

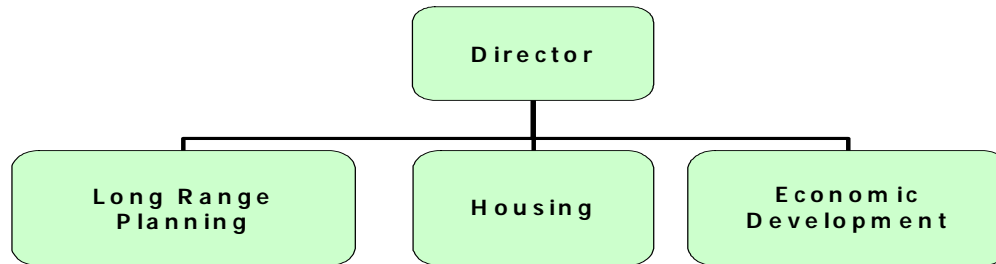


PUBLIC SERVICES

Community
Development

Public Works





Department Description

The Community & Economic Development department was created in February 2007 to bring together long-range planning, housing, and economic development functions together. These functions previously were undertaken in the Community Development department which was dissolved to establish more emphasis on economic development and to bring together building inspection, current planning, and development engineering into the newly created Development Services department.

The mission statement of the Community & Economic Development department is to plan and promote an economically strong and vibrant community through long-range planning, business retention and development, housing initiatives, redevelopment, and community promotion.

A summary of the three functions of the department are as follows:

Housing: The City of West Des Moines works with several housing program in an administrative capacity: the Dallas County Local Housing Trust Fund, the Polk City Housing Program, and the Metro Home Improvement Program. The department works with the boards of directors or management committees for the different funds to set policy and oversee the operations of the programs. The department also serves as the administrator the Community Development Program Block Grant funds the City receives through the United State Department of Housing and Urban Development.

The housing programs all provide assistance to low income homeowners whose primary residence is in need of repair or code violation corrections. Funding to eligible homeowners is made in the form of a five-year forgivable loan.

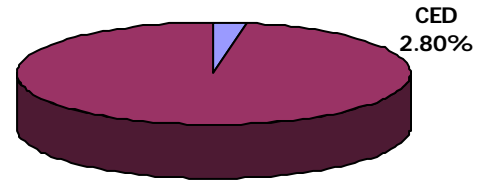
Economic Development: The department now has the leading responsibility for economic development in the City. Activities which encourage and assist small through large business expansion and growth, enabling the creation of a diverse economy and employment base for the City, as well as enabling the expansion and diversification of the City's tax base are based within this department.

Activities which the City has not previously participated in, or strongly participated in, now will become the focus of the department's economic development role. These activities may include exhibiting at trade shows, preparing targeting economic development promotional materials, being more proactive in business recruitment, and expanding the role the department plays in negotiations with economic development prospects.

BUDGET INFORMATION

| | |
|------------------------|-------------|
| FY 2010-11 Budget | \$1,359,154 |
| FY 2009-10 Budget | \$1,418,174 |
| Percentage Change | (4.16%) |
| FY 2010-11FTE | 5.00 |
| Change From FY 2009-10 | 0.00 |

PERCENT OF GENERAL FUND BUDGET



Department Description continued

Long-Range Planning: The third major role for the department is in the area of long-range planning. In the past, long-range planning has been a minor activity compare with the day-to-day demands of current planning. A more active approach to monitoring the Comprehensive Planning of the City will be the responsibility of this department. Trend analysis, current land use analysis, demographics, special planning and development studies, annexation, and maintenance of the long-range plan, the Comprehensive Plan, will be the focus of the department's long-range planning responsibilities.

Budget Objectives and Significant Information

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.

Significant variations may exist from year to year regarding housing rehabilitation program budgets.



