



GENERAL FUND



GENERAL FUND

FY 2009-2010 BUDGET

	ACTUAL FY 2006-07	ACTUAL FY 2007-08	REVISED BUDGET FY 2008-09	BUDGET FY 2009-10	INC(DEC) FY 2009-10 OVER FY 2008-09	% INC (DEC)
REVENUES						
Operating Revenues						
Property Taxes	\$23,031,190	\$24,770,668	\$27,772,813	\$29,513,807	\$1,740,994	6.27%
TIF Revenues						
Other City Taxes	2,803,369	3,040,364	3,124,137	3,228,479	104,342	3.34%
Licenses and Permits	975,003	1,239,900	945,500	648,000	(297,500)	(31.46%)
Use of Money and Property	1,689,717	1,642,687	910,000	817,000	(93,000)	(10.22%)
Intergovernmental	2,932,274	3,275,184	4,133,251	3,577,987	(555,264)	(13.43%)
Charges for Services	2,775,390	3,137,428	3,468,650	3,153,300	(315,350)	(9.09%)
Special Assessments						
Miscellaneous	844,785	1,173,750	372,955	390,655	17,700	4.75%
Sub-total Operating Revenues	\$35,051,729	\$38,279,981	\$40,727,306	\$41,329,228	\$601,922	1.48%
Other Financing Sources						
Proceeds of Long Term Debt	\$10,630	\$12,811	\$5,000	\$5,000		
Transfers In	7,741,585	9,186,846	10,762,540	11,310,742	548,202	5.09%
Sub-total Other Financing Sources	\$7,752,215	\$9,199,657	\$10,767,540	\$11,315,742	\$548,202	5.09%
TOTAL REVENUES & OTHER SOURCES	\$42,803,944	\$47,479,638	\$51,494,846	\$52,644,970	\$1,150,124	2.23%
EXPENDITURES						
Operating Expenditures						
Personal Services	\$26,537,616	\$28,447,542	\$32,468,966	\$33,100,114	\$631,148	1.94%
Supplies and Services	7,617,772	8,607,760	9,455,224	9,911,690	456,466	4.83%
Universal Commodities	2,158,706	2,203,992	2,521,435	2,650,915	129,480	5.14%
Non-Recurring/Non-Capital	424,287	521,836	595,998	584,020	(11,978)	(2.01%)
Capital	708,147	686,946	1,146,895	838,818	(308,077)	(26.86%)
Sub-total Operating Expenditures	\$37,446,529	\$40,468,076	\$46,188,518	\$47,085,557	\$897,039	1.94%
Lease/Purchase or Installment Contract Expenditures	\$87,534	\$93,091	\$30,982	\$23,907	(\$7,075)	(22.84%)
Total Operating Expenditures	\$37,534,062	\$40,561,167	\$46,219,500	\$47,109,464	\$889,964	1.93%
Capital Improvement Expenditures						
Total Expenditures	\$37,534,062	\$40,561,167	\$46,219,500	\$47,109,464	\$889,964	1.93%
Transfers Out	\$4,069,237	\$4,910,753	\$4,146,805	\$5,527,137	\$1,380,332	33.29%
TOTAL EXPENDITURES/TRANSFERS OUT	\$41,603,300	\$45,471,920	\$50,366,305	\$52,636,601	\$2,270,296	4.51%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$1,200,644	\$2,007,718	\$1,128,591	\$8,369	(\$1,120,172)	n/a
BEGINNING FUND BALANCE	\$9,081,907	\$10,282,551	\$12,290,269	\$13,418,810	\$1,128,541	n/a
ENDING FUND BALANCE	\$10,282,551	\$12,290,269	\$13,418,810	\$13,427,179	\$8,369	n/a
FUND BALANCE % OF EXPENDITURES	27.40%	30.30%	29.03%	28.50%		

