

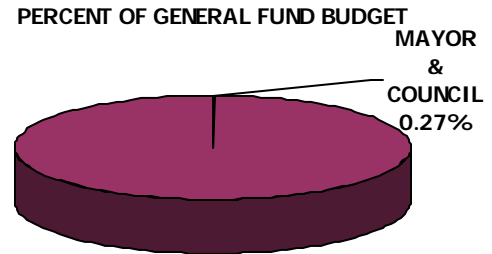


SUPPORT SERVICES



City Manager
Information Services
Human Resources
Mayor & Council
Legal
Administrative Services

BUDGET INFORMATION	
FY 2010-11 Budget	\$128,175
FY 2009-10 Budget	\$129,650
Percentage Change	(1.14%)
FY 2010-11 FTE	0.00
Change From FY 2009-10	0.00



Department Description

The City Council is the legislative and policy-making body for the City of West Des Moines. As elected representatives of the citizens, the City Council provides the policy direction and program guidance necessary to direct the community's economic, social, and physical development. The Mayor and two council members are elected at large, while the other three are elected by ward. The Mayor, with approval of the Council, appoints members of policy-making boards and commissions of the City. The major responsibilities of the City Council include enacting ordinances, setting property tax rates, approving City service levels, authorizing the budget, and participating in community economic development efforts.

Budget Objectives and Significant Information

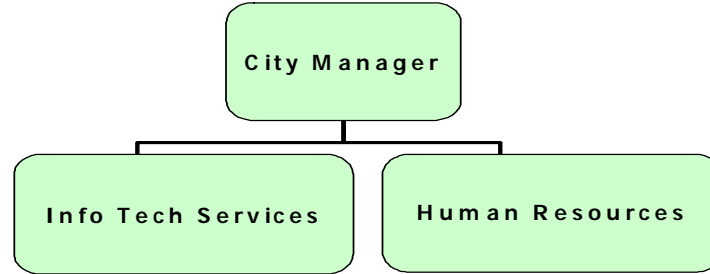
The FY 10-11 proposed budget for the council directive line item remains the same as FY 09-10 at \$25,000.



Financial Summary

	ACTUAL FY 2007-08	ACTUAL FY 2008-09	REVISED BUDGET FY 2009-10	BUDGET FY 2010-11	INC(DEC) FY 2010-11 OVER FY 2009-10	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Elected Officials	\$58,287	\$59,226	\$59,000	\$59,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions	4,389	4,567	7,900	7,900		
Other Pay						
Total Personal Services	\$62,676	\$63,794	\$66,900	\$66,900		
Supplies & Services						
Operating & Maintenance	\$27,609	\$19,948	\$47,350	\$45,875	(\$1,475)	(3.12%)
Conference, Travel & Training	11,039	10,707	11,900	11,900		
Utilities	364	385	1,000	1,000		
Contractual Obligations						
Donations to Agencies	3,891	1,941	2,500	2,500		
Non-Recurring/Non-Capital						
Total Supplies & Services	\$42,903	\$32,980	\$62,750	\$61,275	(\$1,475)	(2.35%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$105,579	\$96,774	\$129,650	\$128,175	(\$1,475)	(1.14%)





Department Description

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's office presents, reviews, and monitors the annual operating budget for the city. Personnel also staff a number of City boards and commissions ranging from external public advisory bodies to internal employee committees and represent the City as a member of the union contract negotiating team. The personnel also work with the City Council on community development issues and with metro area entities and agencies on joint concerns.

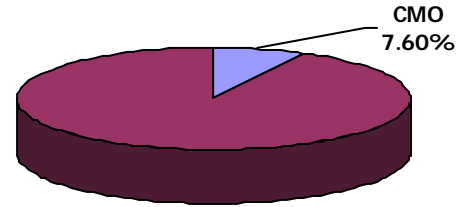
Information Technology Services supports the local and wide area networks of the City; as well as the personal computers, printers, and software used by the end users in all municipal facilities. The goal is to build a cost effective technology infrastructure that can quickly respond to the City's changing needs.

