



GENERAL FUND



**GENERAL FUND**

**FY 2010-2011 BUDGET**

	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)
<b>REVENUES</b>						
<b>Operating Revenues</b>						
Property Taxes	\$24,770,668	\$27,718,091	\$29,513,807	\$30,963,533	\$1,449,726	4.91%
TIF Revenues						
Other City Taxes	3,040,364	3,231,613	3,228,479	3,208,080	(20,399)	(0.63%)
Licenses and Permits	1,239,900	1,457,441	865,100	618,000	(247,100)	(28.56%)
Use of Money and Property	1,642,687	867,139	453,500	219,400	(234,100)	(51.62%)
Intergovernmental	3,275,184	4,389,888	4,442,598	3,497,032	(945,566)	(21.28%)
Charges for Services	3,137,428	3,856,380	3,545,750	3,269,452	(276,298)	(7.79%)
Special Assessments						
Miscellaneous	1,173,750	1,182,017	508,315	582,308	73,993	14.56%
<b>Sub-total Operating Revenues</b>	<b>\$38,279,981</b>	<b>\$42,702,568</b>	<b>\$42,557,549</b>	<b>\$42,357,805</b>	<b>(\$199,744)</b>	<b>(0.47%)</b>
<b>Other Financing Sources</b>						
Proceeds of Long Term Debt	\$12,811	\$13,797	\$16,387	\$5,000	(\$11,387)	(69.49%)
Transfers In	9,186,846	10,526,225	13,565,240	13,153,045	(412,195)	(3.04%)
<b>Sub-total Other Financing Sources</b>	<b>\$9,199,657</b>	<b>\$10,540,022</b>	<b>\$13,581,627</b>	<b>\$13,158,045</b>	<b>(\$423,582)</b>	<b>(3.12%)</b>
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$47,479,638</b>	<b>\$53,242,590</b>	<b>\$56,139,176</b>	<b>\$55,515,850</b>	<b>(\$623,326)</b>	<b>(1.11%)</b>
<b>EXPENDITURES</b>						
<b>Operating Expenditures</b>						
Personal Services	\$28,447,542	\$29,876,244	\$33,168,944	\$33,832,049	\$663,105	2.00%
Supplies and Services	8,607,760	9,109,738	10,894,017	10,246,715	(647,302)	(5.94%)
Universal Commodities	2,203,992	2,483,545	2,826,915	2,891,180	64,265	2.27%
Non-Recurring/Non-Capital	521,836	567,068	674,920	550,377	(124,543)	(18.45%)
Capital	686,946	935,410	1,077,018	1,058,318	(18,700)	(1.74%)
<b>Sub-total Operating Expenditures</b>	<b>\$40,468,076</b>	<b>\$42,972,004</b>	<b>\$48,641,814</b>	<b>\$48,578,639</b>	<b>(\$63,175)</b>	<b>(0.13%)</b>
<b>Lease/Purchase or Installment Contract Expenditures</b>	<b>\$93,091</b>	<b>\$30,980</b>	<b>\$23,907</b>	<b>\$15,939</b>	<b>(\$7,968)</b>	<b>(33.33%)</b>
<b>Total Operating Expenditures</b>	<b>\$40,561,167</b>	<b>\$43,002,984</b>	<b>\$48,665,721</b>	<b>\$48,594,578</b>	<b>(\$71,143)</b>	<b>(0.15%)</b>
<b>Capital Improvement Expenditures</b>						
<b>Total Expenditures</b>	<b>\$40,561,167</b>	<b>\$43,002,984</b>	<b>\$48,665,721</b>	<b>\$48,594,578</b>	<b>(\$71,143)</b>	<b>(0.15%)</b>
Transfers Out	\$4,910,753	\$7,075,256	\$8,827,635	\$6,891,426	(\$1,936,209)	(21.93%)
<b>TOTAL EXPENDITURES/TRANSFERS OUT</b>	<b>\$45,471,920</b>	<b>\$50,078,241</b>	<b>\$57,493,356</b>	<b>\$55,486,004</b>	<b>(\$2,007,352)</b>	<b>(3.49%)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$2,007,718</b>	<b>\$3,164,351</b>	<b>(\$1,354,180)</b>	<b>\$29,846</b>	<b>\$1,384,026</b>	<b>n/a</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$10,282,551</b>	<b>\$12,290,269</b>	<b>\$15,454,619</b>	<b>\$14,100,439</b>	<b>(\$1,354,180)</b>	<b>n/a</b>
<b>ENDING FUND BALANCE</b>	<b>\$12,290,269</b>	<b>\$15,454,619</b>	<b>\$14,100,439</b>	<b>\$14,130,285</b>	<b>\$29,846</b>	<b>n/a</b>
<b>FUND BALANCE % OF EXPENDITURES</b>	<b>30.30%</b>	<b>35.94%</b>	<b>28.97%</b>	<b>29.08%</b>		

