



***City Manager Department***


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## City Manager Department

### Departmental Summary

FUND/ACTIVITY	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
<b>General Fund:</b>				
<b>Revenue</b>				
Administration	342,115	226,880	343,428	355,291
Action Center	3,491	3,100	---	---
Sister City Commission	7,267	21,950	21,950	21,950
Office of Economic Development	533,028	473,000	473,000	473,000
Information	180	200	200	200
Total Revenues	886,081	725,130	838,578	850,441
<b>Expenditure</b>				
Administration	1,110,164	1,158,643	1,126,918	1,124,471
Action Center	212,565	260,374	251,330	263,437
Sister City Commission	7,276	21,950	21,950	21,950
Office of Economic Development	504,774	632,789	627,251	656,470
Information	174,480	253,567	262,382	267,326
Total Expenditures	2,009,259	2,327,323	2,289,831	2,333,654
Subsidy	1,123,178	1,602,193	1,451,253	1,483,213
<b>Personnel</b>				
Administration	9.00	8.00	7.00	7.00
Action Center	2.00	3.00	3.00	3.00
Office of Economic Development	5.00	6.00	6.00	6.00
Information	1.00	2.00	2.00	2.00
Total Personnel	17.00	19.00	18.00	18.00
<b>Internal Service Funds:</b>				
<b>Expenditure</b>				
Fleet Service Maintenance	3,053,759	3,047,545	2,960,211	3,099,906
Fuel Services	3,342,191	2,689,965	2,394,400	2,394,580
Motor Pool	59,073	16,160	66,310	68,940
Fleet Service Parts	2,773,560	2,383,750	2,803,000	2,817,000
Equipment Replacement	1,909,694	1,521,000	1,511,000	1,511,000
Total Expenditures	11,138,277	9,658,420	9,734,921	9,891,426
<b>Personnel</b>				
Fleet Service Maintenance	37.00	37.00	37.00	37.00
Total Personnel	37.00	37.00	37.00	37.00
<b>Special Revenue Funds:</b>				
<b>Expenditure</b>				
Special Revenue Funds	16,395,531	1,466,478	1,996,552	1,771,549
Total Expenditures	16,395,531	1,466,478	1,996,552	1,771,549
Expenditure Total	29,543,067	13,452,221	14,021,304	13,996,629
Personnel Total	54.00	56.00	55.00	55.00

## City Manager Department


**Administration**  
**GE001 CMO010000**  
**General Fund**

### Description:

The functions of Administration are to: (1) implement Council policy and enforce City ordinances, (2) advise Council on policy matters, (3) prepare written materials and management reports, (4) present the annual operating and capital budget, (5) answer inquiries and service requests, (6) coordinate the day-to-day administration of the City government, (7) provide for the administrative functions of special councils and commissions, (8) promote public and professional relations with other local, state, regional, and federal entities, and (9) communicate with and provide administrative functions for the Greater Des Moines Sister City Commission.

### Revenue Detail:

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Other	342,115	222,380	338,928	350,791
Intergovernmental	---	4,500	4,500	4,500
Revenue Totals	342,115	226,880	343,428	355,291

### Expenditure Detail:

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Personal Services	991,655	1,046,603	995,823	1,015,806
Contractual Services	111,991	103,990	122,745	101,965
Commodities	5,993	7,050	7,350	5,700
Capital Outlays	525	1,000	1,000	1,000
Total Expenditure	1,110,164	1,158,643	1,126,918	1,124,471

Subsidy	768,049	931,763	783,490	769,180
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### Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	2.00	2.00	2.00
Internal Auditor	1.00	1.00	---	---
Management Analyst	2.00	1.00	1.00	1.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	1.00	1.00	1.00
Management Intern	1.00	---	---	---
Total Full-time Permanent Employees	9.00	8.00	7.00	7.00

The Internal Auditor position is moved to Finance (FIN190000).

**◆◆ Action Center  
GE001 CMO040000  
General Fund**

**Description:**

The function of the Action Center is to provide direct service and information to the general public and serve as a central information and referral contact for citizens.

**Revenue Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Charges for Services/User Fees	3,401	3,000	---	---
Other	90	100	---	---
Revenue Totals	3,491	3,100	---	---

**Expenditure Detail:**


MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Personal Services	204,322	247,534	245,900	258,757
Contractual Services	7,722	11,390	5,030	4,280
Other Services and Charges	379	500	---	---
Commodities	142	450	400	400
Capital Outlays	---	500	---	---
Total Expenditure	212,565	260,374	251,330	263,437

Subsidy	209,074	257,274	251,330	263,437
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**Personnel Detail:**

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Customer Service & Training Advisor	1.00	1.00	1.00	1.00
Customer Service Representative	1.00	2.00	2.00	2.00
Total Full-time Permanent Employees	2.00	3.00	3.00	3.00

## City Manager Department


**Sister City Commission**  
**GE001 CMO070000**  
**General Fund**

**Description:**

The function of the Sister City Commission is to initiate cultural, commercial, social, and educational exchanges between our citizens and those of our sister cities. The Commission is comprised of 15 members from Des Moines, and one each from the participating suburbs of Ankeny, Johnston, West Des Moines, and Windsor Heights. Members are appointed by mayors and council members of those cities. The sister cities are Kofu, Japan; Naucalpan, Mexico; Saint-Etienne, France; Shijiazhuang, China; and Stavropol, Russia.