Human Resources provides a wide range of services to promote the City departments' workforce and work environment. These services include: recruiting, selecting, testing and hiring the City's workforce; implementing the city's compensation and benefit systems (which includes position descriptions, job evaluation structure, performance management systems, salary/benefit surveys, benefit enrollment, award programs, etc.); implementing the City's Safety and Wellness Programs, including the management of workers' compensation; oversight of employee/labor relations (which includes affirmative action, union negotiations, appeals process, development of human resources policies and procedures, etc.); and planning and directing City-wide training and development programs.

BUDGET INFORMATION

FY 2010-11 Budget	\$3,691,671
FY 2009-10 Budget	\$3,649,011
Percentage Change	1.17%
FY 2010-11 FTE	18.50
Change From FY 2009-10	0.00

PERCENT OF GENERAL FUND BUDGET



Budget Objectives and Significant Information

Supplemental Requests include:

- \$110,000 phone system/network replacement. This will be the first year of a five year lease/purchase. Many components within the current system are no longer supported by the manufacturer.
- \$40,000 for managed services such as a document management solution and an IT project management solution.



Financial Summary

	ACTUAL FY 2007-08	ACTUAL FY 2008-09	ADVISED BUDGET FY 2009-10	BUDGET FY 2010-11	INC(DEC) FY 2010-11 OVER FY 2009-10	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$1,254,657	\$1,183,952	\$1,460,600	\$1,471,950	\$11,350	0.78%
Part-time Employees	16,002	24,331	20,100	20,100		
Contract Help						
Overtime	2,433	1,540	850	850		
Health, Dental, Life Insurance	176,842	154,215	235,600	258,500	22,900	9.72%
Retirement Contributions	222,195	215,079	269,550	272,600	3,050	1.13%
Other Pay	16,529	11,351	9,250	9,250		
Total Personal Services	\$1,688,658	\$1,590,469	\$1,995,950	\$2,033,250	\$37,300	1.87%
Supplies & Services						
Operating & Maintenance	\$767,771	\$766,587	\$913,026	\$888,196	(\$24,830)	2.72%
Conference, Travel & Training	38,818	43,253	57,085	65,115	8,030	14.07%
Utilities	33,043	42,820	28,900	34,760	5,860	20.28%
Contractual Obligations	195,064	137,345	174,500	119,500	(55,000)	(31.52%)
Donations to Agencies						
Non-Recurring/Non-Capital	2,366	23,542	34,500		(34,500)	(100.00%)
Total Supplies & Services	\$1,037,062	\$1,013,547	\$1,208,011	\$1,107,571	(\$100,440)	(8.31%)
Capital Outlay						
Replacement Charges	(\$269)					
Computer Hardware & Software	364,744	287,470	95,050	50,850	(44,200)	(46.50%)
Vehicles						
Miscellaneous Equipment	19,828		350,000	500,000	150,000	42.86%
Total Capital Outlay	\$384,303	\$287,470	\$445,050	\$550,850	\$105,800	23.78%
Lease/Purchase Payments	\$56,164					
Total Expenditures	\$3,166,187	\$2,891,487	\$3,649,011	\$3,691,671	\$42,660	1.17%