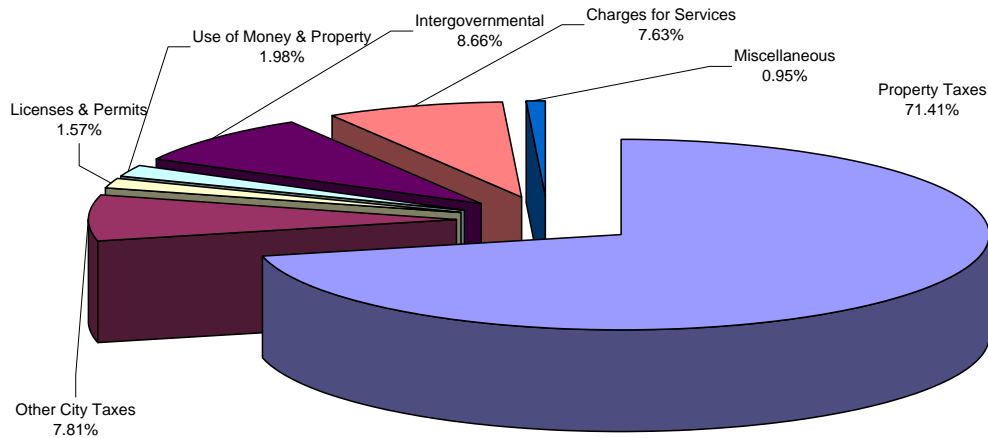


The general fund functions as the chief operating fund for the City. All financial transactions of the City which pertain to general operations and the provision of services to the citizens are recorded in this fund, except those specifically required to be accounted for elsewhere (i.e., legal restrictions). Services within the general fund include police, fire, ambulance, building/grounds and street maintenance, parks and recreation, human services programs, library, and general administration of the City.

Major Revenue Sources

The FY 09-10 budget projects an increase in property tax revenue of approximately 6.27% over FY 08-09. As one of the fastest growing cities in Iowa, West Des Moines is experiencing substantial growth in property valuations, however, much of the new growth is located in Tax Increment Financing (T.I.F.) districts. The incremental growth in these districts does not contribute to general fund property taxes until after the district expires; generally three to twenty years following inception. In the following sections we further discuss the various sources of general fund revenue, along with key factors that are the driving forces behind the budget projections.

General Fund Revenues



Property Taxes

Of the City's 363.85 full time equivalent positions, 98% of the City's personnel costs are funded by the general fund. Therefore, the general fund directly finances nearly all of the City's day to day operations. Property tax revenue constitutes 71.41% of all general fund revenue. Therefore, property taxes have a major influence on City operations. The components of the general fund property tax levy are described on the following page.



General Fund Levies

The City of West Des Moines currently has two operational levies that are levied within the general fund. These are the General Levy and Tort Liability Levy. The General Levy is the City's primary levy and is limited by state law to \$8.10 per \$1,000 of assessed valuation. The City is also allowed to levy for tort liability costs, independent of the \$8.10 limitation. There is no limitation on the Tort Liability Levy. The City's combined rate for the General and Tort Liability levies is projected to be \$8.42002 per \$1,000 of taxable property valuation for FY 09-10. Below is a brief description of the services these levies finance:

General Fund levies finance the following City services:

- Public Safety - which includes police and fire protection, as well as ambulance services
- Community Enrichment - which includes park operations, library services, and human services
- Public Services - which includes public works and community development services
- Support Services - which includes the administrative and support services functions of the City

Analysis of Property Tax Levy

Property tax revenue is projected to increase by 6.27% in FY 09-10 as a result of the following factors:

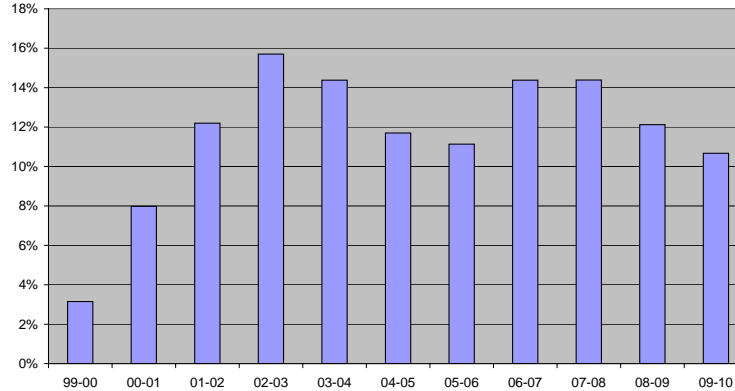
- In FY 09-10 the residential rollback percentage increased the amount of property valuations that are taxable in comparison to the FY 08-09 state rollback percentage. Below is a historical chart of state rollback percentages (i.e. the percentage of a property's value that is taxable).

Fiscal Year	Residential	Commercial
1990-00	56.48%	100.00%
2000-01	54.85%	98.35%
2001-02	56.27%	100.00%
2002-03	51.67%	97.77%
2003-04	51.39%	100.00%
2004-05	48.46%	99.26%
2005-06	47.96%	100.00%
2006-07	45.99%	99.15%
2007-08	45.56%	100.00%
2008-09	44.08%	99.73%
2009-10	45.59%	100.00%



• The portion of the City included in T.I.F. districts decreases in FY 09-10, primarily due to the expiration of Westtown III for approximately \$25,000,000, and the release of \$26,000,000 from Jordan Creek and \$98,000,000 from Mills Parkway districts. The ability to tax the incremental property valuation in these districts is lost by the general fund until these districts expire. (Taxes generated by the incremental valuations in these districts are captured in a special revenue fund for the financing of public improvements within the district.) Below is a ten-year history of T.I.F. valuations as a percentage of taxable property.

