240,139	218,535	218,535	209,195	(9,340)	215,000
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	211,816	288,513	288,513	305,623	17,110	305,623
97	Transfers out	-	-	-	-	-	-
	Sub-total	\$ 507,379	\$ 507,048	\$ 507,714	\$ 514,818	\$ 7,770	\$ 520,623

OPERATING BUDGET SUB-TOTAL

		\$ 2,529,999	\$ 2,646,882	\$ 2,605,275	\$ 2,737,407	\$ 90,525	\$ 2,833,132
99	Special Revenue fund items	\$ -	\$ 25,000	\$ 25,000	\$ 45,000	\$ 20,000	\$ 45,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

LIBRARY		\$ 2,529,999	\$ 2,671,882	\$ 2,630,275	\$ 2,782,407	\$ 110,525	\$ 2,878,132
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Function: Culture and Recreation**Activity: Library****Activity Notes**

Object	Description	Amount
01	Library Director, Assistant Library Director/Collection Manager, Community manager, Services Manager, Youth Specialist, Collection Specialist, Services Specialist, Library Assistant/Community, Library Assistant/Services (2) Custodian, Office Assistant	\$ 737,656
02	Overtime	\$ 500
03	Part-time	\$ 558,406
06	FICA	\$ 99,716
07	IPERS	\$ 115,040
09	Group insurance	\$ 329,114
11	On-the-spot awards	\$ 500
	Vehicle allowance - Director	\$ 4,800
13	Deferred compensation City match	\$ 9,061
21	Advertising	\$ 4,000
22	Pre-employment background checks	\$ 1,000
	Pre-employment drug screenings	\$ 1,000
23	City audit share	\$ 4,300
	Material and fee collections	\$ 3,000
	Notary renewal	\$ 90
	Website hosting and security updates	\$ 1,500
	Adult programming presenter fees	\$ 1,000
	Youth programming presenter fees	\$ 3,500
27	Computer replacements (30)	\$ 18,500
	Credit card processing fees	\$ 1,500
	Mass storage array hardware support	\$ 1,900
	Meeting room booking software support	\$ 1,830
	My PC papercut software support	\$ 2,755
	Network switches hardware/software support	\$ 900
	OCLC cataloging records	\$ 20,000
	PDQ deploy software support	\$ 950
	Polaris integrated library system software support and third party subscriptions	\$ 23,906
	Secure site certificate	\$ 500
	Veeam backup and replication software support	\$ 2,730
	Virtualized servers hardware support	\$ 2,100
	Wi-Fi mobile hotspot	\$ 300
	Wireless controller hardware/software support	\$ 1,335
28	American Library Association	\$ 1,000
	Iowa Library Association	\$ 880
	Polaris Users Group	\$ 100
	Clip art	\$ 50
	Collection HQ	\$ 7,300
	MPLC movie public performance site license	\$ 195
	Swank movie public performance site license - 2 year license	\$ 1,960
	Survey Monkey	\$ 300

Function: Culture and Recreation
Activity: Library

Activity Notes

Object	Description	Amount
28 cont.	When I Work	\$ 700
35	Business card, envelopes, and letterhead	\$ 600
	Card service brochures	\$ 1,000
	Signage	\$ 500
	Youth summer reading program brochures and reading logs	\$ 1,250
	Photocopiers and printers lease and copy/print charges	\$ 14,500
	Youth services coin op maintenance contract	\$ 410
	Postage	\$ 9,500
	Postage meter lease	\$ 840
	Postage supplies	\$ 400
	Shipping	\$ 300
41	Equipment repair	\$ 3,000
44	Enrich Iowa grant purchases	\$ 60,000
46	Continuing education, meetings, and workshops	\$ 1,500
	In-Service	\$ 1,000
	American Library Association national conference - Washington, D.C. (1)	\$ 1,500
	Iowa Library Association conference - Cedar Rapids (7)	\$ 1,000
	Kids conference - Ames (3)	\$ 500
	Innovative/Polaris Users Group national conference - Phoenix (1)	\$ 1,700
	State Library Town Meeting - Des Moines (7)	\$ 200
48	Electric	\$ 66,000
	Gas	\$ 15,400
	Internet - public	\$ 9,500
	Internet - staff	\$ 1,400
	Phone - local	\$ 6,000
	Phone - long distance	\$ 200
	Water	\$ 7,500
49	Petty cash	\$ 500
51	Maintenance supplies	\$ 11,000
54	Minor equipment	\$ 3,000
58	Office supplies	\$ 14,000
59	Operating supplies	\$ 16,000
59.4	Operating supplies - adult programming	\$ 1,500
59.9	Operating supplies - youth programming	\$ 4,000
60	First aid cabinet restocking	\$ 1,000
	MVR annual fee	\$ 15
79.1	Adult books	\$ 55,000
79.1.2	Young adult books	\$ 7,000
79.1.3	Juvenile books	\$ 30,000
79.2	Bridges eAudio/eBook consortium fees	\$ 4,000
79.2	eAudio/eBooks	\$ 25,000

Function: Culture and Recreation
Activity: Library

Activity Notes

Object	Description	Amount
79.3	Audio books	\$ 12,000
	Music	\$ 6,000
79.4	DVD's	\$ 20,000
	Games	\$ 5,000
79.5	Newspaper and periodical subscriptions	\$ 10,000
79.6	Ancestry	\$ 2,725
	Consumer Reports	\$ 2,325
	Gale Biography	\$ 3,900
	Gale Collection	\$ 2,635
	Heritage Quest	\$ 1,185
	Learning Express	\$ 3,420
	Library Aware	\$ 2,140
	Morningstar	\$ 1,345
	Niche Academy	\$ 2,090
	Novelist Plus	\$ 1,805
	Novelist Select	\$ 1,840
	Outlook	\$ 230
	Reference USA	\$ 4,730
	Value Line	\$ 4,125
79.7	Cake pans	\$ 200
	Puppets and puzzles	\$ 500
81	Building maintenance fund contribution - PM projects	\$ 196,777
Library	Citywide building security plan	\$ 23,626
	<i>Total project specific contributions</i>	\$ 220,403
	<i>Building maintenance fund contribution - service contracts (former line 40 items):</i>	
	Backflow preventer testing	\$ 180
	Boiler water treatment program	\$ 2,400
	Building security and fire alarm monitoring	\$ 600
	Carpet and upholstery cleaning	\$ 4,000
	Building custodial services contract (weekends only)	\$ 14,950
	Chimney cleaning and inspection	\$ 275
	Door access system support	\$ 850
	Electrical maintenance	\$ 5,000
	Fire alarm testing	\$ 370
	Generator service & maintenance	\$ 800
	HVAC heating and cooling service contract	\$ 38,700
	Lift inspection	\$ 350
	Miscellaneous building repairs and maintenance	\$ 10,000
	Pest control	\$ 1,500
	Public restroom sanitizing	\$ 2,520
	Roof/gutter inspection	\$ 2,000

Function: Culture and Recreation

Activity: Library

Activity Notes

Object	Description	Amount
81 cont.	Sprinkler inspection	\$ 175
	Window cleaning	\$ 550
	<i>Total line 40 items</i>	<i>\$ 85,220</i>
	Grand total for location	\$ 305,623

Library Fund	Library donations fund expenses(those items directly funded from library donations - special revenue fund:	Amount
		\$ 45,000
99	Foundation	\$ 20,000
52.40	Dorothy Jackson Trust	\$ 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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	1,322,749	1,426,282	1,371,707	1,537,158
Contractual & supply service	619,054	743,805	740,505	742,820
Capital outlay	479,306	446,570	422,085	571,641
Total expenditures	\$ 2,421,109	\$ 2,616,657	\$ 2,534,297	\$ 2,851,619
Fees	158,785	137,100	168,100	178,100
Grants	5,041	-	-	-
Other	199,910	193,234	204,537	221,953
Total revenue	\$ 363,736	\$ 330,334	\$ 372,637	\$ 400,053
Net amount supported by property taxes	\$ 2,057,373	\$ 2,286,323	\$ 2,161,660	\$ 2,451,566

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased \$68,900 which reflects normal increases for salaries and benefit costs for existing staff.
- ↑ An increase of \$41,900 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↑ An increase of \$12,000 in utility service represents the addition of Walker Johnston Softball Complex utilities. These include concessions, maintenance building, field lights, and irrigation.
- ↓ A decrease of \$21,500 in maintenance supplies reflects the actual cost of maintaining the fields and grounds at Walker Johnston Park. The prior year budget was based on estimates.
- ↑ An increase of \$11,400 in equipment replacement reflects the addition of a mower, utility vehicle, and two field groomers to maintain the fields at Walker Johnston Park.
- ↑ An increase of \$170,000 in property improvements reflects the addition of trail improvements, which were previously listed in the transfer to Capital Projects Fund, the installation of 2 new open-air shelters, and additional playground improvements.
- ↑ An increase of \$17,900 in building maintenance fund contributions reflects the increase to City-wide contribution amounts to cover the building preventative maintenance program.
- ↓ A decrease in transfers of \$75,000 reflects the 2017 trail improvements program being included in property improvements above.

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.

CULTURE AND RECREATION		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
430 PARKS							
PERSONAL SERVICES							
01	Salaries	\$ 956,604	\$ 1,003,593	\$ 968,801	\$ 1,038,202	\$ 34,609	\$ 1,066,122
02	Overtime	7,362	20,000	9,000	20,000	-	20,000
03	Part-time	25,799	44,737	49,528	62,511	17,774	63,345
04	Witness fees	-	-	-	-	-	-
06	FICA	74,654	80,234	77,968	84,513	4,279	87,853
07	Retirement - IPERS	85,058	92,262	87,003	103,391	11,129	106,622
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	161,494	166,957	166,957	208,861	41,904	235,714
11	Allowance	5,810	5,968	6,409	6,736	768	6,736
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	5,968	12,531	6,041	12,944	413	13,375
Sub-Total		\$ 1,322,749	\$ 1,426,282	\$ 1,371,707	\$ 1,537,158	\$ 110,876	\$ 1,599,767
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -
22	Recruitment	3,157	3,000	3,000	3,000	-	3,000
23	Professional services	221,414	299,800	299,800	303,300	3,500	305,000
24	Contributions to other agencies	114,557	1,200	1,200	1,200	-	1,200
27	Data processing	13,597	16,300	16,300	16,300	-	-
28	Dues and memberships	895	1,405	1,405	1,405	-	1,450
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	8,499	9,000	9,000	9,000	-	9,000
35	Printing and copying	6,859	7,250	7,250	7,750	500	8,000
40	Building and grounds maint.	9,750	25,350	23,350	25,350	-	25,350
41	Vehicle and equipment maint.	5,816	4,000	4,000	6,000	2,000	6,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	6,752	10,100	8,000	8,300	(1,800)	8,300
48	Utility service	57,078	76,500	76,500	88,500	12,000	88,500
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	93,273	182,300	182,300	160,800	(21,500)	161,000
54	Minor equipment	7,106	7,100	7,100	7,700	600	7,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	15,609	24,000	24,000	24,500	500	25,000
57	Vehicle operation supplies	22,675	47,000	47,000	40,000	(7,000)	40,000
58	Office supplies	1,945	2,000	2,000	2,000	-	2,000
59	Operating supplies	26,259	23,500	23,500	33,000	9,500	33,500
60	Safety and medical supplies	3,813	4,000	4,700	4,715	715	4,700
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 619,054	\$ 743,805	\$ 740,505	\$ 742,820	\$ (985)	\$ 729,500
CAPITAL OUTLAY							
71	Equipment	\$ 14,492	\$ 5,500	\$ 6,015	\$ 6,000	\$ 500	\$ 6,000
72	Furniture and fixtures	12,397	22,600	22,600	23,200	600	23,200
73	Equipment replacement fund	117,098	132,569	132,569	143,989	11,420	142,554
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	225,958	75,000	125,000	245,000	170,000	270,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	15,922	25,300	25,300	25,000	(300)	25,000
81	Building maintenance fund	93,439	110,601	110,601	128,452	17,851	130,000
97	Transfers out	-	75,000	-	-	(75,000)	-
Sub-total		\$ 479,306	\$ 446,570	\$ 422,085	\$ 571,641	\$ 125,071	\$ 596,754
OPERATING BUDGET SUB-TOTAL		\$ 2,421,109	\$ 2,616,657	\$ 2,534,297	\$ 2,851,619	\$ 234,962	\$ 2,926,021
99	Special Revenue fund items	\$ 9,575	\$ 26,000	\$ 26,000	\$ 32,000	\$ 6,000	\$ 30,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
PARKS		\$ 2,430,684	\$ 2,642,657	\$ 2,560,297	\$ 2,883,619	\$ 240,962	\$ 2,956,021

Function: Culture and Recreation**Activity: Parks****Activity Notes**

Object	Description	Amount
01	Director, Assistant Director, Parks Supervisor, Turf Specialist (2), Mechanic (1), Facilities Maintenance Laborers (4), Laborers (6), 1/2 Administrative Technician	\$ 1,038,202
02	Overtime (snow removal, preparation for July 4th, mosquito control application, etc.)	\$ 20,000
03	Season labor staff - 120 day (5), 1/2 Admin. Tech., Intern for Arboretum	\$ 62,511
06	FICA	\$ 84,513
07	IPERS	\$ 103,391
09	Group insurance	\$ 208,861
11	Vehicle allowance - Director	\$ 5,568
	Spot awards	\$ 400
	Cell phone allowance - Director and Parks Supervisor	\$ 768
13	Deferred compensation City match	\$ 12,944
22	Recruitment expenses for seasonal staff (background checks, drug screens, physicals)	\$ 3,000
23	Contractual parks maintenance (mowing contract)	\$ 253,000
	Interchange mowing (Douglas & 86th Street) 80 acres	\$ 12,000
	Tree service work	\$ 30,000
	Prairie management assistance (prescribed burn & Natural area restoration)	\$ 3,000
	Tree chipping at north plant	\$ 3,000
	Annual inspection for underground chemical storage tank	\$ 400
	Document Shredding Special Event - Shredding truck fee	\$ 500
23.201	WJ Shelter - safe room manager (security system monitoring)	\$ 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
	Promoting online seasonal program guide	\$ 4,500
	ArcGIS mapping annual fees	\$ 550
	Copy machine maintenance/contract (other 1/2 in Recreation)	\$ 350
	Regional/Urbandale trail map	\$ 950
40	Open air shelter - custodial for rentals (5240.4)	\$ 3,000
	Giovannetti Shelter (5240.1), Lions Park Shelter (5240.2), and Senior Recreation Center (5240.3) weekend custodial	\$ 22,350
41	Contract work on trucks and equipment, tire repair	\$ 6,000
46	Iowa Turf Grass local conference (4)	\$ 900

Function: Culture and Recreation
Activity: Parks

Activity Notes

Object	Description	Amount
46 cont.	Iowa Parks and Recreation Spring conference - local (3)	\$ 1,200
	Iowa Parks and Recreation Fall workshop - local (3)	\$ 1,000
	National Recreation & Parks Association national conference - Indianapolis (1)	\$ 1,800
	Iowa State University Shade Tree course - local (4)	\$ 600
	Staff technical training - playground inspections, electrical, plumbing workshops, prescribed burn training certification (various staff)	\$ 1,200
	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
48.215	Walker Johnston Softball Complex - utilities (concession, Maint. Bldg., field lights & irrigation)	\$ 12,000
51	Seed and fertilizer	\$ 65,000
	Turf chemicals	\$ 11,000
	Pond treatment (chemicals) Lakeview, Kollmorgen, LA Ward, Walker Johnston, Avondale	\$ 8,500
	Lakeview pond fountain maintenance	\$ 800
	Mosquito control (Larvacide & Fogging applications)	\$ 10,000
	Plants and trees	\$ 10,500
	Flower garden material	\$ 11,000
	Portable toilets - parks (\$4,500); Special events (\$450); UCAN & Urbandale school events (reimburse, \$250)	\$ 5,200
	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
	Striping parking lots	\$ 3,000
51.8	Tree board plantings - Deer Ridge West Park 18 trees (\$5,400) offset by Tree's Please grant	\$ 5,400
51.215	WJ fields maintenance (fence & irrigation repair, lights, fertilizer, etc.)	\$ 5,400
54	Tools and replacement equipment	\$ 7,100
54.215	WJ fields - minor equipment	\$ 600
56	Equipment and truck parts, tires	\$ 24,000
56.215	WJ fields - equipment parts	\$ 500
57	Fuel, gas, etc.	\$ 40,000
58	Office supplies	\$ 2,000
59	Restroom supplies, park/shelter house janitorial supplies, trash can liners, paper products	\$ 6,000
	Graffiti removal/vandalism	\$ 3,000
	Signs for parks and trails	\$ 2,800
59.201	Giovannetti Community Shelter - shelter supplies, paper products, etc.	\$ 2,250
59.202	Lions Shelter - shelter supplies, paper products, etc.	\$ 2,250
59.215	WJ Complex supplies (chalk, field dry, infield material, bases, trash service, etc.)	\$ 7,500
	Public Art - stipends for Art Park artist (4) - (\$6,000), Community Awareness and Education/Events (\$1,000) and mailings/operating supplies/events (\$1,000), Library art gallery (\$1,000)	\$ 9,000
59.7		\$ 9,000