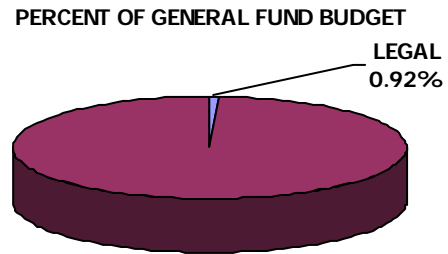


Personnel Summary

	ACTUAL FY 2007-08	ACTUAL FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM FY 2009-10
Full-time Employees					
City Manager					
City Manager	1.00	1.00	1.00	1.00	0.00
Assistant City Manager	1.00	1.00	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
Intern	1.00	0.00	0.00	0.00	0.00
Management Assistant	0.00	1.00	1.00	1.00	0.00
Human Resources					
Human Resources Director	0.00	0.00	1.00	1.00	0.00
Human Resources Manager	1.00	1.00	0.00	0.00	0.00
Human Resources Administrator	2.00	2.00	2.00	2.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	0.00
Information Services					
IT Services Director/CIO	0.00	0.00	1.00	1.00	0.00
Information Services Manager	1.00	1.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	1.00	1.00	0.00
Enterprise Applications Manager	0.00	0.00	1.00	1.00	0.00
Senior Network Analyst	2.00	4.00	2.00	2.00	0.00
Computer Aided Dispatch Administrator	1.00	1.00	0.00	0.00	0.00
IT Specialist - Emergency Dispatch Services Support	0.00	0.00	1.00	1.00	0.00
Network Analyst	1.00	0.00	1.00	1.00	0.00
End User Support Specialist	2.00	1.00	1.00	1.00	0.00
GIS Coordinator	1.00	1.00	1.00	1.00	0.00
GIS Analyst	0.00	1.00	1.00	1.00	0.00
Total Full-time Employees	21.00	18.00	18.00	18.00	0.00
Part-time Employees					
Human Resources					
Secretary	0.50	0.50	0.50	0.50	0.00
Total Part-time Employees	0.50	0.50	0.50	0.50	0.00
Total Authorized Personnel	18.50	18.50	18.50	18.50	0.00



BUDGET INFORMATION	
FY 2010-11 Budget	\$447,631
FY 2009-10 Budget	\$478,575
Percentage Change	(6.47%)
FY 2010-11 FTE	3.00
Change From FY 2009-10	0.00



Department Description

The City Attorney is responsible for all aspects of legal services to the Mayor, City Council, administrative staff, and appointed boards and commissions. This includes the drafting of opinion letters, contracts, and the review of ordinances, resolutions and agreements. The City Attorney represents the City in judicial and administrative proceedings and attends City Council and other meetings as necessary to address legal issues which arise.

Budget Objectives and Significant Information

The budget objectives in the City of West Des Moines Legal Department for the 2010-11 fiscal year are to increase the level of legal services provided to the City without substantially increasing expenditures. The legal department will continue to attempt to reduce the need for outside counsel by fully utilizing current personnel, using legal services available through internship programs provided by Drake University and the University of Iowa Law Schools, and increasing the efficiency and productivity of the office staff through office management training and computer-assisted office management. The department is also moving toward the longer term goal of reducing total expenditures by redirecting expenditures from outside counsel to in-house personnel.



Financial Summary

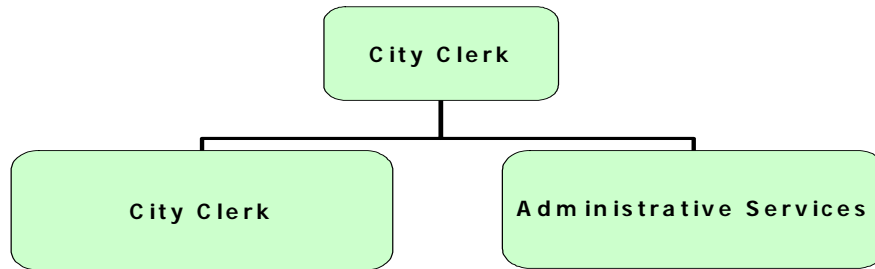
	ACTUAL FY 2007-08	ACTUAL FY 2008-09	ADVISED BUDGET FY 2009-10	BUDGET FY 2010-11	INC(DEC) FY 2010-11 OVER FY 2009-10	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$255,201	\$267,574	\$275,800	\$278,500	\$2,700	0.98%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	29,848	36,773	40,550	44,500	3,950	9.74%
Retirement Contributions	34,916	37,255	42,500	42,600	100	0.24%
Other Pay	700	700	700	700		
Total Personal Services	\$320,665	\$342,303	\$359,550	\$366,300	\$6,750	1.88%
Supplies & Services						
Operating & Maintenance	\$50,537	\$142,610	\$115,195	\$77,401	(\$37,794)	(32.81%)
Conference, Travel & Training	2,213	432	3,230	3,230		
Utilities	246	295	600	700	100	16.67%
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$52,996	\$143,337	\$119,025	\$81,331	(\$37,694)	(31.67%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments	\$220					
Total Expenditures	\$373,881	\$485,640	\$478,575	\$447,631	(\$30,944)	(6.47%)



