



SUPPORT SERVICES

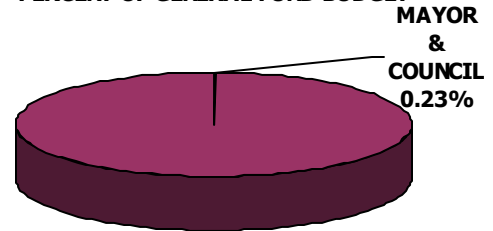


City Manager
ITS
Human Resources
Mayor & Council
Legal
Finance

BUDGET INFORMATION

FY 2013-14 Budget	\$117,725
FY 2012-13 Budget	\$127,325
Percentage Change	(7.54%)
FY 2013-14 FTE	0.00
Change From FY 2012-13	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.

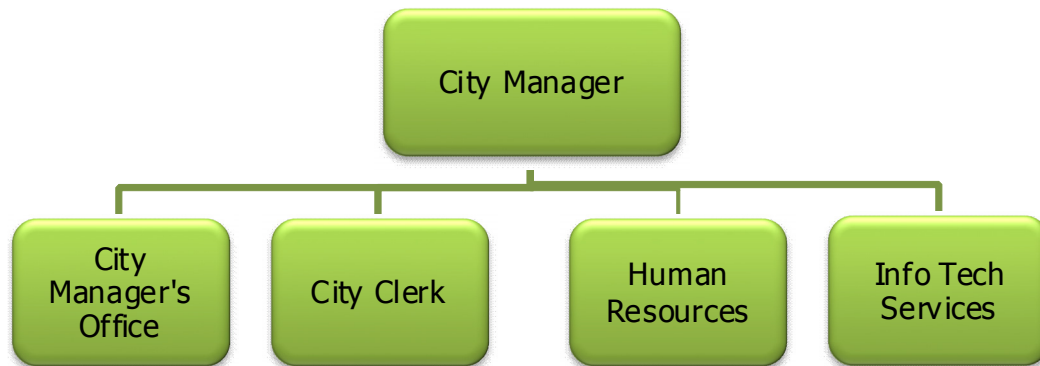
Budget Objectives and Significant Information

The FY 2013-2014 proposed budget for the council directive line item is \$25,000.



Financial Summary

	BUDGET FY 2010-11	BUDGET FY 2011-12	REVISED BUDGET FY 2012-13	BUDGET FY 2013-14	INC(DEC) FY 2013-14 OVER FY 2012-13	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Elected Officials	\$59,227	\$59,226	\$59,000	\$59,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions	4,851	5,669	5,700	6,100	400	7.02%
Other Pay						
Total Personal Services	\$64,078	\$64,895	\$64,700	\$65,100	\$400	0.62%
Supplies & Services						
Operating & Maintenance	\$38,907	\$29,738	\$47,850	\$37,850	(\$10,000)	(20.90%)
Conference, Travel & Training	9,141	11,000	12,000	12,000		
Utilities	57					
Contractual Obligations						
Donations to Agencies	2,757	509	2,775	2,775		
Non-Recurring/Non-Capital						
Total Supplies & Services	\$50,862	\$41,247	\$62,625	\$52,625	(\$10,000)	(15.97%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$114,940	\$106,142	\$127,325	\$117,725	(\$9,600)	(7.54%)



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.

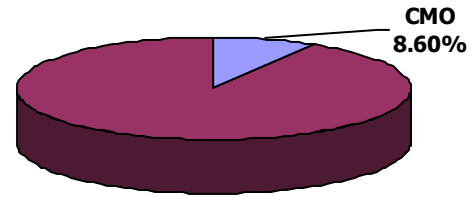
Human Resources provides a wide range of services to promote the City departments' workforce and work environment. These services include: recruiting, selecting, testing and hiring the City's workforce; implementing the city's compensation and benefit systems (which includes position descriptions, job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

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 2013-14 Budget	\$4,372,990
FY 2012-13 Budget	\$4,180,412
Percentage Change	4.61%
FY 2013-14 FTE	19.50
Change From FY 2012-13	0.25