TIF Valuations as a Percentage of Taxable Property



• In FY 09-10 there is a change in the percentage of the property tax levy that is allocated to the general fund levy due to the decrease in the employee benefits levy. The chart below is a ten-year comparison of the distribution of the property tax levy for City operations and debt service.

	Property Tax Rate	General Funds	% of Levy	Special Revenue Funds	% of Levy	Debt Service Fund	% of Levy	Total Levy
FY 99-00	\$10.90	\$16,429,767	74.58%	\$1,260,000	5.72%	\$4,338,488	19.70%	\$22,028,255
FY 00-01	\$10.90	\$16,610,809	74.02%	\$1,268,023	5.65%	\$4,561,298	20.33%	\$22,440,130
FY 01-02	\$10.90	\$16,943,451	71.80%	\$1,750,000	7.42%	\$4,905,339	20.79%	\$23,598,790
FY 02-03	\$11.60	\$18,459,986	71.20%	\$1,950,000	7.52%	\$5,516,588	21.28%	\$25,926,574
FY 03-04	\$11.60	\$19,287,254	70.54%	\$2,165,000	7.92%	\$5,890,000	21.54%	\$27,342,254
FY 04-05	\$11.73	\$21,463,280	71.08%	\$2,644,100	8.76%	\$6,086,514	20.16%	\$30,193,894
FY 05-06	\$11.73	\$22,079,583	70.22%	\$3,021,100	9.61%	\$6,340,796	20.17%	\$31,441,478
FY 06-07	\$11.95	\$23,582,677	67.06%	\$4,679,250	13.31%	\$6,905,976	19.64%	\$35,167,903
FY 07-08	\$12.05	\$25,224,154	66.22%	\$5,688,850	14.93%	\$7,179,591	18.85%	\$38,092,595
FY 08-09	\$12.05	\$28,171,950	68.12%	\$5,547,500	13.41%	\$7,636,863	18.47%	\$41,356,313
FY 09-10	\$12.05	\$29,917,286	68.52%	\$5,787,770	13.26%	\$7,955,388	18.22%	\$43,660,445



Other City Taxes

In 1984 West Des Moines voters approved the imposition of a hotel/motel tax of 7% on the rental of hotel rooms in our community. For a number of years, until the University Park Holiday Inn (now Sheraton) opened in 1987, annual revenue from this source was minimal. Thereafter, annual hotel/motel tax revenue held at the \$500,000 to \$600,000 range until the development of hotels in the vicinity of Jordan Creek Parkway and I-80 interchange. FY 09-10 hotel/motel revenue is expected to be approximately \$2,550,000. However, West Des Moines has a contractual agreement that 2/7ths of revenue generated will be forwarded to the Greater Des Moines Convention and Visitors Bureau (CVB). Similarly, the City Council has agreed that an additional 2/7ths of hotel/motel tax revenue will be dedicated to BRAVO (metropolitan cultural and entertainment facilities/organizations), and debt payments for Sec Taylor Stadium (now Principal Park) and the Iowa Events Center. In the proposed budget, 2/7ths is allocated to City programs. The end result is that ultimately 1/7th of the hotel/motel taxes received annually by the City will be available for distribution and/or expenditure to other entities.

As a precursor to utility deregulation, Iowa utility companies lobbied state legislators to discontinue taxing utility valuations in Iowa as property tax. Instead, all utilities providing service in the state would pay an excise tax based on profits. Taxing bodies, such as municipalities and school districts, were opposed to this as the amount that can be levied for debt is based on the property tax valuations that had included utilities. As a compromise, for three years the utility valuations will be included for debt levy purposes but the preponderance of revenue remitted to local governments will be in the form of excise taxes. This tax went into effect in FY 00-01 and is affected locally by the new revenue line item and increase in the Other City Taxes revenue category.

	ACTUAL FY 2006-07	ACTUAL FY 2007-08	REVISED BUDGET FY 2008-09	BUDGET FY 2009-10	INC(DEC) FY 2009-10 OVER FY 2008-09	% INC (DEC)
Other City Taxes						
Utility Tax Replacement	\$389,565	\$373,411	\$399,137	\$403,479	\$4,342	1.09%
Cable Television Commission	281,827	297,356	275,000	275,000		
Hotel/Motel Taxes	2,131,977	2,369,596	2,450,000	2,550,000	100,000	4.08%
Total Other City Taxes	\$2,803,369	\$3,040,364	\$3,124,137	\$3,228,479	\$104,342	3.34%



Licenses and Permits

As a rule, revenue received for the issuance of licenses and permits does not fluctuate significantly, with the exception of building and construction related permits. With the current state of the economy, building and construction related permits are projected to decrease significantly. Additionally, as of July 1, 2008, legislation went into effect which requires plumbers and mechanical professionals to have a state-issued license.