Function: Culture and Recreation
Activity: Parks

Activity Notes

Object	Description	Amount
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
	OSHA training safety classes for staff	\$ 700
	Safety compliance supplies (OSHA and Fire Department mandated)	\$ 800
	Hoist and sling compliance safety inspection	\$ 500
	MVR annual fee	\$ 165
71	Small gas powered equipment replacement (chainsaws, grass trimmers, blowers, etc.)	\$ 1,000
	Industrial box mount salt spreader (snow/ice removal)	\$ 5,000
72	Benches, grills, inside tables & chairs, replacement, bleachers, (5) waste receptacles & (6) multi-purpose wood picnic tables	\$ 5,400
	Permanent picnic tables in parks, plus concrete pads (3)	\$ 3,600
	Permanent sign for Waterford Park & Bent Creek Ridge Park (2 signs)	\$ 3,500
	Water fountain (WJ tennis courts)	\$ 8,000
	Safety - fall mats for under tire swings (3 @ \$900)	\$ 2,700
73	Equipment Replacement Fund contribution	\$ 143,989
76	Bike path City-wide improvements	\$ 100,000
	Open air shelter - construction of 2 new	\$ 70,000
	Playground improvements	\$ 75,000
80	Emerald Ash Borer (EAB) preparation: tree removal (\$10,000), tree replacement in parks (\$7,000), Tree-age insecticide treatment (\$5,000), rental of tub grinder (\$3,000)	\$ 25,000
81	Building maintenance fund contribution - PM projects	\$ 5,760
Giovannetti	Citywide building security project	\$ 2,774
	<i>Total project specific contributions</i>	\$ 8,534
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Backflow preventer	\$ 60
	Building security system	\$ 450
	Custodial contract	\$ 5,750
	Electrical maintenance contract	\$ 1,000
	Fire alarm monitoring	\$ 500
	Fire alarm panel inspection	\$ 100
	Grease trap cleaning	\$ 1,300
	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
	<i>Total Line 40 items</i>	\$ 17,390
Giovannetti	Grand total for location	\$ 25,924
Lions	Building maintenance fund contribution - PM projects	\$ 15,324

Function: Culture and Recreation
Activity: Parks

Activity Notes

Object	Description	Amount
	Citywide building security project	\$ 1,626
	<i>Total project specific contributions</i>	\$ 16,950
	<i>Building maintenance fund contribution - service contracts (former line 40 items):</i>	
	Building security service	\$ 450
	Carpet cleaning	\$ 560
	Custodial contract	\$ 6,900
	Electrical maintenance contract	\$ 1,000
	Mat cleaning service	\$ 500
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control	\$ 500
	Range hood inspection	\$ 90
	<i>Total Line 40 items</i>	\$ 14,000
Lions	Grand total for location	\$ 30,950
Parks Shop	Building maintenance fund contribution - PM Projects	\$ 15,654
	Citywide building security plan	\$ 4,831
	<i>Total project specific contributions</i>	\$ 20,485
	<i>Building maintenance fund contribution - service contracts (former line 40 items):</i>	
	Backflow testing	\$ 60
	Lift Inspection	\$ 500
	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	\$ 3,970
	Pest control contract	\$ 1,100
	Strip and wax floor	\$ 200
	Window cleaning	\$ 150
	<i>Total Line 40 items</i>	\$ 11,930
Parks Shop	Grand total for location	\$ 32,415
Open Shelters	Building maintenance fund contribution - PM projects	\$ 12,255
	Citywide building security plan	\$ 3,779
	<i>Total project specific contributions</i>	\$ 16,034
	<i>Building maintenance fund contribution - service contracts (former line 40 items):</i>	
	Miscellaneous maintenance for open shelters	\$ 2,000
	Outside bathroom custodial service contract	\$ 8,050
	<i>Total line 40 items</i>	\$ 10,050
Open Shelters	Grand total for location	\$ 26,084
WJP Complex	Building maintenance fund contribution - PM projects	\$ 3,500
	Citywide building security plan	\$ 3,779
	<i>Total project specific contributions</i>	\$ 7,279

Function: Culture and Recreation
Activity: Parks

Activity Notes

Object	Description	Amount
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Miscellaneous Maintenance	\$ 4,000
	Grease Interceptor Cleaning	\$ 1,300
	Building security monitoring	\$ 500
	<i>Total line 40 items</i>	<i>\$ 5,800</i>
WJP Complex	Grand total for location	\$ 13,079
	Dunlap Arboretum Fund expenses (directly funded from Dunlap foundation special revenue fund):	\$ 32,000
99	Interpretive & identification signage	\$ 4,500
	Ash tree treatments	\$ 750
	Summer plan material	\$ 5,000
	Arboretum intern (5 months)	\$ 9,000
	Landscaping materials	\$ 3,000
	Contract tree work	\$ 3,100
	Compost and mulch bins & rain barrels	\$ 750
	Gas powered leaf blower	\$ 250
	Tree pruning expenses (Master Plan recommendations - 38 trees)	\$ 5,650



FUNCTION: Culture and Recreation
ACTIVITY: Grounds Maintenance

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

GROUNDS MAINTENANCE

FINANCIAL SUMMARY

	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	83,499	86,994	85,511	91,641
Contractual & supply service	5,706	18,500	18,500	18,500
Capital outlay	-	-	-	-
Total expenditures	\$ 89,205	\$ 105,494	\$ 104,011	\$ 110,141
Fees	-	-	-	-
Grants	-	-	-	-
Other	7,366	8,230	8,394	8,573
Total revenue	\$ 7,366	\$ 8,230	\$ 8,394	\$ 8,573
Net amount supported by property taxes	\$ 81,839	\$ 97,264	\$ 95,617	\$ 101,568

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ❖ No significant changes in the current budget.

FUTURE BUDGET CONSIDERATIONS:

- ❖ None identified at this time.

CULTURE AND RECREATION	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

435 GROUNDS MAINTENANCE

PERSONAL SERVICES

01	Salaries	\$ 63,044	\$ 65,126	\$ 64,424	\$ 66,891	\$ 1,765	\$ 68,389
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	4,630	4,998	4,808	5,143	145	5,284
07	Retirement - IPERS	5,732	5,787	5,844	6,283	496	6,456
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	10,093	10,435	10,435	12,658	2,223	14,286
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	648	-	666	18	684
Sub-Total		\$ 83,499	\$ 86,994	\$ 85,511	\$ 91,641	\$ 4,647	\$ 95,099

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	500	2,500	2,500	2,500	-	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	-	-	-	-	-	3,000
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	3,000	3,000	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	5,206	16,000	16,000	13,000	(3,000)	16,750
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	-	-	-	-	-	-
Sub-total		\$ 5,706	\$ 18,500	\$ 18,500	\$ 18,500	\$ -	\$ 22,500

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	-	-	-	-	-	-
Sub-total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OPERATING BUDGET SUB-TOTAL

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

GROUNDS MAINTENANCE

		\$ 89,205	\$ 105,494	\$ 104,011	\$ 110,141	\$ 4,647	\$ 117,599
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Function: Culture and Recreation
Activity: Grounds Maintenance

Activity Notes

Object	Description	Amount
01	Turf Specialist	\$ 66,891
06	FICA	\$ 5,143
07	IPERS	\$ 6,283
09	Group insurance	\$ 12,658
13	Deferred compensation City match	\$ 666
23	Tree removal and trimming - City facilities	\$ 2,500
48	Douglas interchange median irrigation	\$ 3,000
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, general fountain repairs, Douglas Interchange project maintenance, etc.	\$ 2,000



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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	191,577	206,649	199,240	250,837
Contractual & supply service	187,216	197,335	195,235	192,600
Capital outlay	25,081	31,746	31,746	29,621
Total expenditures	\$ 403,874	\$ 435,730	\$ 426,221	\$ 473,058
Fees	192,723	181,475	191,475	191,500
Grants	-	-	-	-
Other	33,348	33,489	34,399	36,820
Total revenue	\$ 226,071	\$ 214,964	\$ 225,874	\$ 228,320
<i>Net amount supported by property taxes</i>	\$ 177,803	\$ 220,766	\$ 200,347	\$ 244,738

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased by \$33,400, which reflects the normal salary and benefits increases for existing staff.
- ↑ An increase of \$10,800 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of \$6,000 in printing reflects lower cost of printing the 3 seasonal program guides, as a result of a new marketing model using primarily digital publications.

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 continue to be explored during the budget year to maximize the availability for programming needs identified in the Urbandale community.
- ❖ The MAC camp program is in its 10th 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.

CULTURE AND RECREATION	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

440 RECREATION

PERSONAL SERVICES

01	Salaries	\$ 108,276	\$ 112,559	\$ 112,559	\$ 144,024	\$ 31,465	\$ 148,788
02	Overtime		-	-	-	-	-
03	Part-time	40,337	45,847	41,000	41,950	(3,897)	42,605
04	Witness fees		-	-	-	-	-
06	FICA	11,298	12,127	12,944	14,266	2,139	14,755
07	Retirement - IPERS	10,401	14,076	10,749	17,468	3,392	18,068
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	20,187	20,870	20,870	31,646	10,776	35,714
11	Allowance	-	50	-	50	-	50
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	1,078	1,120	1,118	1,433	313	1,488
	Sub-Total	\$ 191,577	\$ 206,649	\$ 199,240	\$ 250,837	\$ 44,188	\$ 261,468

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 5,618	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
22	Recruitment	1,633	3,100	3,100	3,100	-	3,100
23	Professional services	119,767	118,800	118,000	115,000	(3,800)	120,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	500	500	500	-	1,000
28	Dues and memberships	715	535	535	700	165	700
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	567	850	850	1,800	950	1,000
35	Printing and copying	26,720	28,850	28,850	22,850	(6,000)	25,000
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	500	500	500	-	500
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	1,861	3,600	2,300	4,650	1,050	4,650
48	Utility service	2,641	3,100	3,100	3,100	-	3,100
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	797	500	500	500	-	500
54	Minor equipment	-	350	350	350	-	350
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	2,000
58	Office supplies	1,655	2,000	2,000	2,000	-	2,000
59	Operating supplies	24,869	27,000	27,000	29,750	2,750	28,000
60	Safety and medical supplies	373	150	150	300	150	325
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 187,216	\$ 197,335	\$ 195,235	\$ 192,600	\$ (4,735)	\$ 199,725

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	11,510	18,175	18,175	16,050	(2,125)	16,050
97	Transfers out	10,000	10,000	10,000	10,000	-	10,000
	Sub-total	\$ 25,081	\$ 31,746	\$ 31,746	\$ 29,621	\$ (2,125)	\$ 29,621

OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items (M.	\$ 70,141	\$ 73,000	\$ 73,000	\$ 73,000	\$ -	\$ 73,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

RECREATION

		\$ 474,015	\$ 508,730	\$ 499,221	\$ 546,058	\$ 37,328	\$ 563,814
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Function: Culture and Recreation
Activity: Recreation

Activity Notes

Object	Description	Amount
01	Recreation Supervisor, Rec Coordinator, 1/2 Administrative Specialist (other 1/2 in Parks)	\$ 144,024
03	Summer recreation staff (Kids Kamp, Youth in Parks), intern (1), 1/2 Admin. Technician	\$ 41,950
06	FICA	\$ 14,266
07	IPERS	\$ 17,468
09	Group insurance	\$ 31,646
11	Allowance	\$ 50
13	Deferred compensation City match	\$ 1,433
21	Program advertising/marketing (radio, FB ads, constant contact contract, etc.)	\$ 7,500
22	Recruitment expenses for summer staff (background checks, drug screens, physicals)	\$ 3,100
23	Contractual instructor fees, summer instructor and clinic fees, program supervisor fees	\$ 115,000
27	Computer software and supplies	\$ 500
28	Iowa Parks and Recreation Association - Recreation Supervisor and Coordinator	\$ 270
	American License fees (broadcast permit)	\$ 250
	Subscriptions/publications	\$ 180
32	Shirts (youth rec programs, staff)	\$ 1,800
35	Digital program guide (3 x per year)	\$ 22,000
	Flyers, schedules and brochures	\$ 550
	Copy machine maintenance/contract (other 1/2 in Parks)	\$ 300
41	Wellness Center - Maintenance and repair of wellness equipment	\$ 500
46	Iowa Parks and Recreation Spring conference & Fall workshop - local (2)	\$ 1,400
	Staff development training/workshops - local	\$ 700
	Athletic Business Conference, New Orleans (1)	\$ 1,800
	Mileage reimbursements	\$ 750
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	\$ 20,000
	Signs/banners for special events	\$ 500
	Recreation program t-shirts	\$ 1,500
	Summer rec programs - transportation (buses for Kids Kamp)	\$ 5,750
59.216	Program supplies for Miracle League activities (shirts, equipment, awards)	\$ 2,000
60	First aid supplies	\$ 300
73	Equipment Replacement Fund contribution	\$ 3,571
81	Building maintenance fund contribution - PM Repairs	\$ 6,404
Wellness	Citywide building security plan	\$ 621
	<i>Total project specific contributions</i>	\$ 7,025
	Building maintenance fund contribution - service contracts (former line 40 items):	

Function: Culture and Recreation
Activity: Recreation

Activity Notes

Object	Description	Amount
	Building security monitoring	\$ 450
	Carpet cleaning	\$ 200
	Custodial cleaning contract	\$ 2,875
	Electrical maintenance contract	\$ 500
	Fire alarm monitoring	\$ 500
	Mat service	\$ 300
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control service	\$ 200
	<i>Total line 40 items</i>	\$ 9,025
Wellness	Grand total for location	\$ 16,050
97	Transfer out to MAC fund	\$ 10,000

MAC Fund MAC Fund expenses (those items directly related to Making a Connection program):

3	MAC Camp – program supervisor salaries	\$38,000
59	Making A Connection (MAC) program supplies, field trip transportation & admissions, t-shirts	\$35,000

FUNCTION: Culture and Recreation
ACTIVITY: Cemetery Maintenance

OVERVIEW: This activity maintains the McDivitt Grove Cemetery grounds.

CEMETERY MAINTENANCE

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	6,280	9,300	9,300	9,800
Capital outlay	-	10,000	10,000	-
Total expenditures	\$ 6,280	\$ 19,300	\$ 19,300	\$ 9,800
Fees	68	-	-	-
Grants	-	-	-	-
Other	519	600	1,558	763
Total revenue	\$ 587	\$ 600	\$ 1,558	\$ 763
Net amount supported by property taxes	\$ 5,693	\$ 18,700	\$ 17,742	\$ 9,037

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↓ A decrease of \$10,000 in property improvements reflects the prior budget general fund contribution to pave the roadway through McDivitt cemetery. This project will be completed in spring 2018.

FUTURE BUDGET CONSIDERATIONS

- ❖ None identified at this time.

CULTURE AND RECREATION	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

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	-	-	-	-	-	-
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	6,280	8,500	8,500	9,000	500	9,250
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	-	800	800	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	-	-	-	-	-	-
Sub-total		\$ 6,280	\$ 9,300	\$ 9,300	\$ 9,800	\$ 500	\$ 10,050

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	-	(10,000)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
Sub-total		\$ -	\$ 10,000	\$ 10,000	\$ -	\$ (10,000)	\$ -

OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ 1,410	\$ 46,000	\$ 46,000	\$ -	\$ (46,000)	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

CEMETERY MAINTENANCE

		\$ 7,690	\$ 65,300	\$ 65,300	\$ 9,800	\$ (55,500)	\$ 10,050
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Function: Culture and Recreation
Activity: Cemetery Maintenance

Activity Notes

Object	Description	Amount
23	Contract maintenance	\$ 7,000
	Tree maintenance	\$ 2,000
51	Turf chemicals, misc. supplies	\$ 800



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

	FINANCIAL SUMMARY			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	202,736	187,984	182,129	203,204
Contractual & supply service	105,259	110,125	113,465	121,245
Capital outlay	65,631	80,927	80,927	81,161
Total expenditures	\$ 373,626	\$ 379,036	\$ 376,521	\$ 405,610
Fees	29,475	22,100	23,100	23,100
Grants	-	-	-	-
Other	30,850	29,995	30,388	31,570
Total revenue	\$ 60,325	\$ 52,095	\$ 53,488	\$ 54,670
Net amount supported by property taxes	\$ 313,301	\$ 326,941	\$ 323,033	\$ 350,940

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Net overall personnel costs increased by \$8,500, which reflects the normal salary and benefits increases for existing staff and reallocation of 3 part-time staff to one full-time and 1 part-time staff, as approved in Fall 2017.
- ↑ An increase of \$6,700 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↑ An increase of \$13,600 in professional services reflects the need for additional contracted program instructors for onsite senior programs.

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.