PERCENT OF GENERAL FUND BUDGET



Budget Objectives and Significant Information

Supplemental Requests include:

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



Financial Summary

	ACTUAL FY 2010-11	ACTUAL FY 2011-12	REVISED BUDGET FY 2012-13	BUDGET FY 2013-14	INC(DEC) FY 2013-14 OVER FY 2012-13	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$1,228,715	\$1,422,573	\$1,623,200	\$1,669,950	\$46,750	2.88%
Part-time Employees	10,691	16,179	12,000	33,500	21,500	279.175
Contract Help						
Overtime	1,488	4,622	8,000	8,000		
Health, Dental, Life Insurance	170,928	204,185	267,288	261,095	(6,193)	(2.32%)
Retirement Contributions	187,278	247,976	289,800	316,615	26,815	9.25%
Other Pay	20,232	17,190	18,725	19,240	515	2.75%
Total Personal Services	\$1,619,332	\$1,912,725	\$2,219,013	\$2,308,400	\$89,387	4.03%
Supplies & Services						
Operating & Maintenance	\$796,807	\$1,240,155	\$1,248,360	\$1,250,360	\$2,000	0.16%
Conference, Travel & Training	42,162	58,158	61,350	63,739	2,389	3.89%
Utilities	54,407	50,031	70,439	69,240	(1,199)	(1.70%)
Contractual Obligations	278,077	162,906	199,500	199,500		
Donations to Agencies						
Non-Recurring/Non-Capital	56,367					
Total Supplies & Services	\$1,227,820	\$1,511,250	\$1,579,649	\$1,582,839	\$3,190	0.20%
Capital Outlay						
Replacement Charges				\$100,000	\$100,000	100.00%
Computer Hardware & Software	934,581	616,903	50,000	50,000		
Vehicles						
Miscellaneous Equipment			224,000	224,000		
Total Capital Outlay	\$934,581	\$616,903	\$274,000	\$374,000	\$100,000	36.50%
Lease/Purchase Payments	\$26,937	\$107,749	\$107,750	\$107,751	\$1	0.00%
Total Expenditures	\$3,808,670	\$4,148,627	\$4,180,412	\$4,372,990	\$192,578	4.61%

Personnel Summary

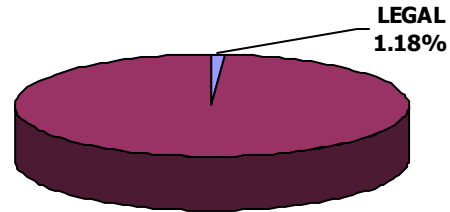
	BUDGET FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM FY 2012-13
Full-time Employees					
City Clerk					
Deputy City Clerk	0.00	0.00	1.00	1.00	0.00
City Manager					
City Manager	1.00	1.00	1.00	1.00	0.00
Deputy City Manager	0.00	1.00	1.00	1.00	0.00
Assistant City Manager	1.00	0.00	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	1.00	1.00	1.00	1.00	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	1.00	1.00	1.00	1.00	0.00
Management Analyst	1.00	0.00	0.00	0.00	0.00
Enterprise Applications Manager	1.00	1.00	1.00	1.00	0.00
Senior Network Analyst	4.00	0.00	0.00	0.00	0.00
Computer Aided Dispatch Administrator	1.00	0.00	0.00	0.00	0.00
IT Specialist - Desktop Management	0.00	1.00	1.00	1.00	0.00
IT Specialist - Public Safety	0.00	2.00	2.00	2.00	0.00
IT Specialist - Server Management	0.00	1.00	1.00	1.00	0.00
Network Analyst	0.00	1.00	1.00	1.00	0.00
Network Operations Manager	0.00	1.00	1.00	1.00	0.00
End User Support Specialist	1.00	0.00	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	19.00	19.00	0.00
Part-time Employees					
Human Resources					
Secretary	0.50	0.00	0.25	0.50	0.25
Total Part-time Employees	0.50	0.00	0.25	0.50	0.25
Total Authorized Personnel	18.50	18.00	19.25	19.50	0.25