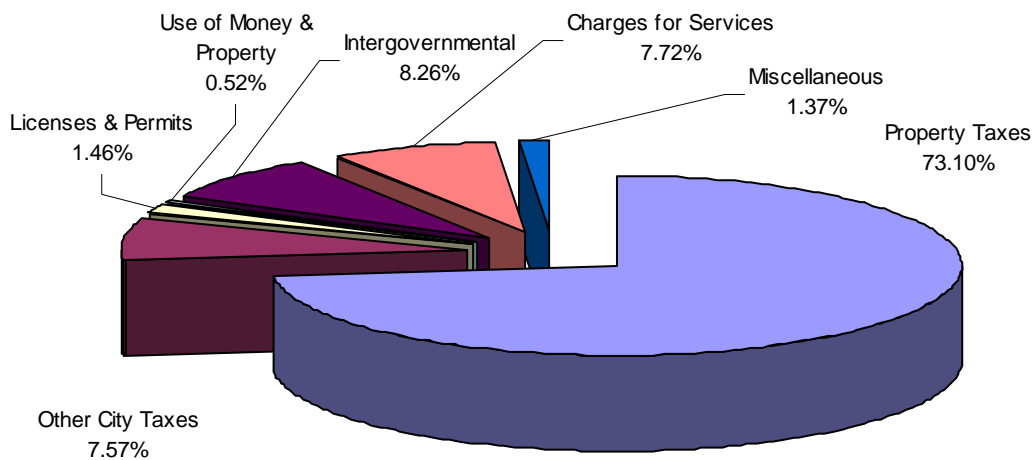


The general fund functions as the chief operating fund for the City. All financial transactions of the City which pertain to general operations and the provision of services to the citizens are recorded in this fund, except those specifically required to be accounted for elsewhere (i.e., legal restrictions). 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 10-11 budget projects an increase in property tax revenue of approximately 4.91% over FY 09-10. 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 361.85 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 73.10% 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 \$8.42252 per \$1,000 of taxable property valuation for FY 10-11. 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 4.91 in FY 10-11 as a result of the following factors:

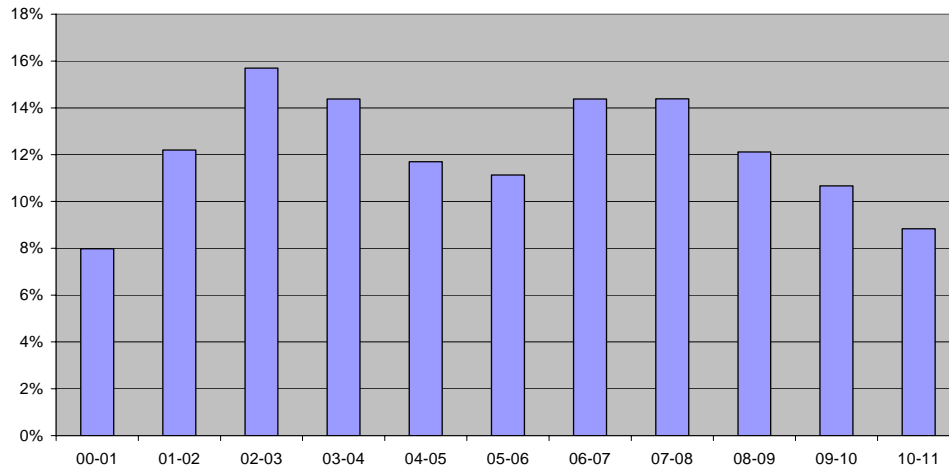
- In FY 10-11 the residential rollback percentage increased the amount of property valuations that are taxable in comparison to the FY 09-10 state rollback percentage. Below is a historical chart of state rollback percentages (i.e. the percentage of a property's value that is taxable).

