



SUPPORT SERVICES

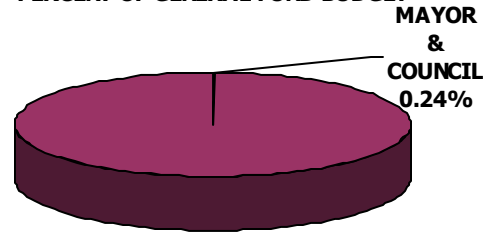


City Manager
ITS
Human Resources
Mayor & Council
Legal
Finance

BUDGET INFORMATION

FY 2012-13 Budget	\$117,325
FY 2011-12 Budget	\$125,775
Percentage Change	(6.72%)
FY 2012-13 FTE	0.00
Change From FY 2011-12	0.00

PERCENT OF GENERAL FUND BUDGET



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.

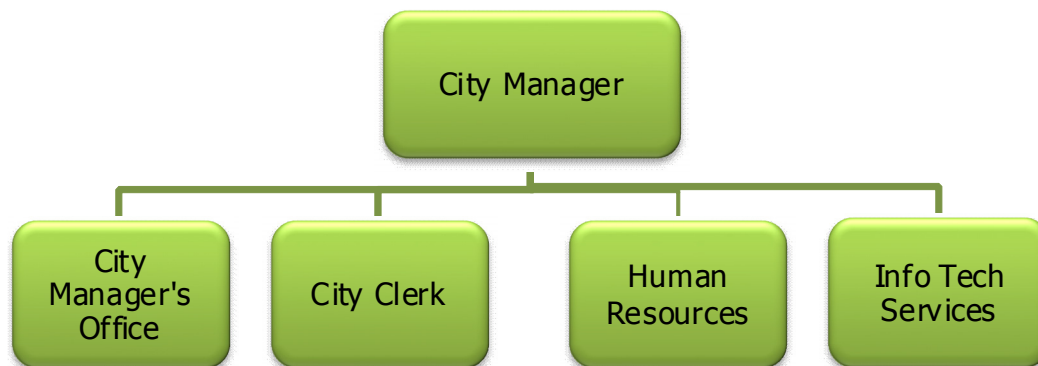
Budget Objectives and Significant Information

The FY 12-13 proposed budget for the council directive line item remains the same as FY 11-12 at \$25,000.



Financial Summary

	BUDGET FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	INC(DEC) FY 2012-13 OVER FY 2011-12	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Elected Officials	\$56,958	\$59,227	\$59,400	\$59,000	(\$400)	(0.67%)
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions	4,515	4,851	9,450	5,700	(3,750)	(39.68%)
Other Pay						
Total Personal Services	\$61,473	\$64,078	\$68,850	\$64,700	(\$4,150)	(6.03%)
Supplies & Services						
Operating & Maintenance	\$35,790	\$38,907	\$42,525	\$37,850	(\$4,675)	(10.99%)
Conference, Travel & Training	8,474	9,141	11,900	12,000	100	0.84%
Utilities	333	57				
Contractual Obligations						
Donations to Agencies	782	2,757	2,500	2,775	275	11.00%
Non-Recurring/Non-Capital						
Total Supplies & Services	\$45,379	\$50,862	\$56,925	\$52,625	(\$4,300)	(7.55%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$106,852	\$114,940	\$125,775	\$117,325	(\$8,450)	(6.72%)



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 than can quickly respond to the City's changing needs.

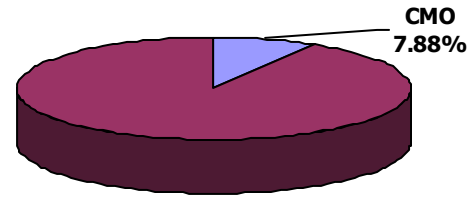
Human Resources provides a wide range of services to promote the City departments' workforce and work environment. These services include: recruiting, selecting, testing and hiring the City's workforce; implementing the city's compensation and benefit systems (which includes position descriptions, job 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.

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.