Personnel Summary

	ACTUAL FY 2007-08	ACTUAL FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM FY 2009-10
Full-time Employees					
City Attorney	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	1.00	1.00	1.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	3.00	3.00	3.00	3.00	0.00
Total Authorized Personnel	3.00	3.00	3.00	3.00	0.00





Department Description

The Administrative Services Department provides both internal and external services for the City of West Des Moines. These services are broken down into four cost centers.

The role of the **City Clerk's Office** is to provide the City Council with efficient and effective administrative assistance, coordinating the legislative process to allow the City Council to meet and support the needs of the citizens of West Des Moines. To that end, the Clerk's Office prepares meeting agendas, records minutes, publishes proceedings, prepares legal notices, has custody of bonds and contracts, and certifies special assessments. Staff also issues licenses and permits, serves as the liaison with the county commissioner during municipal elections, provides public information and notifications on a variety of topics.

The **Administrative Services** cost center provides financial support services, budgeting, risk management, asset management, and mailing/courier services to all City departments. Staff is responsible for the accurate and timely reporting of all financial transactions. This includes such duties as processing accounts payable, payroll, property tax and special assessment receipts, grant receipts, bond proceeds, payment of principal and interest on debt, maintaining detailed records of the City's assets, and numerous other accounting transactions. The financial reports generated enable the City to make educated decisions regarding cash and debt management, and monitor the City's budget and financial position.

The **Print Shop** also falls within the Administrative Services department. The individual staffing this cost center was transferred to the Public Works department during FY 03-04. However, this cost center is still used for the purchase and inventory of paper stock for the entire City.

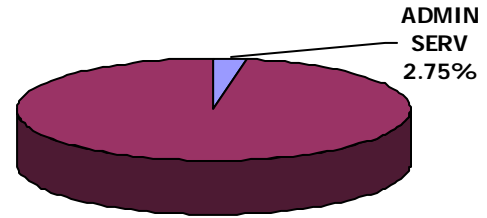
Risk Management seeks to protect the City against adverse impacts to its financial and tangible assets. Risks that the City cannot financially assume are transferred through the purchase of adequate property, liability, workman's compensation and automobile insurance or similar coverage(s).



BUDGET INFORMATION

FY 2010-11 Budget	\$1,334,395
FY 2009-10 Budget	\$1,329,190
Percentage Change	0.39%
FY 2010-11 FTE	9.75
Change From FY 2009-10	0.00

PERCENT OF GENERAL FUND BUDGET



Balanced Scorecard

Perspective	Strategic Objectives	Performance Measures	Actual 2005	Actual 2006	Actual 2007	Actual 2008	Actual 2009
Manage Financial Resources	Resource Management						
	Maintain/Improve Bond Rating	General Obligation Bond Ratings from Moody's and Standard & Poor's	Moody's Aa1	Moody's Aa1	Moody's Aa1	Moody's Aa1	Moody's Aa1
			S&P AA+	S&P AAA	S&P AAA	S&P AAA	S&P AAA



