

2012 Budget Appendix Adopted Version

Adopted by the City Council
December 1, 2011

City Council - 2012

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Bob Sheckler

Administrative Staff

Tony Piasecki	City Manager
Lorri Ericson	Assistant City Manager
Patricia Bosmans	City Attorney
Paula Henderson	Finance Director
John O'Leary	Interim Police Chief
Grant Fredricks	Planning, Building and Public Works Director
Patrice Thorell	Parks, Recreation, and Senior Services Director
Joe Dusenbury	Harbormaster
Jennefer Johnson	Court Administrator

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ORDINANCE NO. 1529
APPENDIX A 2012 BUDGET

FINAL	Expenditure	Ending Fund Balance	Total	Revenue	Beginning Fund Balance	Total
ANNUAL APPROPRIATION FUNDS:						
001 General Fund	15,794,382	2,077,997	17,872,379	16,431,001	1,441,378	17,872,379
101 Street Fund	1,054,697	166,391	1,221,088	1,051,082	170,006	1,221,088
107 Police Drug Seizure Fund	15,000	15,926	30,926	15,026	15,900	30,926
111 Hotel/Motel Tax Fund	16,347	4,127	20,474	16,032	4,442	20,474
112 Police Services Restoration Fund	1,232,979	-	1,232,979	888,800	344,179	1,232,979
211 1995 GO Bond - Police Facility	33,970	-	33,970	535	33,435	33,970
212 LID Fund	4,066	5,573	9,639	4,815	4,824	9,639
219 2008 GO & Ref Bond - Transportation Capital Imprv	327,913	21,214	349,127	327,940	21,187	349,127
220 Miscellaneous Debt Service Fund	327,441	2	327,443	327,441	2	327,443
401 Marina Revenue Fund	4,293,712	1,268,473	5,562,185	4,100,430	1,461,755	5,562,185
403 Marina Repair and Replacement Fund	20,000	321,268	341,268	1,873	339,395	341,268
450 Surface Water Operations Fund	2,813,309	885,295	3,698,604	2,508,697	1,189,907	3,698,604
500 Equip Rental Operations Fund	525,761	119,452	645,213	504,818	140,395	645,213
501 Equip Rental Replacement Fund	121,500	1,336,305	1,457,805	80,400	1,377,405	1,457,805
506 Facility Repair and Replacement Fund	105,500	52,945	158,445	109,927	48,518	158,445
510 Computer Equipment Operations Fund	519,412	33,314	552,726	473,404	79,322	552,726
511 Computer Equipment Capital Fund	187,800	168,355	356,155	93,514	262,641	356,155
520 Self-Insurance Fund	639,938	88,851	728,789	586,339	142,450	728,789
530 Unemployment Insurance Fund	100,000	111,388	211,388	55,843	155,545	211,388
SUB-TOTAL	28,133,727	6,676,876	34,810,603	27,577,917	7,232,686	34,810,603
CONTINUING APPROPRIATION FUNDS (MEMO ONLY):						
109 Transportation Impact Fee Fund	391,317	8,752	400,069	66,854	333,215	400,069
310 Municipal Capital Improvements Fund	772,500	70,097	842,597	596,400	246,197	842,597
319 Transportation Capital Improvement Fund, 2008B	12,646,353	362,679	13,009,032	12,299,312	709,720	13,009,032
404 Marina Depreciation & Improvement Fund	329,915	4,064	333,979	329,920	4,059	333,979
406 Marina Depreciation & Improvement Fund, 2008A	805,889	39,345	845,234	607,031	238,203	845,234
451 Surface Water Capital Fund	743,100	946,012	1,689,112	808,671	880,441	1,689,112
SUB-TOTAL	15,689,074	1,430,949	17,120,023	14,708,188	2,411,835	17,120,023
TOTAL APPROPRIATION	43,822,801	8,107,825	51,930,626	42,286,105	9,644,521	51,930,626

City of Des Moines
2012 Budget Recap

	Gen, St, LLL Base Budget *	One-time	City Mgr Recomm	BASE Excess(Deficit)
Revenues	\$ 16,987,001	\$ 1,065,171		
Expenditures	18,864,291	-		
Excess (Deficit)	\$ (1,877,290)	\$ 1,065,171	\$ -	\$ (1,877,290)
<u>Strategies:</u>				
Defer 100 % Eqp Repl Assess			412,563	(1,464,727)
Defer 70% PC Eqp Repl Assess			83,300	(1,381,427)
Reduce Insurance % Incr by 10%			42,708	(1,338,719)
Use Artemis Rev to Fund Bldg Staff		(426,371)	426,371	(912,348)
Use Artemis Rev to Fund New Bldg Inspector		(68,598)	68,598	(843,750)
<u>Revenues (New & Adj):</u>				
Incr Automated Speed Enforce Prg			97,890	(745,860)
Corr Arts Commission Revenues			(14,500)	(760,360)
Decr COPS Grant Term 6/30/12			(87,300)	(847,660)
Tsf Residual Fd Bal from Levy Lid Lift to Gen Fd			83,393	(764,267)
Public Defender Grant - Pending				(764,267)
Remove Trans Tech Reimb fm CIP			(57,790)	(822,057)
Add Revisions Trans CIP Reimb			3,908	(818,149)
Add Revisions to Trans Title Reports			3,350	(814,799)
Add Reimb fm AOC Interpreting Svcs			4,800	(809,999)
Ticket Sales fm Auditorium Grand Opening			12,000	(797,999)
BP Event Center Rentals			66,883	(731,116)
Facility Rentals			18,577	(712,539)
Arts Commission New Revenues			5,200	(707,339)
Add Revenues Staff Reimb from SWM CIP			58,500	(648,839)
Add Revenues for Liquor License Fees I-1183			123,800	(525,039)
<u>Expenditure Adj:</u>				
Corr Arts Commission Expenditures			(7,000)	(532,039)
Reduce Public Defender Prof Svcs			15,000	(517,039)
Re-allocate Admin Assist II FTE			(3,120)	(520,159)
Corr Sergeant's Pay Differential			(32,495)	(552,654)
Parks Rec Prog Staff Minimum Wage Increase			(1,427)	(554,081)
Reduce Jail Services			109,956	(444,125)
Defer Hire Date Parks Mtc Worker 6 Weeks			8,800	(435,325)
Social Security Replacement Adjustment			(31,637)	(466,962)
Medical Plan Increase			(40,224)	(507,186)
HRA Contribution Increase			(40,615)	(547,801)
Change in Medical Plan - Police Commanders			(980)	(548,781)
Change in Medical Plan - Police Guild			44,658	(504,123)
Transfer 0.40 FTE Land Use Planner II to SWM			30,555	(473,568)

City of Des Moines
2012 Budget Recap

	Gen, St, LLL Base Budget *	One-time	City Mgr Recomm	BASE Excess(Deficit)
Balance Forward		\$ 570,202		\$ (473,568)
<u>Potential Expenditure Cuts:</u>				
Defer 4 Mths Chief Salary/Benefits			57,237	(416,331)
Freeze Police Officer Vacant Position			125,984	(290,347)
Freeze/Eq Value Police Officer Vacant Position			98,424	(191,923)
Freeze 1 Sgt Vacant Position			133,512	(58,411)
Eliminate 0.20 FTE Evidence Tech Position			15,907	(42,504)
Freeze Vacant Trans Tech Position			77,053	34,549
Reduce Signal Mtc/Elim Reserves Traffic Eqp			25,000	59,549
Remove Street Fund Sign Chg-Out Program			12,000	71,549
Reduce Street Fund Repairs, Supplies, Misc			12,300	83,849
Reduce Prosecutor to 0.80 FTE			13,670	97,519
Revise Eqp Rental Mtc Assessments			83,646	181,165
Reduce Police Roll Up costs for Vacant Positions			20,000	201,165
Reduce Engineering Prof Svcs & Uniforms			3,000	204,165
<u>New Expenditure Requests:</u>				
Incr Tsf-out to Trans CIP Fund (Speed Enforce)			(50,000)	154,165
Incr Unemploy Comp Rate to \$.005			(23,288)	130,877
Levy Lid Lift Fund Transfer to the General Fund			(83,393)	47,484
Hire Police Chief Recruitment Consultant			(15,000)	32,484
Add Building Inspector for Artemis Hotel			(68,598)	(36,114)
Public Disclosure Records Mgt System			(8,700)	(44,814)
Increase 0.185 FTE Hours for Court Security Officer			(13,889)	(58,703)
Add Costs for Auditorium Grand Opening			(11,800)	(70,503)
Add Rec Specialists for BP Event Center Rentals			(66,883)	(137,386)
Increase Rec Program Expenditures			(18,577)	(155,963)
Increase Arts Commission Expenditures			(5,200)	(161,163)
Hire Economic Development Manager			(120,214)	(281,377)
<u>Use of One-Time Revenues/Fund Bal/Rev Stabilization Account</u>		\$ (281,377)	\$ 281,377	\$ -
Balance of One-Time Revenues		\$ 288,825		

* Note: Base Budget include 3.2% COLA increase for all employee groups, excluding employees on seasonal part-time pay plan; and 2.7% COLA + 5% step increase for the City Manager.

CITY OF DES MOINES

2012 Budget

Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
001	General Fund					
311.00.00	Property Taxes - Regular Levy		\$ 3,023,166	\$ 2,997,000	\$ (26,166)	-0.9%
313.00.00	Retail Sales Taxes	Retail Sales Taxes	1,515,000	1,589,300	74,300	4.9%
313.00.10	Retail Sales Taxes-One Time	Retail Sales Taxes - One Time	108,170	176,222	68,052	62.9%
	Subtotal Retail Sales Taxes		1,623,170	1,765,522	142,352	8.8%
313.70.00	Retail Sales Taxes/Criminal Justice		565,500	589,000	23,500	4.2%
316.10.00	Business & Occupation Taxes		615,000	582,519	(32,481)	-5.3%
316.10.00	Business & Occupation Taxes-One Time		-	41,883	41,883	N/A
	Subtotal Business & Occupation Taxes		615,000	624,402	9,402	1.5%
316.41.00	Utility Taxes	Utility Taxes - Electricity	1,086,300	1,173,500	87,200	8.0%
316.43.00	Utility Taxes	Utility Taxes - Natural Gas	406,900	455,400	48,500	11.9%
316.45.00	Utility Taxes	Utility Taxes - Solid Waste	216,500	216,900	400	0.2%
316.46.00	Utility Taxes	Utility Taxes - Cable TV	452,600	489,400	36,800	8.1%
316.47.00	Utility Taxes	Utility Taxes - Telephone	913,200	858,800	(54,400)	-6.0%
316.78.00	Utility Taxes	Utility Taxes - City Utilities	135,600	136,574	974	0.7%
	Subtotal Utility Taxes		3,211,100	3,330,574	119,474	3.7%
317.20.00	Leasehold Taxes		104,000	100,000	(4,000)	-3.8%
317.50.00	Gambling Taxes		15,000	23,000	8,000	53.3%
321.70.00	Licenses and Permits	Amusement Devices	-	300	300	N/A
321.90.00	Licenses and Permits	Business Licenses	174,000	150,000	(24,000)	-13.8%
321.91.00	Licenses and Permits	Franchise Fees - Cable TV	380,000	407,800	27,800	7.3%
321.91.00	Licenses and Permits	Franchise Fees - Solid Waste	335,000	353,400	18,400	5.5%
321.91.00	Licenses and Permits	Franchise Fees - WD #54	-	5,000	5,000	N/A
321.91.00	Licenses and Permits	Franchise Fees - Highline WD	-	5,000	5,000	N/A
322.10.00	Licenses and Permits	Building Permits	318,700	346,964	28,264	8.9%
322.10.10	Licenses and Permits	Building Permits - One Time	515,190	579,349	64,159	12.5%
322.30.00	Licenses and Permits	Animal Licenses	35,500	36,700	1,200	3.4%
322.90.01	Licenses and Permits	Gun Permits	5,000	5,000	-	0.0%
322.90.02	Licenses and Permits	Land Clearing Permits	25,000	71,438	46,438	185.8%
322.90.02	Licenses and Permits	Land Clearing Permits - One Time	7,701	31,336	23,635	306.9%
	Subtotal Licenses and Permits		1,796,091	1,992,287	196,196	10.9%

CITY OF DES MOINES

2012 Budget

Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011 Budget	2012 Budget	\$ Chg '11-'12	% Chg '11-'12
001 General Fund (Continued)						
331.16.60	Federal Shared Revenues	Bureau Justice - BP Vests	3,000	3,000	-	0.0%
331.66.60	Federal Shared Revenues	EPA SAAP Grant/Downtown Water System	486,000	-	(486,000)	-100.0%
333.14.21	Federal Shared Revenues	CDBG/Joint Minor Home Repair Prog	25,000	25,000	-	0.0%
Subtotal Federal Shared Revenues			514,000	28,000	(486,000)	-94.6%
334.01.20	State Shared Revenues	WA AOC-Court Computers	5,125	-	(5,125)	-100.0%
334.01.20	State Shared Revenues	WA AOC-Interpreter Services	-	4,800	4,800	N/A
334.01.20	State Shared Revenues	WA AOC-Trial Court Imprv. Program	27,256	22,200	(5,056)	-18.6%
334.01.21	State Shared Revenues	WA State Office of Public Defense	15,000	-	(15,000)	-100.0%
334.03.10	State Shared Revenues	DOE-Hazardous Wste Recycling Event	18,764	21,949	3,185	17.0%
334.03.50	State Shared Revenues	WSTC - Police Corp Grant	18,700	5,673	(13,027)	-69.7%
336.00.98	State Shared Revenues	City Assistance (ESSB 6050)	68,090	69,811	1,721	2.5%
336.00.99	State Shared Revenues	Streamlined Sales Tax Mitigation Payments	8,000	-	(8,000)	-100.0%
336.06.21	State Shared Revenues	MVET-Criminal Justice/Population	7,030	7,420	390	5.5%
336.06.26	State Shared Revenues	CJ Special Programs	23,725	25,228	1,503	6.3%
336.06.51	State Shared Revenues	DUI Cities	7,000	6,500	(500)	-7.1%
336.06.94	State Shared Revenues	Liquor Excise	145,800	148,697	2,897	2.0%
336.06.95	State Shared Revenues	Liquor Board Profits	214,990	183,719	(31,271)	-14.5%
336.06.96	State Shared Revenues	Liquor License Fees	-	123,800	123,800	N/A
Subtotal State Shared Revenues			559,480	619,797	60,317	10.8%
337.07.00	Local Shared Revenues	KC 4Culture/ Arts Commission	7,500	7,500	-	0.0%
337.07.00	Local Shared Revenues	KC Interlocal Recycle Agreement	21,000	21,000	-	0.0%
337.37.02	Local Shared Revenues	Seattle-King County Health Recycling Event	-	11,200	11,200	N/A
337.37.05	Local Shared Revenues	WASPC-KC Sex Offender Verification	7,601	13,048	5,447	71.7%
338.12.00	Local Shared Revenues	Normandy Park Court Services	55,000	55,000	-	0.0%
338.19.00	Local Shared Revenues	Transportation Benefit District Admin Fees	-	4,000	4,000	N/A
338.19.00	Local Shared Revenues	Des Moines Pool District	-	3,600	3,600	N/A
338.21.00	Local Shared Revenues	WA Criminal Justice Ctr-Training Instructor	103,921	10,705	(93,216)	-89.7%
338.21.00	Local Shared Revenues	HSD-School Resource Officer	-	50,000	50,000	N/A
338.21.00	Local Shared Revenues	WATPA/KENT-Auto Theft Grant	8,000	18,000	10,000	125.0%
338.55.01	Local Shared Revenues	Normandy Park Senior Services	22,800	23,490	690	3.0%
Subtotal Local Shared Revenues			225,822	217,543	(8,279)	-3.7%