CULTURE AND RECREATION	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

460 SENIOR RECREATION CENTER

PERSONAL SERVICES

01	Salaries	\$ 75,157	\$ 63,671	\$ 87,334	\$ 119,977	\$ 56,306	\$ 123,945
02	Overtime	-	-	-	-	-	-
03	Part-time	68,365	70,178	42,041	20,076	(50,102)	20,740
04	Witness fees	-	-	-	-	-	-
06	FICA	10,663	10,228	9,897	10,752	524	11,164
07	Retirement - IPERS	12,769	11,894	11,553	13,155	1,261	13,658
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	35,327	31,304	31,304	37,975	6,671	42,857
11	Allowance	-	75	-	75	-	75
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	455	634	-	1,194	560	1,239
	Sub-Total	\$ 202,736	\$ 187,984	\$ 182,129	\$ 203,204	\$ 15,220	\$ 213,678

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 249	\$ 1,800	\$ 800	\$ 1,800	\$ -	\$ 1,800
22	Recruitment	70	-	90	-	-	-
23	Professional services	27,849	23,000	28,000	36,600	13,600	38,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	2,604	4,500	4,500	3,400	(1,100)	3,400
28	Dues and memberships	1,122	985	985	1,255	270	1,255
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	90	90	90	-	90
35	Printing and copying	6,876	5,300	5,300	5,600	300	5,600
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	263	1,000	1,000	1,000	-	1,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	1,201	2,000	3,800	3,600	1,600	3,800
48	Utility service	23,654	27,000	27,000	27,000	-	27,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	2,444	4,500	3,200	3,200	(1,300)	3,200
54	Minor equipment	461	1,000	1,000	1,000	-	1,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	2,111	2,000	2,000	2,000	-	2,000
59	Operating supplies	36,274	36,500	35,500	34,500	(2,000)	36,500
60	Safety and medical supplies	81	450	200	200	(250)	200
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 105,259	\$ 110,125	\$ 113,465	\$ 121,245	\$ 11,120	\$ 124,845

CAPITAL OUTLAY

71	Equipment	\$ 4,024	\$ 1,200	\$ 1,200	\$ 600	\$ (600)	\$ 1,000
72	Furniture and fixtures	-	1,100	1,100	700	(400)	1,000
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	7,725	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	53,882	78,627	78,627	79,861	1,234	79,861
97	Transfers out	-	-	-	-	-	-
	Sub-total	\$ 65,631	\$ 80,927	\$ 80,927	\$ 81,161	\$ 234	\$ 81,861

OPERATING BUDGET SUB-TOTAL

		\$ 373,626	\$ 379,036	\$ 376,521	\$ 405,610	\$ 26,574	\$ 420,384
99	Special Revenue fund items	\$ 14,617	\$ 12,500	\$ 12,500	\$ 20,000	\$ 7,500	\$ 20,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

SENIOR RECREATION CENTER	\$ 388,243	\$ 391,536	\$ 389,021	\$ 425,610	\$ 34,074	\$ 440,384
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Function: Culture and Recreation
Activity: Senior Recreation Center

Activity Notes

Object	Description	Amount
01	Senior Recreation Center Supervisor and Recreation Coordinator	\$ 119,977
03	Administrative Technician	\$ 20,076
06	FICA	\$ 10,752
07	IPERS	\$ 13,155
09	Group insurance	\$ 37,975
11	Allowance	\$ 75
13	Deferred compensation City match	\$ 1,194
21	Advertisements and program promotion	\$ 1,800
23	Professional services (contracted program instructors)	\$ 36,600
27	Computer software and supplies	\$ 500
	Digital Display Board ("Happy Board") program management fee	\$ 1,400
	My Senior Center' program management fee	\$ 1,500
28	Senior center resource materials	\$ 400
	IPRA Dues for Senior Recreation Superior and Recreation Coordinator	\$ 270
	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 digital (3)	\$ 4,500
	Flyers, schedules, brochures	\$ 300
41	Maintenance & repair of appliances, fitness & office equipment	\$ 1,000
46	Mileage reimbursement	\$ 400
	NRPA or Athletic Business national conference (1)	\$ 1,800
	IPRA Spring Conference and Fall Workshop - local (2)	\$ 1,400
48	Telephone, water, electric, and natural gas	\$ 25,500
	Wireless internet service	\$ 1,500
51	Maintenance supplies - kitchen & restroom cleaning & paper supplies	\$ 2,000
	Landscape and outdoor maintenance supplies	\$ 1,200
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
	SHIP program office supplies - paper cartridges, general office supplies	\$ 500
59	Program supplies, kitchen & miscellaneous supplies	\$ 1,000
59.1	Congregate meals (Two days per week)	\$ 17,500
59.2	Off-site trips & events	\$ 6,500
59.3	On-site events	\$ 9,500
60	First aid supplies	\$ 200
71	Replacement B&W printer/copier for Supervisor's office	\$ 600
72	Replace chairs in craft room	\$ 700

Function: Culture and Recreation
Activity: Senior Recreation Center

Activity Notes

Object	Description	Amount
81	Building maintenance fund contribution - PM Repairs	\$ 49,755
Senior Ctr.	Citywide building security plan	\$ 5,356
	<i>Total project specific contributions</i>	<i>\$ 55,111</i>
	<i>Building maintenance fund contribution - service contracts (former line 40 items):</i>	
	Backflow preventer testing	\$ 60
	Boiler water treatment program	\$ 960
	Building maintenance and repairs	\$ 5,000
	Building security service	\$ 450
	Custodial contract	\$ 7,935
	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	\$ 500
	Semi-annual kitchen, tile, carpet & upholstery cleaning, annual strip & re-wax of craft room floor	\$ 3,600
	Sprinkler inspection	\$ 225
	Window cleaning	\$ 600
	<i>Total line 40 items</i>	<i>\$ 24,750</i>
Senior Ctr.	<i>Grand total for location</i>	<i>\$ 79,861</i>
Senior Fund	Special Revenue Fund - Senior Center Activities and Donations	
99	Senior donation fund expenditures	\$ 20,000

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

	FINANCIAL SUMMARY			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	335,135	344,832	354,357	391,360
Contractual & supply service	161,751	165,080	165,080	169,420
Capital outlay	99,067	100,614	100,720	94,229
Total expenditures	\$ 595,953	\$ 610,526	\$ 620,157	\$ 655,009
Fees	267,915	215,000	265,000	315,000
Grants	-	-	-	-
Other	49,208	47,360	50,051	50,982
Total revenue	\$ 317,123	\$ 262,360	\$ 315,051	\$ 365,982
Net amount supported by property taxes	\$ 278,830	\$ 348,166	\$ 305,106	\$ 289,027

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ An increase of \$39,900 in personnel costs reflects normal salary and benefit increases for existing staff, and an increase in part-time staffing as a direct result of additional programming being offered. Additional programming results in increased revenues to offset the expense of staff/instructors.
- ↑ An increase of \$6,700 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↑ An increase of \$6,900 in minor equipment reflects the purchase of 10 paddle boards for new fitness class offering.
- ↑ An increase of \$8,600 in operating supplies reflects increased Red Cross swim lesson supplies to coordinate with the increased program offerings anticipated and additional supplies for themed party rentals.

FUTURE BUDGET CONSIDERATIONS:

- ❖ The Swimming pool facility is 41 years old, and has had significant building repairs and renovations occurring in 2009, 2012, 2016 and 2017. The HVAC system and air exchanger are the final major components that have not yet been replaced.
- ❖ 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 2021. Any new facility would require a public bond referendum (planned for 2020), and if that gets approved, engineering and construction would proceed.

CULTURE AND RECREATION		FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
470 SWIMMING POOL & WADING POOLS							
PERSONAL SERVICES							
01	Salaries	\$ 65,209	\$ 68,165	\$ 68,088	\$ 70,840	\$ 2,675	\$ 73,183
02	Overtime	-	-	-	-	-	-
03	Part-time	212,991	208,067	216,000	240,855	32,788	244,432
04	Witness fees	-	-	-	-	-	-
06	FICA	20,212	21,093	21,740	23,810	2,717	24,383
07	Retirement - IPERS	16,152	15,041	16,809	16,691	1,650	18,548
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	20,187	31,304	31,304	37,975	6,671	42,857
11	Allowance	384	484	416	484	-	484
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	678	-	705	27	732
Sub-Total		\$ 335,135	\$ 344,832	\$ 354,357	\$ 391,360	\$ 46,528	\$ 404,619
CONTRACTUAL AND SUPPLY SERVICES							
21	Advertising	\$ 6,008	\$ 8,100	\$ 8,100	\$ 1,800	\$ (6,300)	\$ 6,500
22	Recruitment	1,943	4,000	4,000	4,000	-	4,000
23	Professional services	15,142	1,800	1,800	1,800	-	2,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	330	3,500	3,500	500	(3,000)	500
28	Dues and memberships	1,074	775	775	820	45	775
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	1,555	2,000	2,000	700	(1,300)	2,000
35	Printing and copying	9,498	7,250	7,250	6,300	(950)	7,750
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	1,823	5,500	5,500	5,500	-	5,500
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	4,188	5,805	5,805	6,150	345	5,505
48	Utility service	60,576	67,000	67,000	67,000	-	68,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	5,662	7,000	7,000	7,000	-	7,000
54	Minor equipment	1,986	4,000	4,000	10,850	6,850	4,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	2,648	3,000	3,000	3,000	-	3,000
59	Operating supplies	46,735	44,500	44,500	53,100	8,600	54,000
60	Safety and medical supplies	2,583	850	850	900	50	1,000
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 161,751	\$ 165,080	\$ 165,080	\$ 169,420	\$ 4,340	\$ 171,530
CAPITAL OUTLAY							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	900	1,006	-	(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	99,067	99,714	99,714	94,229	(5,485)	94,229
97	Transfers out	-	-	-	-	-	-
Sub-total		\$ 99,067	\$ 100,614	\$ 100,720	\$ 94,229	\$ (6,385)	\$ 94,229
OPERATING BUDGET SUB-TOTAL		\$ 595,953	\$ 610,526	\$ 620,157	\$ 655,009	\$ 44,483	\$ 670,378
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-
SWIMMING POOL & WADING POOLS		\$ 595,953	\$ 610,526	\$ 620,157	\$ 655,009	\$ 44,483	\$ 670,378

Function: Culture and Recreation
Activity: Swimming Pool & Wading Pools

Activity Notes

Object	Description	Amount
01	Programmer/Scheduler	\$ 70,840
03	Facility Manager, lifeguards, managers, wading pool guards, swim instructors, water fitness instructors, cashiers, water instructor aids	\$ 240,855
06	FICA	\$ 23,810
07	IPERS	\$ 16,691
09	Group insurance	\$ 37,975
11	Phone Allowance	\$ 384
	On the Spot awards	\$ 100
13	Deferred compensation City match	\$ 705
21	Special event advertisements and program marketing	\$ 1,800
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
28	Iowa Park and Recreation Association membership	\$ 300
	Pool registration renewals (indoor pool, 2 wading pools)	\$ 300
	American License fee (broadcast permit - ASCAP & BMI)	\$ 220
32	Staff shirts/uniforms, whistles & lanyards	\$ 700
35	Program guide printing	\$ 6,000
	Mailing, shipping, business cards, printing, flyers, & schedules	\$ 300
41	Equipment maintenance and repair	\$ 5,500
46	Lifeguard training reimbursement	\$ 1,000
	Staff in-services, management training, etc.	\$ 500
	Revenue Development and Management School (year 2), West Virginia (1)	\$ 1,500
	AEA CEU aerobics instructor training	\$ 1,500
	Certified Pool Operator (CPO) certification training (2)	\$ 500
	IPRA Spring conference - local (1)	\$ 450
	Mileage reimbursement	\$ 700
48	Telephone, gas, electric and water services	\$ 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	\$ 500
	Equipment for new water fitness class with fitness paddle boards (10 boards - \$5,000, storage rack - \$350, lane lines - \$2,000)	\$ 7,350
58	Office supplies, tones	\$ 3,000
59	Chlorine, chemicals, iron treatment, ACCO - equipment lease	\$ 23,000
	Red Cross instruction supplies	\$ 5,000
	Red Cross swim lesson certification cards (swim lessons, LG-WSI-CPR trainings)	\$ 10,000
	Pool filters (\$450 each x 8)	\$ 3,600
	Special event supplies (T-shirts, ribbons, supplies, special event supplies, bounce house rental for special events)	\$ 5,500
	Quarterly sales tax remittances to State of Iowa (admissions)	\$ 6,000
60	First Aid supplies	\$ 450
	State of Iowa monthly water tests	\$ 350

Function: Culture and Recreation
Activity: Swimming Pool & Wading Pools

Activity Notes

Object	Description	Amount
60 cont.	Fire extinguisher maintenance	\$ 100
81	Building maintenance fund contribution - PM Repairs	\$ 38,443
Pool	Citywide building security plan	\$ 8,321
	<i>Total project specific contributions</i>	<i>\$ 46,764</i>
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Backflow preventer testing	\$ 60
	Boiler water treatment program	\$ 1,100
	Building security service	\$ 450
	Custodial cleaning contract - locker rooms, bathrooms, lobby	\$ 14,375
	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 service	\$ 480
	Strip and wax lobby floor (2x), deep clean office carpet	\$ 1,300
	Window cleaning	\$ 550
	<i>Total line 40 items</i>	<i>\$ 47,465</i>
Pool	Grand total for location	\$ 94,229

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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	1,114,193	1,139,929	1,120,118	1,168,500
Transfer out to General Fund	851,114	779,643	783,214	787,500
Total expenditures	\$ 1,965,307	\$ 1,919,572	\$ 1,903,332	\$ 1,956,000
Fees	-	-	-	-
Grants	-	-	-	-
Hotel Motel Tax receipts	1,865,118	1,850,000	1,885,000	1,925,000
Total revenue	\$ 1,865,118	\$ 1,850,000	\$ 1,885,000	\$ 1,925,000
<i>Net amount used by (added to) fund balance</i>	\$ 100,189	\$ 69,572	\$ 18,332	\$ 31,000

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ An overall increase of \$28,600 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.

CULTURE AND RECREATION	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

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	-	-	-	-	-	-
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	1,114,193	1,139,929	1,120,118	1,168,500	28,571	1,114,286
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	-	-	-	-	-	-
Sub-total		\$ 1,114,193	\$ 1,139,929	\$ 1,120,118	\$ 1,168,500	\$ 28,571	\$ 1,114,286

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 to General/Capita	851,114	779,643	783,214	787,500	7,857	786,429
Sub-total		\$ 851,114	\$ 779,643	\$ 783,214	\$ 787,500	\$ 7,857	\$ 786,429

OPERATING BUDGET SUB-TOTAL

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

CULTURAL AND CONVENTION - HO1 \$ 1,965,307 \$ 1,919,572 \$ 1,903,332 \$ 1,956,000 \$ 36,428 \$ 1,900,715

Function: Culture and Recreation Activity: Cultural and Convention - Hotel Motel Fund
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Activity Notes

Object	Description	Amount
24	Bravo! - annual 2/7th contribution per 28E agreement	\$ 518,000
	Convention and Visitors Bureau - annual 2/7th contribution per 28E agreement	\$ 550,000
	Iowa Events Center - per 28E agreement	\$ 32,000
	J-Hawk Soccer Club - parking lot payment & lighting debt service payment	\$ 20,000
	Urbandale Little League - tractor replacement, batters eyes, pavement striping, mower, security gates @ concession	\$ 25,000
	Urbandale Community Schools - 2 euphoniums for elementary music program	\$ 3,500
	Urbandale Girls Recreation Association - sound system, pitching area, parking lot payment	\$ 20,000
97	Transfer out to Capital Projects Fund - URGRA/Soccer complex parking lot paving project	\$ 100,000
	Transfer out to General Fund	\$ 687,500



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

	FINANCIAL SUMMARY			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	198,820	208,652	206,278	221,354
Contractual & supply service	314,818	420,544	400,375	426,720
Capital outlay	414,126	680,500	680,500	403,000
Total expenditures	\$ 927,764	\$ 1,309,696	\$ 1,287,153	\$ 1,051,074
Fees	862,113	1,158,042	1,158,041	1,113,601
Grants	-	-	-	-
Other	3,025	-	6,000	6,000
Total revenue	\$ 865,138	\$ 1,158,042	\$ 1,164,041	\$ 1,119,601
Net amount supported by departmental allocations	\$ 62,626	\$ 151,654	\$ 123,112	\$ (68,527)

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.

FUNCTION: Culture and Recreation

ACTIVITY: Building Maintenance Fund – Internal Service

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ An increase of \$8,300 in salaries and benefits reflect the normal increases for existing staff.
- ↑ An increase of \$4,400 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of \$20,000 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 \$26,300 in building maintenance expenses reflects anticipated costs associated with routine maintenance of all City facilities.
- ↓ A decrease of \$277,500 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 is working with a consultant to design a consolidated/uniform building security system in all facilities to begin in 2018.

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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

832 BUILDING MAINTENANCE FUND

PERSONAL SERVICES

01	Salaries	\$ 151,674	\$ 158,543	\$ 157,534	\$ 164,903	\$ 6,360	\$ 170,357
02	Overtime	-	1,000	-	500	(500)	500
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	11,513	12,190	11,815	12,737	547	13,221
07	Retirement - IPERS	13,545	14,087	14,068	15,489	1,402	16,082
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	20,187	20,870	20,870	25,316	4,446	28,571
11	Allowance	384	384	416	768	384	768
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	1,517	1,578	1,575	1,641	63	1,704
	Sub-Total	\$ 198,820	\$ 208,652	\$ 206,278	\$ 221,354	\$ 12,702	\$ 231,203

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	37,967	60,000	40,000	40,000	(20,000)	45,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	4,580	7,288	8,000	5,288	(2,000)	5,000
28	Dues and memberships	301	205	325	350	145	350
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	262,414	343,001	340,000	369,282	26,281	350,000
41	Vehicle and equipment maint.	-	1,200	1,200	1,200	-	1,200
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	2,767	250	250	500	250	500
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	4,536	5,000	6,000	6,000	1,000	5,000
54	Minor equipment	1,888	2,000	3,000	3,000	1,000	3,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	122	300	300	300	-	300
59	Operating supplies	243	1,300	1,300	800	(500)	800
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 314,818	\$ 420,544	\$ 400,375	\$ 426,720	\$ 6,176	\$ 411,150

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	414,126	680,500	680,500	403,000	(277,500)	380,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	Sub-total	\$ 414,126	\$ 680,500	\$ 680,500	\$ 403,000	\$ (277,500)	\$ 380,000

OPERATING BUDGET SUB-TOTAL

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

BUILDING MAINTENANCE FUND

		\$ 927,764	\$ 1,309,696	\$ 1,287,153	\$ 1,051,074	\$ (258,622)	\$ 1,022,353
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Function: Culture and Recreation
Activity: Building Maintenance

Activity Notes

Object	Description	Amount
01	Facilities Maintenance Supervisor, Facilities Maintenance Technician	\$ 164,903
02	Overtime	\$ 500
06	FICA	\$ 12,737
07	IPERS	\$ 15,489
09	Group insurance	\$ 25,316
11	Cell phone allowance - Supervisor	\$ 768
13	Deferred compensation City match	\$ 1,641
23	Professional services	\$ 40,000
27	iPad data plan	\$ 1,000
	Mpulse software maintenance contract	\$ 3,500
	Micro station license	\$ 788
28	International Facilities Management Association membership (IFMA)	\$ 350
40	Anticipated building maintenance expenditures for departments	\$ 369,282
41	Equipment maintenance	\$ 1,200
46	Certified Pool Operator (CPO) certification (2 facility maintenance laborers)	\$ 500
51	Maintenance supplies/inventory	\$ 6,000
54	Miscellaneous tools	\$ 3,000
58	Office supplies	\$ 300
59	Recycling light bulbs from facilities	\$ 800
76	Citywide building security project	\$ 200,000
	Preventative Maintenance Plan projects including:	
	Library carpet replacement - staff areas	\$ 63,000
	Fire 41 generator replacement	\$ 25,000
	Fire 42 condensing unit replacement	\$ 30,000
	Fire 41 HVAC retro-commissioning	\$ 35,000
	Unplanned facility maintenance projects	\$ 50,000