BUDGET INFORMATION

FY 2013-14 Budget	\$600,557
FY 2012-13 Budget	\$588,295
Percentage Change	2.08%
FY 2013-14 FTE	4.00
Change From FY 2012-13	0.00

PERCENT OF GENERAL FUND BUDGET



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

As in every year, the budget objective of the City of West Des Moines Legal Department for the 2013-2014 fiscal year is to maintain the current level of legal services provided to the City without substantially increasing expenditures. The Legal Department attempts to provide all legal services, recognizing the need for limited use of outside counsel for, among other things, bonding, collective bargaining negotiations, and complex litigation. 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, 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.

Balanced Scorecard

Perspective	Strategic Objectives	Performance Measures	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Actual 2012
Manage Financial Resources	Resource Management						
	Reduce Expenditures for Outside Legal Services	Dollars Spent on Outside Legal Services	\$39,099	\$128,363	\$69,348	\$46,460	\$63,215



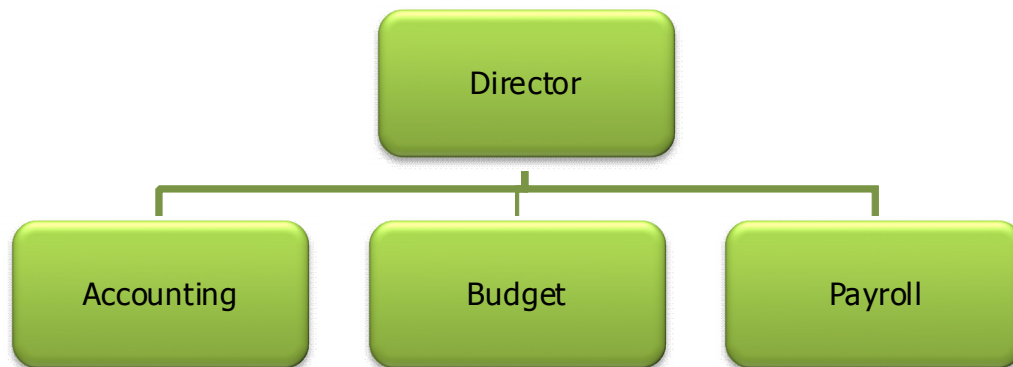
Financial Summary

	ACTUAL FY 2010-11	ACTUAL FY 2011-12	REVISED BUDGET FY 2012-13	BUDGET FY 2013-14	INC(DEC) FY 2013-14 OVER FY 2012-13	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$283,114	\$290,624	\$386,800	\$395,750	\$8,950	2.31%
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance	29,370	29,383	50,200	50,410	210	0.42%
Retirement Contributions	41,082	48,202	66,250	69,472	3,222	4.86%
Other Pay	1,373	2,141	2,170	2,170		
Total Personal Services	\$354,939	\$370,350	\$505,420	\$517,802	\$12,382	2.45%
Supplies & Services						
Operating & Maintenance	\$60,524	\$77,740	\$78,875	\$78,875		
Conference, Travel & Training	510	578	3,800	3,800		
Utilities	21	19	200	80	(120)	(60.00%)
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$61,055	\$78,337	\$82,875	\$82,755	(\$120)	(0.14%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$415,994	\$448,687	\$588,295	\$600,557	\$12,262	2.08%

Personnel Summary

	BUDGET FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM FY 2012-13
Full-time Employees					
City Attorney	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	1.00	1.00	2.00	2.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
Total Full-time Employees	3.00	3.00	4.00	4.00	0.00
Total Authorized Personnel	3.00	3.00	4.00	4.00	0.00





Department Description

The Finance Department provides both internal and external services for the City of West Des Moines. Major functions of the department included administration, account 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 included 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, 2011. This was the 19th 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.