CITY OF DES MOINES

2012 Budget

Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
001 General Fund (Continued)						
339.16.71	American Recovery & Reinvestment Act Grants	Recovery Act/COPS Hiring Program Grant	167,100	87,300	(79,800)	-47.8%
339.21.68	American Recovery & Reinvestment Act Grants	Recovery Act/Indirect DOJ-Ed Byrne (JAG)	18,160	-	(18,160)	-100.0%
339.47.25	American Recovery & Reinvestment Act Grants	ARRA/Indirect-HHS/PPW-HEAL Grant	122,228	31,346	(90,882)	-74.4%
Subtotal Local Shared Revenues			307,488	118,646	(188,842)	-100.0%
341.43.01	Charges for Services	Lien Search Fees	3,000	3,000	-	0.0%
341.60.01	Charges for Services	Photostating	3,000	3,000	-	0.0%
341.70.01	Charges for Services	Senior Programs	1,500	1,500	-	0.0%
341.80.00	Charges for Services	Comm Dev Automation Fee	17,000	16,000	(1,000)	-5.9%
341.90.01	Charges for Services	Fingerprinting	1,000	1,000	-	0.0%
342.33.00	Charges for Services	Adult Probation Charges	2,000	2,000	-	0.0%
342.33.05	Charges for Services	Active Probation Fee	100	100	-	0.0%
342.33.06	Charges for Services	Record Check Fee	91,200	46,000	(45,200)	-49.6%
342.33.07	Charges for Services	Sentence Compliance Fee	59,500	47,000	(12,500)	-21.0%
342.36.00	Charges for Services	Prisoner Board & Room	500	50	(450)	-90.0%
342.37.00	Charges for Services	Booking Fees	400	100	(300)	-75.0%
342.90.00	Charges for Services	False Alarm Fees	60,000	50,000	(10,000)	-16.7%
342.90.02	Charges for Services	Crime Conv Fee CT	1,200	1,450	250	20.8%
342.90.03	Charges for Services	Crime Conv Fee CN	900	600	(300)	-33.3%
343.20.00	Charges for Services	Street Vacations	10,000	5,000	(5,000)	-50.0%
343.20.02	Charges for Services	ROW Permits	135,000	135,000	-	0.0%
343.20.03	Charges for Services	Engineering Plan Review	19,500	49,254	29,754	152.6%
343.20.03	Charges for Services	Engineering Plan Review-One Time	99,228	31,562	(67,666)	-68.2%
343.90.00	Charges for Services	Other Engineering Fees & Charges/ Title Reports	7,500	5,850	(1,650)	-22.0%
345.81.01	Charges for Services	Zoning	154,080	118,668	(35,412)	-23.0%
345.81.02	Charges for Services	Zoning-One Time	74,578	77,680	3,102	4.2%
345.83.00	Charges for Services	Plan Check Fees	207,100	225,527	18,427	8.9%
345.83.00	Charges for Services	Plan Check Fees - One Time	263,258	127,139	(136,119)	-51.7%
345.86.00	Charges for Services	SEPA Related Mitigation Fees	13,000	12,500	(500)	-3.8%
Subtotal Charges for Services			1,224,544	959,980	(264,564)	-21.6%

CITY OF DES MOINES

2012 Budget

Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
001 General Fund (Continued)						
347.40.00	Culture and Recreation Fees	Arts Commission - Event Admissions	1,000	6,200	5,200	520.0%
347.90.01	Culture and Recreation Fees	Arts Commission - Other Fees/Sponsorships	6,300	6,300	-	0.0%
347.30.00	Culture and Recreation Fees	Parks - Activity Fees	3,000	1,055	(1,945)	-64.8%
347.60.01	Culture and Recreation Fees	Parks - Camps	175,000	165,000	(10,000)	-5.7%
347.60.02	Culture and Recreation Fees	Parks - Classes	60,000	60,000	-	0.0%
347.60.03	Culture and Recreation Fees	Parks - Leagues	112,000	112,000	-	0.0%
347.60.04	Culture and Recreation Fees	Parks - Outreach	310,000	306,000	(4,000)	-1.3%
347.60.05	Culture and Recreation Fees	Parks - Special Events	10,000	21,000	11,000	110.0%
347.60.06	Culture and Recreation Fees	Parks - Youth & Team Basketball	79,000	79,000	-	0.0%
347.90.02	Culture and Recreation Fees	Parks - Community Partner Marketing	-	8,000	8,000	N/A
347.30.01	Culture and Recreation Fees	Sr. Programs - Activity Fees	6,000	6,400	400	6.7%
347.40.01	Culture and Recreation Fees	Sr. Programs - Event Admissions	9,000	9,000	-	0.0%
347.40.02	Culture and Recreation Fees	Sr. Programs - Sr. Ctr Dances	3,000	2,500	(500)	-16.7%
347.60.01	Culture and Recreation Fees	Sr. Programs - Classes	28,000	28,000	-	0.0%
347.60.02	Culture and Recreation Fees	Sr. Programs - Trip/Travel Fees	25,000	22,000	(3,000)	-12.0%
347.90.01	Culture and Recreation Fees	Sr. Programs - Health Programs	750	1,000	250	33.3%
347.90.02	Culture and Recreation Fees	Sr. Programs - Subscriptions	3,000	3,155	155	5.2%
Subtotal Culture and Recreation Fees			831,050	836,610	5,560	0.7%
349.14.03	Interfund Service Revenues	CIP Accounting Administration Fees	84,000	86,000	2,000	2.4%
349.19.00	Interfund Service Revenues	Marina Fund	615,000	618,500	3,500	0.6%
349.19.00	Interfund Service Revenues	Surface Water Management Fund	165,000	185,000	20,000	12.1%
349.58.00	Interfund Service Revenues	Development Services CIP Support	15,000	-	(15,000)	-100.0%
349.94.00	Interfund Service Revenues	CIP Project Manager	105,260	93,402	(11,858)	-11.3%
349.95.00	Interfund Service Revenues	Transportation Engineering Fees	363,189	210,710	(152,479)	-42.0%
349.95.00	Interfund Service Revenues	Transportation-CIP Admin Support	12,000	8,000	(4,000)	-33.3%
Subtotal Interfund Service Revenues			1,359,449	1,201,612	(157,837)	-11.6%

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Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
001 General Fund (Continued)						
350.00.00	Fines and Forfeits		211,744	240,000	28,256	13.3%
354.00.02	Automated Speed Enforcement Program		-	440,890	440,890	N/A
361.10.00	Interest Earnings		35,600	30,000	(5,600)	-15.7%
362.40.00	Rents and Leases	Beach Park Event Center	-	66,883	66,883	N/A
362.40.01	Rents and Leases	Facility Rentals	58,000	76,577	18,577	32.0%
362.40.01	Rents and Leases	Facility Rentals - Security Revenues	1,500	1,500	-	0.0%
362.40.02	Rents and Leases	Field Rentals	21,000	21,000	-	0.0%
362.50.00	Rents and Leases	Cell Tower Lease	18,800	16,000	(2,800)	-14.9%
362.60.02	Rents and Leases	Sonju Property Rental	10,635	10,635	-	0.0%
Subtotal Rents and Leases			109,935	192,595	15,777	14.4%
363.00.50	Insurance Premiums & Recoveries	L & I Dividend	-	-	-	N/A
367.11.02	Contributions and Donations	Sr. Programs	3,000	3,600	600	20.0%
367.12.00	Contributions and Donations	Solid Waste Contract RFP Contributor	40,000	-	(40,000)	-100.0%
367.58.00	Contributions and Donations	Others	-	400	400	N/A
Subtotal Contributions and Donations			43,000	4,000	(39,000)	-90.7%
369.90.00	Miscellaneous Revenues	General	30,000	30,000	-	0.0%
369.90.00	Miscellaneous Revenues	Recreation Programs	820	500	(320)	-39.0%
369.90.01	Miscellaneous Revenues	Senior Programs	650	650	-	0.0%
Subtotal Miscellaneous Revenues			31,470	31,150	(320)	-1.0%
398.00.50	Other Financing Sources	L & I Reimbursements	20,000	5,000	(15,000)	-75.0%
Subtotal Other Financing Sources			20,000	5,000	(15,000)	-75.0%
397.00.13	Transfers	Transfer-in/Fund 112 (Levy Lid Lift)	-	83,393	83,393	N/A
Subtotal Transfers			-	83,393	83,393	N/A
Total General Fund			\$ 16,426,609	\$ 16,431,001	\$ (62,491)	-0.4%

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Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
101 Street Fund						
316.30.00	Parking Taxes		\$ 15,600	\$ 16,000	\$ 400	2.6%
336.00.87	State Shared Revenues	Vehicle Fuel Tax	628,000	627,732	(268)	0.0%
338.42.00	Transportation Benefit District		380,000	401,000	21,000	5.5%
344.10.00	Road/Street Mtc & Repair Services		1,500	-	(1,500)	-100.0%
361.10.00	Interest Earnings		1,000	350	(650)	-65.0%
369.90.01	Miscellaneous Revenues		1,000	1,000	-	0.0%
398.00.00	Other Financing Sources	Insurance Recoveries	-	5,000	5,000	N/A
Total Street Fund			\$ 1,027,100	\$ 1,051,082	\$ 23,982	2.3%
107 Police Drug Seizure Fund						
361.10.00	Interest Earnings		\$ 138	\$ 26	\$ (112)	-81.2%
369.90.00	Miscellaneous Revenues		15,000	15,000	-	0.0%
Total Police Drug Seizure Fund			\$ 15,138	\$ 15,026	\$ (112)	-0.7%
109 Transportation Impact Fee Fund						
345.85.00	Charges for Services		\$ 65,154	\$ 65,154	\$ -	0.0%
361.10.00	Interest Earnings		800	1,700	900	112.5%
Total Transportation Impact Fee Fund			\$ 65,954	\$ 66,854	\$ 900	1.4%
111 Hotel-Motel Tax Fund						
313.30.00	Hotel-Motel Taxes		\$ 15,000	\$ 16,027	\$ 1,027	6.8%
361.10.00	Interest Earnings		25	5	(20)	-80.0%
Total Hotel-Motel Tax Fund			\$ 15,025	\$ 16,032	\$ 1,007	6.7%
112 Police Restoration Fund						
311.00.00	Property Taxes - Regular Levy		\$ 1,234,121	\$ 888,800	\$ (345,321)	-28.0%
Total Police Restoration Fund			\$ 1,234,121	\$ 888,800	\$ (345,321)	-28.0%
211 1995 Unlimited GO - Police Facility Fund						
311.10.00	Property Taxes - Excess Levy		\$ 3,000	\$ 500	\$ (2,500)	-83.3%
361.10.00	Interest Earnings		100	35	(65)	-65.0%
Total 1995 Unltd GO - Police Facility Fund			\$ 3,100	\$ 535	\$ (2,565)	-82.7%

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Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
212 Local Improvement District Fund						
361.10.00	Interest Earnings	LID 1-92-8/Investment Interest	\$ 20	\$ 20	-	0.0%
361.10.00	Interest Earnings	LID 1-98-10/Investment Interest	5	5	-	0.0%
361.55.00	Interest Earnings	LID 1-97-9/Assessment Interest	25	16	(9)	-36.0%
361.55.00	Interest Earnings	LID 1-98-10/Assessment Interest	1,028	1,029	1	0.1%
Subtotal Interest Earnings			1,078	1,070	(8)	-0.7%
368.00.00	Miscellaneous Revenues	LID 1-97-9/Assessment Principal	181	181	-	0.0%
368.00.00	Miscellaneous Revenues	LID 1-98-10/Assessment Principal	3,564	3,564	-	0.0%
Subtotal Miscellaneous Revenues			3,745	3,745	-	0.0%
Total Local Improvement District Fund			\$ 4,823	\$ 4,815	\$ (8)	-0.2%
218 1998 Limited GO - Park Acquisition Fund						
361.10.00	Interest Earnings		\$ 1	\$ -	\$ (1)	-100.0%
Total 1998 Ltd GO - Park Acquisition Fund			\$ 1	\$ -	\$ (1)	-100.0%
219 2008 GO & Refunding Bond-Transportation CIP						
361.10.00	Interest Earnings		\$ 100	\$ 27	\$ (73)	-73.0%
397.00.00	Transfers	Transfer-in/Fund 319 (Transportation CIP Fund)	194,513	200,913	6,400	3.3%
397.00.00	Transfers	Transfer-in/Fund 310 (MCI Fund)	131,000	127,000	(4,000)	-3.1%
Subtotal Transfers			325,513	327,913	2,400	0.7%
Total 2008 GO & Refunding Bond - Transportation CIP			\$ 325,613	\$ 327,940	\$ 2,327	0.7%
220 Miscellaneous Debt Service Fund						
397.00.00	Transfers	PWTF Loan (103)-Pac Hwy Construction	\$ 25,273	\$ 25,154	\$ (119)	-0.5%
397.00.00	Transfers	PWTF Loan (104)-Gateway Construction	274,327	273,542	(785)	-0.3%
397.00.00	Transfers	Copier Capital Lease	15,000	15,263	263	1.8%
397.14.00	Transfers	LOCAL Prog-Energy Savings Project	-	13,482	13,482	N/A
Total Miscellaneous Debt Service Fund			\$ 314,600	\$ 327,441	\$ 12,841	4.1%

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Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011 Budget	2012 Budget	\$ Chg '11-'12	% Chg '11-'12
310 Municipal Capital Improvements Fund						
311.10.00	Property Tax	King County-Parks Levy/DM Creek Trail	\$ 100,000	\$ 55,000	\$ (45,000)	-45.0%
317.34.00	Real Estate Excise Taxes	First Quarter %	225,000	250,000	25,000	11.1%
317.35.00	Real Estate Excise Taxes	Second Quarter %	225,000	250,000	25,000	11.1%
Subtotal Real Estate Excise Taxes			450,000	500,000	50,000	11.1%
333.14.21	Federal Shared Revenues	CDBG/Citywide Energy Improvement	70,000	-	(70,000)	-100.0%
333.97.03	Federal Shared Revenues	FEMA/Beach Park Mudslide	284,250	-	(284,250)	-100.0%
Subtotal Federal Shared Revenues			354,250	-	(354,250)	-100.0%
334.01.80	State Shared Revenues	State Emerg Management/Beach Park Mudslide	47,375	-	(47,375)	-100.0%
334.06.90	State Shared Revenues	WA Heritage Funds/Dining Hall	321,528	-	(321,528)	-100.0%
334.06.90	State Shared Revenues	WA Heritage Funds/Grandstand Restoration	189,997	-	(189,997)	-100.0%
Subtotal State Shared Revenues			558,900	-	(558,900)	-100.0%
345.81.01	Charges for Services	Park-in-Lieu Fees	50,000	20,000	(30,000)	-60.0%
361.10.00	Interest Earnings		2,300	1,400	(900)	-39.1%
369.40.00	Judgments & Settlements	DMBP-Rehab/Auditorium	-	20,000	20,000	N/A
369.90.00	Miscellaneous	Utility Rebates/Citywide Energy Improvement	23,000	-	(23,000)	-100.0%
391.90.00	Local Program Proceeds	Citywide Energy Improvement	105,000	-	(105,000)	-100.0%
395.20.00	Insurance Recoveries	DM Beach Park/Dining Hall-2007 Flood Event	49,578	-	(49,578)	-100.0%
397.00.00	Transfers	Tsf-in/Fund 506 (Fac Repair & Replacement)	242,000	-	(242,000)	-100.0%
Total Municipal Capital Improvement Fund			\$ 1,935,028	\$ 596,400	\$ (1,338,628)	-69.2%
319 Transportation Capital Improvement Fund						
331.20.20	Federal Shared Revenues	BRAC/ N Twin Bridge Footing Repairs	\$ 161,000	\$ 80,000	\$ (81,000)	-50.3%
331.20.20	Federal Shared Revenues	BRAC/ N Twin Bridge Seismic Retrofit	286,101	80,000	(206,101)	-72.0%
333.14.21	Federal Shared Revenues	CDBG/S 216th St. Impr/Ph 4	231,000	-	(231,000)	-100.0%
333.20.20	Federal Shared Revenues	HSIP/Traffic Safety Program	-	250,000	250,000	N/A
Subtotal Federal Shared Revenues			678,101	410,000	(268,101)	-39.5%