	ACTUAL FY 2006-07	ACTUAL FY 2007-08	REVISED BUDGET FY 2008-09	BUDGET FY 2009-10	INC(DEC) FY 2009-10 OVER FY 2008-09	% INC (DEC)
<u>Licenses and Permits</u>						
Beer/Liquor/Cigarette Licenses	\$101,321	\$106,481	\$91,000	\$89,000	(\$2,000)	(2.19%)
Animal License	9,026	20,865	10,000	12,000	2,000	20.00%
Electrical/Heating/Plumbing License	38,850	4,050				
Building Permits	538,112	745,230	552,500	385,000	(167,500)	(30.32%)
Electrical Permits	73,816	88,205	85,000	28,000	(57,000)	(67.05%)
Heating Permits	47,823	54,529	50,000	14,000	(36,000)	(72.00%)
Plumbing Permits	64,689	73,237	50,000	14,000	(36,000)	(72.00%)
Miscellaneous License & Permits	34,634	48,761	35,000	29,000	(6,000)	(17.14%)
Dog Park Permit	22,237	24,066	22,000	22,000		
Alarm License/Permit	46,496	74,731	50,000	55,000	5,000	10.00%
Total Licenses and Permits	\$975,003	\$1,240,155	\$945,500	\$648,000	(\$297,500)	(31.46%)

Use of Money and Property

Interest income is generated by interest earned on public funds. Two factors that affect interest income are interest rates and cash balances available for investment. With the constant fluctuations in interest rates, staff regularly makes investments with the primary goal being safety of the investments followed by maximizing the return on our asset base.

	ACTUAL FY 2006-07	ACTUAL FY 2007-08	REVISED BUDGET FY 2008-09	BUDGET FY 2009-10	INC(DEC) FY 2009-10 OVER FY 2008-09	% INC (DEC)
<u>Use of Money and Property</u>						
Interest Income	\$1,637,046	\$1,596,332	\$875,000	\$785,000	(\$90,000)	(10.29%)
ATM Fees Collected	2,259	2,061	2,000	2,000		
Other Land Rental	37,684	39,294	30,000	30,000		
Building/Land Lease Charge	12,728	5,000	3,000		(3,000)	(100.00%)
Total Use of Money and Property	\$1,689,717	\$1,642,687	\$910,000	\$817,000	(\$93,000)	(10.22%)



Intergovernmental

State/Federal Grants and Reimbursements - Each City department is encouraged to apply for state and/or federal grants to supplement City revenue. Historically, West Des Moines has been successful in receiving a number of grants. It is important to note that COPS grants and Local Law Enforcement Block Grants are no longer being funded.

Local Grants and Reimbursements - West Des Moines has a number of grants and reimbursement agreements with surrounding cities and counties.

	ACTUAL FY 2006-07	ACTUAL FY 2007-08	REVISED BUDGET FY 2008-09	BUDGET FY 2009-10	INC(DEC) FY 2009-10 OVER FY 2008-09	% INC (DEC)
Intergovernmental						
Clive - Animal Control	\$16,700	\$17,600	\$18,500	\$18,500		
Clive - Traffic Signals	1,769	8,443	2,500	2,500		
Clive - Westside Fire/EMS	516,731	447,637	412,550	492,750	80,200	16.28%
COPS Grant	5,605					
Dallas County - Westtown III	611,282	670,142	878,094		(878,094)	(100.00%)
Dallas County - Jordan Creek			274,850	390,778	115,928	29.67%
DCLHTF		4,250	153,800	297,453	143,653	48.29%
Dowling - Liaison Officer	41,828	44,400	44,000	47,000	3,000	6.38%
EMS - Dallas County	146,678	158,560	168,900	168,900		
FEMA Reimbursement	32,779	88,105	229,588		(229,588)	(100.00%)
Grants - Other	55,595	37,591	9,100	1,600	(7,500)	(82.41%)
Human Services - Polk County Trans	38,971	37,971	39,780	41,687	1,907	4.57%
Human Services - Red Rock	11,000	12,000	12,000	12,000		
Metro Home Imp Program	28,113	192,200	386,225	393,403	7,178	1.82%
Metro Library Contract	10,391	15,461	10,000	13,000	3,000	23.08%
Misc. Federal - Cost Share	12,871	12,485		1,250	1,250	100.00%
Polk City Home Improvement				175,000	175,000	100.00%
Polk County Library	924	131				
Urbandale - HR Services	31,200	40,000				
Waukee - IS Services	42,436	43,709	7,285		(7,285)	(100.00%)
WDM Schools - 800 mHz	9,500	9,500	9,500	10,500	1,000	9.52%
WDM Schools - Crossing Guards	42,913	54,483	63,900	63,900		
WDM Schools - Liaison Officer	84,244	91,270	90,000	92,000	2,000	2.17%
WDM Schools - YJI	73,388	75,592	75,589	77,750	2,161	2.78%
WDM Water Works - IS Services	35,000		35,000		(35,000)	(100.00%)
WestCom - Clive	289,960	324,637	327,696	360,270	32,574	9.04%
WestCom - Urbandale	541,594	640,284	621,701	644,483	22,782	3.53%
WestCom Trf to WDM	216,545	216,979	223,680	234,250	10,570	4.51%
WestEMS Trf to WDM	29,227	31,754	33,580	33,580		
WestHelp Trf to WDM	5,031		5,433	5,433		
Total Intergovernmental	\$2,932,274	\$3,275,184	\$4,133,251	\$3,577,987	(\$555,264)	(13.43%)