Financial Summary

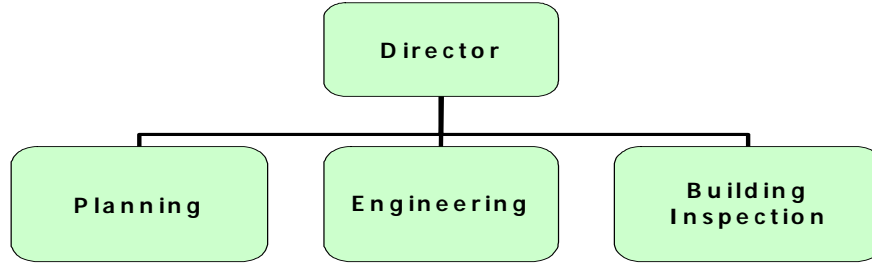
| | ACTUAL FY 2007-08 | ACTUAL FY 2008-09 | REVISED BUDGET FY 2009-10 | BUDGET FY 2010-11 | INC(DEC) FY 2010-11 OVER FY 2009-10 | % INC (DEC) |
|--------------------------------------|----------------------|----------------------|---------------------------------|----------------------|--|-----------------|
| Expenditures by Object | | | | | | |
| Personal Services | | | | | | |
| Full-time Employees | \$362,585 | \$369,449 | \$394,089 | \$403,499 | \$9,410 | 2.39% |
| Part-time Employees | 4,677 | 23,311 | 6,950 | 6,950 | | |
| Contract Help | | | | | | |
| Overtime | 66 | 24 | | | | |
| Health, Dental, Life Insurance | 46,974 | 47,325 | 51,227 | 56,529 | 5,302 | 10.35% |
| Retirement Contributions | 50,429 | 55,875 | 59,828 | 62,111 | 2,283 | 3.82% |
| Other Pay | 1,533 | 1,942 | 2,000 | 2,000 | | |
| Total Personal Services | \$466,264 | \$497,926 | \$514,094 | \$531,089 | \$16,995 | 3.31% |
| Supplies & Services | | | | | | |
| Operating & Maintenance | \$228,400 | \$322,956 | \$861,429 | \$805,824 | (\$55,605) | (6.45%) |
| Conference, Travel & Training | (1,475) | 12,176 | 12,176 | 10,811 | (1,365) | 1.12% |
| Utilities | 2,314 | 1,801 | 4,975 | 4,930 | (45) | (0.90%) |
| Contractual Obligations | | | | | | |
| Donations to Agencies | | | | | | |
| Non-Recurring/Non-Capital | 2,150 | 2,143 | | | | |
| Total Supplies & Services | \$231,389 | \$339,076 | \$878,580 | \$821,565 | (\$57,015) | (6.49%) |
| Capital Outlay | | | | | | |
| Replacement Charges | \$2,904 | \$2,904 | \$6,500 | \$6,500 | | |
| Computer Hardware & Software | | | | | | |
| Vehicles | | | 19,000 | | (19,000) | (100.00%) |
| Miscellaneous Equipment | | | | | | |
| Total Capital Outlay | \$2,904 | \$2,904 | \$25,500 | \$6,500 | (\$19,000) | (74.51%) |
| Lease/Purchase Payments | \$240 | | | | | |
| Total Expenditures | \$700,797 | \$839,906 | \$1,418,174 | \$1,359,154 | (\$59,020) | (4.16%) |



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 | | | | | |
| Comm & Economic Dev Director | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Planner | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Housing Planner | 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 | 5.00 | 5.00 | 5.00 | 5.00 | 0.00 |
| Total Authorized Personnel | 5.00 | 5.00 | 5.00 | 5.00 | 0.00 |





Department Description

The Development Services department works with the City Council, Plan and Zoning Commission, and the Board of Adjustment to address development and construction needs within the community. The department is comprised of the following three (3) divisions:

The Building Division's primary role is to enforce the City's adopted building construction codes, including rental housing provisions and signage. These requirements provide minimum standards to safeguard life, health, property, and public welfare by regulating the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures within the City. The Building Division staff currently performs and processes approximately 14,000 new construction inspections and 3,500 rental housing inspections annually. These inspections include life/safety provisions, footing and foundation, site plan, structural framing, electrical, plumbing, mechanical, rehabilitation, floodplain, accessibility, and construction site erosion. The City's requirements are based on the latest national model codes, which are updated every three (3) years.