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Fund Acct	Source	Source Detail	2011 Budget	2012 Budget	\$ Chg '11-'12	% Chg '11-'12
319 Transportation Capital Improvement Fund (Continued)						
334.02.70	State Shared Revenues	WA State RCO-Barnes Creek Trail	500,000	-	(500,000)	-100.0%
334.03.50	State Shared Revenues	WTSC/Midway Sch Flashing Beacons	15,000	-	(15,000)	-100.0%
334.03.50	State Shared Revenues	WTSC/Traffic Safety Program	-	7,500	7,500	N/A
334.03.60	State Shared Revenues	WSDOT-Traffic Busters/ITS	30,000	-	(30,000)	-100.0%
334.03.80	State Shared Revenues	TIB/24th Ave S Impr Proj	-	3,000,000	3,000,000	N/A
334.03.80	State Shared Revenues	TIB/S 216th St Impr Segment 2	-	1,660,000	1,660,000	N/A
334.03.80	State Shared Revenues	Alt TIB/24th Ave S Impr Proj	-	540,000	540,000	N/A
Subtotal State Shared Revenues			545,000	5,207,500	4,662,500	855.5%
337.09.01	Local Shared Revenues	KC Conservation/Barnes Creek Trail	500,000	550,000	50,000	10.0%
Subtotal Local Shared Revenues			500,000	550,000	50,000	10.0%
338.95.11	Local Shared Revenues	Midway Sewer District/24th Ave S Impr Proj	-	324,116	324,116	N/A
338.95.12	Local Shared Revenues	Highline Water District/24th Ave S Impr Proj	-	463,575	463,575	N/A
338.95.13	Local Shared Revenues	Highline WD/S 216th St Impr-Segment 2	-	15,000	15,000	N/A
Subtotal Local Shared Revenues			-	802,691	802,691	N/A
345.81.03	Charges for Services	In-lieu Fees/24th Ave. South Improvements	-	1,800,000	1,800,000	N/A
345.81.03	Charges for Services	In-Lieu Fees/S 216th St Improvement - Segment 2	-	2,000,000	2,000,000	N/A
Subtotal Charges for Services			-	3,800,000	3,800,000	N/A
361.10.00	Interest Earnings		7,000	2,100	(4,900)	-70.0%
367.19.00	Contributions and Donations	Comcast/S 216th St Improvements-Segment 4	35,512	-	(35,512)	-100.0%
367.19.00	Contributions and Donations	Qwest/S 216th St Improvements-Segment 4	14,654	-	(14,654)	-100.0%
367.19.00	Contributions and Donations	PSE/24th Ave S Impr Proj	-	65,967	65,967	N/A
367.19.00	Contributions and Donations	Qwest/24th Ave S Impr Proj	-	63,351	63,351	N/A
367.19.00	Contributions and Donations	Comcast/24th Ave S Impr Proj	-	86,575	86,575	N/A
367.19.00	Contributions and Donations	Qwest/S 216th St Improvements-Segment 2	-	40,510	40,510	N/A
367.19.00	Contributions and Donations	Comcast/S 216th St Improvements-Segment 2	-	55,235	55,235	N/A
Subtotal Contributions & Donations			50,166	311,638	261,472	521.2%
397.42.02	Transfers	Transfer-in/MCI Funds	350,000	520,000	170,000	48.6%
397.42.05	Transfers	Transfer-in/LID Funds	4,225	4,066	(159)	-3.8%
397.42.06	Transfers	Transfer-in/Transportation Impact Fee Fund	391,317	391,317	-	0.0%
397.44.00	Transfers	ASE/Traffic Safety Program	-	300,000	300,000	N/A
Subtotal Transfers			745,542	1,215,383	469,841	63.0%
Total Transportation Capital Improvement Fund			\$ 2,525,809	\$ 12,299,312	\$ 9,773,503	386.9%

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Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
401 Marina Revenue Fund						
341.70.00	Charges for Services	Vending/Bait/Ice/Propane	\$ 7,500	\$ 7,750	\$ 250	3.3%
343.30.00	Charges for Services	Electricity	82,500	90,000	7,500	9.1%
344.50.00	Charges for Services	Unleaded Fuel Sales	376,000	550,864	174,864	46.5%
344.50.00	Charges for Services	Diesel Fuel Sales	424,000	654,528	230,528	54.4%
347.30.03	Charges for Services	Launching Fees	7,500	5,750	(1,750)	-23.3%
347.30.04	Charges for Services	Miscellaneous	6,000	5,000	(1,000)	-16.7%
347.90.00	Charges for Services	Special Events	25,000	10,000	(15,000)	-60.0%
Subtotal Charges for Services			928,500	1,323,892	395,392	42.6%
349.79.00	Interfund Service Revenues	Marina CIP	100,440	100,440	-	0.0%
353.00.00	Fines and Forfeits	Waiting List Forfeitures	600	500	(100)	-16.7%
354.00.00	Fines and Forfeits	Parking Fines	7,500	3,750	(3,750)	-50.0%
Subtotal Fines and Forfeits			8,100	4,250	(3,850)	-47.5%
361.10.00	Interest Earnings		10,000	7,250	(2,750)	-27.5%
362.00.01	Rents and Leases	Monthly Moorage	2,167,000	2,206,930	39,930	1.8%
362.00.01	Rents and Leases	Dry Storage	135,000	133,845	(1,155)	-0.9%
362.00.01	Rents and Leases	Winter Moorage	30,000	27,000	(3,000)	-10.0%
362.00.02	Rents and Leases	Moorage - Late Fees	13,000	13,000	-	0.0%
362.00.03	Rents and Leases	Overnight Moorage	75,000	65,000	(10,000)	-13.3%
362.00.04	Rents and Leases	Overnight Shared Moorage	2,500	2,500	-	0.0%
362.00.04	Rents and Leases	Lockers	9,800	9,000	(800)	-8.2%
362.00.05	Rents and Leases	Leases	90,000	90,000	-	0.0%
362.00.09	Rents and Leases	Sub-Lease Revenue	7,500	9,000	1,500	20.0%
362.20.03	Rents and Leases	Travel Lift Equipment Rental Fee	-	7,343	7,343	N/A
362.30.00	Rents and Leases	Parking Fees	60,000	61,000	1,000	1.7%
362.50.00	Rents and Leases	Storage Fees	25,000	27,500	2,500	10.0%
362.90.01	Rents and Leases	Waiting List Admin Fee	5,000	4,500	(500)	-10.0%
362.90.02	Rents and Leases	Building Maintenance Fee	-	3,288	3,288	N/A
362.90.03	Rents and Leases	Travel Lift Equipment Maintenance Fee	-	2,192	2,192	N/A
Subtotal Rents and Leases			2,619,800	2,662,098	42,298	1.6%
369.90.03	Miscellaneous Revenues	Keycard Sales	2,400	2,500	100	4.2%
Total Marina Revenue Fund			\$ 3,669,240	\$ 4,100,430	\$ 431,190	11.8%

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Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
403 Marina Repair & Replacement Fund						
361.10.00	Interest Earnings		\$ 5,000	\$ 1,873	\$ (3,127)	-62.5%
Total Marina Repair & Replacement Fund			\$ 5,000	\$ 1,873	\$ (3,127)	-62.5%
404 Marina Depreciation & Improvement Fund						
361.10.00	Interest Earnings		\$ 1,460	\$ 5	\$ (1,455)	-99.7%
397.71.06	Transfers	Transfer-in/Fund 401 (Debt Service-2002)	327,910	329,915	2,005	0.6%
Total Marina Depreciation & Improvement Fund			\$ 329,370	\$ 329,920	\$ 550	0.2%
406 Marina Depreciation & Improvement Fund, 2008A						
333.97.05	Federal Shared Revenues	Port Security	\$ 767,243	\$ -	\$ (767,243)	-100.0%
361.10.00	Interest Earnings		5,840	1,995	(3,845)	-65.8%
397.71.06	Transfers	Transfer-in/Fund 401 (Debt Service-2008)	395,036	440,036	45,000	11.4%
397.71.06	Transfers	Transfer-in/Fund 401 (Capital Contributions)	0	165,000	165,000	N/A
Total Marina Depreciation & Improvement Fund			\$ 1,168,119	\$ 607,031	\$ (561,088)	-48.0%
450 Surface Water Mgmt Operations Fund						
334.03.10	State Shared Revenues	NPDES Grant	\$ 105,797	\$ -	\$ (105,797)	-100.0%
Subtotal State Shared Revenues			105,797	-	(105,797)	-100.0%
343.20.03	Charges for Services	Engineering Plan Review	67,870	47,388	(20,482)	-30.2%
343.83.00	Charges for Services	Storm Drainage Fees	2,128,433	2,276,235	147,802	6.9%
343.83.00	Charges for Services	Storm Drainage Fees (Utility Taxes)	127,706	136,574	8,868	6.9%
343.83.00	Charges for Services	Storm Drainage Fees (Mid-year Service Fee)	-	5,000	5,000	N/A
Subtotal Charges for Services			2,324,009	2,465,197	141,188	6.1%
349.38.00	Interfund Service Revenues	SWM - CIP Reimbursement	60,000	30,000	(30,000)	-50.0%
361.10.00	Interest Earnings		6,000	3,500	(2,500)	-41.7%
369.90.00	Miscellaneous Revenues		13,000	10,000	(3,000)	-23.1%
Total Surface Water Mgmt Operations Fund			\$ 2,508,806	\$ 2,508,697	\$ (109)	0.0%

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Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
451 Surface Water Mgmt Capital Improv Fund						
337.09.01	Local Shared Revenues	King Conservation District	\$ 15,300	\$ 15,300	\$ -	0.0%
338.95.10	Local Shared Revenues	Highline Water District/Barnes Crk 223rd Culvert	-	30,000	30,000	N/A
Subtotal Local Shared Revenues			15,300	45,300	30,000	196.1%
343.83.01	Charges for Services	Storm Drainage Hook-Up Fees	\$ 50,000	\$ 75,000	\$ 25,000	50.0%
Subtotal Charges for Services			50,000	75,000	25,000	50.0%
361.10.00	Interest Earnings		2,900	5,500	2,600	89.7%
397.00.00	Transfers	Transfer-in/Fd 450 (SWM Operations Fd)	638,530	682,871	44,341	6.9%
Total Surface Water Mgmt Capital Improv Fund			\$ 706,730	\$ 808,671	\$ 101,941	14.4%
500 Equipment Rental Operations Fund						
344.30.00	Charges for Services	Repair Charges-External/Training Center Repairs	\$ 300	\$ 300	\$ -	0.0%
344.50.00	Charges for Services	Fuel	196,890	258,089	61,199	31.1%
Subtotal Charges for Services			197,190	258,389	61,199	31.0%
361.10.00	Interest Earnings		277	323	46	16.6%
365.90.99	Interfund Revenues		231,705	246,106	14,401	6.2%
Total Equipment Rental Operations Fund			\$ 429,172	\$ 504,818	\$ 75,646	17.6%
501 Equipment Rental Replacement Fund						
361.10.00	Interest Earnings		\$ 7,853	\$ 6,421	\$ (1,432)	-18.2%
365.90.99	Interfund Revenues		222,375	68,979	(153,396)	-69.0%
395.40.00	Other Financing Sources	Disposal of Fixed Assets	33,400	5,000	(28,400)	-85.0%
Total Equipment Rental Replacement Fund			\$ 263,628	\$ 80,400	\$ (183,228)	-69.5%
506 Facility Repair & Replacement Fund						
361.10.00	Interest Earnings		\$ 446	\$ 122	\$ (324)	-72.6%
365.90.99	Interfund Revenues		75,835	75,835	-	0.0%
397.21.00	Transfers	Transfer-in/Fund 211	-	33,970	33,970	N/A
Total Facility Repair & Replacement Fund			\$ 76,281	\$ 109,927	\$ 33,646	44.1%

CITY OF DES MOINES

2012 Budget

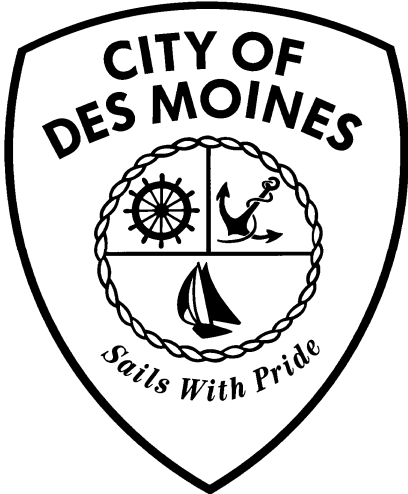
Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2011	2012	\$ Chg	% Chg
			Budget	Budget	'11-'12	'11-'12
510 Computer Equipment Operations Fund						
361.10.00	Interest Earnings		\$ 87	\$ 33	\$ (54)	-62.1%
365.90.99	Interfund Revenues		489,695	466,071	(23,624)	-4.8%
397.10.22	Transfers	Transfer-in/Fund 511	8,930	7,300	(1,630)	-18.3%
Total Computer Equipment Operations Fund			\$ 498,712	\$ 473,404	\$ (25,308)	-5.1%
511 Computer Equipment Replacement Fund						
361.10.00	Interest Earnings		\$ 3,116	\$ 754	\$ (2,362)	-75.8%
365.90.99	Interfund Revenues		84,445	67,760	(16,685)	-19.8%
397.58.01	Transfers	Transfer-in/Fund 001	25,000	25,000	-	0.0%
Total Computer Equipment Replacement Fund			\$ 112,561	\$ 93,514	\$ (19,047)	-16.9%
520 Self-Insurance Fund						
338.14.00	Local Shared Revenues	AWC Wrkr Comp Retro Prgm	\$ 5,500	\$ 5,500	\$ -	0.0%
361.10.00	Interest Earnings		268	325	57	21.3%
365.90.99	Interfund Revenues		674,416	580,514	(93,902)	-13.9%
398.00.00	Other Financing Sources	Insurance Recov/Employee Settlement Agrmnt	-	-	-	N/A
Total Self-Insurance Fund			\$ 680,184	\$ 586,339	\$ (93,845)	-13.8%
530 Unemployment Compensation Fund						
361.10.00	Interest Earnings		\$ 446	\$ 331	\$ (115)	-25.8%
365.90.99	Interfund Revenues		27,501	55,512	28,011	101.9%
Total Unemployment Compensation Fund			\$ 27,947	\$ 55,843	\$ 27,896	99.8%
GROSS TOTAL REVENUES			\$ 34,368,671	\$ 42,286,105	\$ 7,850,551	22.8%
Less Interfund Revenues & Transfers			6,348,922	6,536,051	187,129	2.9%
NET TOTAL REVENUES			\$ 28,019,749	\$ 35,750,054	\$ 7,730,305	27.6%

CITY OF DES MOINES
2012 Budget
Revenue Summary - All Funds

Source	2011 Budget	2012 Budget	\$ Chg '11-'12	% Chg '11-'12
Property Taxes - Regular Levy	\$ 3,023,166	\$ 2,997,000	\$ (26,166)	-0.9%
Property Taxes - Excess Levy	3,000	500	(2,500)	-83.3%
Property Taxes - Lid Lift Levy	1,234,121	888,800	(345,321)	-28.0%
Property Taxes - King County Parks Levy	100,000	55,000	(45,000)	-45.0%
Retail Sales Taxes	1,623,170	1,765,522	142,352	8.8%
Retail Sales Taxes/Local Criminal Justice	565,500	589,000	23,500	4.2%
Hotel-Motel Taxes	15,000	16,027	1,027	6.8%
Business & Occupation Taxes	615,000	624,402	9,402	1.5%
Parking Taxes	15,600	16,000	400	2.6%
Utility Taxes	3,211,100	3,330,574	119,474	3.7%
Real Estate Excise Taxes	450,000	500,000	50,000	11.1%
Leasehold Taxes	104,000	100,000	(4,000)	-3.8%
Gambling Taxes	15,000	23,000	8,000	53.3%
Licenses and Permits	1,796,091	1,992,287	196,196	10.9%
Federal Shared Revenues	2,313,594	438,000	(1,875,594)	-81.1%
State Shared Revenues	2,397,177	6,455,029	4,057,852	169.3%
Local Shared Revenues	1,126,622	2,022,034	92,721	8.2%
American Recovery & Reinvestment Act Grants	307,488	118,646	(188,842)	-61.4%
Charges for Services	4,840,897	8,967,612	4,126,715	85.2%
Culture and Recreation Fees	831,050	836,610	5,560	0.7%
Interfund Service Revenues	1,519,889	1,332,052	(187,837)	-12.4%
Fines and Forfeits	219,844	685,140	465,296	211.6%
Interest Earnings	91,835	65,145	(26,690)	-29.1%
Interfund Revenues	1,805,972	1,560,777	(245,195)	-13.6%
Rents and Leases	2,729,735	2,854,693	124,958	4.6%
Contributions and Donations	93,166	315,638	222,472	238.8%
Miscellaneous Revenues	89,615	83,395	(6,220)	-6.9%
Insurance Premiums & Recoveries	69,578	5,000	(64,578)	-92.8%
Other Financing Sources	138,400	5,000	(133,400)	-96.4%
Transfers	3,023,061	3,643,222	620,161	20.5%
GROSS TOTAL REVENUES	\$ 34,368,671	\$ 42,286,105	\$ 7,114,743	20.7%

2012 Budget



BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **LEGISLATIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.100.021.511.00.00.00		LEGISLATIVE	\$ 185,712	\$ 176,215	\$ 176,086

The Legislative budget provides for updating the DMMC as well as costs for publishing all ordinances and legal notices. It provides for Councilmember attendance at Council meetings and for a portion of the costs associated with seminars, conferences, Council retreats and any expense directly associated with support of the City Council.