Charges for Services

Several city departments charge fees for some services/programs that are offered such as ambulance fees, recreation program fees, library fines and fees, and fees for housing inspection. It is important that the City continue to monitor the fees charged as a way to recoup, from the actual user(s) of a service, revenues to offset the expenses incurred by the City. Development related revenues drive the fluctuations from year to year.

	ACTUAL FY 2006-07	ACTUAL FY 2007-08	REVISED BUDGET FY 2008-09	BUDGET FY 2009-10	INC(DEC) FY 2009-10 OVER FY 2008-09	% INC (DEC)
<u>Charges for Services</u>						
Ambulance Charges	\$928,399	\$1,120,612	\$1,800,000	\$1,705,000	(\$95,000)	(5.28%)
Animal Control	12,236	9,178	9,300	8,800	(500)	(5.38%)
Cemetery Charges	9,965	3,925	9,000	5,000	(4,000)	(44.44%)
Community Center Rental	21,697	27,998	18,000	22,000	4,000	22.22%
CPR Class Charges		12,789	20,000	20,000		
Developer Paid Inspection	421,008	468,236	275,000	70,000	(205,000)	(74.55%)
False Alarm Charges	16,450	19,100	20,000	20,000		
Fire Charges	10,963	12,027	10,000	10,000		
Fire Plan Review Fees	10,551	9,622	10,000	5,000	(5,000)	(50.00%)
Housing Inspection	79,695	78,469	60,000	60,000		
Miscellaneous Development Charges	64,162	65,840	66,500	32,500	(34,000)	(51.13%)
Miscellaneous Park Charges	18,571	20,095	18,000	18,000		
Nuisance Abatement Charges	11,170	15,656	7,000	12,000	5,000	71.43%
Police Charges	11,340	8,510	8,600	8,600		
Pool Admission	583,943	622,069	512,550	551,100	38,550	7.52%
Recreation Fees	352,469	391,849	371,280	376,800	5,520	1.49%
RRP Nature Lodge	57,240	64,442	55,720	55,900	180	0.32%
RRP Softball	165,229	147,858	137,700	142,600	4,900	3.56%
Traffic Studies	304	39,935	60,000	30,000	(30,000)	(50.00%)
Total Charges for Services	\$2,775,390	\$3,138,210	\$3,468,650	\$3,153,300	(\$315,350)	(9.09%)



Miscellaneous

State regulations require that revenue be placed in one of the revenue categories specified above; if there is not a perfect fit to one of the categories listed, the revenue is then placed in a miscellaneous category.

The Principal Charity Classic has committed \$15,000 in funding for FY 09-10, which is proposed to be used to fund hours for a seasonal/intermittent program outreach worker in the Human Services department.