Function: Culture and Recreation
Activity: Building Maintenance

Activity Notes

Object	Description	Amount
CONTRIBUTIONS BY DEPARTMENTS:		
Below is detail of the individual contributions to their 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.		
81	Building maintenance fund contribution - PM projects	\$ 5,760
Giovanetti	Citywide building security project	\$ 2,774
201	<i>Total project specific contributions</i>	\$ 8,534
Building maintenance fund contribution - service contracts (former line 40 items):		
	Backflow preventer	\$ 60
	Building security system	\$ 450
	Custodial contract	\$ 5,750
	Electrical maintenance contract	\$ 1,000
	Fire alarm monitoring & panel inspection	\$ 600
	Grease trap cleaning	\$ 1,300
	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
	<i>Total Line 40 items</i>	\$ 17,390
Giovanetti	Grand total for location	\$ 25,924
Lions	Building maintenance fund contribution - PM projects	\$ 15,324
202	Citywide building security project	\$ 1,626
	<i>Total project specific contributions</i>	\$ 16,950
Building maintenance fund contribution - service contracts (former line 40 items):		
	Building security service	\$ 450
	Carpet cleaning	\$ 560
	Custodial contract	\$ 6,900
	Electrical maintenance contract	\$ 1,000
	Mat cleaning service	\$ 500
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control	\$ 500
	Range hood inspection	\$ 90
	<i>Total Line 40 items</i>	\$ 14,000
Lions	Grand total for location	\$ 30,950

Function: Culture and Recreation
Activity: Building Maintenance

Activity Notes

Object	Description	Amount
City Hall	Building maintenance fund contribution - PM Projects	\$ 90,112
203	Citywide building security plan	\$ 5,961
	<i>Total project specific contributions</i>	\$ 96,073
	<i>Building maintenance fund contribution - service contracts (former line 40 items):</i>	
	Backflow preventer testing	\$ 60
	Building security service	\$ 450
	Carpet and upholstery cleaning (1 x year)	\$ 1,975
	Custodial cleaning service	\$ 8,970
	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
	<i>Total Line 40 items</i>	\$ 29,795
City Hall	Grand total for location	\$ 125,868
Eng/Cd	Building maintenance fund contribution - PM projects	\$ 35,822
204	Citywide building security project	\$ 4,832
	<i>Total project specific contributions</i>	\$ 40,654
	<i>Building maintenance fund contribution - service contracts (former line 40 items):</i>	
	Building preventer testing	\$ 60
	Building security service	\$ 450
	Carpet cleaning	\$ 1,375
	Custodial services contract (administrative offices and public works facility)	\$ 9,545
	Electrical maintenance contract	\$ 1,000
	Fire alarm monitoring (Engineering/CD and City Hall)	\$ 500
	HVAC service and repair	\$ 1,000
	Mat cleaning service	\$ 400
	Miscellaneous building repairs and maintenance	\$ 5,000
	Pest control	\$ 400
	Sprinkler Inspection	\$ 150
	Window cleaning	\$ 495
	<i>Total Line 40 items</i>	\$ 20,375
Eng/Cd	Grand total for location	\$ 61,029
Fire #41	Building maintenance fund contribution - PM Projects	\$ 13,236
205	Citywide building security plan	\$ 6,361
	<i>Total project specific contributions</i>	\$ 19,597
	<i>Building maintenance fund contribution - service contracts (former line 40 items):</i>	
	Carpet cleaning	\$ 150
	Sprinkler inspection	\$ 150

Function: Culture and Recreation
Activity: Building Maintenance

Activity Notes

Object	Description	Amount
Fire #41 cont.	Backflow preventer testing	\$ 60
	Generator service and maintenance	\$ 542
	Pest control	\$ 400
	Fire alarm testing	\$ 125
	HVAC service and repair	\$ 2,500
	Miscellaneous building repairs	\$ 7,500
	Fire alarm monitoring	\$ 500
	Miscellaneous electric repairs and maintenance	\$ 1,000
	<i>Total Line 40 items</i>	\$ 12,927
Fire #41	Grand total for location	\$ 32,524
Fire #42	Building maintenance fund contribution - PM Projects	\$ 46,529
206	Citywide building security plan	\$ 7,413
	<i>Total project specific contributions</i>	\$ 53,942
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Carpet cleaning	\$ 200
	Sprinkler inspection	\$ 150
	Backflow preventer testing	\$ 60
	Generator service and 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	\$ 1,100
	<i>Total Line 40 items</i>	\$ 13,840
Fire #42	Grand total for location	\$ 67,782
Police	Building maintenance fund contribution - PM projects	\$ 95,236
207	Citywide building security project	\$ 11,250
	<i>Total project specific contributions</i>	\$ 106,486
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Boiler water treatment program	\$ 1,300
	Building Custodial services contract	\$ 24,150
	Building security monitoring	\$ 450
	Carpet cleaning (w/\$40 upholstery alternate)	\$ 900
	Electrical maintenance and repair	\$ 1,000
	Fire alarm monitoring	\$ 960
	Fire alarm panel inspection	\$ 300
	Generator service & maintenance agreement	\$ 4,500
	HVAC service and repair	\$ 13,000

Function: Culture and Recreation
Activity: Building Maintenance

Activity Notes

Object	Description	Amount
Police Cont.	Mat & rug service	\$ 1,300
	Miscellaneous building repairs and maintenance	\$ 7,500
	Pest control	\$ 700
	Replacement ceiling tiles	\$ 1,500
	Sprinkler testing	\$ 160
	Tile floor - waxing 2x a year	\$ 1,750
	Window cleaning	\$ 400
	<i>Total Line 40 items</i>	\$ 59,870
Police	Grand total for location	\$ 166,356
Public Works	Building maintenance fund contribution - PM Projects	\$ 20,046
208	Citywide building security plan	\$ 8,936
	<i>Total project specific contributions</i>	\$ 28,982
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Backflow preventer testing	\$ 120
	Building custodial services contract	\$ 2,875
	Carpet cleaning	\$ 400
	Fire alarm monitoring (Fleet Storage & Consumer Lumber)	\$ 900
	Miscellaneous building repair and maintenance	\$ 1,000
	Mat cleaning service	\$ 350
	Pest control	\$ 500
	Sprinkler testing (Consumer Lumber and Fleet Storage)	\$ 500
	Window cleaning	\$ 200
	<i>Total Line 40 items</i>	\$ 6,845
Public Works	Grand total for location	\$ 35,827
Library	Building maintenance fund contribution - PM projects	\$ 196,777
209	Citywide building security plan	\$ 23,626
	<i>Total project specific contributions</i>	\$ 220,403
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Backflow preventer testing	\$ 180
	Boiler water treatment program	\$ 2,400
	Building security and fire alarm monitoring	\$ 600
	Carpet and upholstery cleaning	\$ 4,000
	Building custodial services contract (weekends only)	\$ 14,950
	Chimney cleaning and inspection	\$ 275
	Door access system support	\$ 850
	Electrical maintenance	\$ 5,000
	Fire alarm testing	\$ 370
	Generator service & maintenance	\$ 800
	HVAC heating and cooling service contract	\$ 38,700
	Life inspection	\$ 350
	Miscellaneous building repairs and maintenance	\$ 10,000

Function: Culture and Recreation
Activity: Building Maintenance

Activity Notes

Object	Description	Amount
Library cont.	Pest Control	\$ 1,500
	Public restroom Sanitizing	\$ 2,520
	Roof/gutter inspection	\$ 2,000
	Sprinkler inspection	\$ 175
	Window cleaning	\$ 550
	<i>Total line 40 items</i>	\$ 85,220
Library	Grand total for location	\$ 305,623
Parks Shop	Building maintenance fund contribution - PM Projects	\$ 15,654
210	Citywide building security plan	\$ 4,831
	<i>Total project specific contributions</i>	\$ 20,485
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Backflow testing	\$ 60
	Lift Inspection	\$ 500
	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	\$ 3,970
	Pest control contract	\$ 1,100
	Strip and wax floor	\$ 200
	Window cleaning	\$ 150
	<i>Total Line 40 items</i>	\$ 11,930
Parks Shop	Grand total for location	\$ 32,415
Pool	Building maintenance fund contribution - PM Repairs	\$ 38,443
211	Citywide building security plan	\$ 8,321
	<i>Total project specific contributions</i>	\$ 46,764
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Backflow preventer testing	\$ 60
	Boiler water treatment program	\$ 1,100
	Building security service	\$ 450
	Custodial cleaning contract - locker rooms, bathrooms, lobby	\$ 14,375
	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 service	\$ 480
	Strip and wax lobby floor (2x), deep clean office carpet	\$ 1,300

Function: Culture and Recreation
Activity: Building Maintenance

Activity Notes

Object	Description	Amount
	Window cleaning	\$ 550
	<i>Total line 40 items</i>	\$ 47,465
Pool	Grand total for location	\$ 94,229
Senior Ctr.	Building maintenance fund contribution - PM Repairs	\$ 49,755
212	Citywide building security plan	\$ 5,356
	<i>Total project specific contributions</i>	\$ 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	\$ 7,935
	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	\$ 500
	Semi-annual kitchen, tile, carpet & upholstery cleaning, annual strip & re-wax of craft room floor	\$ 3,600
	Sprinkler inspection	\$ 225
	Window cleaning	\$ 600
	<i>Total line 40 items</i>	\$ 24,750
Senior Ctr.	Grand total for location	\$ 79,861
Wellness	Building maintenance fund contribution - PM Repairs	\$ 6,404
213	Citywide building security plan	\$ 621
	<i>Total project specific contributions</i>	\$ 7,025
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Building security monitoring	\$ 450
	Carpet cleaning	\$ 200
	Custodial cleaning contract	\$ 2,875
	Electrical maintenance contract	\$ 500
	Fire alarm monitoring	\$ 500
	Mat service	\$ 300
	Miscellaneous building repairs and maintenance	\$ 4,000
	Pest control service	\$ 200
	<i>Total line 40 items</i>	\$ 9,025
Wellness	Grand total for location	\$ 16,050

Function: Culture and Recreation
Activity: Building Maintenance

Activity Notes

Object	Description	Amount
Open Shelters	Building maintenance fund contribution - PM projects	\$ 12,255
214	Citywide building security plan	\$ 3,779
	<i>Total project specific contributions</i>	\$ 16,034
Building maintenance fund contribution - service contracts (former line 40 items):		
	Miscellaneous maintenance for open shelters	\$ 2,000
	Outside bathroom custodial service contract	\$ 8,050
	<i>Total line 40 items</i>	\$ 10,050
Open Shelters	Grand total for location	\$ 26,084
WJP Complex	Building maintenance fund contribution - PM projects	\$ 3,500
215	Citywide building security plan	\$ 3,779
	<i>Total project specific contributions</i>	\$ 7,279
Building maintenance fund contribution - service contracts (former line 40 items):		
	Miscellaneous Maintenance	\$ 4,000
	Grease Interceptor Cleaning	\$ 1,300
	Building security monitoring	\$ 500
	<i>Total line 40 items</i>	\$ 5,800
WJP Complex	Grand total for location	\$ 13,079
Totals:	<i>City departments contributions to building maintenance operations:</i>	\$ 644,853
	<i>City departments contributions to City-wide security project:</i>	\$ 99,466
	<i>City departments contributions to department specific projects:</i>	\$ -
	<i>City departments contributions to location-specific maintenance: (line 40)</i>	\$ 369,282
	<i>Grand total from departmental budgets:</i>	\$ 1,113,601



COMMUNITY & ECON. DEV.	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
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500 COMMUNITY AND ECONOMIC DEVELOPMENT SUMMARY

PERSONAL SERVICES

01	Salaries	\$ 998,832	\$ 1,132,709	\$ 1,100,214	\$ 1,168,802	\$ 36,093	\$ 1,205,072
02	Overtime	14,311	18,000	12,210	17,000	(1,000)	17,000
03	Part-time	2,559	6,500	2,500	6,500	-	6,500
04	Witness fees	-	-	-	-	-	-
06	FICA	77,723	88,687	84,715	90,709	2,022	95,138
07	Retirement - IPERS	90,439	101,228	99,294	110,400	9,172	114,372
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	141,308	156,521	156,521	189,089	32,568	214,286
11	Allowance	13,214	13,941	14,993	14,318	377	13,818
12	Unemployment	836	-	-	-	-	-
13	Deferred comp plan City match	9,680	16,237	10,065	16,799	562	17,417
	Sub-Total	\$ 1,348,902	\$ 1,533,823	\$ 1,480,512	\$ 1,613,617	\$ 79,794	\$ 1,683,603

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 30,447	\$ 35,100	\$ 35,100	\$ 52,930	\$ 17,830	\$ 58,464
22	Recruitment	340	200	200	100	(100)	100
23	Professional services	51,440	135,500	138,669	119,400	(16,100)	101,325
24	Contributions to other agencies	93,977	95,716	95,716	104,062	8,346	104,562
27	Data processing	32,070	33,300	34,125	49,330	16,030	47,177
28	Dues and memberships	6,942	7,425	7,425	8,640	1,215	8,732
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	53	240	240	270	30	120
35	Printing and copying	11,843	13,250	13,250	34,650	21,400	34,300
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	1,449	900	900	900	-	1,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	18,365	45,365	45,365	46,755	1,390	42,950
48	Utility service	14,707	17,000	17,104	17,660	660	17,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	405	400	400	400	-	400
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	876	3,050	3,050	3,050	-	3,200
57	Vehicle operation supplies	3,501	6,500	6,500	5,000	(1,500)	5,000
58	Office supplies	2,430	6,760	6,760	4,375	(2,385)	4,263
59	Operating supplies	8,737	18,250	18,250	18,380	130	18,410
60	Safety and medical supplies	213	1,265	1,265	1,015	(250)	1,015
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 277,795	\$ 420,221	\$ 424,319	\$ 466,917	\$ 46,696	\$ 448,018

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	1,969	2,500	2,500	2,240	(260)	-
73	Equipment replacement fund	18,250	19,875	19,875	15,375	(4,500)	15,375
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	467,840	800,000	440,000	540,000	(260,000)	570,000
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	21,885	29,642	29,642	30,515	873	30,515
97	Transfers out	4,530,340	4,385,655	7,475,908	6,608,018	2,222,363	4,439,676
	Sub-total	\$ 5,040,284	\$ 5,237,672	\$ 7,967,925	\$ 7,196,148	\$ 1,958,476	\$ 5,055,566

OPERATING BUDGET SUB-TOTAL

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

COMMUNITY AND ECONOMIC DEVELOPMENT SUMMARY

		\$ 6,666,981	\$ 7,291,716	\$ 9,972,756	\$ 9,376,682	\$ 2,084,966	\$ 7,287,187
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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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	248,835	357,664	327,671	366,205
Contractual & supply service	83,821	115,905	120,003	189,055
Capital outlay	-	-	-	2,240
Total expenditures	\$ 332,656	\$ 473,569	\$ 447,674	\$ 557,500
Fees	-	-	-	-
Grants	-	-	-	-
Other	27,467	27,427	36,131	43,392
Total revenue	\$ 27,467	\$ 27,427	\$ 36,131	\$ 43,392
Net amount supported by property taxes	\$ 305,188	\$ 446,142	\$ 411,543	\$ 514,108

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ An increase of \$5,900 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↑ An increase of \$17,800 in advertising reflects various sponsorships of events that advance the economic development strategy and increased advertisement that serves the City as a whole.
- ↑ An increase of \$23,400 in professional services includes an increased allowance for project consulting as well as legal fees related to development agreements.
- ↑ An increase of \$21,400 in printing and copying includes increased printing and postage costs related to direct mailings that may be sent during the year to execute the communications plan.

FUTURE BUDGET CONSIDERATIONS:

- ❖ Staff will continue to 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 City launched the Urban Loop brand to promote the interstate-served economic development areas in September 2017. The brand has been well-received and recognition is growing in the market. Guided by stakeholders like the Economic Development Advisory Board, staff will make future recommendations to strengthen and sustain the brand which may result in additional sponsorship and advertising over previous levels.
- ❖ 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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

520 ECONOMIC DEVELOPMENT

PERSONAL SERVICES

01	Salaries	\$ 185,268	\$ 264,025	\$ 242,753	\$ 265,223	\$ 1,198	\$ 271,605
02	Overtime	-	-	-	-	-	-
03	Part-time	2,559	6,500	2,500	6,500	-	6,500
04	Witness fees	-	-	-	-	-	-
06	FICA	14,769	21,313	19,223	20,891	(422)	22,115
07	Retirement - IPERS	16,526	24,041	21,632	25,526	1,485	26,253
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	20,187	31,304	31,304	37,190	5,886	42,857
11	Allowance	5,286	5,366	5,854	5,643	277	5,643
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	4,240	5,115	4,405	5,232	117	5,408
	Sub-Total	\$ 248,835	\$ 357,664	\$ 327,671	\$ 366,205	\$ 8,541	\$ 380,381

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 30,447	\$ 35,100	\$ 35,100	\$ 52,930	\$ 17,830	\$ 58,464
22	Recruitment	95	200	200	100	(100)	100
23	Professional services	8,721	24,500	27,669	47,900	23,400	48,825
24	Contributions to other agencies	27,500	28,000	28,000	32,500	4,500	33,000
27	Data processing	3,385	4,850	5,675	7,380	2,530	7,177
28	Dues and memberships	2,675	2,725	2,725	3,940	1,215	4,032
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	53	90	90	120	30	120
35	Printing and copying	450	950	950	22,350	21,400	22,000
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	6,386	14,415	14,415	15,805	1,390	12,000
48	Utility service	-	-	104	660	660	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	111	260	260	375	115	263
59	Operating supplies	3,985	4,800	4,800	4,980	180	5,010
60	Safety and medical supplies	13	15	15	15	-	15
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 83,821	\$ 115,905	\$ 120,003	\$ 189,055	\$ 73,150	\$ 191,006

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	2,240	2,240	-
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	-	-	-	-	-	-
	Sub-total	\$ -	\$ -	\$ -	\$ 2,240	\$ 2,240	\$ -

OPERATING BUDGET SUB-TOTAL

		\$ 332,656	\$ 473,569	\$ 447,674	\$ 557,500	\$ 83,931	\$ 571,387
99	Special Revenue fund items	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 100,000
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

ECONOMIC DEVELOPMENT

		\$ 332,656	\$ 573,569	\$ 547,674	\$ 657,500	\$ 83,931	\$ 671,387
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Function: Community and Economic Development
Activity: Economic Development