Financial Summary

	ACTUAL FY 2007-08	ACTUAL FY 2008-09	ADVISED BUDGET FY 2009-10	BUDGET FY 2010-11	INC(DEC) FY 2010-11 OVER FY 2009-10	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$511,359	\$522,680	\$587,600	\$598,000	\$10,400	1.77%
Part-time Employees	67,845	75,897	41,000	37,200	(3,800)	(9.27%)
Contract Help						
Overtime	20,939	12,960	15,900	14,800	(1,100)	(6.92%)
Health, Dental, Life Insurance	78,611	78,465	104,950	96,900	(8,050)	(7.67%)
Retirement Contributions	81,286	85,449	96,050	103,250	7,200	7.50%
Other Pay	3,933	4,865	4,650	4,650		
Total Personal Services	\$763,973	\$780,315	\$850,150	\$854,800	\$4,650	0.55%
Supplies & Services						
Operating & Maintenance	\$403,185	\$298,351	\$378,550	\$397,550	\$19,000	5.02%
Conference, Travel & Training	6,475	9,128	9,990	7,790	(2,200)	(22.02%)
Utilities	79,114	56,301	77,800	68,755	(9,045)	(11.63%)
Contractual Obligations	11,876	7,823	4,400	2,000	(2,400)	(54.55%)
Donations to Agencies						
Non-Recurring/Non-Capital	5,652		4,800		(4,800)	(100.00%)
Total Supplies & Services	\$506,302	\$371,603	\$475,540	\$476,095	\$555	0.12%
Capital Outlay						
Replacement Charges	\$3,444	\$3,444	\$3,500	\$3,500		
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment	9,221					
Total Capital Outlay	\$12,665	\$3,444	\$3,500	\$3,500		
Lease/Purchase Payments	\$656					
Total Expenditures	\$1,283,596	\$1,155,362	\$1,329,190	\$1,334,395	\$5,205	0.39%



Personnel Summary

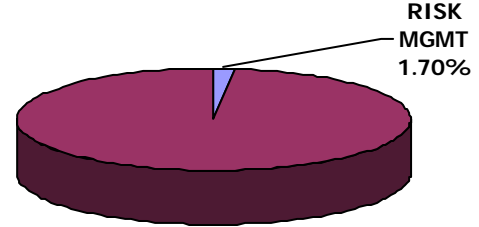
	ACTUAL FY 2007-08	ACTUAL FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM FY 2009-10
Full-time Employees					
City Clerk's Office					
Deputy City Clerk	1.00	1.00	1.00	1.00	0.00
Administrative Services					
Director of Administrative Services	1.00	1.00	1.00	1.00	0.00
Accounting Manager	1.00	1.00	1.00	1.00	0.00
Budget Manager	0.00	0.00	1.00	1.00	0.00
Budget Analyst	1.00	1.00	0.00	0.00	0.00
Accountant	1.00	1.00	1.00	1.00	0.00
Account Clerk	1.00	1.00	2.00	2.00	0.00
Payroll Specialist	1.00	1.00	1.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	8.00	8.00	9.00	9.00	0.00
Part-time Employees					
Administrative Services					
Courier	0.75	0.75	0.75	0.75	0.00
Clerk	0.75	0.75	0.00	0.00	0.00
Total Part-time Employees	1.50	1.50	.75	.75	0.00
Total Authorized Personnel	9.50	9.50	9.75	9.75	0.00



BUDGET INFORMATION

FY 2010-11 Budget	\$800,000
FY 2009-10 Budget	\$800,000
Percentage Change	0.00%
FY 2010-11 FTE	0.00
Change From FY 2009-10	0.00

PERCENT OF GENERAL FUND BUDGET



Activity Description

Risk management seeks to protect the City against adverse impacts to its financial and tangible assets. Risks that the City cannot financially assume are transferred through the purchase of adequate property, liability, workman's compensation, and automobile insurance or similar coverage(s).