CITY OF DES MOINES

2012 BUDGET REQUEST

LEGISLATIVE

001.100.021 LEGISLATIVE		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST Y-T-D	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
511.30.41.00	CODE UPDATE	6,500	4,857	6,500	6,500	3,114	6,500	0	0	0	0
511.30.41.22	PROF SERV-CODE UPDATE							6,500	6,500	6,500	6,500
511.30.44.00	LEGAL PUBLICATIONS	600	1,475	1,100	1,100	504	1,100	1,100	1,100	1,100	1,100
511.30.40	SUB TOTAL	7,100	6,333	7,600	7,600	3,618	7,600	7,600	7,600	7,600	7,600
511.60.10.00	SALARIES & WAGES	73,000	65,500	74,000	74,000	35,850	67,000	74,000	74,000	74,000	74,000
511.60.10	SUB TOTAL	73,000	65,500	74,000	74,000	35,850	67,000	74,000	74,000	74,000	74,000
511.60.20.00	PERSONNEL BENEFITS	5,890	5,092	5,785	5,785	2,795	5,494	5,819	5,822	5,822	5,938
511.60.20	SUB TOTAL	5,890	5,092	5,785	5,785	2,795	5,494	5,819	5,822	5,822	5,938
511.60.31.00	SUPPLIES	2,000	2,852	2,000	2,000	595	2,000	2,000	2,000	2,000	2,000
511.60.35.00	SMALL TOOLS & EQUIPMENT	0	44	0	0	0	0	0	0	0	0
511.60.35.90	SMALL EQP > \$1,000 < \$5,000	0	0	0	0	0	0	0	0	0	0
511.60.30	SUB TOTAL	2,000	2,895	2,000	2,000	595	2,000	2,000	2,000	2,000	2,000
511.60.41.00	PROFESSIONAL SERVICES	11,741	12,528	11,741	11,741	0	5,000	11,741	11,741	11,741	11,741
511.60.41.01	PROFESSIONAL SERVICES/RCAA	8,000	8,000	0	0	0	0	0	0	0	0
511.60.42.00	COMMUNICATIONS	1,000	746	1,000	1,000	347	1,000	1,000	1,000	1,000	1,000
511.60.43.00	TRAVEL EXPENSES	1,140	4,722	4,000	4,000	488	868	4,000	4,000	4,000	4,000
511.60.49.00	MISCELLANEOUS	500	42	500	500	467	820	500	500	500	500
511.60.49.01	DUES, SCHOOLS, AND CONFERENCES	1,000	50	1,000	1,000	135	500	0	0	0	0
511.60.49.22	DUES, SCHOOLS, AND CONFERENCES							1,000	1,000	1,000	1,000
511.60.40	SUB TOTAL	23,381	26,088	18,241	18,241	1,436	8,188	18,241	18,241	18,241	18,241
511.70.51.00	K.C. ELECTION SERVICES	28,273	28,272	0	0	0	0	0	0	0	0
511.70.51.45	ELECTION COSTS							37,500	28,000	28,000	0
511.70.51.01	VOTER REGISTRATION FEES	38,825	33,236	35,425	35,425	38,501	38,501	0	0	0	0
511.80.51.46	VOTER REGISTRATION COSTS	0	0	0	0	0	0	38,997	38,997	38,997	39,777
511.70 80.51	SUB TOTAL	67,098	61,508	35,425	35,425	38,501	38,501	76,497	66,997	66,997	39,777
511.70.99.05	INTERFUND INSURANCE	2,257	2,257	1,681	1,681	1,681	1,681	1,555	1,555	1,426	1,555
511.70.99	SUB TOTAL	2,257	2,257	1,681	1,681	1,681	1,681	1,555	1,555	1,426	1,555
594.11.64	CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	-
	LEGISLATIVE TOTAL	180,726	169,674	144,732	144,732	84,476	130,464	185,712	176,215	176,086	149,112

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **LEGISLATIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.100.021		LEGISLATIVE			
511.30.41.22	Professional Serv-Code Update	Provides for the DMMC update.	\$ 6,500	\$ 6,500	\$ 6,500
511.30.44	Legal Publications	Publishing of all ordinances and any other legal notices.	\$ 1,100	\$ 1,100	\$ 1,100
TOTAL PUBLICATIONS			\$ 7,600	\$ 7,600	\$ 7,600
SALARIES AND WAGES					
511.60.10	Salaries and Wages	Provides for salaries for City Council members based on Council Meeting attendance (40 meeting maximum) * Mayor \$350 per meeting x 40 = \$14,000 * 6 Councilmembers \$250 per meeting x 40 = \$60,000	\$ 74,000	\$ 74,000	\$ 74,000
TOTAL SALARIES			\$ 74,000	\$ 74,000	\$ 74,000
PERSONNEL BENEFITS					
511.60.20	Personnel Benefits	Provides for Social Security, Medicare, and L & I (Workmen's Compensation) contributions for Councilmembers.	\$ 5,819	\$ 5,822	\$ 5,822
TOTAL PERSONNEL BENEFITS			\$ 5,819	\$ 5,822	\$ 5,822
SUPPLIES					
511.60.31	Office and Operating Supplies	Provides for any supplies directly associated with the Council.	\$ 2,000	\$ 2,000	\$ 2,000
511.60.35	Small Tools & Equipment	Miscellaneous small office equipment and furnishings.	\$ -	\$ -	\$ -
TOTAL SUPPLIES			\$ 2,000	\$ 2,000	\$ 2,000

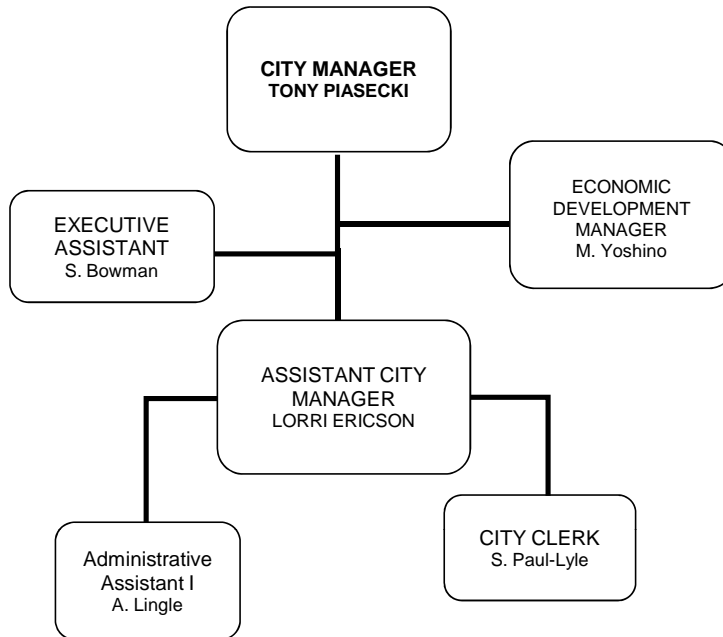
BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **LEGISLATIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.100.021		LEGISLATIVE			
		OTHER SERVICES AND CHARGES			
511.60.41	Professional Services	Provides for services as needed by Council.	\$ 11,741	\$ 11,741	\$ 11,741
511.60.42	Communication	Provides for necessary long distance calls by Councilmembers.	\$ 1,000	\$ 1,000	\$ 1,000
511.60.43	Travel	Provides for mileage and meals associated with seminars, conferences, etc.	\$ 4,000	\$ 4,000	\$ 4,000
511.60.49.00	Miscellaneous	Miscellaneous expenses not covered below.	\$ 500	\$ 500	\$ 500
511.60.49.22	Dues, Schools, & Conferences	Provides for registration of seminars and conferences.	\$ 1,000	\$ 1,000	\$ 1,000
		TOTAL OTHER SERVICES AND CHARGES	\$ 18,241	\$ 18,241	\$ 18,241
		INTERGOVERNMENTAL SERVICES			
511.70.51.45	Election Costs	King County election charges.	\$ 37,500	\$ 28,000	\$ 28,000
511.80.51.46	Voter Registration Costs	Voter registration fees assessed by King County. Charged annually . Approximately 16,857 voters x \$2.31343	\$ 38,997	\$ 38,997	\$ 38,997
		TOTAL INTERGOVERNMENTAL SERVICES	\$ 76,497	\$ 66,997	\$ 66,997
		INTERFUND PAYMENTS			
511.70.99.05	Interfund Insurance	Provides for a transfer to the City's self-insurance fund to cover insurance expenses.	\$ 1,555	\$ 1,555	\$ 1,426
		TOTAL INTERFUND SERVICES	\$ 1,555	\$ 1,555	\$ 1,426
		TOTAL LEGISLATIVE	\$ 185,712	\$ 176,215	\$ 176,086

**CITY OF DES MOINES
EXECUTIVE**

Organizational Chart



Department/Divisions

- City Manager*
- Public Defender*
- Record Services*
- Personnel Services*
- Central Services**
- Community Information Services*
- Risk Management*

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.140.023.513.10.00.00		EXECUTIVE	\$ 474,951	\$ 487,286	\$ 611,224

The Executive budget provides funding for the City Manager's office. The City Manager is responsible to the City Council for overall administration of all City departments, providing advice to the City Council, and implementing City Council goals, budgets and policy directions.

CITY OF DES MOINES

2012 BUDGET REQUEST

EXECUTIVE

001.140.023 EXECUTIVE		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST Y-T-D	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
513.10.10	SALARIES & WAGES	335,349	339,418	338,306	393,772	194,646	393,452	327,552	336,774	423,006	431,466
513.10.10.90	FURLOUGH	-	-	-	-	-	-	-	-	-	-
513.10.11	OVERTIME	-	-	-	-	-	-	-	-	-	-
513.10.10	SUB TOTAL	335,349	339,418	338,306	393,772	194,646	393,452	327,552	336,774	423,006	431,466
513.10.20	PERSONNEL BENEFITS	93,744	92,790	96,477	104,744	51,927	105,260	99,123	102,232	144,056	146,937
513.10.20.90	EE MED. CONTRIBUTION	(1,240)	(1,239)	(1,202)	(1,202)	(686)	(1,257)	(1,142)	(1,142)	(2,139)	(2,182)
513.10.20	SUB TOTAL	92,504	91,551	95,275	103,542	51,240	104,003	97,981	101,090	141,917	144,755
513.10.31	OFFICE SUPPLIES	1,600	2,839	1,600	1,600	1,528	2,775	1,600	1,600	1,600	1,632
513.10.35	SMALL TOOLS	400	-	400	400	-	200	400	400	400	408
513.10.30	SUB TOTAL	2,000	2,839	2,000	2,000	1,528	2,975	2,000	2,000	2,000	2,040
513.10.41	PROFESSIONAL SERVICES	15,750	7,779	15,000	15,000	-	4,000	15,000	15,000	15,000	15,300
513.10.42	COMMUNICATIONS	1,400	367	1,400	1,400	117	375	1,400	1,400	1,400	1,428
513.10.43	TRAVEL EXPENSES	1,830	1,830	1,830	1,830	167	562	1,830	1,830	1,150	1,173
513.10.44	ADVERTISING	2,540	76	-	-	-	-	-	-	-	-
513.10.49	MISCELLANEOUS	-	2,946	2,950	2,950	3,463	4,483	2,950	2,950	1,070	1,091
513.10.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	-	-	-	-	-	-	2,560	2,611
513.10.40	SUB TOTAL	21,520	12,997	21,180	21,180	3,747	9,420	21,180	21,180	21,180	21,604
513.10.99.01	COMPUTER MAINTENANCE	8,540	8,540	11,300	11,300	5,650	11,300	11,300	11,300	11,300	11,526
513.10.99.02	COMPUTER REPLACEMENT	1,515	1,515	1,036	1,036	518	1,036	3,042	3,042	913	931
513.10.99.05	INTERFUND INSURANCE	12,739	12,739	12,877	12,877	12,877	12,877	11,896	11,900	10,908	11,126
513.10.99	SUB TOTAL	22,794	22,794	25,213	25,213	19,045	25,213	26,238	26,242	23,121	23,583
594.13.64	EQUIPMENT	-	-	-	-	-	-	-	-	-	-
594.13.60	SUB TOTAL	-	-	-	-	-	-	-	-	-	-
EXECUTIVE TOTAL		474,167	469,600	481,974	545,707	270,207	535,063	474,951	487,286	611,224	623,448

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.140.023.513.10.00.00					
EXECUTIVE					
SALARIES AND WAGES					
513.10.10	Salaries	1.0 City Manager (CM) 1.0 Assistant City Manager (ACM) 1.0 Economic Development Mgr (Was a ltd-term position from 2010 to 2011. Become a regular full-time position starting 2012). 1.0 Executive Assistant 4.0 FTE's	\$ 327,552	\$ 336,774	\$ 423,006
TOTAL SALARIES			\$ 327,552	\$ 336,774	\$ 423,006
PERSONNEL BENEFITS					
513.10.20	Personnel Benefits	Provides personnel benefits including: Transportation Allowance (CM & ACM) \$9,600 Add'l payroll benefits for transportation allowance \$1,694	\$ 99,123	\$ 102,232	\$ 144,056
513.10.20.90	Employee Medical Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	(1,142)	(1,142)	(2,139)
TOTAL PERSONNEL BENEFITS			\$ 97,981	\$ 101,090	\$ 141,917
SUPPLIES					
513.10.31	Office Supplies	Cost of stationery, business cards, tapes, publications, printer supplies and pictures.	\$ 1,600	\$ 1,600	\$ 1,600
513.10.35	Small Tools	Miscellaneous small office equipment and furnishings.	400	400	400
TOTAL SUPPLIES			\$ 2,000	\$ 2,000	\$ 2,000

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.140.023.513.10.00.00		EXECUTIVE			
		OTHER SERVICES AND CHARGES			
513.10.41	Professional Services	Provides for hearing examiner services.	\$ 15,000	\$ 15,000	\$ 15,000
513.10.42	Communication	Long distance charges	1,400	1,400	1,400
513.10.43	Travel	Provides for travel to training seminars & conferences, such as:	1,830	1,830	1,150
		State ICMA conference for CM			\$ 500
		Monthly insurance (WCIA) meetings - 1 in eastern Washington and 2 in Seattle			\$ 75
		AWC Conference			\$ 375
		AWC Legislative Conference			\$ 100
		Travel expenses for training for executive assistant			\$ 100
					<u>\$ 1,150</u>
513.10.49	Miscellaneous	Provides for minor expenses not budgeted elsewhere: subscriptions, etc.	2,950	2,950	1,070
		Newspaper subscriptions			\$ 390
		Dinner and lunch meetings such as Suburban Cities, King County Officials, Chamber of Commerce, etc.			\$ 680
513.10.49	Dues, Schools, & Conferences	Provides for seminar & conference fees, and membership dues:	-	-	2,560
		ICMA dues (CM & ACM)			\$ 1,525
		WCMA dues (CM & ACM)			\$ 300
		AWC registration			\$ 150
		Legislative conference registration			\$ 110
		WCMA conference registration (1)			\$ 300
		Training for Executive Assistant			\$ 175
					<u>\$ 2,560</u>
TOTAL OTHER SERVICES AND CHARGES			<u>\$ 21,180</u>	<u>\$ 21,180</u>	<u>\$ 21,180</u>