Activity Notes

Object	Description	Amount
01	Assistant City Manager for Economic Development, Economic Development Specialist II, Marketing/Communications Specialist	\$ 265,223
03	Intern	\$ 6,500
06	FICA	\$ 20,891
07	IPERS	\$ 25,526
09	Group insurance	\$ 37,190
11	Phone allowance (2)	\$ 768
	Car allowance - ACM/Director	\$ 4,800
	On the spot awards	\$ 75
13	Deferred compensation City match	\$ 5,232
21	DMACC small biz sponsor	\$ 2,680
	Sponsorships: promotional forums	\$ 7,000
	HBA home show guide ad	\$ 650
	Urbandale Business Connection annual cost	\$ 28,650
	Iowa Commercial Real Estate expo booth	\$ 1,200
	Celebrate Business econ impact table	\$ 250
	Advertisements	\$ 12,500
22	Recruitment - intern	\$ 100
23	Photography	\$ 3,500
	Economic development project consulting	\$ 22,500
	IWD laborshed study	\$ 1,500
	Miscellaneous	\$ 1,400
23.2	Legal fees for development agreements	\$ 19,000
24	Urbandale Chamber of Commerce - broker/developer luncheon	\$ 2,500
	Greater Des Moines Partnership	\$ 30,000
27	Website modifications	\$ 2,000
	Laptop replacement (1) and monitor replacement	\$ 1,800
	Annual subscription for LOIS-EcoDev tracker	\$ 600
	Adobe creative suite and stock images subscription	\$ 1,200
	E-Newsletter service	\$ 1,000
	Domain name registration	\$ 100
	Data plan for wireless hotspot (1)	\$ 480
	Miscellaneous	\$ 200
28	Iowa Commercial Real Estate Association - ICREA (2)	\$ 200
	International City/County Management Association - ICMA (1)	\$ 600
	Urbandale Chamber of Commerce GenYP (1)	\$ 25
	International Economic Development Council - IEDC (2)	\$ 550
	Iowa City/County Management Association - IaCMA (1)	\$ 100
	Technology Association of Iowa	\$ 500
	Professional Developers of Iowa - PDI (2)	\$ 700
	City County Communications & Marketing Association - 3CMA (1)	\$ 400
	Urban Land Institute (1)	\$ 220

Function: Community and Economic Development
Activity: Economic Development

Activity Notes

Object	Description	Amount
28 cont.	Commercial Real Estate Women of Iowa - CREW Iowa (1)	\$ 295
	American Institute of Graphic Arts - AIGA (1)	\$ 250
	Miscellaneous	\$ 100
32	City logo shirts (4)	\$ 120
35	Binding	\$ 100
	Map Making	\$ 250
	USPS - direct mailings (4)	\$ 14,000
	Printing	\$ 7,000
	Miscellaneous printing	\$ 1,000
46	IEDC national conference (Atlanta) - CEU qualified (1)	\$ 1,825
	IEDC conference and CEcD licensing exam (Florida) - CEU qualified (1)	\$ 3,150
	Greater DM Partnership events (2x per year) and DC trip	\$ 2,920
	SMART conference (2)	\$ 170
	Business Record quarterly events (2)	\$ 360
	IWLC conference (1)	\$ 260
	Iowa Municipal Management Institute (1)	\$ 900
	PDI conference (2)	\$ 1,200
	City/County Communications regional conference (1)	\$ 1,400
	Adobe Creative Conference (California) (1)	\$ 2,300
	Professional Association for Design seminars (1 - 2x per year)	\$ 520
	Other webinars, presentations, meetings, etc.	\$ 300
	Miscellaneous training	\$ 500
48	Cell phone service - Marketing Specialist	\$ 660
58	Media and desk supplies	\$ 200
	Miscellaneous office supplies	\$ 175
59	UCC monthly meeting	\$ 300
	Broker/developer coffee/breakfast meetings	\$ 200
	Broker/developer lunch/dinner meetings	\$ 500
	Meeting refreshments/supplies	\$ 600
	Metro communications luncheon	\$ 180
	Business HQ/market visits	\$ 3,000
	Miscellaneous operating supplies	\$ 200
60	MVR check	\$ 15
72	Chair replacement	\$ 1,240
	Adjustable desk	\$ 1,000
Economic Development Revolving Loan Fund expenses (those items directly funded from the ED-RLF special revenue fund):		
RLF Fund		
99	Economic Development Revolving Loan Funds	\$ 100,000

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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	569,372	616,714	608,243	655,567
Contractual & supply service	60,896	93,850	93,850	87,850
Capital outlay	18,250	19,875	19,875	15,375
Total expenditures	\$ 648,518	\$ 730,439	\$ 721,968	\$ 758,792
Fees	353,536	438,000	437,250	439,750
Grants	-	-	-	-
Other	53,548	55,425	58,268	59,060
Total revenue	\$ 407,083	\$ 493,425	\$ 495,518	\$ 498,810
Net amount supported by property taxes	\$ 241,435	\$ 237,014	\$ 226,450	\$ 259,982

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased by \$23,300, which reflects normal salary and benefit increases for existing staff.
- ↑ An increase of \$15,600 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.

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 3rd-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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

530 CODE ENFORCEMENT

PERSONAL SERVICES

01	Salaries	\$ 414,107	\$ 445,839	\$ 442,960	\$ 463,477	\$ 17,638	\$ 478,807
02	Overtime	13,175	16,000	10,823	16,000	-	16,000
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	32,560	34,406	34,205	35,960	1,554	37,322
07	Retirement - IPERS	38,156	39,615	40,523	43,535	3,920	45,199
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	65,607	73,043	73,043	88,608	15,565	100,000
11	Allowance	3,128	3,375	3,939	3,375	-	3,375
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	2,639	4,436	2,750	4,612	176	4,788
	Sub-Total	\$ 569,372	\$ 616,714	\$ 608,243	\$ 655,567	\$ 38,853	\$ 685,491

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	245	-	-	-	-	-
23	Professional services	27,548	36,000	36,000	31,500	(4,500)	27,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	7,087	2,450	2,450	2,450	-	-
28	Dues and memberships	1,750	1,700	1,700	1,700	-	1,700
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	763	750	750	750	-	750
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	1,449	900	900	900	-	1,000
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	8,850	23,200	23,200	23,200	-	23,200
48	Utility service	3,995	6,000	6,000	6,000	-	6,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	876	3,050	3,050	3,050	-	3,200
57	Vehicle operation supplies	3,501	6,500	6,500	5,000	(1,500)	5,000
58	Office supplies	122	-	-	-	-	-
59	Operating supplies	4,598	12,800	12,800	12,800	-	12,800
60	Safety and medical supplies	112	500	500	500	-	500
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 60,896	\$ 93,850	\$ 93,850	\$ 87,850	\$ (6,000)	\$ 81,650

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	18,250	19,875	19,875	15,375	(4,500)	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	-	-	-	-	-	-
	Sub-total	\$ 18,250	\$ 19,875	\$ 19,875	\$ 15,375	\$ (4,500)	\$ 15,375

OPERATING BUDGET SUB-TOTAL

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

CODE ENFORCEMENT

		\$ 648,518	\$ 730,439	\$ 721,968	\$ 758,792	\$ 28,353	\$ 782,516
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Function: Community and Economic Development
Activity: Code Enforcement

Activity Notes

Object	Description	Amount
01	Building Official, Associate Building Official, Building Inspectors (5)	\$ 463,477
02	Overtime	\$ 16,000
06	FICA	\$ 35,960
07	IPERS	\$ 43,535
09	Group insurance	\$ 88,608
11	Clothing allowance (5)	\$ 3,125
	Spot awards	\$ 250
13	Deferred compensation City match	\$ 4,612
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 #3	\$ 17,500
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 - Virginia, CEU qualified (1)	\$ 2,000
	ICC-Group B Committee Action Hearings - New Mexico, CEU qualified (1)	\$ 2,000
	Inspector training @ WI, MN, NV, CO, IA (5)	\$ 5,800
	IA Association of Building Officials local seminars, CEU qualified	\$ 1,000
	International Association of Electrical Inspectors local seminars, CEU qualified	\$ 700
	IA ACE (housing code) local seminars	\$ 400
	Customer service training (1)	\$ 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) and iPads with data plan (7)	\$ 5,200
	INS- Iowa Network Services	\$ 800

Function: Community and Economic Development
Activity: Code Enforcement

Activity Notes

Object	Description	Amount
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	\$ 5,000
59	Code books (hardcopy and PDF) 2015 and 2018	\$ 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	\$ 15,375

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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	530,695	559,445	544,598	591,845
Contractual & supply service	133,078	210,466	210,466	190,012
Capital outlay	23,854	32,142	32,142	30,515
Total expenditures	\$ 687,627	\$ 802,053	\$ 787,206	\$ 812,372
Fees	349,181	448,000	457,250	577,750
Grants	-	-	-	-
Other	56,777	66,280	63,534	63,230
Total revenue	\$ 405,958	\$ 514,280	\$ 520,784	\$ 640,980
<i>Net amount supported by property taxes</i>	\$ 281,669	\$ 287,773	\$ 266,422	\$ 171,392

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased \$21,300 due to normal salary and benefit increases for existing staff.
- ↑ An increase of \$11,100 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of \$35,000 in professional services reflects decreased funding for annexation projects and development agreements anticipated in the next year.
- ↑ An increase of \$13,500 in data processing reflects the anticipated change in software annual maintenance once a new software system is selected in 2018. Staff is currently reviewing RFPs for changing software vendors, with anticipated changes being implemented in the current budget.

FUTURE BUDGET CONSIDERATIONS:

- ❖ None identified at this time.

COMMUNITY & ECON. DEV.	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

540 COMMUNITY DEVELOPMENT

PERSONAL SERVICES

01	Salaries	\$ 399,457	\$ 422,845	\$ 414,501	\$ 440,102	\$ 17,257	\$ 454,660
02	Overtime	1,136	2,000	1,387	1,000	(1,000)	1,000
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	30,394	32,968	31,287	33,858	890	35,701
07	Retirement - IPERS	35,757	37,572	37,139	41,339	3,767	42,920
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	55,514	52,174	52,174	63,291	11,117	71,429
11	Allowance	4,800	5,200	5,200	5,300	100	4,800
12	Unemployment	836	-	-	-	-	-
13	Deferred comp plan City match	2,801	6,686	2,910	6,955	269	7,221
	Sub-Total	\$ 530,695	\$ 559,445	\$ 544,598	\$ 591,845	\$ 32,400	\$ 617,731

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	15,171	75,000	75,000	40,000	(35,000)	25,000
24	Contributions to other agencies	66,477	67,716	67,716	71,562	3,846	71,562
27	Data processing	21,598	26,000	26,000	39,500	13,500	40,000
28	Dues and memberships	2,517	3,000	3,000	3,000	-	3,000
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	150	150	150	-	-
35	Printing and copying	10,630	11,550	11,550	11,550	-	11,550
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	3,129	7,750	7,750	7,750	-	7,750
48	Utility service	10,712	11,000	11,000	11,000	-	11,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	405	400	400	400	-	400
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	2,197	6,500	6,500	4,000	(2,500)	4,000
59	Operating supplies	154	650	650	600	(50)	600
60	Safety and medical supplies	88	750	750	500	(250)	500
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 133,078	\$ 210,466	\$ 210,466	\$ 190,012	\$ (20,454)	\$ 175,362

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	1,969	2,500	2,500	-	(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	-	-	-	-	-	-
81	Building maintenance fund	21,885	29,642	29,642	30,515	873	30,515
97	Transfers out	-	-	-	-	-	-
	Sub-total	\$ 23,854	\$ 32,142	\$ 32,142	\$ 30,515	\$ (1,627)	\$ 30,515

OPERATING BUDGET SUB-TOTAL

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

COMMUNITY DEVELOPMENT

		\$ 687,627	\$ 802,053	\$ 787,206	\$ 812,372	\$ 10,319	\$ 823,608
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Function: Community and Economic Development
Activity: Community Development

Activity Notes

Object	Description	Amount
01	Director, Development Manager/Chief Planner, Planner II, Planner I, Administrative Specialist	\$ 440,102
02	Overtime	\$ 1,000
06	FICA	\$ 33,858
07	IPERS	\$ 41,339
09	Group insurance	\$ 63,291
11	Vehicle allowance - Director	\$ 4,800
	On the Spot awards	\$ 500
13	Deferred compensation City match	\$ 6,955
23	Annexation plan, development agreements	\$ 40,000
24	Annual assessment for Metropolitan Planning Organization (rate \$1.00 per capita)	\$ 44,062
	Metro Home Improvement Program	\$ 27,500
27	Logos.net software annual maintenance	\$ 36,000
	ArcGIS annual license maintenance	\$ 2,500
	Replacement computer workstation	\$ 1,000
28	APA (4) and ASLA (1) memberships; library resource materials	\$ 3,000
32	City-logo apparel for office state	\$ 150
35	Copy machine maintenance (other 1/2 in Public Works Admin)	\$ 700
	Plan copier maintenance (other 1/2 in Public Works Admin)	\$ 1,550
	Color copier maintenance (other 1/2 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-San Francisco, CEU qualified (2)	\$ 5,000
	American Society of Landscape Architects conference - Philadelphia, CEU qualified (1)	\$ 2,000
	Local and regional planning workshops or seminars for professional CEUs	\$ 500
	Mileage reimbursement	\$ 250
48	Electric, gas, telephone, data, water	\$ 11,000
51	Janitorial supplies	\$ 400
58	Paper, office & printer supplies	\$ 4,000
59	Operating supplies	\$ 600
60	Safety and first-aid supplies, MVR checks, fire extinguishers	\$ 500
81	Building maintenance fund contribution - PM projects	\$ 17,911
Eng/Cd	Citywide building security project	\$ 2,416
	<i>Total project specific contributions</i>	\$ 20,327
	Building maintenance fund contribution - service contracts (former line 40 items):	
	Building preventer testing	\$ 30
	Building security service	\$ 225
	Carpet cleaning	\$ 688
	Custodial services contract (administrative offices and public works facility)	\$ 4,773
	Electrical maintenance contract	\$ 500
	Fire alarm monitoring (Engineering/CD and City Hall)	\$ 250
	HVAC service and repair	\$ 500

Function: Community and Economic Development
Activity: Community Development

Activity Notes

Object	Description	Amount
81 cont.	Mat cleaning service	\$ 200
	Miscellaneous building repairs and maintenance	\$ 2,500
	Pest control	\$ 200
	Sprinkler Inspection	\$ 75
	Window cleaning	\$ 248
	<i>Total Line 40 items</i>	\$ 10,188
Eng/Cd	Grand total for location	\$ 30,515

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

	FINANCIAL SUMMARY			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	-	-	-	-
Capital outlay	4,998,180	5,185,655	7,915,908	7,148,018
Total expenditures	\$ 4,998,180	\$ 5,185,655	\$ 7,915,908	\$ 7,148,018
Fees	-	-	-	-
Grants	-	-	-	-
Other	7,138,720	7,221,475	7,213,575	8,486,297
Total revenue	\$ 7,138,720	\$ 7,221,475	\$ 7,213,575	\$ 8,486,297
<i>Net amount (added to) used by fund balance</i>	\$ (2,140,540)	\$ (2,035,820)	\$ 702,333	\$ (1,338,279)

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↓ A decrease of \$260,000 in TIF rebate payments, which reflect the continual fluctuation of existing property owners currently participating in the various rebate programs and City development agreements. The City’s rebate 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%. For new properties constructed 2016 or after, the process has changed from the “by right” application process to instead enter into formal development agreements with each property.
- ↑ An increase of \$2,222,000 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 FY19. 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. TIF bonds were called and paid off in 2017, are planned again in 2018 and 2019. Once the existing bonds are retired, structure for any newly issued debt can start to be shortened in maturity to accommodate increased cash flow availability.

COMMUNITY & ECON. DEV.	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	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	-	-	-	-	-	-
	Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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	-	-	-	-	-	-
	Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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	467,840	800,000	440,000	540,000	(260,000)	570,000
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	-	-	-	-	-	-
97	Transfers out to Debt Service	4,530,340	4,385,655	7,475,908	6,608,018	2,222,363	4,439,676
	Sub-total	\$ 4,998,180	\$ 5,185,655	\$ 7,915,908	\$ 7,148,018	\$ 1,962,363	\$ 5,009,676

OPERATING BUDGET SUB-TOTAL

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

TAX INCREMENT FINANCING FUND	\$ 4,998,180	\$ 5,185,655	\$ 7,915,908	\$ 7,148,018	\$ 1,962,363	\$ 5,009,676
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Function: Community and Economic Development
Activity: Tax Increment Financing (TIF) Fund

Activity Notes

Object	Description	Amount
77	Tax Increment Financing (TIF) rebates	\$ 540,000
97	Transfer out to Debt Service Fund to cover debt service payments for TIF districts	\$ 6,608,018



GENERAL GOVERNMENT	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

600 GENERAL GOVERNMENT SUMMARY

PERSONAL SERVICES

01	Salaries	\$ 1,360,155	\$ 1,444,772	\$ 1,423,880	\$ 1,357,890	\$ (86,882)	\$ 1,400,586
02	Overtime	996	2,600	1,723	1,100	(1,500)	1,100
03	Part-time	100,001	92,628	95,079	125,512	32,884	138,899
04	Witness fees	-	-	-	-	-	-
06	FICA	104,472	113,557	105,271	108,149	(5,408)	114,834
07	Retirement - IPERS	127,989	135,245	131,650	137,287	2,042	143,255
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	161,494	166,957	166,957	202,007	35,050	228,571
11	Allowance	29,622	30,018	32,368	25,218	(4,800)	20,034
12	Unemployment	11,477	-	-	-	-	-
13	Deferred comp plan City match	29,639	34,401	28,902	31,230	(3,171)	32,024
	Sub-Total	\$ 1,925,845	\$ 2,020,178	\$ 1,985,830	\$ 1,988,393	\$ (31,785)	\$ 2,079,303

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 23,848	\$ 20,000	\$ 20,000	\$ 24,000	\$ 4,000	\$ 25,000
22	Recruitment	-	-	-	-	-	-
23	Professional services	251,624	328,875	338,995	304,860	(24,015)	296,055
24	Contributions to other agencies	132,256	150,157	125,757	118,260	(31,897)	118,260
27	Data processing	254,333	320,177	319,933	311,837	(8,340)	280,380
28	Dues and memberships	21,718	23,065	22,965	29,205	6,140	29,330
29	Insurance	441,739	426,607	426,607	412,710	(13,897)	412,740
32	Uniforms and laundry	304	450	316	510	60	540
35	Printing and copying	7,341	9,515	9,711	9,600	85	9,600
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	100	100	100	-	100
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	35,980	66,095	60,810	66,960	865	66,135
48	Utility service	28,619	30,600	30,760	32,100	1,500	32,120
49	Petty cash	-	100	100	100	-	100
51	Maintenance supplies	810	1,000	1,000	900	(100)	900
54	Minor equipment	1,290	2,000	2,000	2,000	-	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	3,841	6,500	6,693	7,100	600	7,100
59	Operating supplies	12,680	14,485	16,525	15,850	1,365	15,850
60	Safety and medical supplies	106	220	175	475	255	475
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 1,216,489	\$ 1,399,946	\$ 1,382,447	\$ 1,336,567	\$ (63,379)	\$ 1,296,685

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	16,146	20,100	30,027	-	(20,100)	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	4,531	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
80	Natural disaster cleanup	-	-	-	-	-	-
81	Building maintenance fund	50,791	124,698	124,698	125,868	1,170	125,868
97	Transfers out to Debt Service	-	-	274,913	274,512	274,512	166,512
	Sub-total	\$ 71,468	\$ 144,798	\$ 429,638	\$ 400,380	\$ 255,582	\$ 292,380

OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000
91	Debt retirement	440,852	274,913	-	-	(274,913)	-
95	Contingency	-	25,000	-	25,000	-	25,000

GENERAL GOVERNMENT SUMMARY

		\$ 3,654,654	\$ 3,864,835	\$ 3,797,915	\$ 4,250,340	\$ 385,505	\$ 4,193,368
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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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	52,897	53,166	53,555	53,072
Contractual & supply service	177,409	154,142	157,816	183,025
Capital outlay	-	-	-	-
Total expenditures	\$ 230,306	\$ 207,308	\$ 211,371	\$ 236,097
Fees	-	-	-	-
Grants	-	-	-	-
Other	19,016	22,937	17,059	18,376
Total revenue	\$ 19,016	\$ 22,937	\$ 17,059	\$ 18,376
Net amount supported by property taxes	\$ 211,290	\$ 184,371	\$ 194,312	\$ 217,721

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ An increase of \$23,400 in professional services to conduct the biennial national survey and to continue the strategic planning process.
- ↓ A decrease of \$11,800 in contributions to other agencies since the five year 28E agreement with Central Iowa Shelter and Service ended, as well as the prior year completion of the MPO engineering study for water trails.
- ↑ An increase of \$14,200 in data processing to upgrade the video cameras and computer equipment in the Council Chambers.