BUDGET INFORMATION

FY 2012-13 Budget	\$4,146,602
FY 2011-12 Budget	\$3,903,765
Percentage Change	6.27%
FY 2012-13 FTE	19.00
Change From FY 2011-12	1.00

PERCENT OF GENERAL FUND BUDGET



Budget Objectives and Significant Information

Supplemental Requests include:

- \$107,750 phone system/network replacement. This will be the second year of a five year lease/purchase. Many components within the previous system are no longer supported by the manufacturer.

Financial Summary

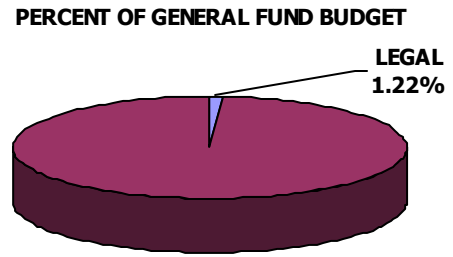
	ACTUAL FY 2009-10	ACTUAL FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	INC(DEC) FY 2012-13 OVER FY 2011-12	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$1,432,547	\$1,228,715	\$1,496,000	\$1,623,200	\$127,200	8.50%
Part-time Employees	22,600	10,691	20,750	1,500	(19,250)	(92.77%)
Contract Help						
Overtime	4,582	1,488	900	8,000	7,100	888.88%
Health, Dental, Life Insurance	186,900	170,928	283,935	263,978	(19,957)	(7.03%)
Retirement Contributions	253,026	187,278	283,800	289,800	6,000	2.11%
Other Pay	10,369	20,232	19,070	18,725	(345)	(1.81%)
Total Personal Services	\$1,910,024	\$1,619,332	\$2,104,455	\$2,205,203	\$100,748	4.79%
Supplies & Services						
Operating & Maintenance	\$749,435	\$796,807	\$1,085,960	\$1,228,949	\$142,989	13.17%
Conference, Travel & Training	28,443	42,162	59,850	61,350	1,500	2.50%
Utilities	57,206	54,407	10,000	69,850	59,850	698.50%
Contractual Obligations	173,826	278,077	209,500	199,500	(10,000)	(4.77%)
Donations to Agencies						
Non-Recurring/Non-Capital	56,849	56,367				
Total Supplies & Services	\$1,065,759	\$1,227,820	\$1,365,310	\$1,559,649	\$194,339	14.23%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software	\$462,124	934,581	\$100,000	\$50,000	(\$50,000)	(50.00%)
Vehicles						
Miscellaneous Equipment	797		224,000	224,000		
Total Capital Outlay	\$462,921	934,581	\$324,000	\$274,000	(\$50,000)	(15.43%)
Lease/Purchase Payments			\$110,000	\$107,750	(\$2,250)	(2.05%)
Total Expenditures	\$3,438,704	\$3,781,733	\$3,903,765	\$4,146,602	\$242,837	6.22%

Personnel Summary

	BUDGET FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM FY 2011-12
Full-time Employees					
City Clerk					
Deputy City Clerk	0.00	0.00	0.00	1.00	1.00
City Manager					
City Manager	1.00	1.00	1.00	1.00	0.00
Deputy City Manager	0.00	0.00	1.00	1.00	0.00
Assistant City Manager	1.00	1.00	0.00	0.00	0.00
Assistant to the City Manager	1.00	1.00	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
Human Resources					
Human Resources Director	0.00	1.00	1.00	1.00	0.00
Human Resources Manager	1.00	0.00	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	1.00	1.00	1.00	0.00
Information Services Manager	1.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	0.00	0.00	0.00
Enterprise Applications Manager	0.00	1.00	1.00	1.00	0.00
Senior Network Analyst	4.00	4.00	0.00	0.00	0.00
Computer Aided Dispatch Administrator	1.00	1.00	0.00	0.00	0.00
IT Specialist - Desktop Management	0.00	0.00	1.00	1.00	0.00
IT Specialist - Public Safety	0.00	0.00	2.00	2.00	0.00
IT Specialist - Server Management	0.00	0.00	1.00	1.00	0.00
Network Analyst	0.00	0.00	1.00	1.00	0.00
Network Operations Manager	0.00	0.00	1.00	1.00	0.00
End User Support Specialist	1.00	1.00	0.00	0.00	0.00
GIS Coordinator	1.00	1.00	1.00	1.00	0.00
GIS Analyst	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	18.00	18.00	18.00	19.00	1.00
Part-time Employees					
Human Resources					
Secretary	0.50	0.50	0.00	0.00	0.00
Total Part-time Employees	0.50	0.50	0.00	0.00	0.00
Total Authorized Personnel	18.50	18.50	18.00	19.00	1.00