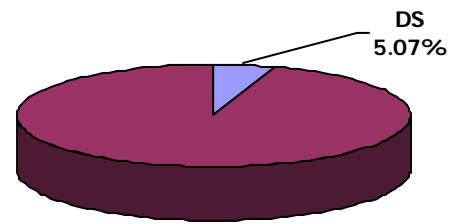
The Engineering Division's responsibilities includes review of development applications for consistency with design standards, City Code and the administration of public improvements associated with the Capital Improvements program. Work includes planning, construction plan review and approval, bond review, and recommending acceptance of public improvements by the City Council. This Division also reviews streetlight proposals and verifies that City streets are adequately lit. On most development applications, the Engineering Division reviews the impact the development will have on the public infrastructure including traffic and recommends improvements to mitigate those impacts while complying with the requirements of the Comprehensive Plan. A city-wide traffic model based on the Comprehensive Plan aids the traffic engineers in analyzing traffic impacts.

The Planning Division is involved in a variety of activities associated with land development in the City of West Des Moines. One of the primary functions is to oversee the development review process. This process involves meeting with developers, realtors, consultants, and citizens interested in development in and around the City and guiding them through the preparation and processing of applications for zoning, platting or subdivision of property, site plans, and permitted conditional use permits. This division is responsible for the coordination of the review by the various city departments and outside agencies. The Planning division staff serves as the hub for the processing of development applications, communication of the review comments, and resolution of issues raised with development applications and the preparation of staff reports for the Plan and Zoning Commission, Board of Adjustment, and the City Council.

BUDGET INFORMATION

| | |
|-------------------------------|--------------------|
| FY 2010-11 Budget | \$2,463,366 |
| FY 2009-10 Budget | \$2,480,399 |
| Percentage Change | (0.69%) |
| FY 2010-11 FTE | 22.00 |
| Change From FY 2009-10 | (1.00) |

PERCENT OF GENERAL FUND BUDGET



Budget Objectives and Significant Information

The City of West Des Moines underwent a reorganization in February 2007 in order to place all development related activities in one department. The result is a more focused and responsive development process.

Development Services has been allocated \$110,000 for Enterprise Land Management Software. This is the second year of a three year project.



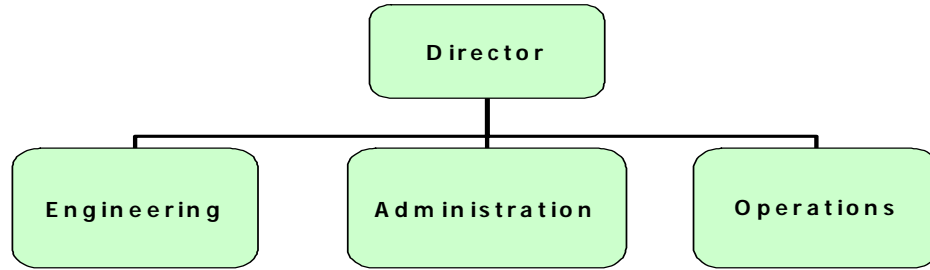
Financial Summary

| | 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 | \$1,480,187 | \$1,535,874 | \$1,616,800 | \$1,635,000 | \$18,200 | 1.12% |
| Part-time Employees | 13,751 | 9,596 | 17,650 | 18,300 | 650 | 3.68% |
| Contract Help | | | | | | |
| Overtime | 13,967 | 15,244 | | | | |
| Health, Dental, Life Insurance | 263,350 | 261,717 | 330,500 | 305,200 | (25,300) | (7.66%) |
| Retirement Contributions | 207,031 | 220,150 | 260,150 | 263,950 | 3,800 | 1.46% |
| Other Pay | 8,871 | 9,746 | 9,450 | 10,500 | 1,050 | 11.11% |
| Total Personal Services | \$1,987,157 | \$2,052,327 | \$2,234,550 | \$2,232,950 | (\$1,600) | (0.07%) |
| Supplies & Services | | | | | | |
| Operating & Maintenance | \$75,243 | \$41,008 | \$50,869 | \$51,941 | \$1,072 | 2.11% |
| Conference, Travel & Training | 22,833 | 22,326 | 23,630 | 23,630 | | |
| Utilities | 5,231 | 6,489 | 9,350 | 9,845 | 495 | 5.29% |
| Contractual Obligations | | | | | | |
| Donations to Agencies | | | | | | |
| Non-Recurring/Non-Capital | 8,249 | 12,423 | 11,000 | 11,000 | | |
| Total Supplies & Services | \$111,556 | \$82,246 | \$94,849 | \$96,416 | \$1,567 | 1.65% |
| Capital Outlay | | | | | | |
| Replacement Charges | \$18,561 | \$13,355 | \$24,000 | \$24,000 | | |
| Computer Hardware & Software | | | | | | |
| Vehicles | | | | | | |
| Miscellaneous Equipment | | | 127,000 | 110,000 | (17,000) | 13.39% |
| Total Capital Outlay | \$18,561 | \$13,355 | \$151,000 | \$134,000 | (\$17,000) | (11.26%) |
| Lease/Purchase Payments | \$550 | | | | | |
| Total Expenditures | \$2,117,824 | \$2,147,927 | \$2,480,399 | \$2,463,366 | (\$17,033) | (0.69%) |