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.140.023.513.10.00.00		EXECUTIVE INTERFUND PAYMENTS			
513.10.99.01	Computer Maintenance	Provides for maintenance of computers and printers.	\$ 11,300	\$ 11,300	\$ 11,300
513.10.99.02	Computer Replacement	Provides for allocated cost for shared server, computers, EDEN Financial System, & network infrastructure upgrades.	\$ 3,042	\$ 3,042	\$ 913
513.10.99.05	Interfund Insurance	Provides for a transfer to the City's self-insurance fund to cover insurance expenses.	\$ 11,896	\$ 11,900	\$ 10,908
		TOTAL INTERFUND PAYMENTS	\$ 26,238	\$ 26,242	\$ 23,121
		CAPITAL OUTLAY			
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
		TOTAL EXECUTIVE	\$ 474,951	\$ 487,286	\$ 611,224

CITY OF DES MOINES

2012 BUDGET REQUEST

PUBLIC DEFENDER

001.150.023 EXECUTIVE PUBLIC DEFENDER		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
512.80.41.05	PROF. SERVICES-PUBLIC DEFENDER	110,000	116,574	110,000	110,000	55,365	106,879	110,000	110,000	95,000	96,900
512.80.41.06	PROF. SERVICES-VIDEO ARRAIGNMENT	14,400	14,400	14,400	14,400	7,200	14,400	14,400	14,400	14,400	14,688
512.80.40	SUB TOTAL	124,400	130,974	124,400	124,400	62,565	121,279	124,400	124,400	109,400	111,588
594.12.64	EQUIPMENT	0	0	0	0	0	0	0	0	0	0
	PUBLIC DEFENDER TOTAL	124,400	130,974	124,400	124,400	62,565	121,279	124,400	124,400	109,400	111,588

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **EXECUTIVE**
 DIVISION: **Public Defender**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.150.023.512.80					
		PUBLIC DEFENDER			
		OTHER SERVICES AND CHARGES			
512.50.41	Professional Services	Provides for contract professional services: Public Defenders for indigent defendants	\$ 124,400	\$ 124,400	\$ 109,400
		Video Arraignment Public Defender and Other Services	\$ 95,000		
			\$ 14,400		
			<u>\$ 109,400</u>		
		TOTAL OTHER SERVICES AND CHARGES	<u>\$ 124,400</u>	<u>\$ 124,400</u>	<u>\$ 109,400</u>
		CAPITAL OUTLAY			
594.13.64	Equipment		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
		TOTAL PUBLIC DEFENDER	<u>\$ 124,400</u>	<u>\$ 124,400</u>	<u>\$ 109,400</u>

CITY OF DES MOINES

2012 BUDGET REQUEST

RECORDS SERVICES

001.180.024	RECORDS SERVICES	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST Y-T-D	2012 DEPT REQ	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
514.30.10	SALARIES & WAGES	90,383	88,746	92,059	104,559	50,027	108,599	126,510		126,510	126,510	129,040
514.30.10	SUB TOTAL	90,383	88,746	92,059	104,559	50,027	108,599	126,510	-	126,510	126,510	129,040
514.30.20	PERSONNEL BENEFITS	44,982	36,073	36,119	41,397	20,371	40,703	43,346		43,442	46,942	47,881
514.30.20.90	EMPLOYEE MED CONTRIBUTION	(1,290)	(596)	(535)	(535)	(331)	(622)	(583)		(583)	(622)	(634)
514.30.20	SUB TOTAL	43,692	35,477	35,584	40,862	20,040	40,081	42,763	-	42,859	46,320	47,246
514.30.31	OFFICE/OPERATING SUPPLIES	1,166	2,505	1,166	1,166	771	2,057	1,266		2,500	2,500	2,500
514.30.31.01	COMPUTER SUPPLIES	100	-	100	100	-	-	0		0	0	0
514.30.35	SMALL TOOLS & EQUIPMENT	300	-	300	300	-	0	300		300	300	300
514.30.30	SUB TOTAL	1,566	2,505	1,566	1,566	771	2,057	1,566	-	2,800	2,800	2,800
514.30.41	PROFESSIONAL SERVICES	3,500	5,286	3,500	3,500	2,634	5,425					
514.30.41.42	PROF SERV-RECORD STORAGE							5,415		5,500	5,500	5,610
514.30.42	COMMUNICATIONS	40	0	40	40	0	5	40		40	40	40
514.30.44	ADVERTISING	100	0	100	100	0	0					
514.30.44.02	ADVERTISING							100		100	100	100
514.30.49	MISCELLANEOUS	700	735	700	700	495	700	700		700	100	100
514.30.49.22	DUES, SCHOOLS, & CONFERENCES										600	600
514.30.40	SUB TOTAL	4,340	6,021	4,340	4,340	3,129	6,130	6,255	0	6,340	6,340	6,450
514.30.99.01	COMPUTER MAINTENANCE	4,270	4,270	6,780	6,780	3,390	6,780	4,520		4,520	4,520	4,610
514.30.99.02	COMPUTER REPLACEMENT	782	782	623	623	311	623	1,275		1,275	382	390
514.30.99.05	INTERFUND INSURANCE	6,413	6,413	7,044	7,044	7,044	7,044	6,506		6,508	5,966	6,085
514.30.99	SUB TOTAL	11,465	11,465	14,447	14,447	10,745	14,447	12,301	-	12,303	10,868	11,085
594.14.64	EQUIPMENT	0									8,700	
594.14.60	SUB TOTAL		-	-		-	-	-	-	-	8,700	-
	TOTAL RECORDS SERVICES	151,446	144,214	147,996	165,774	84,712	171,314	189,395	0	190,812	201,538	196,622

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.180.024.514.30.00.00					
		RECORD SERVICES			
		SALARIES AND WAGES			
514.30.10	Salaries and Wages	1.0 City Clerk	\$ 126,510	\$ 126,510	\$ 126,510
		1.0 Administrative Assistant I			
		2.0 FTE's Restored City Clerk & Admin Asst I positions to full-time in May 2011.			
		TOTAL SALARIES	\$ 126,510	\$ 126,510	\$ 126,510
		PERSONNEL BENEFITS			
514.30.20	Personnel Benefits	Provides for personnel benefits for the City Clerk and Administrative Assistant I.	\$ 43,346	\$ 43,442	\$ 46,942
514.30.20.90	Employee Medical Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (583)	\$ (583)	\$ (622)
		TOTAL PERSONNEL BENEFITS	\$ 42,763	\$ 42,859	\$ 46,320
		SUPPLIES			
514.30.31	Office Supplies	Provides for general office supplies and forms such as business license forms.	\$ 1,266	\$ 2,500	\$ 2,500
514.30.31.01	Computer Supplies	Provides for computer supplies.	\$ -	\$ -	\$ -
514.30.35	Small Tools and Equipment	Provides for purchase or replacement of small non-capitalized items such as calculators.	\$ 300	\$ 300	\$ 300
		TOTAL SUPPLIES	\$ 1,566	\$ 2,800	\$ 2,800
		OTHER SERVICES AND CHARGES			
514.30.41.42	Prof Serv-Record Storage	Provides for archive services and off site storage for non-financial City records.	\$ 5,415	\$ 5,500	\$ 5,500
514.30.42	Communications	Provides for long distance telephone charges.	\$ 40	\$ 40	\$ 40

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.180.024.514.30.00.00					
		RECORD SERVICES			
514.30.44.02	Advertising	Provides for any miscellaneous advertising.	\$ 100	\$ 100	\$ 100
514.30.49	Miscellaneous	Provides for other miscellaneous expenses, such as filing fees.	\$ 700	\$ 700	\$ 100
514.30.49.22	Dues, Schools, & Conferences	Provides for membership dues and registration fees for conferences and seminars.	\$ -	\$ -	\$ 600
		1. King County City Clerks Association	\$ 50		
		2. WA Municipal Clerks Association	\$ 110		
		3. Int'l Institute of Municipal Clerks	\$ 170		
		4. WA Municipal Clerks Conf.	\$ 270		
		5. Municipal Clerks Spring & Fall Academy	\$ -		
		\$ 600			
		TOTAL OTHER SERVICES AND CHARGES	\$ 6,255	\$ 6,340	\$ 6,340
		INTERFUND SERVICES			
514.30.99.01	Computer Maintenance	Provides for maintenance of two computers.	\$ 4,520	\$ 4,520	\$ 4,520
514.30.99.02	Computer Replacement	Provides for replacement of two computers.	\$ 1,275	\$ 1,275	\$ 382
514.30.99.05	Interfund Insurance	Provides for a transfer to the City's self-insurance fund to cover insurance expenses.	\$ 6,506	\$ 6,508	\$ 5,966
		TOTAL INTERFUND SERVICES	\$ 12,301	\$ 12,303	\$ 10,868
		CAPITAL OUTLAY			
594.14.64	Equipment	New request for Public Disclosure Records Management System software.	\$ -	\$ -	\$ 8,700
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 8,700
		TOTAL RECORD SERVICES	\$ 189,395	\$ 190,812	\$ 201,538

CITY OF DES MOINES

2012 BUDGET REQUEST

PERSONNEL SERVICES

001.230.000 PERSONNEL SERVICES	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST Y-T-D	2012 DEPT REQUEST	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
516.10.10 SALARIES & WAGES	-	-	-	-	-	-	-	61,176	-	-	-
516.10.10 SUB TOTAL	-	-	-	-	-	-	-	61,176	-	-	-
516.10.20 PERSONNEL BENEFITS	-	-	-	-	2	2	-	28,037	-	-	-
516.10.20.90 EMPLOYEE MED CONTRIBUTION	-	-	-	-	-	-	-	(862)	-	-	-
516.10.20 SUB TOTAL	-	-	-	-	2	2	-	27,175	-	-	-
516.10.31 OFFICE SUPPLIES	1,700	-	1,700	1,700	-	500	1,700	-	1,700	1,700	1,734
516.10.35 SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
516.10.30 SUB TOTAL	1,700	-	1,700	1,700	-	500	1,700	-	1,700	1,700	1,734
516.10.41 PROFESSIONAL SERVICES	11,600	4,028	9,100	9,100	3,784	5,226	20,265	-	22,765	22,765	23,220
516.10.42 COMMUNICATIONS	370	156	370	370	34	107	370	-	250	250	255
516.10.43 TRAVEL EXPENSES	314	36	314	314	-	-	314	-	314	314	314
516.10.49 MISCELLANEOUS	2,935	504	2,935	2,935	905	9,765	2,935	-	2,935	1,485	1,485
516.10.49.22 DUES, SCHOOLS, & CONFERENCES	-	-	-	-	-	-	-	-	-	1,450	1,450
516.10.40 SUB TOTAL	15,219	4,724	12,719	12,719	4,723	15,098	23,884	-	26,264	26,264	26,724
516.10.99.01 COMPUTER MAINTENANCE	2,135	2,135	2,260	2,260	1,130	2,260	2,260	-	2,260	2,260	2,305
516.10.99.02 COMPUTER REPLACEMENT	440	440	245	245	122	245	720	-	720	216	220
516.10.99.05 INTERFUND INSURANCE	-	-	-	-	-	-	-	-	-	-	-
516.10.90 SUB TOTAL	2,575	2,575	2,505	2,505	1,252	2,505	2,980	-	2,980	2,476	2,526
594.16.64 EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
594.16.60 SUB TOTAL	-	-	-	-	-	-	-	-	-	-	-
PERSONNEL SERVICES TOTAL	19,494	7,299	16,924	16,924	5,977	18,105	28,564	88,351	30,944	30,440	30,984

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.230.000.516.10.00.00		PERSONNEL SERVICES				
		SALARIES AND WAGES				
516.10.10	Salaries and Wages	Provides for the following personnel: 1.0 FTE Human Resources Specialist	\$ -	\$ 61,176	\$ -	\$ -
		Restore Position that was eliminated in 2009				
		EXEC AMEND: Not Approved				
		TOTAL SALARIES AND WAGES	\$ -	\$ 61,176	\$ -	\$ -
		PERSONNEL BENEFITS				
516.10.20	Personnel Benefits	Provides for personnel benefits. 1.0 FTE Human Resources Specialist	\$ -	\$ 28,037	\$ -	\$ -
516.10.20.90	Employee Medical Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s. 1.0 FTE Human Resources Specialist	\$ -	\$ (862)	\$ -	\$ -
		TOTAL PERSONNEL BENEFITS	\$ -	\$ 27,175	\$ -	\$ -
		SUPPLIES				
516.10.31	Office Supplies	Provides for the purchase of general office supplies such as forms, books, applications, files, etc. Includes supplies for safety and employee recognition programs.	\$ 1,700		\$ 1,700	\$ 1,700
516.10.35	Small Tools & Equipment	Provides for purchase of miscellaneous equipment.	\$ -		\$ -	\$ -
		TOTAL SUPPLIES	\$ 1,700		\$ 1,700	\$ 1,700

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.230.000.516.10.00.00		PERSONNEL SERVICES				
		OTHER SERVICES AND CHARGES				
516.10.41	Professional Services	Contingency for outside counsel on labor or personnel disputes and fees for in-service training seminars and professional services.	\$ 20,265		\$ 22,765	\$ 22,765
		WSP Background Checks	\$ 2,500			
		Required Hearing Conservation Program	\$ 1,500			
		Hepatitis B inoculations	\$ 1,500			
		Outside Counsel	\$ 3,600			
		Health Benefits Coordinator Service Fees	\$ 13,665			
			<u>\$ 22,765</u>			
516.10.42	Communications	Provides for Long Distance and Courier Service.	\$ 370		\$ 250	\$ 250
		Long Distance	\$ 50			
		Courier Service	\$ 200			
			<u>\$ 250</u>			
516.10.43	Travel	Meeting Travel and Conferences	\$ 314	\$ -	\$ 314	\$ 314
516.10.49	Miscellaneous	Provides for other miscellaneous expenses, such as:	\$ 2,935		\$ 2,935	\$ 1,485
		CDL Drug and Alcohol Testing	\$ 900			
		AWC Police Benefit Survey	\$ 85			
		Employment Law Newsletter	\$ 300			
		Defibrillator Renewal	\$ -			
		Miscellaneous	\$ 200			
516.10.49.22	Dues, Schools, & Conferences	Provides for dues, conferences and seminars, employee training:	\$ -		\$ -	\$ 1,450
		CPR/First Aid Training	\$ 500			
		WAPELRA Membership/Conf Registration	\$ 250			
		Labor Institute Registration	\$ 200			
		Safety Board Training	\$ 500			
			<u>\$ 1,450</u>			
		TOTAL OTHER SERVICES AND CHARGES	\$ 23,884	\$ -	\$ 26,264	\$ 26,264

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.230.000.516.10.00.00		PERSONNEL SERVICES				
		INTERFUND SERVICES				
516.10.99.01	Computer Maintenance	Provides for computer hardware maintenance.	\$ 2,260		\$ 2,260	\$ 2,260
516.10.99.02	Computer Replacement	Provides for computer hardware replacement.	\$ 720		\$ 720	\$ 216
516.10.99.05	Interfund Insurance	Contribution to the Self Insurance Fund.	\$ -		\$ -	\$ -
		TOTAL INTERFUND SERVICES	\$ 2,980		\$ 2,980	\$ 2,476
		CAPITAL OUTLAY			\$ -	\$ -
		TOTAL CAPITAL OUTLAY	\$ -		\$ -	\$ -
		TOTAL PERSONNEL SERVICES	\$ 28,564	\$ 88,351	\$ 30,944	\$ 30,440

CITY OF DES MOINES

2012 BUDGET REQUEST

WELLNESS PROGRAM

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST Y-T-D	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.235.000	WELLNESS PROGRAM										
517.90.31	OFFICE SUPPLIES	1,500	-	1,500	1,500	-	-	1,500	-		
517.90.31.01	SUPPLIES - SAFETY COMM	-	-	-	-	-	-	-	-		
517.90.35	SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	-
517.90.30	SUB TOTAL	1,500	-	1,500	1,500	-	-	1,500	-	-	-
517.90.41	PROFESSIONAL SERVICES										
517.90.42	COMMUNICATIONS										
517.90.43	TRAVEL EXPENSES	500	442	500	500	-	-	500	-		
517.90.44	ADVERTISING										
517.90.49	MISCELLANEOUS										
517.90.40	SUB TOTAL	500	442	500	500	-	-	500	-	-	-
	PERSONNEL SERVICES TOTAL	2,000	442	2,000	2,000	-	-	2,000	-	-	-