BUDGET INFORMATION	
FY 2012-13 Budget	\$588,295
FY 2011-12 Budget	\$472,845
Percentage Change	24.42%
FY 2012-13 FTE	4.00
Change From FY 2011-12	1.00



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 2012-13 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.

Supplemental Requests include the addition of one full-time assistant City Attorney.



Financial Summary

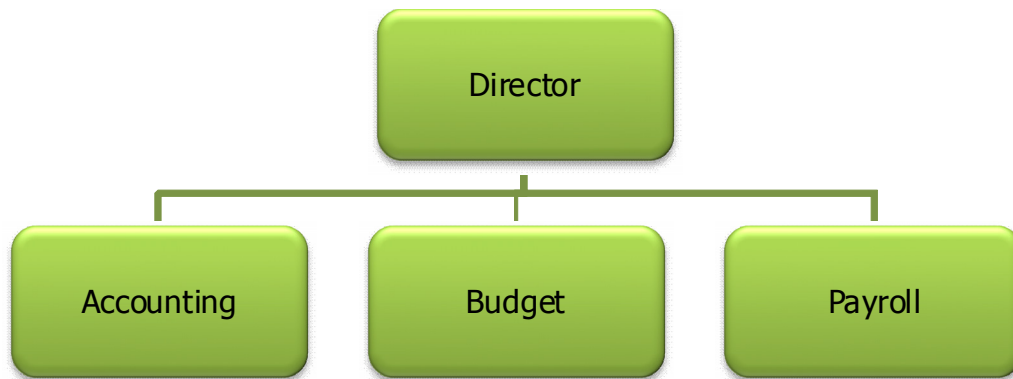
	ACTUAL FY 2009-10	ACTUAL FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	INC(DEC) FY 2012-13 OVER FY 2011-12	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$279,588	\$283,114	\$290,700	\$386,800	\$96,100	33.06%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	28,461	29,370	48,900	50,200	1,300	2.66%
Retirement Contributions	39,414	41,082	47,850	66,250	18,400	38.45%
Other Pay	700	1,373	2,170	2,170		
Total Personal Services	\$348,163	\$354,939	\$389,620	\$505,420	\$115,800	29.72%
Supplies & Services						
Operating & Maintenance	\$82,548	\$60,524	\$79,225	\$78,875	(\$350)	(0.44%)
Conference, Travel & Training	1,634	510	3,800	3,800		
Utilities	213	21	200	200		
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$84,395	\$61,055	\$83,225	\$82,875	(\$350)	(0.42%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$432,558	\$415,994	\$472,845	\$588,295	\$115,450	24.42%



Personnel Summary

	BUDGET FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM FY 2011-12
Full-time Employees					
City Attorney	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	1.00	1.00	1.00	2.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	3.00	3.00	3.00	4.00	1.00
Total Authorized Personnel	3.00	3.00	3.00	4.00	1.00





Department Description

The Finance Department provides both internal and external services for the City of West Des Moines. Major functions of the department include administration, accounting and payroll, risk management, research and budget, reporting, and treasury services. The Finance Department also assumes responsibility for city-wide courier and procurement of printing supplies and services, as well as providing the primary customer service point for City Hall.

Accounting responsibilities include timely receipt, payment, recording, and reporting of the City's financial transactions, maintenance of the City's financial records, and providing assurance that adequate supporting documentation of all financial transactions is maintained. Each year staff prepares the City's Comprehensive Annual Financial Report which provides information and supporting documentation to facilitate an audit of financial activities.