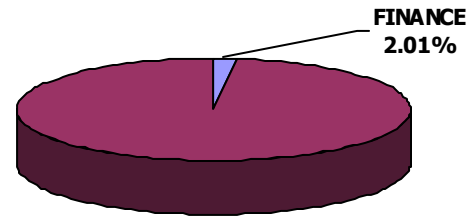
The City received a Distinguished Budget Presentation Award from GFOA for its Budget Summary document for the fiscal year beginning July 1, 2011, the 13th consecutive year that the City has achieved this award.

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 2013-14 Budget	\$1,020,692
FY 2012-13 Budget	\$962,400
Percentage Change	4.52%
FY 2013-14 FTE	9.00
Change From FY 2012-13	9.00

PERCENT OF GENERAL FUND BUDGET



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 2008	Actual 2009	Actual 2010	Actual 2011	Actual 2012
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 Aaa S&P AAA	Moody's Aaa S&P AAA	Moody's Aaa S&P AAA

Financial Summary

	ACTUAL FY 2010-11	ACTUAL FY 2011-12	REVISED BUDGET FY 2012-13	BUDGET FY 2013-14	INC(DEC) FY 2013-14 OVER FY 2012-13	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees	\$502,362	\$479,234	\$517,000	\$530,000	\$13,000	2.50%
Part-time Employees	52,511	45,911	31,500	31,500		
Contract Help						
Overtime	30,866	10,562	15,000	15,000		
Health, Dental, Life Insurance	80,767	74,105	93,650	94,405	755	0.81%
Retirement Contributions	85,026	87,714	92,250	99,787	7,537	8.17%
Other Pay	3,843	6,314	4,250	4,250		
Total Personal Services	\$755,375	\$703,840	\$753,650	\$774,942	\$21,292	2.83%
Supplies & Services						
Operating & Maintenance	\$390,029	\$142,666	\$191,550	\$184,800	(\$6,750)	(3.52%)
Conference, Travel & Training	3,316	6,669	12,000	15,000	3,000	25.00%
Utilities	56,483					
Contractual Obligations	923	3,500	2,500	3,500	1,000	40.00%
Donations to Agencies						
Non-Recurring/Non-Capital	2,338					
Total Supplies & Services	\$453,089	\$152,835	\$206,050	\$203,300	(\$2,750)	(1.33%)
Capital Outlay						
Replacement Charges		\$2,431	\$2,700	\$2,450	(\$250)	(9.26%)
Computer Hardware & Software				40,000	40,000	100.00%
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay		\$2,431	\$2,700	\$42,450	\$39,750	1,572.22%
Lease/Purchase Payments						
Total Expenditures	\$1,208,464	\$859,106	\$962,400	\$1,020,692	\$58,292	6.06%



Personnel Summary

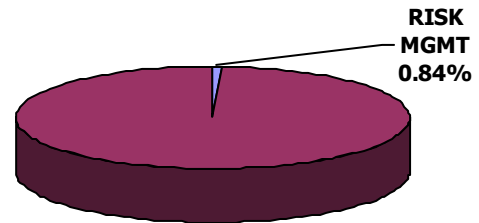
	BUDGET FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM FY 2012-13
Full-time Employees					
City Clerk's Office					
Deputy City Clerk	1.00	1.00	0.00	0.00	0.00
Finance					
Finance Director	0.00	1.00	1.00	1.00	0.00
Director of Administrative Services	1.00	0.00	0.00	0.00	0.00
Accounting Manager	1.00	1.00	1.00	1.00	0.00
Budget Manager	1.00	0.00	0.00	0.00	0.00
Budget Analyst	0.00	1.00	1.00	1.00	0.00
Accountant	1.00	1.00	1.00	1.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00
Payroll Specialist	1.00	1.00	1.00	1.00	0.00
Account Clerk	2.00	2.00	2.00	2.00	0.00
Total Full-time Employees	9.00	9.00	8.00	8.00	0.00
Part-time Employees					
Finance					
Courier	0.75	0.75	0.75	0.75	0.00
Secretary	0.00	0.00	0.25	0.25	0.00
Total Part-time Employees	0.75	.75	1.00	1.00	0.00
Total Authorized Personnel	9.75	9.75	9.00	9.00	0.00