FUTURE BUDGET CONSIDERATIONS:

- ❖ None identified at this time.

GENERAL GOVERNMENT	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

610 MAYOR and COUNCIL

PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	48,250	48,500	48,500	48,500	-	48,500
04	Witness fees	-	-	-	-	-	-
06	FICA	1,521	1,540	1,668	1,972	432	1,972
07	Retirement - IPERS	3,126	3,126	3,387	2,600	(526)	2,600
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	-	-	-
	Sub-Total	\$ 52,897	\$ 53,166	\$ 53,555	\$ 53,072	\$ (94)	\$ 53,072

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	15,480	8,000	12,500	31,400	23,400	15,000
24	Contributions to other agencies	132,256	115,057	115,000	103,260	(11,797)	103,260
27	Data processing	-	-	-	14,150	14,150	-
28	Dues and memberships	13,751	13,970	13,920	19,135	5,165	19,135
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	30	180	-	180	-	180
35	Printing and copying	48	-	196	200	200	200
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	15,067	15,775	15,000	13,500	(2,275)	13,500
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	777	1,160	1,200	1,200	40	1,200
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 177,409	\$ 154,142	\$ 157,816	\$ 183,025	\$ 28,883	\$ 152,475

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	-	-	-	-	-	-
	Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OPERATING BUDGET SUB-TOTAL

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

MAYOR and COUNCIL	\$ 230,306	\$ 207,308	\$ 211,371	\$ 236,097	\$ 28,789	\$ 205,547
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Function: General Government
Activity: Mayor and City Council

Activity Notes

Object	Description	Amount
03	Mayor	\$ 11,000
	City Council	\$ 35,000
	Treasurer	\$ 2,500
06	FICA	\$ 1,972
07	IPERS	\$ 2,600
23	Council Strategic Plan	\$ 15,000
	Biennial National Citizen Survey	\$ 16,400
24	Metropolitan Advisory Committee (MAC) annual contribution	\$ 250
	Section 8 housing program support – City of Des Moines	\$ 17,010
	Capital Crossroads contribution	\$ 2,000
	U-CAN Urbandale Community Action Network contribution	\$ 45,000
	Urbandale Food Pantry	\$ 24,000
	American Legion Post 663	\$ 500
	DUNA - Downtown Urbandale Neighborhood Association	\$ 1,000
	Home Base Iowa incentives	\$ 5,000
	Discretionary sponsorships/contribution	\$ 8,500
27	Upgrade computers to Windows 10 in council chambers	\$ 1,650
	Council Chambers camera upgrade to HD (4)	\$ 2,500
	Replace electronic voting system in council chambers	\$ 10,000
28	Iowa League of Cities	\$ 10,910
	MIALG membership	\$ 625
	Urbandale Chamber of Commerce (includes membership to Greater Des Moines Partnership)	\$ 7,500
	Miscellaneous subscriptions	\$ 100
32	City logo shirts	\$ 180
35	Strategic Plan printing	\$ 200
46	Miscellaneous local workshops and meetings	\$ 500
	Greater Des Moines Partnership Legislative trip - Washington DC (3)	\$ 8,850
	Greater Des Moines Partnership annual dinner – table sponsorship	\$ 1,250
	Chamber of Commerce annual dinner – table sponsorship	\$ 900
	Council Lunch and Learn sessions	\$ 1,750
	Regional Water discussion meetings	\$ 250
59	Service awards and plaques (staff retirements, citizen recognition, etc.)	\$ 1,200



FUNCTION: General Government
ACTIVITY: City Manager

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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	522,175	541,492	539,292	394,005
Contractual & supply service	25,848	38,045	30,181	32,325
Capital outlay	3,180	-	-	-
Total expenditures	\$ 551,203	\$ 579,537	\$ 569,473	\$ 426,330
Fees	-	-	-	-
Grants	-	-	-	-
Other	45,513	44,143	45,961	33,183
Total revenue	\$ 45,513	\$ 44,143	\$ 45,961	\$ 33,183
Net amount supported by property taxes	\$ 505,690	\$ 535,394	\$ 523,512	\$ 393,147

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↓ Overall personnel costs decreased by \$147,500 which reflects the retirement of the Assistant City Manager and reclassification of the Assistant to the City Manager to the Director of Risk Management and Support Services.
- ↓ A decrease in contributions to other agencies of \$5,100 reflects the reduction and reallocation of funding for Civil Rights Commission publication outreach to operating supplies.

FUTURE BUDGET CONSIDERATIONS:

- ❖ None noted at this time.

GENERAL GOVERNMENT	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

615 CITY MANAGER

PERSONAL SERVICES

01	Salaries	\$ 402,240	\$ 415,826	\$ 420,359	\$ 301,040	\$ (114,786)	\$ 308,780
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	26,955	28,109	24,975	19,143	(8,966)	19,733
07	Retirement - IPERS	35,141	36,948	35,986	28,277	(8,671)	29,149
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	30,280	31,304	31,304	24,793	(6,511)	28,571
11	Allowance	14,500	14,550	15,828	9,750	(4,800)	9,750
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	13,059	14,755	10,840	11,002	(3,753)	11,021
	Sub-Total	\$ 522,175	\$ 541,492	\$ 539,292	\$ 394,005	\$ (147,487)	\$ 407,004

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	778	50	50	50	-	50
24	Contributions to other agencies	-	5,100	-	-	(5,100)	-
27	Data processing	8,571	12,350	12,106	12,485	135	12,854
28	Dues and memberships	5,177	5,390	5,340	5,395	5	5,500
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	60	60	60
35	Printing and copying	1,644	775	775	-	(775)	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	5,498	8,960	4,450	7,675	(1,285)	7,000
48	Utility service	1,482	1,680	1,680	1,680	-	1,700
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	251	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	91	-	50	100	100	100
59	Operating supplies	2,318	3,700	5,700	4,850	1,150	4,850
60	Safety and medical supplies	38	40	30	30	(10)	30
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 25,848	\$ 38,045	\$ 30,181	\$ 32,325	\$ (5,720)	\$ 32,144

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	3,180	-	-	-	-	-
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	-	-	-	-	-	-
	Sub-total	\$ 3,180	\$ -	\$ -	\$ -	\$ -	\$ -

OPERATING BUDGET SUB-TOTAL

		\$ 551,203	\$ 579,537	\$ 569,473	\$ 426,330	\$ (153,207)	\$ 439,148
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-	-
95	Contingency	-	-	-	-	-	-

CITY MANAGER		\$ 551,203	\$ 579,537	\$ 569,473	\$ 426,330	\$ (153,207)	\$ 439,148
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Function: General Government
Activity: City Manager

Activity Notes

Object	Description	Amount
01	City Manager, Director of Risk Management/Support Services	\$ 301,040
06	FICA	\$ 19,143
07	Retirement	\$ 28,277
09	Group insurance	\$ 24,793
11	Vehicle allowance (2)	\$ 9,600
	Spot awards	\$ 150
13	Deferred compensation City match	\$ 11,002
23	Records retention, storage and destruction	\$ 50
27	Website annual hosting & support	\$ 7,385
	Site-Check software	\$ 2,100
	Refresh communications plan	\$ 3,000
28	ICMA	\$ 3,425
	IACMA	\$ 900
	Rotary Club dues	\$ 900
	Business Record subscription	\$ 70
	Civil Rights Commission membership	\$ 50
	Miscellaneous publications	\$ 50
32	City logo shirts (2)	\$ 60
46	Iowa City and County Management Association local meetings (1)	\$ 550
	Civil Rights Commission training - local	\$ 700
	International City/County Management Association national conference – Baltimore, MD (1)	\$ 1,975
	Greater Des Moines Partnership legislative trip – Washington, DC (1)	\$ 2,950
	ICMA Local Government 201- online course	\$ 1,500
48	Cell phone (1)	\$ 1,680
58	Miscellaneous office supplies	\$ 100
59	Operating supplies for onsite meetings	\$ 350
	Civil Rights Commission – outreach publications, media	\$ 2,000
	Re-Use-A-Shoe campaign	\$ 2,500
60	MVR annual fees (2)	\$ 30



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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	640,268	672,728	665,465	537,574
Contractual & supply service	167,921	212,600	198,802	162,220
Capital outlay	5,086	600	10,000	-
Total expenditures	\$ 813,275	\$ 885,928	\$ 874,267	\$ 699,794
Fees	52,151	49,000	53,300	-
Grants	-	-	-	-
Other	67,152	67,257	70,560	54,468
Total revenue	\$ 119,303	\$ 116,257	\$ 123,860	\$ 54,468
<i>Net amount supported by property taxes</i>	\$ 693,972	\$ 769,671	\$ 750,407	\$ 645,326

SIGNIFICANT BUDGET IMPACTS: The budget includes:

- ↓ The Finance and Records Department has historically encompassed both the Finance and City Clerk functions. For the FY19 budget, the City Clerk function is being split out into its own function in anticipation of departmental/supervisory realignment to occur in conjunction with the FY19 retirement of the existing City Clerk. Thus, several line items in this budget are being shifted out to the City Clerk's budget.
- ↓ Overall personnel costs decreased by \$135,200. This decrease reflects the transfer of the City Clerk and Chief Deputy City Clerk into a separate City Clerk department. The budgeted total also includes the addition of a half-time Accounts Receivable Clerk.
- ↓ A decrease of \$19,000 in advertising is reflective of the transition of official publications to the City Clerk budget.
- ↓ A decrease of \$30,000 in contributions to other agencies reflects the prior year costs related to the fire station #43 bond referendums and city election. Costs for future elections have been transferred to the City Clerk budget.
- ↓ A decrease of \$6,300 in training and development reflects the training for Clerk being transferred to the City Clerk budget.

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.
- ❖ Increasing volume of payment transactions have spurred the addition of a part-time clerk position to keep up with work load. Volume will continue to be monitored and may require transition to a full-time staff person in the future.

GENERAL GOVERNMENT	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

620 FINANCE and RECORDS

PERSONAL SERVICES

01	Salaries	\$ 468,563	\$ 507,986	\$ 504,933	\$ 361,037	\$ (146,949)	\$ 372,979
02	Overtime	996	2,500	1,723	500	(2,000)	500
03	Part-time	7,749	-	-	33,912	33,912	35,033
04	Witness fees	-	-	-	-	-	-
06	FICA	35,302	39,651	37,048	30,246	(9,405)	32,102
07	Retirement - IPERS	42,094	45,137	44,142	37,098	(8,039)	38,516
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	60,560	62,609	62,609	63,291	682	71,429
11	Allowance	5,138	5,384	5,724	5,284	(100)	5,384
12	Unemployment	11,477	-	-	-	-	-
13	Deferred comp plan City match	8,389	9,461	9,286	6,206	(3,255)	6,444
	Sub-Total	\$ 640,268	\$ 672,728	\$ 665,465	\$ 537,574	\$ (135,154)	\$ 562,387

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 23,848	\$ 20,000	\$ 20,000	\$ 1,000	\$ (19,000)	\$ 1,000
22	Recruitment	-	-	-	-	-	-
23	Professional services	72,401	72,255	77,575	75,755	3,500	83,000
24	Contributions to other agencies	-	30,000	10,757	-	(30,000)	-
27	Data processing	50,781	53,600	53,600	54,980	1,380	56,000
28	Dues and memberships	1,811	1,995	1,995	1,395	(600)	1,395
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	170	180	180	150	(30)	150
35	Printing and copying	5,590	8,740	8,740	9,400	660	9,400
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	8,710	19,580	19,580	13,325	(6,255)	13,325
48	Utility service	109	-	160	-	-	-
49	Petty cash	-	100	100	100	-	100
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	819	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	3,628	6,000	6,000	6,000	-	6,000
59	Operating supplies	32	100	100	100	-	100
60	Safety and medical supplies	22	50	15	15	(35)	15
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 167,921	\$ 212,600	\$ 198,802	\$ 162,220	\$ (50,380)	\$ 170,485

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	555	600	10,000	-	(600)	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	4,531	-	-	-	-	-
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	-	-	-	-	-	-
	Sub-total	\$ 5,086	\$ 600	\$ 10,000	\$ -	\$ (600)	\$ -

OPERATING BUDGET SUB-TOTAL

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

FINANCE and RECORDS	\$ 813,275	\$ 885,928	\$ 874,267	\$ 699,794	\$ (186,134)	\$ 732,872
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Function: General Government
Activity: Finance and Records

Activity Notes

Object	Description	Amount
01	Finance Director, Assistant Finance Director, Accountant I, Accounts Payable Clerk	\$ 361,037
02	Overtime	\$ 500
03	Accounts Receivable Clerk (25 hours)	\$ 33,912
06	FICA	\$ 30,246
07	IPERS	\$ 37,098
09	Group insurance	\$ 63,291
11	Vehicle and phone allowance - Director	\$ 5,184
	Spot awards	\$ 100
13	Deferred compensation City match	\$ 6,206
21	Official publications	\$ 1,000
23	Annual audit & A-133 audit (including 1 major federal program)	\$ 58,800
	State filing fee for audit	\$ 850
	GFOA Certificate of Achievement fee	\$ 505
	509A certification filing fee	\$ 100
	Arbitrage study	\$ 3,000
	Bond trustee fees	\$ 8,500
	CUSIP registration service	\$ 1,000
	Records retention and storage	\$ 2,000
	Piper Jaffray dissemination fees	\$ 500
	Other services	\$ 500
27	Financial/Payroll management system maintenance contract (NWS)	\$ 49,350
	Supplies and software	\$ 500
	Computer for AR Clerk	\$ 1,200
	Scanners (2)	\$ 3,000
	Scan connect licensing (2)	\$ 330
	GASB 34 infrastructure software maintenance contract	\$ 600
28	Iowa Municipal Finance Officers Association (1)	\$ 50
	Government Finance Officers Association (2)	\$ 250
	Iowa Society of CPAs & Central IA Chapter (2)	\$ 420
	American Institute of CPAs (1)	\$ 225
	Association of Government Accountants (1)	\$ 150
	Iowa Licensing Division – CPA certificate renewal (2)	\$ 200
	Miscellaneous dues and subscriptions	\$ 100
32	Logo shirts (5)	\$ 150
35	Postage and shipping cost	\$ 5,000
	Postage meter lease	\$ 1,800
	Copy maintenance	\$ 600
	Financial document printing (CIP, Budget, CAFR)	\$ 2,000
46	Metro finance officers monthly meetings - local (1)	\$ 200
	Iowa League of Cities budget workshop - local (2)	\$ 100
	Iowa Municipal Finance Officers Association spring/fall workshop - local (1)	\$ 125

Function: General Government
Activity: Finance and Records

Activity Notes

Object	Description	Amount
46 cont.	CPE training for Accountant (120 hrs. per triennial period) - webinars and local	\$ 2,000
	CPE training for Finance Director (120 hrs. per triennial period) - webinars and local	\$ 2,000
	GFOA national conference - Los Angeles, CA (1)	\$ 2,000
	Tyler Connect Advisory Group annual meeting – Troy, MI (2)	\$ 2,500
	Tyler Connect (NWS) national conference - Dallas, TX (2)	\$ 4,000
	Miscellaneous webinars	\$ 400
49	Petty cash	\$ 100
58	Stationery, office forms, check stock, office supplies	\$ 6,000
59	Operating supplies	\$ 100
60	MVR annual fee	\$ 15

FUNCTION: General Government
ACTIVITY: Technology

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

TECHNOLOGY

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	433,185	454,205	427,224	474,228
Contractual & supply service	225,390	319,412	319,601	289,112
Capital outlay	689	-	527	-
Total expenditures	\$ 659,264	\$ 773,617	\$ 747,352	\$ 763,340
Fees	-	-	-	-
Grants	-	-	-	-
Other	54,435	54,656	60,317	59,414
Total revenue	\$ 54,435	\$ 54,656	\$ 60,317	\$ 59,414
Net amount supported by property taxes	\$ 604,829	\$ 718,961	\$ 687,035	\$ 703,926

SIGNIFICANT BUDGET IMPACTS: The budget includes:

- ↑ Overall personnel costs increased by \$11,100 in personnel costs, which reflects normal salary and benefit cost increases for existing staff.
- ↑ An increase of \$8,900 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage
- ↓ A decrease of \$33,100 in data processing, which reflects a decrease in software licensing, and replacement CISCO switches.