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 | | | | | |
| Development Services Director | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Building Inspection | | | | | |
| Chief Building Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Building Inspector II | 5.00 | 5.00 | 5.00 | 5.00 | 0.00 |
| Building Inspector I | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Secretary | 3.00 | 3.00 | 3.00 | 2.00 | (1.00) |
| Sign and Zoning Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Engineering | | | | | |
| City Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Principal Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Associate Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Senior Engineering Tech | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Planning | | | | | |
| Community Development Director | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Development Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Planner | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Associate Planner | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Housing Planner | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Total Full-time Employees | 24.00 | 24.00 | 23.00 | 22.00 | (1.00) |
| Total Authorized Personnel | 24.00 | 24.00 | 23.00 | 22.00 | (1.00) |





Mission Statement

“To enhance the physical quality of the community through responsible development of land, stewardship of the natural environment, timely maintenance of the city's infrastructure and to increase the quality of life of the citizens by providing innovative and responsive programs and services.”

Department Description

The Public Works department provides essential services to the citizens of West Des Moines in two divisions, Engineering and Operations. The Engineering Division includes design, construction observation, contract administration, development review, traffic and traffic safety operations. The Operations Division mission is to provide the citizens of West Des Moines with efficient and high quality levels of service in a cost-effective manner as they maintain the City's infrastructure. Administration provides support services including personnel, payroll, customer service, dispatch, and accounts payable and receivable functions for the department. The divisions are further divided into cost centers for management and budgeting purposes.

The Public Works **Administration** cost center provides administrative support to the Director and entire department. This includes personnel issues, payroll records, budget preparation, establishing department policies and procedures, drafting of Council communications, and coordination of support staff, and department wide initiatives.

The **Engineering** cost center is responsible for short and long term planning, budgeting, sequencing of construction, design, construction observation, development of maintenance programs and record keeping of the City's infrastructure as well as the operation of the City's traffic system, and flood alert system in accordance with Chapters 384 and 542 B of the Code of Iowa.

The **Construction Observation** cost center is responsible for observing the construction of all improvements built within the public right-of-way. The work involves all aspects of field surveying, underground storm sewer construction, underground sanitary sewer construction, soils engineering, and pavement construction, as well as construction management.

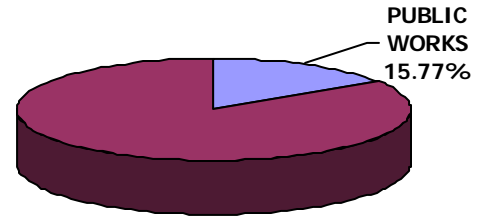
The **Traffic Control & Safety** cost center is responsible for all signs, signals, and painting located within the public right-of-way. They also provide traffic studies, traffic counts, and coordination of traffic related issues with IDOT, other public agencies, surrounding communities, and railroad companies.



BUDGET INFORMATION

| | |
|------------------------|-------------|
| FY 2010-11 Budget | \$7,664,685 |
| FY 2009-10 Budget | \$8,018,355 |
| Percentage Change | 4.41% |
| FY 2010-11 FTE | 66.00 |
| Change From FY 2009-10 | (1.00) |

PERCENT OF GENERAL FUND BUDGET



Operations is responsible for the maintenance of the City's infrastructure and City assets such as City buildings and its fleet of vehicles. There are separate cost centers to address major areas of responsibility.

Street Maintenance Improved or Street Maintenance Unimproved, depending on the roadway classification this may include crack sealing, mud jacking, snow and ice removal, and/or grading.

The **Sewers & Drainage** cost center is responsible for the maintenance of all sanitary sewers and storm drainage systems, as well as lift stations.

Street Cleaning is responsible for cleaning all of the paved roadways within the city limits of West Des Moines.