Fiscal Year	Residential	Commercial
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%
<b>2010-11</b>	<b>46.91%</b>	<b>100.00%</b>



• The portion of the City included in T.I.F. districts decreases in FY 10-11, primarily due to the retirement of the Valley Junction/Railroad Avenue TIF district, which allowed the release of slightly more than \$100,000,000 in taxable value. 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 10-11 the percentage of the property tax levy that is allocated to the general fund levy remains steady. 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 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
<b>FY 10-11</b>	<b>\$12.05</b>	<b>\$31,346,613</b>	<b>68.80%</b>	<b>\$6,055,000</b>	<b>13.29%</b>	<b>\$8,162,218</b>	<b>17.91%</b>	<b>\$45,563,831</b>



**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 10-11 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 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)
<b>Other City Taxes</b>						
Utility Tax Replacement	\$373,411	\$390,737	\$403,479	383,080	(\$20,399)	(5.06%)
Cable Television Commission	297,356	303,761	275,000	275,000		
Hotel/Motel Taxes	2,369,596	2,537,115	2,550,000	2,550,000		
<b>Total Other City Taxes</b>	<b>\$3,040,364</b>	<b>\$3,231,613</b>	<b>\$3,228,479</b>	<b>\$3,208,080</b>	<b>(\$20,399)</b>	<b>(0.63%)</b>



## 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 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)
<b><u>Licenses and Permits</u></b>						
Beer/Liquor/Cigarette Licenses	\$106,481	\$92,567	\$79,000	\$89,000	(\$10,000)	(12.66%)
Animal License	20,760	22,671	18,000	12,000	(6,000)	(33.33%)
Electrical/Heating/Plumbing License	4,050	7,395				
Building Permits	745,230	983,832	435,000	350,000	(85,000)	(19.54%)
Electrical Permits	88,205	109,179	68,000	28,000	(40,000)	(58.82%)
Heating Permits	54,529	44,840	68,500	14,000	(54,500)	(79.56%)
Plumbing Permits	73,237	52,519	60,600	14,000	(46,600)	(76.90%)
Miscellaneous License & Permits	48,761	57,255	58,500	29,000	(29,500)	(50.43%)
Dog Park Permit	23,916	32,385	27,500	32,000	4,500	16.36%
Alarm License/Permit	74,731	54,798	50,000	50,000		
<b>Total Licenses and Permits</b>	<b>\$1,239,900</b>	<b>\$1,457,441</b>	<b>\$865,100</b>	<b>\$618,000</b>	<b>(\$247,100)</b>	<b>(51.62%)</b>

## 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 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)
<b><u>Use of Money and Property</u></b>						
Interest Income	\$1,596,332	\$830,660	\$410,000	\$175,000	(\$235,000)	(57.32%)
ATM Fees Collected	2,061	2,370	2,000	2,000		
Other Land Rental	39,294	34,109	41,500	39,900	(1,600)	(3.86%)
Building/Land Lease Charge	5,000			2,500	2,500	
<b>Total Use of Money and Property</b>	<b>\$1,642,687</b>	<b>\$867,139</b>	<b>\$453,500</b>	<b>\$219,400</b>	<b>(\$234,100)</b>	<b>(51.62%)</b>





**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 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)
<b>Intergovernmental</b>						
Clive - Animal Control	\$17,600	\$18,500	\$18,500	\$18,700	\$200	1.08%
Clive - Traffic Signals	8,443	3,753	2,500	2,500		
Clive - Westside Fire/EMS	447,637	491,362	492,750	554,012	61,262	12.43%
COPS Grant		185,595				
Dallas County - Westtown III	670,142	880,899				
Dallas County - Jordan Creek		288,427	390,778	513,194	122,416	31.33%
Dallas County - MCP			307,875		(307,875)	(100.00%)
DCLHTF	4,250	12,805	297,453	213,602	(83,851)	(28.19%)
Dowling - Liaison Officer	44,400	45,796	47,000	47,000		
EMS - Dallas County	158,560	150,125	294,920		(294,920)	(100.00%)
EMS - Iowa Health		186,609	235,000	240,000	5,000	2.13%
FEMA Reimbursement	88,105	475,770	21,366		(21,366)	(100.00%)
Grants - Other	37,591	72,171	164,250			
Human Services - Polk County Trans	37,971	37,821	41,687	41,687		
Human Services - Red Rock	12,000	12,000	12,000	12,000		
Metro Home Imp Program	192,200	29,869	393,403	160,000	(233,403)	(59.33%)
Metro Library Contract	15,461	12,883	13,000	13,000		
Misc. Federal - Cost Share	12,485	4,918	1,250	1,250		
Polk City Home Improvement		40,762	175,000	192,500	17,500	10.00%
Polk County Library	131	50				
Urbandale - HR Services	40,000					
Waukee - IS Services	43,709	7,285				
WDM Schools - 800 mHz	9,500	9,500	10,500	10,500		
WDM Schools - Crossing Guards	54,483	18,534	63,900	63,900		
WDM Schools - Liaison Officer	91,270	91,319	92,000	92,000		
WDM Schools - YJI	75,592	75,592	77,750	77,750		
WDM Schools - Teen Center			8,500		(8,500)	(100.00%)
WDM Water Works - IS Services		35,000		12,000	12,000	
WestCom - Clive	324,637	323,561	360,270	354,700	(5,570)	(1.55%)
WestCom - Urbandale	640,284	554,367	644,483	688,535	44,052	6.83%
WestCom Trf to WDM	216,979	231,015	234,250	188,202	(46,048)	(19.66%)
WestEMS Trf to WDM	31,754	93,600	33,580		(33,580)	(100.00%)
WestHelp Trf to WDM			5,433		(5,433)	(100.00%)
<b>Total Intergovernmental</b>	<b>\$3,275,184</b>	<b>\$4,389,888</b>	<b>\$4,442,598</b>	<b>\$3,497,032</b>	<b>(\$945,566)</b>	<b>(21.28%)</b>