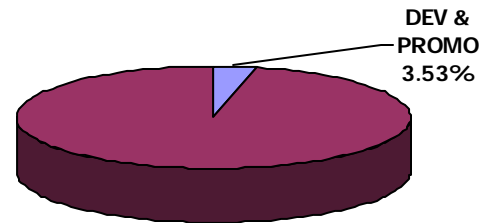
Financial Summary

	ACTUAL FY 2007-08	ACTUAL FY 2008-09	ADVISED BUDGET FY 2009-10	BUDGET FY 2010-11	INC(DEC) FY 2010-11 OVER FY 2009-10	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$326,757	\$309,586	\$800,000	\$800,000		
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$326,757	\$309,586	\$800,000	\$800,000		
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$326,757	\$309,586	\$800,000	\$800,000		



BUDGET INFORMATION	
FY 2010-11 Budget	\$1,715,454
FY 2009-10 Budget	\$1,779,917
Percentage Change	3.62%
FY 2010-11 FTE	0.00
Change From FY 2009-10	0.00

PERCENT OF GENERAL FUND BUDGET



Activity Description

The goal of this activity is to enhance the physical and cultural ambience of the City and metropolitan area by marketing the City and providing an appealing environment for visitors and the citizens of West Des Moines. This activity is financed entirely by Hotel/Motel tax revenues.

Budget Objectives and Significant Information

West Des Moines continues to be a metropolitan leader in the distribution of Hotel/Motel Tax Revenues. In FY 10-11, the City plans to distribute 2/7ths of hotel/motel tax collections to the Convention and Visitors Bureau, 2/7ths to BRAVO and 2/7ths will be transferred to City programs, leaving 1/7th for distribution to West Des Moines and metropolitan based activities. Specific allocations will be made by the City Council in the spring of 2010.



Financial Summary

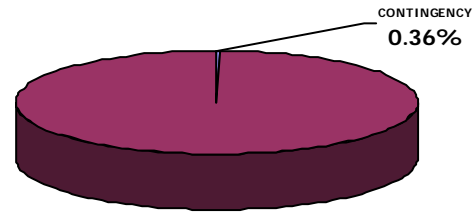
	ACTUAL FY 2007-08	ACTUAL FY 2008-09	ADVISED BUDGET FY 2009-10	BUDGET FY 2010-11	INC(DEC) FY 2010-11 OVER FY 2009-10	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$29,498	\$32,329	\$35,000		(\$35,000)	(100.00%)
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies	1,623,700	1,673,055	1,719,917	1,715,454	(4,463)	(0.26%)
Non-Recurring/Non-Capital						
Total Supplies & Services	\$1,653,198	\$1,705,384	\$1,779,917	\$1,715,454	(\$64,463)	(3.62%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$1,653,198	\$1,730,384	\$1,779,917	\$1,715,454	(\$64,463)	(3.62%)



BUDGET INFORMATION

FY 2010-11 Budget	\$171,000
FY 2009-10 Budget	\$226,000
Percentage Change	24.34%
FY 2010-11 FTE	0.00
Change From FY 2009-10	0.00

PERCENT OF GENERAL FUND BUDGET



Activity Description

The City Contingency is comprised of the following elements: funds designated by the City Council for unforeseen circumstances special issues and, funds designated for recognition payments for the City's volunteer personnel.

Through the careful use of Contingency funds the City Council is able to respond to needs and opportunities which were not foreseen at the time the budget was prepared. At the end of each fiscal year, the unused portion of the City Contingency reverts back to the General Fund balance.

The FY 06-07 and FY 07-08 actual expenditures reflect payments to GMAC and Ford Motor Credit for the loan agencies tax settlement.

Financial Summary

	ACTUAL FY 2007-08	ACTUAL FY 2008-09	ADVISED BUDGET FY 2009-10	BUDGET FY 2010-11	INC(DEC) FY 2010-11 OVER FY 2009-10	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees	\$11,950	\$10,800	\$21,000	\$21,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services	\$11,950	\$10,800	\$21,000	\$21,000		
Supplies & Services						
Operating & Maintenance	\$148,358	\$27,396	\$205,000	\$150,000	(\$55,000)	(26.83%)
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$148,358	\$27,396	\$205,000	\$150,000	(\$55,000)	(26.83%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$160,308	\$38,196	\$226,000	\$171,000	(\$55,000)	(24.34%)