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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

625 TECHNOLOGY

PERSONAL SERVICES

01	Salaries	\$ 329,261	\$ 344,193	\$ 323,044	\$ 352,551	\$ 8,358	\$ 364,212
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	24,942	26,935	24,496	27,007	72	28,716
07	Retirement - IPERS	29,403	30,584	28,191	33,115	2,531	34,382
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	40,374	41,739	41,739	50,633	8,894	57,143
11	Allowance	4,800	4,800	5,200	4,800	-	4,800
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	4,405	5,954	4,554	6,122	168	6,356
	Sub-Total	\$ 433,185	\$ 454,205	\$ 427,224	\$ 474,228	\$ 20,023	\$ 495,609

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	32,765	58,750	58,750	59,500	750	59,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	190,982	249,727	249,727	216,677	(33,050)	200,000
28	Dues and memberships	-	-	-	500	500	500
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	27	-	46	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	813	7,000	7,000	8,500	1,500	8,500
48	Utility service	556	1,920	1,920	1,920	-	1,920
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	220	2,000	2,000	2,000	-	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	143	-	-	-
59	Operating supplies	14	-	-	-	-	-
60	Safety and medical supplies	13	15	15	15	-	15
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 225,390	\$ 319,412	\$ 319,601	\$ 289,112	\$ (30,300)	\$ 272,435

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	689	-	527	-	-	-
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	-	-	-	-	-	-
	Sub-total	\$ 689	\$ -	\$ 527	\$ -	\$ -	\$ -

OPERATING BUDGET SUB-TOTAL

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

TECHNOLOGY

		\$ 659,264	\$ 773,617	\$ 747,352	\$ 763,340	\$ (10,277)	\$ 768,044
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Function: General Government
Activity: Technology

Activity Notes

Object	Description	Amount
01	Director of Technology, IT Specialist (3)	\$ 352,551
06	FICA	\$ 27,007
07	IPERS	\$ 33,115
09	Group insurance	\$ 50,633
11	Vehicle allowance - Director	\$ 4,800
13	Deferred compensation City match	\$ 6,122
23	Telecommunication support	\$ 5,500
	Server/Network support	\$ 30,000
	Security management	\$ 20,000
	LaserFiche support	\$ 1,000
	Logos support	\$ 2,000
	Printer repairs	\$ 1,000
27	Software licensing	\$ 96,875
	SmartNet renewals	\$ 7,500
	CISCO subscriptions	\$ 15,000
	Replacement CISCO switches - 48 port (2), 12 port (1)	\$ 12,000
	PBX PASS maintenance	\$ 10,000
	Tightrope broadcasting	\$ 2,000
	Managed service contracts (for 3 servers)	\$ 16,752
	HP warranty renewals	\$ 15,000
	VM backups	\$ 6,000
	Police file server and video server replacement	\$ 24,000
	UPS units and batteries	\$ 3,400
	Tape media	\$ 4,150
	Tech staff computers	\$ 2,000
	Miscellaneous items	\$ 2,000
28	Miscellaneous professional licensing	\$ 500
46	McAfee network security national conference (1)	\$ 1,500
	Technology conferences for 3 Specialists (1 per staff)	\$ 4,500
	Technical reference material	\$ 1,000
	Miscellaneous certification/training for various staff	\$ 1,000
	Mileage reimbursement	\$ 500
48	Data plan for remote access devices (4)	\$ 1,920
54	Computer tools and equipment	\$ 2,000
60	MVR annual fees	\$ 15
TECH FUND	Technology Internal Service Fund purchases (one-time capital items with City-wide benefit):	
	Timeclock clocking terminal replacements (7)	\$ 14,000
	IT inventory system	\$ 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

	FINANCIAL SUMMARY			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	205,491	224,277	226,045	235,076
Contractual & supply service	21,870	73,560	73,560	34,455
Capital outlay	555	-	-	-
Total expenditures	\$ 227,916	\$ 297,837	\$ 299,605	\$ 269,531
Fees	-	-	-	-
Grants	-	-	-	-
Other	18,819	18,257	24,180	20,979
Total revenue	\$ 18,819	\$ 18,257	\$ 24,180	\$ 20,979
Net amount supported by property taxes	\$ 209,097	\$ 279,580	\$ 275,425	\$ 248,552

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↑ Overall personnel costs increased by \$6,400, which reflects the normal salary and benefits increases for existing staff.
- ↑ An increase of \$4,400 in group insurance reflects the overall increase in per FTE cost for City health and life insurance coverage.
- ↓ A decrease of \$39,500 in professional services is reflective of the employee pay plan study that is being completed in spring 2018.

FUTURE BUDGET CONSIDERATIONS:

- ❖ As the City grows, and staffing levels increase, the human resources department will need to grow to accommodate the workload. The Human Resources Analyst is a budgeted permanent part time position and it is anticipated future demands on this department will necessitate the position becoming full time at some point in future budget years.

GENERAL GOVERNMENT	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

630 HUMAN RESOURCES

PERSONAL SERVICES

01	Salaries	\$ 109,815	\$ 124,217	\$ 123,459	\$ 129,244	\$ 5,027	\$ 133,519
02	Overtime	-	-	-	-	-	-
03	Part-time	41,788	42,128	44,579	42,100	(28)	54,366
04	Witness fees	-	-	-	-	-	-
06	FICA	11,696	13,289	12,833	13,180	(109)	15,076
07	Retirement - IPERS	13,538	14,781	14,989	16,094	1,313	17,736
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	20,187	20,870	20,870	25,316	4,446	28,571
11	Allowance	5,184	5,284	5,616	5,284	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	3,283	3,708	3,699	3,858	150	4,006
Sub-Total		\$ 205,491	\$ 224,277	\$ 226,045.00	\$ 235,076	\$ 10,799	\$ 253,274

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	3,692	44,650	44,650	5,150	(39,500)	5,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	3,999	4,500	4,500	6,880	2,380	5,861
28	Dues and memberships	879	1,710	1,710	1,750	40	1,800
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	50	60	60	60	-	60
35	Printing and copying	59	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	5,892	14,600	14,600	12,500	(2,100)	12,500
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	122	500	500	500	-	500
59	Operating supplies	7,165	7,525	7,525	7,600	75	7,600
60	Safety and medical supplies	12	15	15	15	-	15
61	Refunds	-	-	-	-	-	-
Sub-total		\$ 21,870	\$ 73,560	\$ 73,560	\$ 34,455	\$ (39,105)	\$ 33,836

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	555	-	-	-	-	-
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	-	-	-	-	-	-
Sub-total		\$ 555	\$ -	\$ -	\$ -	\$ -	\$ -

OPERATING BUDGET SUB-TOTAL

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

HUMAN RESOURCES

HUMAN RESOURCES		\$ 227,916	\$ 297,837	\$ 299,605	\$ 269,531	\$ (28,306)	\$ 287,110
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Function: General Government
Activity: Human Resources

Activity Notes

Object	Description	Amount
01	HR Director	\$ 129,244
03	HR Analyst	\$ 42,100
06	FICA	\$ 13,180
07	IPERS	\$ 16,094
09	Group insurance	\$ 25,316
11	Car allowance and phone allowance - Director	\$ 5,184
	On the spot awards	\$ 100
13	Deferred compensation City match	\$ 3,858
23	Employee assistance program (EAP)	\$ 5,000
	Other services	\$ 150
27	NeoGov licensing fee	\$ 5,530
	Replacement computer – HR Analyst	\$ 850
	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	\$ 790
32	Staff logo shirts	\$ 60
46	IAPELRA meetings – local (2)	\$ 450
	SHRM state conference - local (2)	\$ 400
	Iowa Employment Law conference - local (2)	\$ 550
	Citywide core skills training – Employee Supervision/Discipline	\$ 5,000
	Supervisory training – Performance Evaluation and Documentation	\$ 5,000
	Miscellaneous training manuals & reference books	\$ 600
	Miscellaneous HR meeting expenses	\$ 500
58	Office supplies	\$ 500
59	Training videos and miscellaneous operating supplies	\$ 1,000
	Employee service recognition - awards	\$ 4,600
	Employee service recognition - meal	\$ 2,000
60	MVR annual fees	\$ 15
GL Fund	General Liability Fund expenses	
	City-wide safety program expenses, training expenses, policy review, IAMU contract, Capital Crossroads Initiative	\$ 25,000
RM Fund	Risk Management Fund expenses	
	City-wide wellness programming	\$ 20,000



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.

CITY CLERK

	FINANCIAL SUMMARY			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	216,306
Contractual & supply service	-	-	-	58,165
Capital outlay	-	-	-	-
Total expenditures	\$ -	\$ -	\$ -	\$ 274,471
Fees	-	-	-	53,300
Grants	-	-	-	-
Other	-	-	-	21,363
Total revenue	\$ -	\$ -	\$ -	\$ 74,663
Net amount supported by property taxes	\$ -	\$ -	\$ -	\$ 199,808

SIGNIFICANT BUDGET IMPACTS: The budget includes:

- ↑ The Finance and Records Department has historically encompassed both the Finance and City Clerk functions. For the FY19 budget, the City Clerk function is being split out into its own function in anticipation of departmental/supervisory realignment to occur in conjunction with the FY19 retirement of the existing City Clerk. Thus, several line items in this budget are being shifted into this new department.
- ↑ Overall personnel costs increased by \$126,300. This increase reflects the transfer of the City Clerk and Chief Deputy City Clerk out of the Finance department.
- ↑ An increase of \$23,000 in advertising is reflective of the transition of official publications to the City Clerk budget.
- ↑ An increase of \$15,000 in contributions to other agencies reflects costs for potential bond referendum.
- ↑ An increase of \$11,300 in training reflects costs for existing staff being transferred to the City Clerk budget.

FUTURE BUDGET CONSIDERATIONS:

- ❖ None identified at this time.

GENERAL GOVERNMENT	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

635 CITY CLERK

PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ 159,499	\$ 159,499	\$ 164,774
02	Overtime	-	-	-	500	500	500
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	12,409	12,409	12,883
07	Retirement - IPERS	-	-	-	14,982	14,982	15,555
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	-	-	-	25,316	25,316	28,571
11	Allowance	-	-	-	100	100	100
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	-	-	-	3,500	3,500	3,634
Sub-Total		\$ -	\$ -	\$ -	\$ 216,306	\$ 216,306	\$ 226,017

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ 23,000	\$ 23,000	\$ 24,000
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	500	500	500
24	Contributions to other agencies	-	-	-	15,000	15,000	15,000
27	Data processing	-	-	-	6,665	6,665	5,665
28	Dues and memberships	-	-	-	1,030	1,030	1,000
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	60	60	90
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	-	-	11,310	11,310	11,310
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	-	-	-	500	500	500
59	Operating supplies	-	-	-	100	100	100
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
Sub-total		\$ -	\$ -	\$ -	\$ 58,165	\$ 58,165	\$ 58,165

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	-	-	-	-	-	-
Sub-total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OPERATING BUDGET SUB-TOTAL

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

CITY CLERK		\$ -	\$ -	\$ -	\$ 274,471	\$ 274,471	\$ 284,182
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Function: General Government
Activity: City Clerk

Activity Notes

Object	Description	Amount
01	City Clerk, Chief Deputy City Clerk	\$ 159,499
02	Overtime	\$ 500
06	FICA	\$ 12,409
07	IPERS	\$ 14,982
09	Group insurance	\$ 25,316
11	Spot awards	\$ 100
13	Deferred compensation City match	\$ 3,500
21	Official publications	\$ 23,000
23	Miscellaneous services	\$ 500
24	Bond or other local special election	\$ 15,000
27	Online codification system maintenance	\$ 5,000
	Scanner	\$ 1,000
	Scan connect licensing	\$ 165
	Supplies and software	\$ 500
28	Iowa Municipal Finance Officers Association (2)	\$ 70
	Institute of Municipal Clerks (2)	\$ 500
	GCMOA (Golden Circle Municipal Officers Association) (2)	\$ 100
	Miscellaneous dues and subscriptions	\$ 300
	Notary renewal (2)	\$ 60
32	Logo shirts (2)	\$ 60
46	Municipal Clerks conference – Ames, CEU qualified (2)	\$ 1,300
	Golden Circle group local meetings (2)	\$ 350
	Intl. Institute of Municipal Clerks national conference – Birmingham, AL, CEU qualified (1)	\$ 2,500
	Iowa Municipal Finance Officers Association spring/fall conference - local, CEU qualified (2)	\$ 500
	Deputy City Clerk miscellaneous local payroll training	\$ 500
	Tyler Connect (NWS) user conference - Dallas, TX (1)	\$ 2,000
	Mileage reimbursement	\$ 250
	Miscellaneous webinars	\$ 410
46.1	Tuition assistance (Chief Deputy City Clerk)	\$ 3,500
58	Stationery, office forms, miscellaneous office supplies	\$ 500
59	Operating supplies	\$ 100



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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	124,519	142,670	142,970	130,465
Capital outlay	-	-	-	-
Total expenditures	\$ 124,519	\$ 142,670	\$ 142,970	\$ 130,465
Fees	-	-	-	-
Grants	-	-	-	-
Other	10,281	10,658	11,539	31,122
Total revenue	\$ 10,281	\$ 10,658	\$ 11,539	\$ 31,122
Net amount supported by property taxes	\$ 114,238	\$ 132,012	\$ 131,431	\$ 99,343

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↓ A decrease of \$12,000 in professional services reflects a decrease in outside legal counsel for union contract negotiations in the prior budget.

FUTURE BUDGET CONSIDERATIONS:

- ❖ None identified at this time.

GENERAL GOVERNMENT	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	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	-	-	-	-	-	-
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	124,519	142,670	142,970	130,465	(12,205)	130,465
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	-	-	-	-	-	-
Sub-total		\$ 124,519	\$ 142,670	\$ 142,970	\$ 130,465	\$ (12,205)	\$ 130,465

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	-	-	-	-	-	-
Sub-total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OPERATING BUDGET SUB-TOTAL \$ 124,519 \$ 142,670 \$ 142,970 \$ 130,465 \$ (12,205) \$ 130,465

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

LEGAL SERVICES \$ 124,519 \$ 142,670 \$ 142,970 \$ 130,465 \$ (12,205) \$ 130,465

Function: General Government

Activity: Legal Services

Activity Notes

Object	Description	Amount
23	City Attorney, \$95,965 annual plus \$95 per hour for billable work	\$ 105,465
	Outside counsel and miscellaneous expenses	\$ 25,000



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

FINANCIAL SUMMARY				
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	71,829	74,310	74,249	78,132
Contractual & supply service	914,384	734,430	459,517	446,800
Capital outlay	61,958	144,198	419,111	400,380
Total expenditures	\$ 1,048,171	\$ 952,938	\$ 952,877	\$ 925,312
Fees	-	-	-	-
Grants	-	-	-	-
Other	86,547	80,789	76,904	72,021
Total revenue	\$ 86,547	\$ 80,789	\$ 76,904	\$ 72,021
Net amount supported by property taxes	\$ 961,624	\$ 872,149	\$ 875,973	\$ 853,291

SIGNIFICANT BUDGET IMPACTS: This budget includes:

- ↓ A decrease of \$13,900 in insurance reflects the 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 was \$585,000, which is \$55,000 less than prior budget.
- ↓ A decrease of \$19,500 in furniture reflects the cost of technology and AV system upgrades to both City Hall conference rooms competed in the prior year budget.
- ❖ There is a net change of zero between the transfers out and Debt retirement line items. This amount reflects the portion of debt service for 2 Capital Loan Notes in the prior year budget that continues to be funded by the General Fund. However, in prior year, the 2 notes were refinanced, and are now part of General Obligation Bond, which by law are required to be paid from the City's Debt Service Fund. Thus, the payments must first be transferred to Debt Service instead of being paid directly from General Fund.

FUTURE BUDGET CONSIDERATIONS:

- ❖ None identified at this time.