## 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 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)
<b>Charges for Services</b>						
Ambulance Charges	\$1,120,589	\$1,756,316	\$1,835,000	\$1,850,000	\$15,000	0.82%
Animal Control	9,178	7,675	8,800	7,500	(1,300)	(14.77%)
Cemetery Charges	3,925	9,485	6,900	8,000	1,100	15.94%
Community Center Rental	27,998	50,963	22,000	24,000	2,000	9.09%
CPR Class Charges	12,789	18,507	20,000	20,000		
Developer Paid Inspection	468,236	496,394	194,850	60,000	(134,850)	(69.21%)
False Alarm Charges	19,100	17,850	20,000	15,000	(5,000)	(25.00%)
Fire Charges	12,027	12,520	22,400	11,000	(11,400)	50.89%
Fire Plan Review Fees	9,622	7,947	5,000	4,500	(500)	(10.00%)
Housing Inspection	78,469	125,590	60,000	50,000	(10,000)	(16.67%)
Hy-Vee Triathlon			57,700			
Miscellaneous Development Charges	65,863	35,658	38,000	25,500	(12,500)	(32.89%)
Miscellaneous Park Charges	20,095	9,985	18,000	20,000	2,000	11.11%
Nuisance Abatement Charges	15,656	23,551	20,100	14,000	(6,100)	(30.35%)
Police Charges	8,510	9,090	8,600	9,000	400	4.65%
Pool Admission	622,069	634,067	571,100	557,600	(13,500)	(2.36%)
Principal Charity Classic			20,000			
Recreation Fees	391,157	353,413	381,800	382,452	652	0.17%
RRP Nature Lodge	64,352	92,890	77,900	58,100	(19,800)	(25.41%)
RRP Softball	147,858	144,549	142,600	142,800	200	0.14%
Traffic Studies	39,935	49,930	15,000	10,000	(5,000)	(33.33%)
<b>Total Charges for Services</b>	<b>\$3,137,428</b>	<b>\$3,856,380</b>	<b>\$3,545,750</b>	<b>\$3,269,452</b>	<b>\$276,298</b>	<b>(7.79%)</b>