Specific accounting duties include processing of 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 capital assets, and other transactions. Reports generated by the Finance Department enable the City to make educated decisions regarding cash and debt management, and monitor the City's budget and financial position.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of West Des Moines for its Comprehensive Annual Financial Report for the year ended June 30, 2010. This was the 18th consecutive year that the City has achieved this prestigious award. In order to be awarded the Certificate of Achievement, a government must publish an easily readable and efficiently organized Comprehensive Annual Financial Report.

Research and Budget staff prepares and compiles, and reports on the City's Operating Budget and Capital Improvements Program, performs fiscal analyses of City Operations, and provides research and analysis support on issues that impact the City.

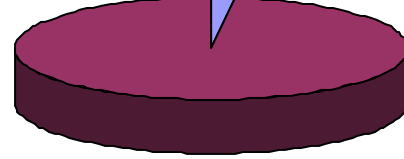
The City received a Distinguished Budget Presentation Award from GFOA for its Budget Summary document for the fiscal year beginning July 1, 2010, the 12th consecutive year that the City has achieved this award.

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). The department analyzes, evaluates, and enacts policies and procedures to protect the City against accidental loss which may significantly affect personnel, property, the budget, or the ability of City Departments to fulfill their responsibilities.

BUDGET INFORMATION

FY 2012-13 Budget	\$897,400
FY 2011-12 Budget	\$1,418,960
Percentage Change	(36.76%)
FY 2012-13 FTE	8.75
Change From FY 2011-12	(1.00)

PERCENT OF GENERAL FUND BUDGET
ADMIN SERV 1.86%



Treasury manages the City's cash and investments with the policy guidelines established by City Council and state law, providing safety, liquidity, and yield - in that order of priority.



Balanced Scorecard

Perspective	Strategic Objectives	Performance Measures	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Actual 2011
Manage Financial Resources	Resource Management						
	Maintain/Improve Bond Rating	General Obligation Bond Ratings from Moody's and Standard & Poor's	Moody's Aa1 S&P AAA	Moody's Aa1 S&P AAA	Moody's Aa1 S&P AAA	Moody's Aaa S&P AAA	Moody's Aaa S&P AAA

Financial Summary

	ACTUAL FY 2009-10	ACTUAL FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	INC(DEC) FY 2012-13 OVER FY 2011-12	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$595,566	\$502,362	\$603,000	\$517,000	(\$86,000)	(14.26%)
Part-time Employees	36,305	52,511	38,400	21,000	(17,400)	(45.31%)
Contract Help						
Overtime	11,056	30,866	15,400	15,000	(400)	(2.60%)
Health, Dental, Life Insurance	92,383	80,767	106,430	93,650	(12,780)	(12.01%)
Retirement Contributions	91,784	85,026	107,500	92,250	(15,250)	(14.19%)
Other Pay	4,450	3,843	5,750	4,250	(1,500)	(26.09%)
Total Personal Services	\$831,544	\$755,375	\$876,480	\$743,150	(\$133,330)	(15.21%)
Supplies & Services						
Operating & Maintenance	\$322,241	\$390,029	\$413,900	\$137,050	(\$276,850)	(66.89%)
Conference, Travel & Training	8,414	3,316	8,150	12,000	3,850	47.24%
Utilities	59,196	56,486	65,830		(65,830)	(100.00%)
Contractual Obligations	6,333	923	6,000	2,500	(3,500)	958.33%
Donations to Agencies						
Non-Recurring/Non-Capital	4,760	2,338				
Total Supplies & Services	\$400,944	\$453,089	\$493,880	\$151,550	(\$342,330)	(69.31%) %
Capital Outlay						
Replacement Charges	\$3,462		\$3,600	\$2,700	(\$900)	(25.00%)
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment			45,000		(45,000)	(100.00%)
Total Capital Outlay	\$3,462		\$48,600	\$2,700	\$45,900	(94.44%)
Lease/Purchase Payments						
Total Expenditures	\$1,235,950	\$1,208,464	\$1,418,960	\$897,400	(\$521,560)	(36.76%)