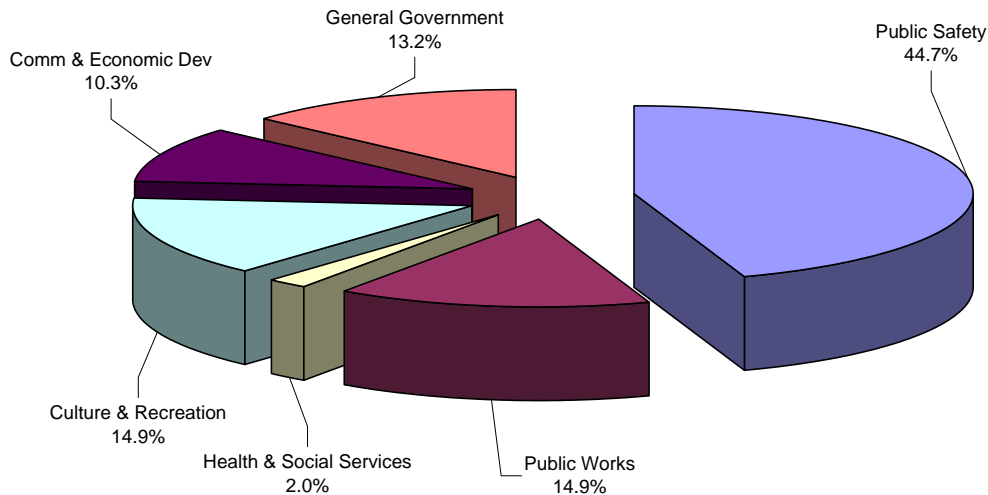
	ACTUAL FY 2006-07	ACTUAL FY 2007-08	REVISED BUDGET FY 2008-09	BUDGET FY 2009-10	INC(DEC) FY 2009-10 OVER FY 2008-09	% INC (DEC)
Miscellaneous						
Cigarette Fines	\$2,400	\$1,500	\$1,000	\$1,000		
Fire - Reports/Signs/Inspection Tags	3,979	4,535	3,000	3,000		
Human Services - Miscellaneous	12,506	9,923	8,000	8,000		
Library -Miscellaneous	71,752	75,845	70,500	76,700	6,200	8.79%
Liquor Fines	33,500	23,675	10,000	11,000	1,000	10.00%
Parking Violations/Fines	31,621	32,206	25,000	30,000	5,000	20.00%
Police - Accident Reports	15,306	15,941	14,000	15,000	1,000	7.14%
Principal Charity Classic			10,000	15,000	5,000	50.00%
Sale of Magazine Ads	41,725	29,063	45,000	45,000		
Sales Tax Refunds	139,161	110,370	48,000	48,000		
Traffic/Court Fines	120,125	103,210	100,000	100,000		
Unanticipated/Miscellaneous	372,710	767,483	38,455	37,955	(500)	(1.30%)
Total Miscellaneous	\$844,785	\$1,173,750	\$372,955	\$390,655	\$17,700	4.75%



Expenditure Highlights

General Fund operating expenditures for FY 09-10 are projected to increase by approximately 1.93% over FY 08-09. The primary reason for this increase is the projected increase in personnel services. This increase includes the pay increases for existing staff as well as minor modifications to staffing levels approved by the Mayor and City Council.

**General Fund Operating Expenditures
\$47,109,464**



Public Safety

One of the principal functions of the City of West Des Moines is to safeguard and protect the lives, health, and property of its citizens. The FY 09-10 budget continues the City's longstanding tradition of providing public safety services that are second to none. Public Safety represents the largest appropriations category, accounting for over 44% of the General Fund budget. Included in this category are appropriations for Police, Fire, Emergency Medical Services and WestCom.

In the recently announced EMS/WestCom re-organization, Chief Dumermuth will become the Chief of the Department of Emergency Medical and Communication Services which contains both West Des Moines EMS and WestCom. WestCom will fund 25% of his salary and benefits. The WestCom Director position (FTE) will be converted to a lower level staff position (Admin Secretary) funded 100% by WestCom. Rob Dehnert will be promoted to the Assistant Chief of Logistics for the Emergency Medical and Communication Services department. His salary and benefits will be funded 50% by WestCom. The 1/2 - 3/4 time Administrative Assistant position currently serving WestCom is being eliminated. Net staffing results equal no change in FTE's and elimination of 1 part-time position.

The Emergency Medical and Communication Services department has been allocated a total of \$35,000 for supplemental requests. Proposed uses are as follows:

- \$15,000 for a patient simulator. Interactive simulators that allow training staff to present paramedics with realistic patient scenarios for training and evaluation purposes.



- \$5,000 for an oxygen tank lift. Oxygen tank lifts are designed to prevent back injuries by lifting the large, heavy oxygen and medical air tanks into the ambulance.
- \$15,000 for MP2 Bedside Monitors. MP2 bedside monitors are designed for more compact monitoring of patient vital signs. These units would be used for individual bedside monitoring of stable patients and could be used as a second monitor when transporting more than one patient per ambulance.

The Fire department has been allocated \$80,000 for supplemental requests. Proposed uses are as follows:

- Large Diameter Hose - Engine 172-192-221 - \$12,600 We are converting all of our supply fire hose from 4" to 5" for better water flow capacity. This equips our remaining engines with the proper hose.
- Architectural Study for Station #21 - \$15,000 Our Ashworth Road station is the busiest station with increased fire and EMS response personnel the past 5 years we have outgrown current kitchen, dayroom, sleeping quarters and office space. This study would identify construction costs and layout configurations to remodel/add to the existing facility.
- Thermal Imaging Camera - \$10,000 This would be a replacement for a camera we purchased 9 years ago. The camera is used to locate hidden fire, victims and other heat-producing objects during emergencies.
- Nozzles and Hand Tools for Fire Apparatus- \$6,000 We are in the process on standardizing all of the fire apparatus with the same inventory of nozzles, adapters and specialty tools. This request will complete the standardized inventory project.
- Technical Rescue Equipment - \$2,000 We have specialty rescue teams that require periodic rope rescue equipment replacement due to wear and tear on ropes used on emergencies or in training. This request replaces some aged equipment and supplements some additional pulleys and carabiners.
- Washer/Extractor for Station #17 - \$10,000 Station #17 is where most of our live fire training occurs and all spare personal protective clothing is stored. Use of gear causes the need for frequent washing, which requires special machines to extract the carbons, etc. from the fabric. This machine will help us maintain the PPE and prolong the life expectancy of the gear.
- Ice Machine for Station #17 - \$2,000 As the regional training facility for the Fire department during the summer there are numerous events held at the station that require proper hydration of the personnel. This machine would allow ice to be ready during large fire calls and training drills.
- Radio Interface Units - \$1,900 We continue to experience radio clarity issues on emergency scenes, especially while inside certain structures. This would equip one SCBA and one outside command unit with an interface to improve safety and radio communications.
- L215 Radio Headsets - \$4,000 Our newer vehicles have on-board headsets for all personnel so they can hear radio communications clearly, respond hands-free as well as reduce some engine and siren noise. L215 is staffed by career personnel and is one of our busiest vehicles, allocation of these funds will allow this vehicle to be similarly equipped.
- POD Skid and Box - \$6,500 This project would allow us to build an additional POD to carry equipment to emergency or training scenes or possible use for other city depart-



ments. This vehicle delivers various PODS for use, while maintaining only one actual vehicle, rather than specialty trucks.

- One item is included for the Westside station, which is shared with the City of Clive, \$10,000 for a large diameter fire hose.

The Police department has been allocated a total of \$284,500 for supplemental requests. Proposed uses are as follows:

- \$155,000 for five replacement Ford Crown Victoria patrol cars
- \$30,000 for replacement portable public safety radios
- \$29,500 for replacement mobile data computers
- \$10,000 is included for the purchase of laptop computers for officers assigned to the criminal investigation unit.
- Additionally, we plan to utilize \$60,000 towards addressing technology issues – Bar coding for property/evidence, GPS tracking system, digital fingerprinting, identification kit software and additional surveillance equipment.

Public Works

The Department of Public Works provides services through two internal divisions: Operations and Engineering. The Operations Division addresses street and sewer maintenance, street cleaning, drainage facilities, City building and equipment maintenance, snow removal, street and sewer repair, dust control and mosquito spraying. The Engineering Division is responsible for designing CIP projects and construction plans, reviewing and commenting on private development plans as well as developing maintenance system schedules for pavement management and sewer management. Their mission is to provide first class operations, maintenance, repair, engineering, and construction services for all City public infrastructure and improvements. Public Works constitutes 14.9% of the General Fund budget.

The Public Works department has been allocated \$70,000 for supplemental requests. Proposed uses are as follows:

- End Loader Lease - \$16,000 This leased unit would allow us to use existing snow maintenance loader attachments more effectively during winter storm events. Currently, we have a snow blower and two snow plows which can be used on our two loaders. The lease of this unit for the winter months would allow us to have equipment to load salt trucks while the other two loaders were out in the field during snow operations.
- GPS Rover - \$20,000 This unit will allow us to continue to obtain real-time survey data in the field. The IDOT IaRTN survey base station network will require updated equipment (GPS Rover) that is able to communicate via cellular telephone to a base station network. This will allow us the capability to continue to utilize highly accurate survey data and information.
- Tractor Trailer Lease - \$8,000 This leased equipment will provide us with a more efficient and cost effective method of hauling salt from the regional salt facility to our Public Works shop. The trucks we currently have in our fleet are designed for snow plowing and other public works related activities. This equipment will allow us to haul much more salt with less staff and fuel.



- Changeable Message Board - \$17,000 The purchase of an additional changeable message board will allow us to communicate more effectively with the public when road closures and detours are going to occur. Currently, Public Works and Water Works each have one of these units. They have proven to be very reliable and effective.
- Traffic Signal Maintenance - \$5,000 This would be an increase to offset shortages in the traffic signal budget. Over the past few years we have added several new traffic signals but the line item for maintenance has not increased enough to meet demand. This funding will allow us to meet demand in this area.
- Upgrade Large Document Scanner - \$4,000 This upgrade to our current scanner is needed so the City can scan large documents in color. Many of today's graphics and drawings are produced in color. When we try to scan them in black and white with the current scanner they are very difficult to see and/or understand on many of the copies.

Health & Social Services

The Department of Human Services strives toward improving the quality of life for all residents of West Des Moines regardless of income, ethnicity, age or physical/mental limitations. Among the services offered to eligible residents are: transportation assistance; emergency food pantry; personal pantry, which stocks personal hygiene items; clothing closet; energy assistance; homeless prevention; transitional housing; emergency assistance; handyman services which provide elderly and disabled residents help with odd jobs, lawn maintenance, snow shoveling, minor home repairs, etc.; holiday assistance; and other seasonal services.