BUDGET INFORMATION

FY 2013-14 Budget	\$428,000
FY 2012-13 Budget	\$428,000
Percentage Change	0.00
FY 2013-14 FTE	0.00
Change From FY 2012-13	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

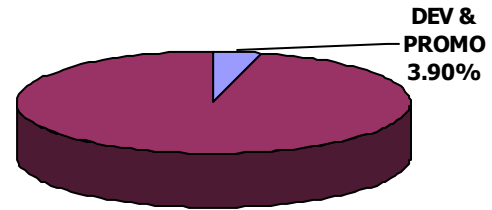
	ACTUAL FY 2010-11	ACTUAL FY 2011-12	REVISED BUDGET FY 2012-13	BUDGET FY 2013-14	INC(DEC) FY 2013-14 OVER FY 2012-13	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$368,494	\$347,329	\$428,000	\$428,000		
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$368,494	\$347,329	\$428,000	\$428,000		
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$368,494	\$347,329	\$428,000	\$428,000		



BUDGET INFORMATION

FY 2013-14 Budget	\$1,981,900
FY 2012-13 Budget	\$2,113,517
Percentage Change	(6.23%)
FY 2013-14 FTE	0.00
Change From FY 2012-13	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 13-14, 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 2013. 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

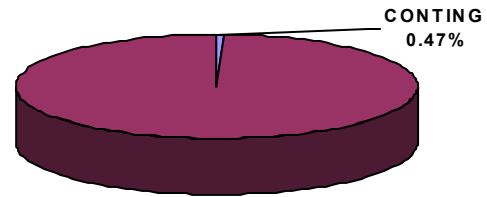
	ACTUAL FY 2010-11	ACTUAL FY 2011-12	REVISED BUDGET FY 2012-13	BUDGET FY 2013-14	INC(DEC) FY 2013-14 OVER FY 2012-13	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees						
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services						
Supplies & Services						
Operating & Maintenance	\$46,053	\$37,016	\$37,100	\$35,000	(\$2,100)	(5.66%)
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies	2,009,530	1,998,227	2,136,417	1,946,900	(189,517)	(8.87%)
Non-Recurring/Non-Capital						
Total Supplies & Services	\$2,055,583	\$2,035,243	\$2,173,517	\$1,981,900	(\$191,617)	(8.82%)
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$2,055,583	\$2,035,243	\$2,173,517	\$1,981,900	(\$191,617)	(8.82%)



BUDGET INFORMATION

FY 2013-14 Budget	\$237,000
FY 2012-13 Budget	\$171,000
Percentage Change	38.60%
FY 2013-14 FTE	0.00
Change From FY 2012-13	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 2010-11	ACTUAL FY 2011-12	REVISED BUDGET FY 2012-13	BUDGET FY 2013-14	INC(DEC) FY 2013-14 OVER FY 2012-13	% INC (DEC)
Expenditures by Object						
Personal Services						
Full-time Employees						
Part-time Employees	\$10,200	\$9,050	\$21,000	\$21,000		
Contract Help						
Overtime						
Health, Dental, Life Insurance						
Retirement Contributions						
Other Pay						
Total Personal Services	\$10,200	\$9,050	\$21,000	\$21,000		
Supplies & Services						
Operating & Maintenance	\$8,219	\$4,019	\$150,000	\$237,000	\$87,000	58.00%
Conference, Travel & Training						
Utilities						
Contractual Obligations						
Donations to Agencies						
Non-Recurring/Non-Capital						
Total Supplies & Services	\$8,219	\$4,019	\$150,000	\$237,000	\$87,000	58.00%
Capital Outlay						
Replacement Charges						
Computer Hardware & Software						
Vehicles						
Miscellaneous Equipment						
Total Capital Outlay						
Lease/Purchase Payments						
Total Expenditures	\$18,419	\$13,069	\$171,000	\$237,000	\$87,000	38.60%