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT: **EXECUTIVE**
 DIVISION: **WELLNESS PROGRAM**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.235.000.517.90.00.00		WELLNESS PROGRAM			
		SUPPLIES			
516.10.31	Office Supplies	Provides for the purchase of general office supplies for wellness program. EXEC AMEND: Cut	\$ 1,500	\$ -	\$ -
516.10.35	Small Tools & Equipment	Provides for purchase of miscellaneous equipment.	\$ -	\$ -	\$ -
		TOTAL SUPPLIES	\$ 1,500	\$ -	\$ -
		OTHER SERVICES AND CHARGES			
516.10.41	Professional Services		\$ -	\$ -	\$ -
516.10.42	Communications	Provides for Long Distance and Courier Service.	\$ -	\$ -	\$ -
516.10.43	Travel	Meeting Travel and Conferences EXEC AMEND: Cut	\$ 500	\$ -	\$ -
516.10.49	Miscellaneous	Provides for miscellaneous dues, conferences and seminars.			\$ -
		TOTAL OTHER SERVICES AND CHARGES	\$ 500	\$ -	\$ -
		TOTAL WELLNESS PROGRAM	\$ 2,000	\$ -	\$ -

CITY OF DES MOINES

2012 BUDGET REQUEST

PRINTING & DUPLICATION SERVICES

001.240.027 CENTRAL SERVICES PRINTING & DUPLICATING		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
518.70.31	SUPPLIES	2,000	350	2,000	2,000	-	500	2,000	2,000	2,000	-
518.70.35	SMALL TOOLS & EQUIPMENT	0	-	-	0	-	-	-	-	-	-
518.70.30	SUB TOTAL	2,000	350	2,000	2,000	-	500	2,000	2,000	2,000	0
518.70.45.02	COPIER LEASE	1,951	2,003	5,013	5,013	2,556	4,252	5,013	5,013	5,013	5,138
518.70.40	SUB TOTAL	1,951	2,003	5,013	5,013	2,556	4,252	5,013	5,013	5,013	5,138
594.18.64	EQUIPMENT	-	-	-	-	-	-	-	-	-	-
594.18.60	SUB TOTAL	-	-	-	-	-	-	-	-	-	-
TOTAL PRINTING & DUPLICATION		3,951	2,353	7,013	7,013	2,556	4,752	7,013	7,013	7,013	5,138

BUDGET NARRATIVE 2012

FUND: GENERAL
DEPARTMENT: EXECUTIVE

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.240.027.518.70.00.00		PRINTING AND DUPLICATION SERVICES			
		SUPPLIES			
518.70.31	Supplies	Provides funding for all supplies needed for use of multifunction copier machine at City Hall. Printing costs contained by increased 2-sided copying.	\$ 2,000	\$ 2,000	\$ 2,000
		TOTAL SUPPLIES	\$ 2,000	\$ 2,000	\$ 2,000
		OTHER SERVICES AND CHARGES			
518.70.45.02	Copier Lease	Provides for operating cost per copy at City Hall. Copiers Northwest \$ 5,013 Sharp (Lease reclassified as Capital Lease - \$2,517) <u>\$ 5,013</u>	\$ 5,013	\$ 5,013	\$ 5,013
		Note: Sharp copier is leased with Wells Fargo Financing and will expire in 1/31/2016.			
		TOTAL OTHER SERVICES AND CHARGES	\$ 5,013	\$ 5,013	\$ 5,013
		TOTAL PRINTING AND DUPLICATING	\$ 7,013	\$ 7,013	\$ 7,013

CITY OF DES MOINES

2012 BUDGET REQUEST

COMMUNICATIONS

001.280.027	CENTRAL SERVICES COMMUNICATIONS	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
528.80.31	SUPPLIES	1,500	2,262	2,500	2,500	706	2,104	2,500	2,500	2,500	2,500
528.80.42	COMMUNICATIONS	37,110	30,471	35,100	35,100	10,658	27,615	35,100	33,100	33,100	33,928
528.80.45	OPERATING LEASES & RENTALS	2,750	2,742	2,850	2,850	1,426	2,988	2,850	3,264	3,264	3,346
528.80.40	SUB TOTAL	41,360	35,475	40,450	40,450	12,790	32,707	40,450	38,864	38,864	39,773
597.00.00	TRANSFER-OUT/FUND 511 **	10,000	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000
597.00.00	SUB TOTAL	10,000	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000
	TOTAL COMMUNICATIONS	51,360	45,475	50,450	50,450	12,790	42,707	50,450	48,864	48,864	49,773
	CENTRAL SERVICES TOTAL:	55,311	47,828	57,463	57,463	15,346	47,459	57,463	55,877	55,877	54,911

** The recommendation is to transfer-out the \$10,000 annually to the Computer Replacement Fund to reserve funds for the replacement of the phone system.

BUDGET NARRATIVE
2012

FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.280.027.528.80.00.00		COMMUNICATIONS			
		OTHER SERVICES AND CHARGES			
528.80.31	Supplies	Postage tapes and ink cartridges for the postage meter.	\$ 2,500	\$ 2,500	\$ 2,500
528.80.35	Small Tools & Equip	Provides for the replacement of telephones (refurbished) and uninterrupted service in the event existing phones cease to function.	\$ -	\$ -	\$ -
528.80.42	Communications	Provides funding for citywide communications charges: Telephone Lines \$ 14,515 Postage \$ 18,225 MRSC Hosted Web Site \$ 360 <u>\$ 33,100</u>	\$ 35,100	\$ 33,100	\$ 33,100
528.80.45	Operating Leases & Rentals	Provides for lease of postage machine at City Hall.	\$ 2,850	\$ 3,264	\$ 3,264
528.80.48	Repair and Maintenance	Provides for repairs to city telecommunication system.	\$ -	\$ -	\$ -
528.80.49	Miscellaneous	Provides for unanticipated expenses.	\$ -	\$ -	\$ -
		TOTAL OTHER SERVICES AND CHARGES	\$ 40,450	\$ 38,864	\$ 38,864

BUDGET NARRATIVE 2012

FUND: GENERAL
DEPARTMENT: EXECUTIVE

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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EQUIPMENT

597.00.00	Transfer-out/Fund 511	\$10,000 per year beginning in 2001 is reserved over the next 7 to 10 years for the replacement of the City's existing telephone system.	\$ 10,000	\$ 10,000	\$ 10,000
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This money is reserved in the Computer Equipment Replacement Fund and the transfer-out of the General Fund started with a \$20,000 transfer in 2003. An annual transfer of \$10,000 thereafter, except in 2009.

TOTAL EQUIPMENT

	\$ 10,000	\$ 10,000	\$ 10,000
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TOTAL COMMUNICATIONS

	\$ 50,450	\$ 48,864	\$ 48,864
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CITY OF DES MOINES

2012 BUDGET REQUEST

COMMUNITY INFORMATION SERVICES

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.550.035	COMMUNITY INFO. SERVICES										
557.20.31.00	SUPPLIES		-	-		-	-	-	-	-	-
557.20.41.00	PROF SERV-CABLE CONSULTANT	3,000	2,200	3,000	3,000	-	-	-	-	-	-
557.20.41.01	PROF SERV-CC VIDEO TAPE	6,113	5,199	4,500	4,500	1,413	4,350				
557.20.41.04	PROF SERV-NEWSLETTER	14,000	7,235	14,000	14,000	2,691	8,191				
557.20.41.24	PROF SERV-CABLE CONSULTANT							3,000	3,000	3,000	3,075
557.20.41.30	PROF SERV-CC VIDEO TAPE							5,000	5,000	5,000	5,125
557.20.41.39	PROF SERV-NEWSLETTER							10,000	9,000	9,000	9,225
557.20.42	COMMUNICATIONS	10,000	4,391	10,000	10,000	1,735	5,205	6,500	5,500	5,500	5,638
557.20.44.02	ADVERTISING	-	-	-	-	-	-	-	-	-	-
557.20.40	SUB TOTAL	33,113	19,025	31,500	31,500	5,839	17,746	24,500	22,500	22,500	23,063
594.57.64	EQUIPMENT		-	-		-	-	-	-	-	-
	COMMUNITY INFO. TOTAL	33,113	19,025	31,500	31,500	5,839	17,746	24,500	22,500	22,500	23,063

BUDGET NARRATIVE 2012

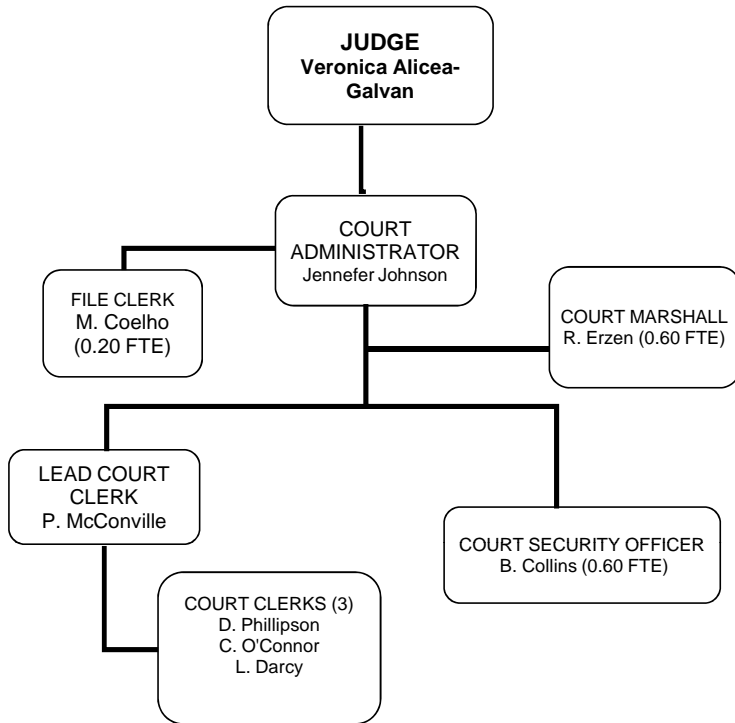
FUND: **GENERAL**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.550.035.557.20.00.00					
		COMMUNITY INFORMATION SERVICES			
		OTHER SERVICES AND CHARGES			
557.20.41.24	Prof Serv - Cable Consultant	Provides for the professional services of the City's cable television consultant, who reviews proposed rate increases and resolves technical issues associated with local cable TV service.	\$ 3,000	\$ 3,000	\$ 3,000
557.20.41.30	Prof Serv - City Council Mtg Video Taping	Provides for video taping of City Council meetings at approximately \$75 per meeting with an estimated 40 meetings for the year (\$3,000) and \$2,000 to format video tape for broadcast.	\$ 5,000	\$ 5,000	\$ 5,000
557.20.41.39	Prof Serv - Newsletter	Provides for printing of three (3) issues of 'City Currents' per year, and for the production of brochures, doorhangers, and other informational items.	\$ 10,000	\$ 9,000	\$ 9,000
557.20.42	Communications	Provides for bulk rate postage for newsletters, public information and the "City Currents" as City Currents- 3 issues per year Miscellaneous mailings (e.g., "fireworks prohibited")	\$ 6,500	\$ 5,500	\$ 5,500
		\$5,205			
		\$295			
		<u>\$5,500</u>			
557.20.44.02	Advertising	Provides for miscellaneous advertising.	\$ -	\$ -	\$ -
		TOTAL COMMUNITY INFORMATION SERVICES	\$ 24,500	\$ 22,500	\$ 22,500

CITY OF DES MOINES

JUDICIAL

Organizational Chart



Department/Divisions

- Municipal Court*
- Trial Court Improvement*
- Jail Services*
- Judicial Grants*

BUDGET NARRATIVE

2012

FUND: **GENERAL**
DEPARTMENT: **JUDICIAL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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001.120.022.512.50.00.00	JUDICIAL		\$ 762,922	\$ 749,766	\$ 767,071
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The Judicial budget funds all functions of the Municipal Court system. Funding is also provided for contract services provided by pro tem judges, a magistrate, interpreters, security services, and other necessary support personnel. The judicial processes misdemeanor prosecutions and violations of city codes.

	2011 (Amended Budget)	2012 (Budget)
Municipal Court Revenues Include:		
WA State Grants-AOC for:		
Court computers	\$ -	\$ -
Interpreting Services Reimbursement	\$ 4,489	\$ 4,800
WA Sate Grant-Office of Public Defense	\$ 15,000	\$ -
Normandy Park Court Services	\$ 55,000	\$ 55,000
Fines and Forfeitures	\$ 211,744	\$ 240,000
Probation Fees	\$ 2,100	\$ 2,100
Court Costs	\$ 153,700	\$ 95,200
	\$ 442,033	\$ 397,100

Trial Court Improvement Revenue Includes:		
WA State Grant-AOC for full-time elected municipal court judge		
	\$ 27,256	\$ 22,200

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.120.022	JUDICIAL											
512.50.10	SALARIES & WAGES	478,042	505,350	472,096	472,096	240,576	475,894	477,729	11,535	476,976	488,661	498,434
512.50.11	OVERTIME	300	0	300	300	379	500	300		300	300	306
512.50.10	SUB TOTAL	478,342	505,350	472,396	472,396	240,955	476,394	478,029	11,535	477,276	488,961	498,740
512.50.20	PERSONNEL BENEFITS	156,798	160,918	145,616	145,616	74,428	146,670	160,528	2,354	162,013	176,347	179,874
512.50.20.90	EE MED. CONTRIBUTION	(3,446)	(3,633)	(3,180)	(3,180)	(1,631)	(3,361)	(3,230)		(3,230)	(3,447)	(3,516)
512.50.21	UNIFORMS	1,000	596	1,000	1,000	2,121	2,448	1,000		1,000	1,000	0
512.50.20	SUB TOTAL	154,352	157,881	143,436	143,436	74,918	145,757	158,298	2,354	159,783	173,900	176,358
512.50.31	OFFICE/OPERATING SUPPLIES	7,650	13,247	12,775	12,775	7,144	12,775	12,775		12,775	12,775	12,775
512.50.32.01	UNLEADED FUEL (ISF)	2,741	4,672	4,681	5,481	2,713	4,713	5,697		4,836	4,836	4,933
512.50.35	SMALL TOOLS & EQUIP	750	9,268	750	750	380	750	750		750	750	750
512.50.30	SUB TOTAL	11,141	27,186	18,206	19,006	10,237	18,238	19,222	0	18,361	18,361	18,458
512.50.41	PROFESSIONAL SERVICES	35,000	29,196	20,500	20,500	23,232	46,241	0		0	0	0
512.50.41.03	JUDGE PRO-TEM							7,000		7,000	7,000	7,000
512.50.41.04	INTERPRETING SERVICES							8,500		8,500	8,500	8,500
512.50.41.08	SHREDDING SERVICES							1,500		1,500	1,500	1,500
512.50.41.42	RECORD STORAGE							1,500		1,500	1,500	1,500
512.50.41.43	SECURITY SERVICES							2,000		2,000	2,000	2,000
512.50.42	COMMUNICATIONS	850	784	1,289	1,289	347	800	1,289		1,289	1,287	1,313
512.50.43	TRAVEL EXPENSES	784	1,663	784	784	1,972	1,982	784		784	784	784
512.50.44	ADVERTISING	500	0	500	500	-	1,800					
512.50.44.02	ADVERTISING							500		500	500	500
512.50.45.02	COPIER LEASE	3,500	3,474	3,500	3,500	2,082	3,500	3,500		3,500	3,500	3,500
512.50.48	REPAIRS & MAINTENANCE	2,000	0	2,000	2,000	2,935	2,935	2,000		2,000	2,000	2,000
512.50.49	MISCELLANEOUS	1,275	3,080	1,275	1,275	2,352	2,483	1,275		1,275	300	300
512.50.49.05	CREDIT CARD FEES	3,200	2,363	3,200	3,200	1,254	2,050	3,200		3,200	3,200	3,200
512.50.49.22	DUES, SCHOOLS, & CONFERENCES										2,000	2,000
512.50.49.25	PRINTING AND BINDING											
512.50.49.90	JURY FEES	3,700	1,339	3,700	3,700	807	1,632	3,700		3,700	2,675	2,675
512.50.40	SUB TOTAL	50,809	41,900	36,748	36,748	34,981	63,423	36,748	0	36,748	36,746	36,772
512.50.99.01	COMPUTER MAINTENANCE	19,215	19,215	18,080	18,080	9,040	18,080	18,080		18,080	18,080	18,442
512.50.99.02	COMPUTER REPLACEMENT	1,479	1,479	739	739	370	739	2,160		2,160	648	661
512.50.99.03	EQUIPMENT MAINTENANCE	3,900	3,900	2,250	2,250	1,125	2,250	4,500		4,500	3,040	4,500
512.50.99.04	EQUIPMENT REPLACEMENT	0	0	0	0	0	0	2,187		3,038	0	3,038
512.50.99.05	INSURANCE	30,885	30,885	32,271	32,271	32,271	32,271	29,809		29,820	27,335	27,882
	SUB TOTAL	55,479	55,479	53,340	53,340	42,806	53,340	56,736		57,598	49,103	54,522
594.12.64	EQUIPMENT	0	0	0	0	0	0	0		0	0	0
	MUNICIPAL COURT TOTAL	750,123	787,795	724,126	724,926	403,896	757,152	749,033	13,889	749,766	767,071	784,850