The Principal Charity Classic has committed \$15,000 in funding for FY 09-10, which is proposed to fund additional hours for a part-time program outreach assistant in the Human Services department.

Culture & Recreation

The Parks and Recreation Department operates and maintains just over 1,277 acres of parkland consisting of 26 parks and 43.5 miles of multi-purpose trails. The department provides a wide variety of recreational services including operating a full service community center, softball complex, two outdoor aquatic centers, and nature lodge. Program areas include adult sports, aquatics, fitness, youth, seniors, and cultural arts.

The Parks and Recreation department has been allocated a total of \$82,387 for supplemental requests. Proposed uses are as follows:

- \$67,387 for landscape median maintenance. This includes \$43,587 for additional horticulturist hours, \$8,000 for equipment, and \$15,800 for supplies. We will still be soliciting bids from private contractors for maintenance of all landscaped medians to determine the most cost effective approach.
- \$7,500 for replacement of the Community Center Canopy
- \$7,500 for replacement of chairs at the Nature Lodge

The West Des Moines Public Library provides access to informational, educational and recreational resources to the community, and encourages children to develop a lifelong appreciation for the rewards of self directed reading and learning.

The Library has been allocated \$35,000 for supplemental requests. The library's greatest concern at this time is meeting the public need for materials such as books, audio-visual items, and computer databases. In a study of library service, the consulting firm of Himmel and Wilson identified



the funding for materials as a critical factor affecting the library. Included in the proposed budget is an increase in library materials funding of \$35,000. This increase will bring the funding for materials to approximately \$6.00 per capita.

Community & Economic Development

The City of West Des Moines underwent a reorganization in February 2007 to place all development related activities in one department. The result is a more focused and responsive development process. During this process two departments were formed, Development Services and Community and Economic Development.

The intended results for Development Services include: develop and implement a unified vision, mission, goals and service levels relative to the development review process; consolidate responsibilities and leadership for the development review process; better align the employee resources that contribute to the development review process; enhance customer service; and recognize and react to dynamics of change and the need for continuous improvement in the process.

The Development Services Department includes three divisions. The Planning Division strives to ensure a desirable, well-planned, and safe community that exceeds citizens' expectations. This group provides the regulation of any new development, a change in the use of a property, and the subdivision of property. The Engineering Division is responsible for the review of development proposals to ensure that adequate public infrastructure is provided and that the public improvements to be constructed are in conformance with the City's design standards. The Building Division is responsible for the safe building environment and structural integrity of buildings in the City. It strives to provide this integrity through plan review of construction projects for compliance with the City's codes and ordinances. This division also provides on site inspections to help ensure that the actual construction is safe and secure.

Development Services has been allocated \$12,000 for the replacement of a large document copier/scanner.

The City's long-term goals for the Community and Economic Development are to: encourage and assist small business expansion and growth; encourage and assist existing companies to expand and grow; create a diverse economy and employment base for the City; expand upon and diversify the tax base of the City. The department has become and will need to continue being more involved with activities that the City had not played a significant role in previously. Such as exhibiting at trade shows, preparation of targeted economic development promotional materials, taking a more proactive role in retail business recruitment and an expanded role in dealing with economic development prospects.

General Government

It is the responsibility of the City Manager's Office to provide the overall direction for the City organization in accordance with policies established by the City Council. Other responsibilities are to assure that the City operations are conducted economically, efficiently, and effectively and that the Council and citizens' concerns are addressed. This office also develops recommendations to the City Council for changes in programs, operations, and policies. In addition, the City Manager prepares a recommended annual budget for the Council's consideration. Other departments in the general government area are Administrative Services, Legal, Human Resources and Information Technology Services.

Supplemental Requests include:

- \$18,000 has been included in the Administrative Services department for additional hours in the Accounts Payable Clerk position.



- Increases in the area of legal fees for outside counsel in litigation and negotiations, which are \$14,250 and \$7,450 respectively.
- In the Human Resources area, the budget for safety clothing has increased by \$12,960.
- In the Information Technology Services area, several items have increased relating to hardware and software maintenance and replacement. These include \$42,750 for software maintenance, \$9,400 for hardware maintenance, and \$50,000 for replacement of PCs and servers.

Ending Fund Balance

One measure of a City's financial strength is the level of fund balance, i.e. accumulated revenues in excess of expenditures. For the City to operate from July 1 through October 10th, when we receive our first substantial payment, a significant fund balance is necessary. The FY 09-10 budget maintains prudent general fund balances, which protect the City of West Des Moines' financial integrity. Staff estimates, when all anticipated expenditures and transfers are accounted for, the City's unrestricted cash balance or fund balance, will be \$13,427,179 at June 30, 2010, which is 28.50% of FY 09-10 operating expenditures.

**General Fund Balance
As of June 30,**