Personnel Summary

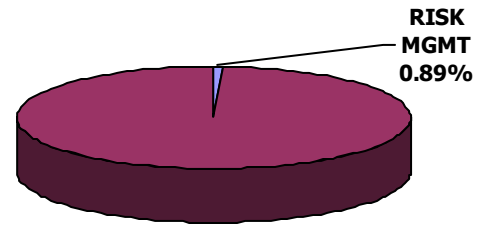
	BUDGET FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM FY 2011-12
Full-time Employees					
City Clerk's Office					
Deputy City Clerk	1.00	1.00	1.00	0.00	(1.00)
Finance					
Finance Director	0.00	0.00	1.00	1.00	0.00
Director of Administrative Services	1.00	1.00	0.00	0.00	0.00
Accounting Manager	1.00	1.00	1.00	1.00	0.00
Budget Manager	0.00	0.00	0.00	0.00	0.00
Budget Analyst	1.00	1.00	0.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	0.00
Account Clerk	1.00	2.00	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	9.00	9.00	8.00	(1.00)
Part-time Employees					
Finance					
Courier	0.75	0.75	0.75	0.75	0.00
Clerk	0.75	0.00	0.00	0.00	0.00
Total Part-time Employees	1.50	.75	.75	.75	0.00
Total Authorized Personnel	9.50	9.75	9.75	8.75	(1.00)



BUDGET INFORMATION

FY 2012-13 Budget	\$428,000
FY 2011-12 Budget	\$428,000
Percentage Change	0.00
FY 2012-13 FTE	0.00
Change From FY 2011-12	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

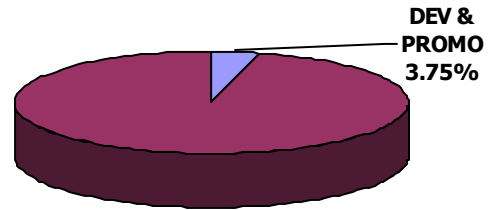
	ACTUAL FY 2009-10	ACTUAL FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	INC(DEC) FY 2012-13 OVER FY 2011-12	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$362,108	\$368,494	\$428,000	\$428,000		
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$362,108	\$368,494	\$428,000	\$428,000		
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$362,108	\$368,494	\$428,000	\$428,000		



BUDGET INFORMATION

FY 2012-13 Budget	\$1,811,607
FY 2011-12 Budget	\$1,671,489
Percentage Change	8.38%
FY 2012-13 FTE	0.00
Change From FY 2011-12	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 12-13, 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 2012. Recent City Council action designated discretionary fund revenues in excess of total funds revenue of \$2,550,000 are to be channeled towards a public arts program.



Financial Summary

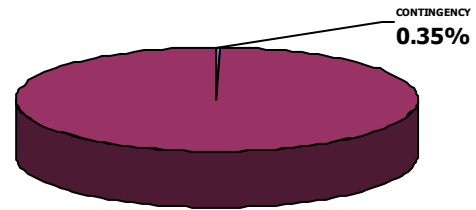
	ACTUAL FY 2009-10	ACTUAL FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	INC(DEC) FY 2012-13 OVER FY 2011-12	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$33,599	\$31,617				
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies	1,651,022	1,978,754	1,671,489	1,811,607	\$140,118	8.38%
Non-Recurring/Non-Capital						
Total Supplies & Services	\$1,684,621	\$2,010,371	\$1,671,489	\$1,811,607	\$140,118	8.38%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$1,684,621	\$2,010,371	\$1,671,489	\$1,811,607	\$140,118	8.38%



BUDGET INFORMATION

FY 2012-13 Budget	\$171,000
FY 2011-12 Budget	\$171,000
Percentage Change	0.00%
FY 2012-13 FTE	0.00
Change From FY 2011-12	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.

Financial Summary

	ACTUAL FY 2009-10	ACTUAL FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	INC(DEC) FY 2012-13 OVER FY 2011-12	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees	\$9,800	\$10,200	\$21,000	\$21,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services	\$9,800	\$10,200	\$21,000	\$21,000		
Supplies & Services						
Operating & Maintenance	\$58,446	\$8,219	\$150,000	\$150,000		
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$58,446	\$8,219	\$150,000	\$150,000		
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$68,246	\$18,419	\$171,000	\$171,000		