**Revenue Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Taxes	2,219	11,950	6,950	6,950
Other	5,048	10,000	15,000	15,000
Revenue Totals	7,267	21,950	21,950	21,950

**Expenditure Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Personal Services	1,605	2,000	2,000	2,000
Contractual Services	4,094	9,500	8,700	8,700
Other Services and Charges	---	10,000	10,000	10,000
Commodities	1,577	450	1,250	1,250
Total Expenditure	7,276	21,950	21,950	21,950

Subsidy	9	---	---	---
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**Office of Economic Development**  
**GE001 CMO100000**  
**General Fund**

**Description:**

The functions of the Economic Development Division are: (1) to plan, promote, develop, finance, and manage commercial, industrial, and multi-family residential growth opportunities for new and existing businesses and developers in order to create quality jobs and increase the municipal tax base and (2) to provide staff services to the Urban Renewal Board, Corporation for Economic Development in Des Moines, and the Architectural Advisory Board for urban renewal projects.

**Revenue Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Charges for Services/User Fees	(12)	---	---	---
Other	533,040	473,000	473,000	473,000
Revenue Totals	533,028	473,000	473,000	473,000

**Expenditure Detail:**


MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Personal Services	466,592	610,354	600,511	634,758
Contractual Services	32,343	17,260	16,565	16,537
Commodities	3,011	3,175	3,175	3,175
Capital Outlays	2,828	2,000	7,000	2,000
Total Expenditure	504,774	632,789	627,251	656,470

Subsidy	(28,254)	159,789	154,251	183,470
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**Personnel Detail:**

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Economic Development Adm	1.00	1.00	1.00	1.00
Economic Development Coordinator	4.00	4.00	3.00	3.00
Management Fellow	---	---	1.00	1.00
Economic Development Assistant	---	1.00	1.00	1.00
Total Full-time Permanent Employees	5.00	6.00	6.00	6.00

## City Manager Department


**Information**  
**GE001 CMO160000**  
**General Fund**

### Description:

The function of Public Information is to: 1) perform as a liaison and contact for media organization, 2) coordinate public relations on behalf of the City, 3) coordinate and maintain the City's official internet site, and 4) program and implement the City cable channel.

### Revenue Detail:

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Charges for Services/User Fees	180	200	200	200
Revenue Totals	180	200	200	200

### Expenditure Detail:

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Personal Services	121,940	171,321	180,651	195,915
Contractual Services	42,226	59,366	59,431	59,111
Commodities	8,619	7,300	7,300	7,300
Capital Outlays	1,695	15,580	15,000	5,000
Total Expenditure	174,480	253,567	262,382	267,326

Subsidy	174,300	253,367	262,182	267,126
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### Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Communication Specialist	---	1.00	1.00	1.00
Chief Communications Officer	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	1.00	2.00	2.00	2.00

**◆◆ Fleet Service Maintenance**  
**IS010 CMO010401**  
**Equipment Maintenance Center Fund**

**Description:**

The function of Equipment Maintenance Center is for a facility to provide repair and maintenance for all of the City's equipment fleet, along with Aviation, Fire, and the Park & Recreation Departments providing repair services for specialized equipment related to operations in those departments.

**Expenditure Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Personal Services	2,743,790	2,716,980	2,681,023	2,821,080
Contractual Services	220,675	249,165	201,788	201,426
Other Services and Charges	33,753	7,000	7,000	7,000
Commodities	50,091	59,400	55,400	55,400
Capital Outlays	5,450	15,000	15,000	15,000
Total Expenditure	3,053,759	3,047,545	2,960,211	3,099,906

**Personnel Detail:**

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Fleet Services Manager	1.00	1.00	1.00	1.00
Fleet Services Operations Manager	1.00	1.00	1.00	1.00
Fleet Services Section Chief	2.00	2.00	2.00	2.00
FS Vehicle and Equipment Coord	1.00	1.00	1.00	1.00
Flt Svcs Master Mechanic - TL	---	---	1.00	1.00
Fleet Services Mechanic/Team Leader	4.00	4.00	3.00	3.00
Fleet Services Welder	1.00	1.00	1.00	1.00
Flt Svcs Master Mechanic II	---	---	4.00	4.00
Fleet Services Mechanic	2.00	2.00	2.00	2.00
Fleet Services Auto Body Person	1.00	1.00	1.00	1.00
FS Vehicle and Equip Scheduler	1.00	1.00	1.00	1.00
Fleet Services Master Mechanic	16.00	16.00	12.00	12.00
Fleet Services Admin Coord	1.00	1.00	1.00	1.00
Fleet Services Service Person	5.00	5.00	5.00	5.00
Fleet Services Service Writer	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	37.00	37.00	37.00	37.00