GENERAL GOVERNMENT	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

645 GENERAL SUPPORT

PERSONAL SERVICES

01	Salaries	\$ 50,276	\$ 52,550	\$ 52,085	\$ 54,519	\$ 1,969	\$ 56,322
02	Overtime	-	100	-	100	-	100
03	Part-time	2,214	2,000	2,000	1,000	(1,000)	1,000
04	Witness fees	-	-	-	-	-	-
06	FICA	4,056	4,033	4,251	4,192	159	4,352
07	Retirement - IPERS	4,687	4,669	4,955	5,121	452	5,317
08	Pension - MFPRSI	-	-	-	-	-	-
09	Group insurance	10,093	10,435	10,435	12,658	2,223	14,286
11	Allowance	-	-	-	-	-	-
12	Unemployment	-	-	-	-	-	-
13	Deferred comp plan City match	503	523	523	542	19	563
	Sub-Total	\$ 71,829	\$ 74,310	\$ 74,249	\$ 78,132	\$ 3,822	\$ 81,940

CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	1,989	2,500	2,500	2,040	(460)	2,040
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	100	-	-	-	-	-
29	Insurance	441,739	426,607	426,607	412,710	(13,897)	412,740
32	Uniforms and laundry	27	30	30	-	(30)	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	100	100	100	-	100
44	Grant-funded purchases	-	-	-	-	-	-
46	Training and development	-	180	180	150	(30)	-
48	Utility service	26,472	27,000	27,000	28,500	1,500	28,500
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	810	1,000	1,000	900	(100)	900
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	2,374	2,000	2,000	2,000	-	2,000
60	Safety and medical supplies	21	100	100	400	300	400
61	Refunds	-	-	-	-	-	-
	Sub-total	\$ 473,532	\$ 459,517	\$ 459,517	\$ 446,800	\$ (12,717)	\$ 446,680

CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	11,167	19,500	19,500	-	(19,500)	-
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	50,791	124,698	124,698	125,868	1,170	125,868
97	Transfers out to Debt Service	-	-	274,913	274,512	274,512	166,512
	Sub-total	\$ 61,958	\$ 144,198	\$ 419,111	\$ 400,380	\$ 256,182	\$ 292,380

OPERATING BUDGET SUB-TOTAL

99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	440,852	274,913	-	-	(274,913)	-
95	Contingency	-	-	-	-	-	-

GENERAL SUPPORT	\$ 1,048,171	\$ 952,938	\$ 952,877	\$ 925,312	\$ (27,626)	\$ 821,000
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Function: General Government
Activity: General Support

Activity Notes

Object	Description	Amount
01	Receptionist	\$ 54,519
02	Overtime	\$ 100
03	Part-time	\$ 1,000
06	FICA	\$ 4,192
07	IPERS	\$ 5,121
09	Group Insurance	\$ 12,658
13	Deferred compensation City match	\$ 542
23	Backup tape storage	\$ 2,040
29	Property, casualty and cyber liability insurance, broker fee – General Fund share (58%)	\$ 196,842
	Workers Comp insurance coverage, 411 medical claims – General Fund share (81%)	\$ 215,868
41	Repairs to general office equipment	\$ 100
46	Local customer service training	\$ 150
48	Electric, gas, water, telephone, data	\$ 28,500
51	Janitorial supplies	\$ 900
59	Office forms, breakroom supplies	\$ 2,000
60	Fire extinguisher and AED inspection, first-aid cabinet supplies	\$ 100
	Stop the Bleed (2 kits)	\$ 300
81	Building maintenance fund contribution – PM projects	\$ 90,112
City Hall	Citywide building security project	\$ 5,961
	<i>Total project specific contributions</i>	\$ 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	\$ 8,970
	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
	<i>Total Line 40 items</i>	\$ 29,795
	Grand total for location	\$ 125,868
97	Transfers to Debt Service fund for:	
	Community Development /Engineering office building (2010B GO bond payment)	\$ 105,000
	Administrative office expansion (2004/2014C capital loan note payment)	\$ 169,512



DEBT SERVICE FUND

	FINANCIAL SUMMARY			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	13,855,828	11,144,023	14,386,584	14,519,614
Capital outlay	-	-	-	-
Total expenditures	\$ 13,855,828	\$ 11,144,023	\$ 14,386,584	\$ 14,519,614
Fees	-	-	-	-
Grants	-	-	-	-
Other	13,444,317	10,944,705	14,509,360	14,683,489
Total revenue	\$ 13,444,317	\$ 10,944,705	\$ 14,509,360	\$ 14,683,489

- ❖ 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 no change in levy from 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. These payments are included in the General Support department within the General Government section of this budget document and are transferred to this fund for actual payment to the bond holders.
- ❖ General Obligation bonds totaling \$19,590,000 are anticipated being issued in April 2018 to support capital projects specified within the 2018-2023 Capital Improvements Program, including the bond referendum approved third Fire Station for \$6,000,000. It is also planned to call and payoff the TIF portion of 3 bonds (2010A, 2011 and 2012) using existing cash on hand in the TIF fund.
- ❖ 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 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
200 DEBT SERVICE 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	-	-	-	-	-	-
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	-	-	-	-	-	-
Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	-	-	-	-	-	-
Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING BUDGET SUB-TOTAL						
99 Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91 Debt retirement	13,855,828	11,144,023	14,386,584	14,519,614	3,375,591	12,398,114
95 Contingency	-	-	-	-	-	-
DEBT SERVICE FUND	\$ 13,855,828	\$ 11,144,023	\$ 14,386,584	\$ 14,519,614	\$ 3,375,591	\$ 12,398,114

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 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED
Personal services	-	-	-	-
Contractual & supply service	-	100,000	-	100,000
Capital outlay	-	-	-	-
Total expenditures	\$ -	\$ 100,000	\$ -	\$ 100,000
Fees	-	-	-	-
Grants	-	-	-	-
Other	-	-	-	-
Total revenue	\$ -	\$ -	\$ -	\$ -
Net amount supported by property taxes	\$ -	\$ 100,000	\$ -	\$ 100,000

	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
CONTINGENCY						
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	-	-	-	-	-
	Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -
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	-	-	-	-	-
	Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -
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	-	-	-	-	-
	Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING BUDGET SUB-TOTAL						
	Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -
99	Special Revenue fund items	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	-	-	-	-	-
95	Contingency	-	100,000	-	100,000	100,000
CONTINGENCY						
	Sub-total	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 100,000

	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

WATER

DISTRIBUTION OPERATIONS

Personal Services

1	Regular Salaries and Wages	454,936	474,599	474,599	547,454	72,855	563,877
3	Part-Time and Temporary Salaries	12,867	30,000	30,000	30,000	-	30,000
6	FICA	35,640	38,602	38,602	44,175	5,573	45,500
7	IPERS	40,166	42,382	42,382	51,680	9,298	53,230
9	Health and Life Insurance	117,943	122,465	122,465	158,092	35,627	162,834
SUB TOTAL		\$ 661,552	\$ 708,048	\$ 708,048	\$ 831,401	\$ 123,353	\$ 855,441

Contractual and Supply Services

20	Miscellaneous	36	2,500	2,500	2,500	-	2,500
35	Drafting Supplies	2,211	2,000	2,000	2,200	200	2,000
44A	Communication (Pager & Radio Maintenance)	-	1,500	1,500	-	(1,500)	1,500
44B	One Call Service	8,504	12,000	12,000	12,000	-	12,360
47	Utilities	64,251	88,000	88,000	88,000	-	90,640
48	Bacteriological Samples	11,276	13,048	13,048	16,388	3,340	16,800
51	Bldg & Grounds Maint & Operation	33,801	72,010	72,010	128,544	56,534	85,000
57	Motor Vehicle Operation Supplies	19,619	32,000	32,000	28,000	(4,000)	28,800
64	New Meters	278,868	318,745	318,745	260,265	(58,480)	300,000
71	Automotive Equipment	-	56,250	56,250	59,000	2,750	58,000
82	Easements	-	2,500	2,500	2,500	-	2,500
87	Utility Systems & Structures & Tower	405,224	560,000	560,000	676,000	116,000	603,000
88	Inspection & Engineering	510,636	4,325,000	75,000	75,000	(4,250,000)	100,000
SUB TOTAL		\$ 1,334,426	\$ 5,485,553	\$ 1,235,553	\$ 1,350,397	\$ (4,135,156)	\$ 1,303,100

Total Water Distribution Operations		\$ 1,995,978	\$ 6,193,601	\$ 1,943,601	\$ 2,181,798	\$ (4,011,803)	\$ 2,158,541
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DISTRIBUTION MAINTENANCE

Personal Services

01	Regular Salaries	315,334	332,334	332,334	387,140	54,806	398,754
01A	Pager Pay	3,290	6,800	6,800	6,800	-	6,800
06	FICA	23,944	25,944	25,944	30,136	4,192	31,040
07	IPERS	28,198	29,677	29,677	36,546	6,869	37,642
09	Health & Life Insurance	77,064	86,243	86,243	132,950	46,707	136,938
SUB TOTAL		\$ 447,830	\$ 480,998	\$ 480,998	\$ 593,572	\$ 112,574	\$ 611,174

Contractual and Supply Services

20	Miscellaneous	191	750	750	750	-	750
34	Miscellaneous Contract Work (Repair help)	2,005	10,000	10,000	10,000	-	10,000
41A	Purchase, Repair & Maintenance of Tractor	48,216	1,000	1,000	1,000	-	2,500
41B	Purchase, Repair, Maintenance of Equipment	10,091	14,425	14,425	77,200	62,775	38,000
54	Minor Equipment, Tools, Clothes	13,019	16,750	16,750	17,900	1,150	18,000
61	Main Maintenance Supplies	40,054	46,000	46,000	43,000	(3,000)	46,000
64	Meter Parts	27,257	32,000	32,000	17,500	(14,500)	18,500
65	Hydrants, Valves & Parts	29,955	44,000	44,000	65,000	21,000	66,950
87	System Maintenance	86,783	52,000	52,000	57,325	5,325	59,550
89	State Revolving Fund Loan - Meter replacement	-	-	-	-	-	-
SUB TOTAL		\$ 257,571	\$ 216,925	\$ 216,925	\$ 289,675	\$ 72,750	\$ 260,250

Total Water Distribution Maintenance		\$ 705,401	\$ 697,923	\$ 697,923	\$ 883,247	\$ 185,324	\$ 871,424
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	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	INCREASE	FY 2019-20
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

WATER

ACCOUNTING AND COLLECTION

Personal Services

01	Regular Salaries	231,826	246,544	246,544	254,969	8,425	262,618
03	Part-time & Temporary Salaries	0	4,800	4,800	4,800	-	4,800
06	FICA	16,905	19,228	19,228	19,872	644	20,468
07	IPERS	20,612	22,016	22,016	24,069	2,053	24,791
09	Health & Life Insurance	74,116	90,091	90,091	98,247	8,156	101,194
SUB TOTAL		\$ 343,459	\$ 382,679	\$ 382,679	\$ 401,957	\$ 19,278	\$ 413,871

Contractual and Supply Services

20	Miscellaneous	247	1,000	1,000	1,000	-	1,000
24	Payments to Other Agencies	4,109,255	4,940,121	4,940,121	5,083,874	143,753	5,236,390
24A	Sewer Exempt Fee	1,405	2,000	2,000	2,000	-	2,000
36	Postage & Shipping	125,569	138,480	132,000	132,200	(6,280)	136,100
37	Printing-Computer & Billing	3,618	3,000	3,000	3,600	600	4,000
37A	Computer Rent & Equipment	143,398	133,245	133,245	168,896	35,651	165,000
42	Solid Waste	2,016,001	2,016,000	2,016,000	2,034,000	18,000	2,095,020
43	Sales Tax Water	534,218	562,823	562,823	656,627	93,804	676,325
43A	Sales Tax Urbandale Sanitary (SD)	49,588	55,138	55,138	61,006	5,868	62,836
43B	Sales Tax Urbandale W/H Sanitary (SR)	2,388	2,598	2,598	2,542	(56)	2,600
49a	Refunds	14,427	15,000	15,000	15,000	-	15,000
50	Storm Water	2,262,246	2,267,462	2,267,462	2,267,462	-	2,335,485
50A	Storm Water Sales Tax	60,889	62,743	62,743	71,527	8,784	71,500
SUB TOTAL		\$ 9,323,249	\$ 10,199,610	\$ 10,193,130	\$ 10,499,734	\$ 300,124	\$ 10,803,256

Total Water Accounting and Collection		\$ 9,666,708	\$ 10,582,289	\$ 10,575,809	\$ 10,901,691	\$ 319,402	\$ 11,217,127
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ADMINISTRATION AND GENERAL

Personal Services

01	Regular Salaries	266,811	278,539	278,539	280,587	2,048	289,004
01A	Trustee Salary	3,600	3,600	3,600	3,600	-	3,708
06	FICA	19,263	22,318	22,318	22,475	157	23,149
07	IPERS	23,613	25,195	25,195	26,827	1,632	27,631
08	Retirement Trust	48,535	49,000	49,000	53,000	4,000	54,590
09	Health & Life Insurance	44,574	45,972	45,972	50,076	4,104	51,578
09B	Dental & Visual Insurance	1,729	2,550	2,550	2,850	300	2,935
09C	Self Insurance	27,499	30,682	30,682	22,950	(7,732)	23,638
SUB TOTAL		\$ 435,624	\$ 457,856	\$ 457,856	\$ 462,365	\$ 4,509	\$ 476,233

Contractual and Supply Services

11	Auto Allowance	9,600	9,600	9,600	9,600	-	9,600
20	Miscellaneous	1,377	2,000	2,000	2,000	-	2,000
20A	Trust Disbursement	32,065	30,000	30,000	30,000	-	30,000
21	Advertising & Legal Publications	2,144	2,000	2,000	2,300	300	2,369
22	Contract services	6,161	9,000	9,000	6,600	(2,400)	6,700
23	Consulting & Legal Fees	12,638	10,000	72,000	100,000	90,000	12,500
23A	Audit	12,313	15,000	15,000	18,000	3,000	18,500
24	Permit Fees (DNR)	4,650	6,000	6,000	6,000	-	6,000
28	Dues, Memberships, Subscriptions	7,154	6,000	6,000	7,000	1,000	7,000
29	Liability Insurance	79,684	69,200	95,644	95,644	26,444	98,500
36	Postage & Shipping (Stamps & Etc.)	1,866	2,385	2,385	2,210	(175)	2,456
44	Telephone (Phones & Service Bill)	13,384	13,440	13,440	15,290	1,850	15,000
45	Training	4,896	11,000	11,000	10,000	(1,000)	11,300
46	Travel & Conference Expense	4,303	10,000	10,000	10,000	-	10,000
47	Utilities	14,007	15,000	15,000	15,000	-	15,500
50	Petty Cash	1,009	1,500	1,500	1,500	-	1,500
58	Office Equipment & Supplies	6,801	12,600	12,600	16,600	4,000	15,000
94	Bank Service Charge	46,487	48,000	62,000	72,000	24,000	74,500
SUB TOTAL		\$ 260,539	\$ 272,725	\$ 375,169	\$ 419,744	\$ 147,019	\$ 338,425

Total Water Administration and General		\$ 696,163	\$ 730,581	\$ 833,025	\$ 882,109	\$ 151,528	\$ 814,658
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	FY 2016-17 ACTUAL	FY 2017-18 ADOPTED	FY 2017-18 REVISED	FY 2018-19 ADOPTED	INCREASE (DECREASE)	FY 2019-20 ESTIMATE
WATER						
OPERATING REVENUE						
Revenue						
601 Metered Water Sales	8,734,685	9,357,390	9,357,390	9,357,390	-	9,638,100
602 Sewer-SR	332,458	458,785	458,785	432,129	(26,656)	445,092
603 Sewer-SD	3,876,409	4,481,336	4,481,336	4,651,745	170,409	4,791,297
605 Service Charges	9,345	10,000	10,000	10,000	-	10,500
606 Late Charge	32,264	35,000	35,000	35,000	-	35,000
607 Water Service Hook On Fee	123,197	116,250	116,250	130,400	14,150	134,300
608 Meter & Parts	99,609	106,990	106,990	96,500	(10,490)	110,100
609 Sewer Exempt Fee	1,980	2,625	2,625	1,950	(675)	2,700
612 Collect Sewer (For Billing)	125,639	125,442	125,442	126,684	1,242	129,205
613 Taps	2,990	4,000	4,000	4,000	-	4,000
615 Bacteriological Samples	3,560	4,100	4,100	3,600	(500)	4,500
616 Miscellaneous	54,028	45,000	45,000	60,000	15,000	45,000
616A Trust Receipts	30,255	31,500	31,500	31,500	-	31,500
617 Main Reimbursement	26,324	10,000	10,000	12,000	2,000	10,500
620 Sales Tax Water	525,525	562,823	562,823	656,627	93,804	676,325
621 Sales Tax Sewer	53,157	57,736	57,736	63,548	5,812	65,454
623 Bulk & Construction Water	19,794	23,000	23,000	23,000	-	23,500
627 Hydrant Meter Rental	6,084	6,000	6,000	7,000	1,000	7,200
646 Lease Revenue (Nextel)	133,948	125,004	125,004	125,004	-	125,004
647 Solid Waste	2,023,587	2,016,000	2,016,000	2,034,000	18,000	2,076,480
648 Solid Waste Collect	28,674	28,600	28,600	28,700	100	29,458
649 Storm Water	2,271,591	2,267,462	2,267,462	2,267,462	-	2,335,448
649A Storm Water Sales Tax	62,615	62,743	62,743	71,527	8,784	73,672
650 Storm Water Collect	31,305	31,500	31,500	31,600	100	32,445
651 State Revolving Fund loan proceeds	-	4,250,000	-	-	(4,250,000)	-
Total Water Operating Revenue	\$ 18,609,023	\$ 24,219,286	\$ 19,969,286	\$ 20,261,366	\$ (3,957,920)	\$ 20,836,780

RECAP

Disbursements

Distribution Operation	1,995,978	6,193,601	1,943,601	2,181,798	(4,011,803)	2,158,541
Distribution Maintenance	705,401	697,923	697,923	883,247	185,324	871,424
Accounting & Collection	9,666,708	10,582,289	10,575,809	10,901,691	319,402	11,217,127
Administration & General	696,163	730,581	833,025	882,109	151,528	814,658
Water Purchased (DMWW + Xenia)	2,580,073	2,901,028	2,634,447	3,030,102	129,074	3,076,665
Sub Total	\$ 15,644,323	\$ 21,105,422	\$ 16,684,805	\$ 17,878,947	\$ (3,226,475)	\$ 18,138,415
Debt Service	1,834,885	1,862,128	1,873,115	1,578,024	(284,104)	1,578,024
TOTAL	\$ 17,479,208	\$ 22,967,550	\$ 18,557,920	\$ 19,456,971	\$ (3,510,579)	\$ 19,716,439

Income

Cash Balance	-	2,833,637	3,841,518	5,442,928	2,609,291	6,289,823
Restricted Funds	-	296,808	295,404	295,404	(1,404)	295,404
Net Cash Balance	\$ -	\$ 3,130,445	\$ 4,136,922	\$ 5,738,332	\$ 2,607,887	\$ 6,585,227
Operating Revenue	\$ 18,609,023	\$ 24,219,286	\$ 19,969,286	\$ 20,261,366	\$ (3,957,920)	\$ 20,836,780
Non-Operating Revenue						
Interest Earned	31,209	190,044	190,044	42,500	(147,544)	43,000
Extraordinary income	-	-	-	-	-	-
SUB TOTAL	\$ 18,640,232	\$ 27,539,775	\$ 24,296,252	\$ 26,042,198	\$ (1,497,577)	\$ 27,465,007
Less Restricted Funds (trust fund)	-	296,808	295,404	295,404	(1,404)	296,800
Capital Reserve Fund	-	4,275,417	-	6,289,823	2,014,406	7,451,768
Total	\$ 18,640,232	\$ 22,967,550	\$ 24,000,848	\$ 19,456,971	\$ (3,510,579)	\$ 19,716,439