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **JUDICIAL**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.120.022.512.50.00.00 MUNICIPAL COURT						
SALARIES AND WAGES						
512.50.10	Salaries & Wages	0.80 Judge 1.00 Court Administrator 1.00 Lead Court Clerk 3.00 Court Clerks -0.30 Court Clerk Hours assigned to Automated Speed Enforcement Prog 0.20 File Clerk 0.60 Court Marshall 0.415 Court Security Officer 0.185 Court Security Officer Increase hours to transport prisoner 6.900 FTE's	\$ 477,729		\$ 476,976	\$ 477,126
512.50.11	Overtime	Overtime for staff results from extended court calendars, magistrate hearings, and jury trials.	\$ 300	\$ -	\$ 300	\$ 300
TOTAL SALARIES AND WAGES			\$ 478,029	\$ 11,535	\$ 477,276	\$ 488,961
PERSONNEL BENEFITS						
512.50.20	Benefits	Personnel benefits associated with all staff. 0.185 Court Security Officer	\$ 160,528		\$ 162,013	\$ 173,993
				\$ 2,354		\$ 2,354
512.50.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (3,230)		\$ (3,230)	\$ (3,447)
512.50.21	Uniforms	Provides uniforms for the Court Marhsall and Court Security Officer.	\$ 1,000		\$ 1,000	\$ 1,000
TOTAL PERSONNEL BENEFITS			\$ 158,298	\$ 2,354	\$ 159,783	\$ 173,900

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **JUDICIAL**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.120.022.512.50.00.00 MUNICIPAL COURT						
SUPPLIES						
512.50.31	Office & Operating Supplies	Provides for the office and operating supplies for the operation of the Court, which include file folders, labels, pens, copier paper, envelopes, toner, ink for fax machine/deskjet, jury supplies and court forms.	\$ 12,775	\$ -	\$ 12,775	\$ 12,775
512.50.32.01	Unleaded Fuel		\$ 5,697	\$ -	\$ 4,836	\$ 4,836
512.50.35	Small Tools & Equipment	Provides for small office equipment that may need to be replaced.	\$ 750	\$ -	\$ 750	\$ 750
TOTAL SUPPLIES			\$ 19,222	\$ -	\$ 18,361	\$ 18,361
OTHER SERVICES AND CHARGES						
512.50.41	Professional Services	Provides for contract professional services.	\$ 20,500		\$ 20,500	\$ 20,500
		Pro tem services for judge/magistrate	\$ 7,000			
		Interpreting Services	\$ 8,500			
		Security Services	\$ 2,000			
		Document Shredding Services	\$ 1,500			
		Record Storage	\$ 1,500			
			<u>\$ 20,500</u>			
		Professional Services pays for contract services for pro tem judge/magistrate. Interpreter services are used to ensure a fair hearing for non-English speaking defendants. Shred-It provides for the shredding of court documents that include defendants' personal information, e.g., SSN, Date of Birth, Driver's License #, etc.				

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **JUDICIAL**

Account No.	Title	Narrative		Departmental Request	New Requests	Executive Amendment	Adopted
001.120.022.512.50.00.00		MUNICIPAL COURT					
512.50.42	Communications	Telephone Line	\$ 560	\$ 1,289	\$ -	\$ 1,289	\$ 1,287
		MDC aircard	\$ 459				
		Long Distance	\$ 230				
		Postage	\$ 38				
			\$ 1,287				
512.50.43	Travel	Provides for mileage, hotel and meal reimbursement for training and meetings.		\$ 784	\$ -	\$ 784	\$ 784
		Dist & Municipal Court Administrator Conf. Spring/Fall	\$ 275				
		Dist & Municipal Judges Conf. Spring/Fall	\$ 275				
		Court Clerk Regional training Spring/Fall	\$ 117				
		Court Marshall & Court Security Ofc training	\$ 117				
			\$ 784				
512.50.44.02	Advertising	Provides for any miscellaneous advertising that may be needed throughout the year.		\$ 500	\$ -	\$ 500	\$ 500
512.50.45.02	Copier Lease	Provides for lease & maintenance agreement of the copier.		\$ 3,500	\$ -	\$ 3,500	\$ 3,500
512.50.48	Repairs & Maintenance	Provides for repairs needed to the fax machine.		\$ 2,000	\$ -	\$ 2,000	\$ 2,000
512.50.49	Miscellaneous	Provides other miscellaneous charges such as:		\$ 1,275	\$ -	\$ 1,275	\$ 300
		Witness fees	\$ 200				
		Other miscellaneous expenses	\$ 100				
			\$ 300				
512.50.49.05	Credit Card Fees	Bank charges for processing credit card payments.		\$ 3,200	\$ -	\$ 3,200	\$ 3,200
512.50.49.22	Dues, Schools, & Conferences	Provides for training tuition, conference fees and professional dues.		\$ -	\$ -	\$ -	\$ 2,000
512.50.49.90	Jury Fees	Reimburses individuals for jury duty time.		\$ 3,700	\$ -	\$ 3,700	\$ 2,675
		TOTAL OTHER SERVICES AND CHARGES		\$ 36,748	\$ -	\$ 36,748	\$ 36,746

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **JUDICIAL**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.120.022.512.50.00.00						
MUNICIPAL COURT						
INTERFUND SERVICES						
512.50.99.01	Computer Maintenance	Provides for maintenance of computers and printer.	\$ 18,080	\$ -	\$ 18,080	\$ 18,080
512.50.99.02	Computer Replacement	Provides for allocated cost for shared server, Eden Financial System, network infrastructure upgrades, & vehicle computer.	\$ 2,160		\$ 2,160	\$ 648
512.50.99.03	Equipment Maintenance	Provides for maintenance of jail transport vehicle by City mechanic.	\$ 4,500	\$ -	\$ 4,500	\$ 3,040
512.50.99.04	Equipment Replacement	Provides for replacement of reserved jail transport vehicle.	\$ 2,187	\$ -	\$ 3,038	\$ -
512.50.99.05	Insurance	Transfer to the Self Insurance Fund based on workers' hours.	\$ 29,809	\$ -	\$ 29,820	\$ 27,335
TOTAL INTERFUND SERVICES			\$ 56,736	\$ -	\$ 57,598	\$ 49,103
CAPITAL OUTLAY						
594.13.64	Equipment		\$ -	\$ -	\$ -	\$ -
TOTAL MUNICIPAL COURT			\$ 749,033	\$ 13,889	\$ 749,766	\$ 767,071

CITY OF DES MOINES

2012 BUDGET REQUEST

Trial Court Improvement Account

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.125.022 JUDICIAL										
512.50.10 SALARIES & WAGES	27,000	27,000	28,913	28,913	13,768	27,535	28,342	28,342	28,342	28,909
512.50.10 SUB TOTAL	27,000	27,000	28,913	28,913	13,768	27,535	28,342	28,342	28,342	28,909
512.50.20 PERSONNEL BENEFITS	7,712	7,712	8,485	8,485	4,287	8,524	8,921	8,940	9,576	9,768
512.50.20.90 EE MED. CONTRIBUTION	-	-	(226)	(226)	-	-	(231)	(231)	(246)	(251)
512.50.20 SUB TOTAL	7,712	7,712	8,259	8,259	4,287	8,524	8,690	8,709	9,330	9,517
512.50.99.05 INTERFUND INSURANCE								787	721	735
512.50.99 SUB TOTAL	-	-	-	-	-	-	-	787	721	735
TRIAL COURT IMPRV ACCT TOTAL	34,711	34,711	37,172	37,172	18,055	36,059	37,032	37,838	38,393	39,161

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **JUDICIAL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.125.022.512.50.00.00 TRIAL COURT IMPROVEMENT					
SALARIES AND WAGES					
512.50.10	Salaries & Wages	0.20 Judge	\$ 28,342	\$ 28,342	\$ 28,342
TOTAL SALARIES AND WAGES			\$ 28,342	\$ 28,342	\$ 28,342
PERSONNEL BENEFITS					
512.50.20	Benefits	Personnel benefits associated with 0.20 FTE Judge	\$ 8,921	\$ 8,940	\$ 9,576
512.50.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (231)	\$ (231)	\$ (246)
TOTAL PERSONNEL BENEFITS			\$ 8,690	\$ 8,709	\$ 9,330
INTERFUND SERVICES					
512.50.99.05	Interfund Insurance	Transfer to the Self Insurance Fund based on workers' hours.	\$ -	\$ 787	\$ 721
TOTAL INTERFUND SERVICES			\$ -	\$ 787	\$ 721
TOTAL TRIAL COURT IMPROVEMENT ACCOUNT			\$ 37,032	\$ 37,838	\$ 38,393

CITY OF DES MOINES

2012 BUDGET REQUEST

Judicial Grants

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.122.022 JUDICIAL										
512.50.10 SALARIES & WAGES	-	-	-	-	-	2,189	-	-	-	-
512.50.10 SUB TOTAL	-	-	-	-	-	2,189	-	-	-	-
512.50.20 PERSONNEL BENEFITS	-	-	-	-	-	569	-	-	-	-
512.50.20.90 EE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	-	-
512.50.20 SUB TOTAL	-	-	-	-	-	569	-	-	-	-
594.12.62 EQUIPMENT	18,160			18,160		18,160				
JUDICIAL GRANTS ACCT TOTAL	18,160	-	-	18,160	-	20,918	-	-	-	-

CITY OF DES MOINES

2012 BUDGET REQUEST

JAIL SERVICES

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.400	JAIL SERVICES										
001.400.010											
523.10.49.00	JAIL ADVISORY GROUP (JAG) MEMBER.	2,281	-	-	-	1,077	1,077				-
523.21.41.00	JAIL PROF SERVICES (HOME DETENTION)		11,352	-	-	10,690	17,723			25,000	25,625
523.60.51.00	SCORE-MISDEMEANOR MAINTENANCE	-	-	148,000	210,319	-	210,319	-	-		
523.60.51.44	SCORE-MISDEMEANOR MAINTENANCE							486,126	409,956	275,000	275,000
598.23.52	SCORE CAPITAL CONTRIBUTIONS			382,610	382,610	198,755	382,610				
598.23.52.01	SCORE CAPITAL CONTRIBUTIONS							148,744	148,744	148,744	153,206
060.523.60.51.00	SUB TOTAL	2,281	11,352	530,610	592,929	210,522	611,729	634,870	558,700	448,744	453,831
001.400.030											
523.60.51.00	KC-MISDEMEANOR BOOKINGS	60,000	58,629	45,000	45,000	16,805	31,750				-
523.60.51.02	KC-MISDEMEANOR MAINTENANCE	240,000	173,405	125,000	125,000	43,462	90,000				-
030.523.60.51.00	SUB TOTAL	300,000	232,034	170,000	170,000	60,266	121,750	-	-	-	-
001.400.040											
523.60.51.00	OKANOGAN-MISDEMEANOR BOOKINGS	-	-	-	-	(306)	-	-	-	-	-
523.60.51.50	OKANOGAN-MISDEMEANOR BOOKINGS										
523.60.51.02	OKANOGAN-MISDEMEANOR MAINTENANCE	-	-	25,000	25,000	3,111	4,000				-
523.60.51.51	OKANOGAN-MISDEMEANOR MAINTENANCE										
050.523.60.51.00	SUB TOTAL	-	-	25,000	25,000	2,805	4,000	-	-	-	-
001.400.050											
523.60.51.02	YAKIMA-MISDEMEANOR MAINTENANCE	340,200	345,292	-	-	-	-				-
050.523.60.51.00	SUB TOTAL	340,200	345,292	-	-	-	-	-	-	-	-
001.400.060											
523.60.51.02	RENTON-MISDEMEANOR MAINTENANCE	2,000	2,392	-	-						
060.523.60.51.00	SUB TOTAL	2,000	2,392	-	-	-	-	-	-	-	-
001.400.070											
523.60.51.02	ENUMCLAW-MISDEMEANOR MAINTENANCE	500	385	-	-	720	720				-
060.523.60.51.00	SUB TOTAL	500	385	-	-	720	720	-	-	-	-
001.400.080											
523.60.51.00	FIFE-MISDEMEANOR BOOKINGS	55,000	3,304	2,400	2,400	2,501	2,300				-
523.60.51.02	FIFE-MISDEMEANOR MAINTENANCE	5,000	41,332	25,000	25,000	19,045	28,000				-
060.523.60.51.00	SUB TOTAL	60,000	44,636	27,400	27,400	21,546	30,300	-	-	-	-
001.400.110											
523.60.51.02	ISSAQUAH-MISDEMEANOR MAINTENANCE	-	2,557	-	-	13,901	17,900	-	-	-	-
060.523.60.51.02	SUB TOTAL	-	2,557	-	-	13,901	17,900	-	-	-	-

CITY OF DES MOINES

2012 BUDGET REQUEST

JAIL SERVICES

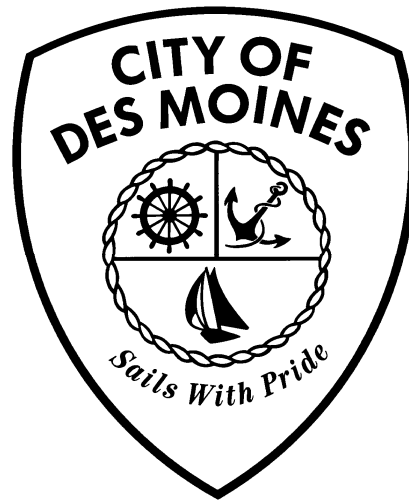
001.400 JAIL SERVICES		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.400.120	523.60.51.02 KITSAP-MISDEMEANOR MAINTENANCE	-	-	25,000	25,000	-	-				-
060.523.60.51.02	SUB TOTAL	-	-	25,000	25,000	-	-	-	-	-	-
001.400.130	523.60.51.02 PUYALLUP-MISDEMEANOR MAINTENANCE	-	-	-	-	-	1,200				-
060.523.60.51.02	SUB TOTAL	-	-	-	-	-	1,200	-	-	-	-
JAIL SERVICES TOTAL		704,981	638,648	778,010	840,329	309,761	787,599	634,870	558,700	448,744	453,831