## 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.

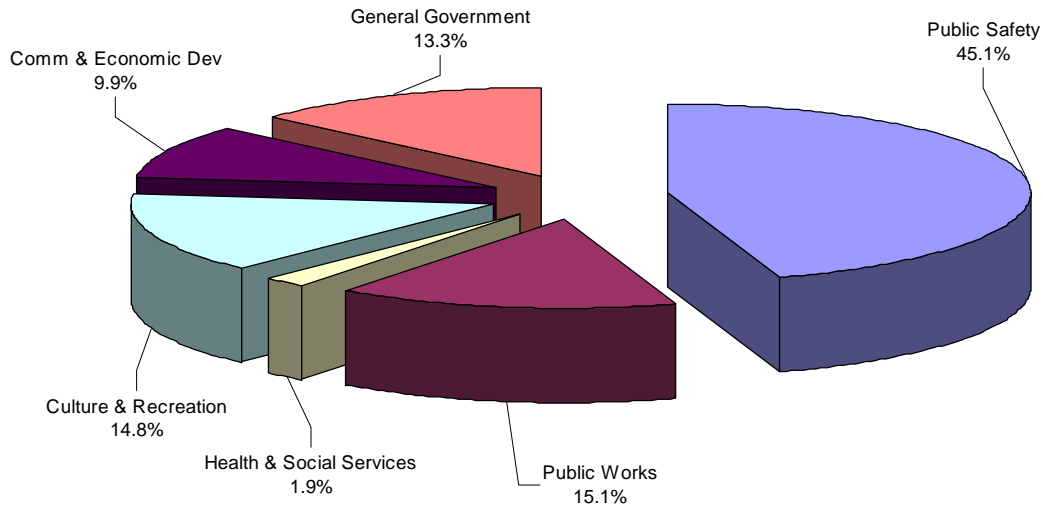
	ACTUAL FY 2007-08	ACTUAL FY 2008-09	REVISED BUDGET FY 2009-10	BUDGET FY 2010-11	INC(DEC) FY 2010-11 OVER FY 2009-10	% INC (DEC)
<b><u>Miscellaneous</u></b>						
Cigarette Fines	\$1,500	\$1,600	\$1,000	\$1,000		
Fire - Reports/Signs/Inspection Tags	4,535	5,328	3,000	3,000		
Human Services - Miscellaneous	9,923	8,493	13,400	8,000	(5,400)	(40.30%)
Library -Miscellaneous	75,845	79,615	76,700	76,000	(700)	(0.91%)
Liquor Fines	23,675	15,282	6,000	11,000	5,000	83.33%
Parking Violations/Fines	32,206	40,487	36,000	30,000	(6,000)	(16.67%)
Police - Accident Reports	15,941	14,871	15,000	15,000		
Sale of Magazine Ads	29,063	28,200	25,000	28,000	3,000	12.00%
Sales Tax Refunds	110,370	209,748	148,000	48,000	(100,000)	(57.57%)
Traffic/Court Fines	103,210	111,041	100,000	105,000	5,000	5.00%
Unanticipated/Miscellaneous	767,483	667,352	84,215	257,308	173,093	205.54%
<b>Total Miscellaneous</b>	<b>\$1,173,750</b>	<b>\$1,182,017</b>	<b>\$508,315</b>	<b>\$582,308</b>	<b>\$73,993</b>	<b>14.56%</b>



**Expenditure Highlights**

General Fund operating expenditures for FY 10-11 are projected to decrease by approximately 0.15% over FY 09-10. .

**General Fund Operating Expenditures  
\$48,594,578**



**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 10-11 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 45% of the General Fund budget. Included in this category are appropriations for Police, Fire, Emergency Medical Services and WestCom.

The Emergency Medical and Communication Services department has been allocated a total of \$25,000 for supplemental requests. Proposed uses are as follows:

- \$6,400 CPAP upgrades
- \$18,600 for Lucas CPR devices

The Fire department has been allocated \$100,000 for supplemental requests. Proposed uses are as follows:

- \$20,000 for an Architectural Study for Station #21 - The 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.
- \$12,000 for a plotter/scanner
- \$12,500 for a replacement thermal imaging camera
- \$7,000 for vehicle lighting replacement



- \$5,500 for Lucas Cardiac Assist pumps
- \$5,500 for radio replacements
- \$7,500 for laptop computers for duty officers and inspectors
- Two items are included for the Westside station, which is shared with the City of Clive, \$24,000 for a cardiac monitor and \$6,000 for speaker/intercom replacement.

The Police department has been allocated a total of \$63,000 for supplemental requests. Proposed uses are as follows:

- \$30,000 for replacement MDCs (Mobile Data Computers)
- \$10,000 for replacement radar equipment
- \$6,500 for e-mail/texting equipment
- \$16,500 for in-car video replacement, upgrade software etc.

### **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 15% of the General Fund budget.

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

### **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.

## Culture & Recreation

The Parks and Recreation Department operates and maintains just over 1,238 acres of parkland consisting of 26 parks and 45 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 \$34,500 for supplemental requests. Proposed uses are as follows:

- \$2,500 for replacement volleyball equipment
- \$6,000 for Illumifest funding
- \$2,500 for replacement of a portable sound system
- \$6,500 for increased dog park security
- \$4,000 for aquatic center maintenance
- \$13,000 for cemetery software

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 retained the nationally known firm of Himmel and Wilson to develop a strategic plan. This plan will cover the period from July 2011 to June 2016, the updated plan is expected by September of 2010.

## 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 \$110,000 for Enterprise Land Management Software. This is the second year of a three year project.

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.

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:

- \$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.



**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 FY10-11 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 \$14,130,285 at June 30, 2011, which is 29.08% of FY 10-11 operating expenditures.

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