Nuisance Abatement works to improve neighborhood safety such as weed spraying, mosquito control, and dust control.

Building and Fleet coordinates the cleaning and maintenance of City buildings and fleet equipment. The goal is to optimize longevity of City owned facilities and provide safe, well-maintained equipment. As a result of the quality initiative, the City now has a formalized facility repair and maintenance policy/program and a facility preventive maintenance policy/program.



Budget Objectives and Significant Information

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

- \$20,000 loader rental (4 months)
- \$20,000 changeable message board
- \$5,500 cable locator unit
- \$5,000 City map printing
- \$14,000 tractor/trailer lease (4 months)
- \$2,500 barricade rental
- \$3,000 AVL/data safety system

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 | \$3,166,791 | \$3,207,691 | \$3,485,500 | \$3,512,300 | \$26,800 | 0.77% |
| Part-time Employees | 113,411 | 89,804 | 140,950 | 131,650 | (9,300) | (6.60%) |
| Contract Help | | | | | | |
| Overtime | 179,931 | 177,479 | 198,450 | 183,150 | (15,300) | (7.71%) |
| Health, Dental, Life Insurance | 678,878 | 661,823 | 747,600 | 739,660 | (7,940) | (1.06%) |
| Retirement Contributions | 470,895 | 483,298 | 566,650 | 568,750 | 2,100 | 0.37% |
| Other Pay | 25,163 | 22,606 | 39,450 | 36,550 | (2,900) | (7.35%) |
| Total Personal Services | \$4,635,069 | \$4,642,700 | \$5,178,600 | \$5,172,060 | (\$6,540) | (0.13%) |
| Supplies & Services | | | | | | |
| Operating & Maintenance | \$1,504,860 | \$1,817,145 | \$1,871,310 | \$1,553,350 | (\$317,960) | (16.99%) |
| Conference, Travel & Training | 43,862 | 38,478 | 37,395 | 41,995 | 4,600 | 12.30% |
| Utilities | 123,663 | 124,221 | 135,650 | 139,980 | 4,330 | 3.19% |
| Contractual Obligations | 13,143 | 25,880 | 23,000 | 22,000 | (1,000) | 4.35% |
| Donations to Agencies | | | | | | |
| Non-Recurring/Non-Capital | 83,612 | 6,948 | 62,300 | 52,500 | (9,80) | 15.73% |
| Total Supplies & Services | \$1,769,140 | \$2,012,671 | \$2,129,655 | \$1,809,825 | (\$319,830) | (15.02%) |
| Capital Outlay | | | | | | |
| Replacement Charges | \$486,458 | \$470,824 | \$610,100 | \$597,800 | (\$12,300) | (2.02%) |
| Computer Hardware & Software | 15,000 | | 30,000 | 15,000 | (15,000) | (50.00%) |
| Vehicles | | 212,499 | | | | |
| Miscellaneous Equipment | 7,475 | 47,373 | 70,000 | 70,000 | | |
| Total Capital Outlay | \$508,933 | \$730,696 | \$710,100 | \$682,800 | (\$27,300) | (3.84%) |
| Lease/Purchase Payments | \$588 | | | | | |
| Total Expenditures | \$6,913,730 | \$7,386,067 | \$8,018,355 | \$7,664,685 | (\$353,670) | 4.41% |



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 | | | | | |
| Engineering | | | | | |
| Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Crew Chief | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Engineering Manager | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Engineering Technician | 7.00 | 7.00 | 7.00 | 7.00 | 0.00 |
| Principal Engineer | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Senior Technician | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Storm Water Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Traffic Safety Technician | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Operations | | | | | |
| Public Works Superintendent | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 0.00 | (1.00) |
| Building and Fleet Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Building Maintenance Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Building Maintenance Worker | 5.00 | 5.00 | 5.00 | 4.00 | (1.00) |
| Crew Chief | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Mechanic | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Operations Specialist | 28.00 | 28.00 | 28.00 | 28.00 | 0.00 |
| Secretary | 1.00 | 1.00 | 1.00 | 2.00 | 1.00 |
| Total Full-time Employees | 68.00 | 68.00 | 67.00 | 66.00 | (1.00) |
| Total Authorized Personnel | 68.00 | 68.00 | 67.00 | 66.00 | (1.00) |