## ***City Manager Department***

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**❖ Fuel Services**  
**❖ IS010 CMO011400**  
**Equipment Maintenance Center Fund**

***Description:***

The function of the Fuel Services budget is to purchase unleaded and diesel fuel for distribution at the City fuel island.

***Expenditure Detail:***

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Contractual Services	58,989	48,465	52,900	53,080
Commodities	3,283,202	2,641,500	2,341,500	2,341,500
Total Expenditure	3,342,191	2,689,965	2,394,400	2,394,580

**❖ Motor Pool**  
**IS010 CMO011450**  
**Equipment Maintenance Center Fund**

**Description:**

The function of motor pool is to provide for vehicles which can be shared by department personnel, reducing the need for separate vehicles.

**Expenditure Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Contractual Services	59,073	16,160	66,310	68,940
Total Expenditure	59,073	16,160	66,310	68,940

Change reflects increase use in pool vehicles as fleet size is reduced.

## ***City Manager Department***

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***❖ Fleet Service Parts***  
***IS010 CMO011500***  
***Equipment Maintenance Center Fund***

***Description:***

The function of Fleet Service Parts is for the purchase of equipment parts for the City's Equipment Maintenance Facility to use in repair and maintenance of the City fleet. Funds are also included in this budget for specialized outside repair service. This activity has been transferred to the City Manager's Office from Public Works effective 7/1/2007 implementing a consultant recommendation to improve the equipment purchasing and maintenance operations.

***Expenditure Detail:***

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Contractual Services	413,719	383,750	403,000	417,000
Commodities	2,358,803	2,000,000	2,400,000	2,400,000
Capital Outlays	1,038	---	---	---
Total Expenditure	2,773,560	2,383,750	2,803,000	2,817,000

Change in commodities from increase in parts costs, older fleet age as replacement funding was reduced, recent higher than average snow/ice and flood control efforts, and increase part costs for equipment that can be used for multipurpose activities and allow fleet reduction or reduces labor but has higher parts cost to repair.

**❖ Equipment Replacement**  
**IS201 CMO010407**  
**Equipment Replacement Fund**

**Description:**

The function of Equipment Replacment budget is to provide for a central budget to purchase the vehicles used for General Fund and Road Use Tax fund program operations.

**Expenditure Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Contractual Services	19,140	11,000	11,000	11,000
Commodities	---	10,000	---	---
Capital Outlays	1,890,554	1,500,000	1,500,000	1,500,000
Total Expenditure	1,909,694	1,521,000	1,511,000	1,511,000

## City Manager Department

### ◆ Special Revenue Funds

ORGANIZATION CODE		2007-08	2008-09		2009-10
		ACTUAL	ADOPTED	AMENDED	RECOMM.
SP023 CMO980503	CDBG Loan Repayments	95,598	200,000	400,000	200,000
SP371 CMO990000	Economic Development Projects (Capital Projects)	5,258,401	---	---	---
SP510 CMO980111	UDAG - Court Avenue - Mr	1,390	1,389	---	---
SP525 CMO980107	UDAG - Rock Island Depot	22,600	22,600	---	---
SP534 CMO980119	UDAG Loan Repayment - Marcovis	3,750	---	---	---
SP549 CMO980109	UDAG - Walnut Mall - Mr	317,721	318,000	---	---
SP719 CMO980703	Employee Appreciation Events	21,758	20,000	40,000	25,000
SP728 CMO980713	Combined Charities Campaign	1,882	---	2,000	1,500
SP742 CMO980721	River Point West Phase I	8,888,071	---	560,000	560,000
SP743 CMO980717	Economic Development Enterprise	1,224,555	250,000	250,000	250,000
SP745 CMO980460	Corporation for Economic Development	129,719	60,000	124,863	120,560
SP746 CMO980716	Economic Incentive Loan Repayment - Non CDB	367,071	589,989	589,989	589,989
SP747 CMO980715	Brownfields	40,447	---	---	---
SP760 CMO980702	Large Iowa Cities Coalition	14,459	---	20,000	20,000
SP761 CMO980708	Disaster Relief	491	---	---	---
SP845 CMO980714	Youth Advisory Board	7,618	4,500	9,700	4,500
Total Special Revenue Funds		16,395,531	1,466,478	1,996,552	1,771,549