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **JAIL SERVICES**

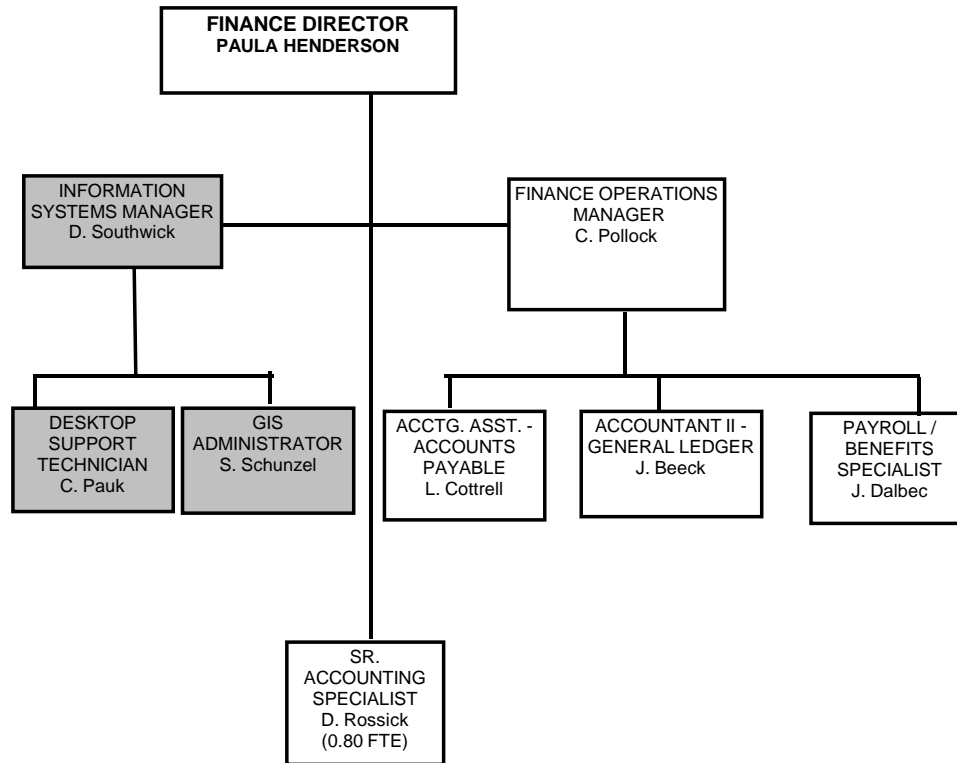
Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
JAIL SERVICES					
001.400.010.523.10.00.00					
ADMINISTRATION					
523.21.41.00	Jail Prof Services (Home Detention)	Provides for home monitoring security services	\$ -	\$ -	\$ 25,000
523.60.51.00	SCORE-MISDEMEANOR MAINTENANCE		\$ 486,126	\$ 409,956	\$ 275,000
598.23.52.01	SCORE CAPITAL CONTRIBUTIONS		\$ 148,744	\$ 148,744	\$ 148,744
TOTAL ADMINISTRATION			\$ 634,870	\$ 558,700	\$ 448,744
TOTAL JAIL SERVICES			\$ 634,870	\$ 558,700	\$ 448,744

2012 Budget



**CITY OF DES MOINES
FINANCIAL SERVICES**

Organizational Chart



Department/Divisions

- Financial Services*
- Grants Management*
- Reserve Funds*
- Treasury Services*
- King County Detox Program*
- Miscellaneous Memberships*
- Fire & Pollution Control*
- Debt Service Funds*
- Computer Operations*

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.160.024.514.20.00.00		FINANCIAL SERVICES	\$ 838,440	\$ 842,139	\$ 849,413

The Financial Services section assists the City Manager in preparing the annual operating budget and the six-year Capital Improvement Plan. It also monitors and administers these budgets once they have been approved by the City Council. It prepares monthly internal financial reports and annual financial reports for the State Auditor's Office. It provides payroll services, including all benefit processing to all City employees. This program also provides cashing for all cash receipts and manages the City's investment portfolio. It administers the City's debt portfolio and obtains long-term financing at the most advantageous rates. It bills and collects for the City's local improvement districts, and all other miscellaneous charges. It also accounts for fixed assets, administers grant reimbursements and performs all other necessary accounting services.

CITY OF DES MOINES

2012 BUDGET REQUEST

FINANCIAL SERVICES

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.160.024	FINANCIAL SERVICES											
514.20.10	SALARIES & WAGES	460,062	458,707	468,506	468,506	234,191	469,918	483,480		483,480	483,480	493,150
514.20.11	OVERTIME	2,000	200	2,000	2,000	2,965	3,492	2,000		2,000	2,000	2,040
514.20.10	SUB TOTAL	462,062	458,907	470,506	470,506	237,156	473,410	485,480	0	485,480	485,480	495,190
514.20.20	PERSONNEL BENEFITS	158,208	156,485	160,236	160,236	83,119	161,694	161,372		165,071	178,004	181,564
514.20.20.90	EE MED. CONTRIBUTION	(4,011)	(4,020)	(3,759)	(3,759)	(2,215)	(3,794)	(3,158)		(3,158)	(3,370)	(3,437)
514.20.20	SUB TOTAL	154,197	152,465	156,477	156,477	80,904	157,900	158,214	0	161,913	174,634	181,564
514.20.31	OFFICE & OPERATING SUPPLIES	3,000	2,460	3,000	3,000	1,567	3,000	3,000		3,000	3,000	3,060
514.20.35.00	SMALL TOOLS & EQUIPMENT	250	41	250	250	0	0	250		250	250	255
514.20.30	SUB TOTAL	3,250	2,501	3,250	3,250	1,567	3,000	3,250	0	3,250	3,250	3,315
514.20.41	PROFESSIONAL SERVICES	38,800	33,242	33,800	33,800	12,888	24,966	33,800		33,800	33,800	34,476
514.20.41.02	PROF. SVCS/ADP PAYROLL	23,810	23,381	24,762	24,762	10,920	23,850	26,651		26,651	26,651	27,184
514.20.41.04	PROF. SVCS/ARMOR CAR SERVICE	5,875	3,668	3,350	3,350	1,721	3,484					0
514.20.41.05	PROF. SVCS/MICROFLEX-SALES TAX	2,000	1,820	2,000	2,000	181	496					0
514.20.41.06	PROF. SVCS/NET ASSETS	2,000	1,056	2,500	2,500	368	1,108					0
514.20.41.07	PROF. SVCS/MICROFLEX-BUS LIC	1,500	730	1,500	1,500	350	750					0
514.20.41.08	PROF. SVCS/MICROFLEX-B&O AUDIT	3,000	6,493	8,700	8,700	5,935	7,956					0
514.20.41.34	PROF. SVCS/MICROFLEX-SALES TAX							2,000		2,000	2,000	2,040
514.20.41.35	PROF. SVCS/MICROFLEX-BUS LIC							1,500		1,500	1,500	1,530
514.20.41.36	PROF. SVCS/MICROFLEX-B&O AUDIT							8,700		8,700	8,700	8,874
514.20.41.38	PROF. SVCS/ARMOR CAR SERVICE							3,675		3,675	3,675	3,749
514.20.41.40	PROF. SVCS/NET ASSETS							2,500		2,500	2,500	2,550
514.20.42	COMMUNICATIONS	200	695	818	818	397	1,068	1,346		1,346	1,346	1,373
514.20.43	TRAVEL	350	209	350	350	139	139	350		350	350	357
514.20.44	ADVERTISING	500	0	500	500	-	-					
514.20.44.02	ADVERTISING							500		500	500	510
514.20.49	MISCELLANEOUS	3,000	2,213	3,260	3,260	1,320	2,274	3,260		3,260	260	260
514.20.49.01	BANK CHARGES	7,800	13,843	14,000	14,000	7,444	16,844					
514.20.49.02	PRINTING	500	0	500	500	0	0					
514.20.49.05	CREDIT CARD FEES	620	415	420	420	200	380	420		420	420	428
514.20.49.22	DUES, SCHOOLS, & CONFERENCES										3,000	3,000
514.20.49.23	MISC BANK FEES							16,850		16,850	16,850	17,187
514.20.49.25	PRINTING AND BINDING							500		500	500	510
514.20.49.99	A/P HOLDING ACCOUNT	0	-	-	0	403	403	-		-	-	-
514.20.53	B & O TAXES	120	56	120	120	0	5	120		120	120	122
514.20.40	SUB TOTAL	90,075	87,820	96,580	96,580	42,266	83,723	102,172	0	102,172	102,172	104,150

CITY OF DES MOINES

2012 BUDGET REQUEST

FINANCIAL SERVICES

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.160.024 FINANCIAL SERVICES											
514.20.99.01 COMPUTER MAINTENANCE	21,565	21,565	22,760	22,760	11,380	22,760	20,500		20,500	20,500	20,910
514.20.99.02 COMPUTER REPLACEMENT	3,324	3,324	1,999	1,999	1,000	1,999	5,209		5,209	1,563	1,594
514.20.99.05 INTERFUND INSURANCE	24,977	24,977	23,394	23,394	23,394	23,394	21,615		21,615	19,814	20,210
514.00.90 SUB TOTAL	49,866	49,866	48,153	48,153	35,774	48,153	47,324	0	47,324	41,877	42,715
514.23.41 STATE AUDIT	42,000	37,647	42,000	42,000	0	42,000					
514.23.41.23 PROF SERV-STATE AUDIT							42,000		42,000	42,000	42,840
514.23.40 SUB TOTAL	42,000	37,647	42,000	42,000	0	42,000	42,000	0	42,000	42,000	42,840
594.14.64 EQUIPMENT	-	-	-	-	-	-	-		-	-	-
594.14.60 SUB TOTAL	-	-	-	-	-	-	-	-	-	-	-
TOTAL FINANCIAL SERVICES	801,450	789,206	816,966	816,966	397,667	808,186	838,440	0	842,139	849,413	869,774

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.160.024.514.20.00.00		FINANCIAL SERVICES			
		SALARIES AND WAGES			
514.20.10	Salaries and Wages	1.00 Finance Director 1.00 Finance Operations Manager 1.00 Accountant II - General Ledger 1.00 Accounting Assistant - Accounts Payable 1.00 Payroll/ Benefits Specialist <u>0.80</u> Senior Accounting Specialist 5.80 FTE's	\$ 483,480	\$ 483,480	\$ 483,480
		A portion of the Finance Director & Finance Operations Manager is offset by a .5% administrative fee charged on all CIP projects.			
514.20.11	Overtime	Provides for overtime as necessary.	\$ 2,000	\$ 2,000	\$ 2,000
		TOTAL SALARIES	\$ 485,480	\$ 485,480	\$ 485,480
		PERSONNEL BENEFITS			
514.20.20	Personnel Benefits	Provides for personnel benefits for the Finance Staff, including: Transportation Allowance (Finance Director) \$2,880 Add'l payroll benefits for transportation allowance \$506	\$ 161,372	\$ 165,071	\$ 178,004
514.20.20.90	Employee Medical Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (3,158)	\$ (3,158)	\$ (3,370)
		TOTAL PERSONNEL BENEFITS	\$ 158,214	\$ 161,913	\$ 174,634

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.160.024.514.20.00.00		FINANCIAL SERVICES			
		SUPPLIES			
514.20.31	Office Supplies	Provides general office supplies for Financial Services. 1. A/P file folders and labels. 2. Tamper proof bank deposit bags. 3. Envelopes, checks, toner, calculator ribbons, and etc.	\$ 3,000	\$ 3,000	\$ 3,000
514.20.35	Small Tools and Equipment	Provides for small non-capitalized items.	\$ 250	\$ 250	\$ 250
		TOTAL SUPPLIES	\$ 3,250	\$ 3,250	\$ 3,250
		OTHER SERVICES AND CHARGES			
514.20.41	Professional Services	Investment safekeeping - custody services with Bank of New York B&O Tax administration Special Project Assistance	\$ 33,800	\$ 33,800	\$ 33,800
		\$ 1,800			
		\$ 22,000			
		\$ 10,000			
		<u>\$ 33,800</u>			
514.20.41.02	Prof Services/ADP	ADP Payroll Services @ approximately \$2,221/month.	\$ 26,651	\$ 26,651	\$ 26,651
514.20.41.34	Microflex - Sales Tax Audits	Microflex is used to audit the City's sales tax revenues. They receive 20% of all additional revenue their audits bring into the City.	\$ 2,000	\$ 2,000	\$ 2,000
514.20.41.35	Microflex -Business License	This is for Microflex to audit City's business license revenues. They receive a minimum of \$10 per business license that their audits bring into the City.	\$ 1,500	\$ 1,500	\$ 1,500

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.160.024.514.20.00.00		FINANCIAL SERVICES			
514.20.41.36	Microflex -B&O Audit	This is for Microflex to audit City's business & occupation tax revenues. They receive 20% of all additional revenue that their audits bring into the City.	\$ 8,700	\$ 8,700	\$ 8,700
514.20.41.38	Prof Serv-Armored Car Services	Provides for armored car services. Bank deposits are picked up daily from the city hall complex.	\$ 3,675	\$ 3,675	\$ 3,675
514.20.41.40	Prof Serv-Net Assets	A service that allows the City to electronically provide lien information to title companies. This expenditure is offset by revenue received from the companies accessing the database.	\$ 2,500	\$ 2,500	\$ 2,500
514.20.42	Communications	Provides for long distance and Blackberry internet service charges for the Finance department. Long Distance \$ 120 Internet Service for laptop & Blackberry \$ 1,226	\$ 1,346	\$ 1,346	\$ 1,346
514.20.43	Travel	Provides for travel associated with training for Finance staff. WFOA Annual Conference (3 nights) \$ 165 Mileage to Conference (200 miles @ \$.55) \$ 110 Mileage & parking \$ 75 <u>\$ 350</u>	\$ 350	\$ 350	\$ 350
514.20.44.02	Advertising	Notices of Public Hearings and employment postings.	\$ 500	\$ 500	\$ 500

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.160.024.514.20.00.00		FINANCIAL SERVICES			
514.20.49	Miscellaneous	Provides for subscriptions to: Publications: AICPA Accting. Research Assoc (GASB) \$ 235 Governing \$ 25 <u> </u> <u> </u> \$ 260	\$ 3,260	\$ 3,260	\$ 260
514.20.49.05	Credit Card Fees		\$ 420	\$ 420	\$ 420
514.20.49.22	Dues, Schools, & Conferences	Provides for professional dues and registration fees for conferer and other training seminars: Dues: WSCPAA \$ 235 AICPA \$ 200 GFOA - Finance Director \$ 230 Assoc of Gov't Accountants-Finance Director \$ 65 WFOA - Finance Director \$ 50 Conferences: Washington Finance Officers Assoc. \$ 325 Govt. Acctng. & Auditing Conference \$ 305 Government Finance Officers' Assoc. \$ 250 Training: Fin Director CPE (24 hrs per yr @ \$35/hr) \$ 840 Fin Ops Manager GFOA \$ - Staff Conferences/Software Training \$ 500	\$ -	\$ -	\$ 3,000
514.20.49.23	Misc Bank Fees	Bank charges per month are offset by earnings credit from the three (3) city checking accounts.	\$ 16,850	\$ 16,850	\$ 16,850

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.160.024.514.20.00.00		FINANCIAL SERVICES			
514.20.49.25	Printing and Binding	Printing for Budget & Financial Report Covers	\$ 500	\$ 500	\$ 500
514.20.49.99	A/P Holding Account		\$ -	\$ -	\$ -
514.20.53	B & O Taxes		\$ 120	\$ 120	\$ 120
TOTAL OTHER SERVICES AND CHARGES			\$ 102,172	\$ 102,172	\$ 102,172
		INTERFUND SERVICES			
514.20.99.01	Computer Interfund Maintenance	Provides for Computer Maintenance.	\$ 20,500	\$ 20,500	\$ 20,500
514.20.99.02	Computer Interfund Replacement	Provides for computer hardware replacement and allocated costs for Eden financial system and infrastructure upgrades.	\$ 5,209	\$ 5,209	\$ 1,563
514.20.99.05	Interfund Insurance	Each department pays its share of insurance based on employee hours worked.	\$ 21,615	\$ 21,615	\$ 19,814
TOTAL INTERFUND SERVICES			\$ 47,324	\$ 47,324	\$ 41,877
		AUDITS			
514.23.41.23	Prof Serv-State Audit	Provides for the cost of the City's annual State audit.	\$ 42,000	\$ 42,000	\$ 42,000
TOTAL AUDITS			\$ 42,000	\$ 42,000	\$ 42,000
TOTAL FINANCIAL SERVICES			\$ 838,440	\$ 842,139	\$ 849,413

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.170.024.566.00.51.43		KING COUNTY DETOX PROGRAM	\$ 6,648	\$ 6,648	\$ 6,648

Provides for the City's support of the King County Mental Health, Chemical Abuse & Dependency Services Division, as required by State law.

Sources of Revenue:

2% Liquor Profits RCW 66.08:	\$	3,674	\$	3,674	\$	3,674
2% Liquor Excise Tax RCW 82.08.170		2,974		2,974		2,974
		<u>\$ 6,648</u>		<u>\$ 6,648</u>		<u>\$ 6,648</u>

CITY OF DES MOINES

2012 BUDGET REQUEST

KING COUNTY DETOX PROGRAM

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.170.024 KING COUNTY DETOX PROGRAM										
566.00.51.00 K. C. DETOXIFICATION	7,616	7,579	7,217	7,217	1,855	6,914	0	0	0	0
566.00.51.43 INTERGOV'T PROF SVCS-K.C. DETOX PROG							6,648	6,648	6,648	7,278
566.00.51.00 SUB TOTAL	7,616	7,579	7,217	7,217	1,855	6,914	6,648	6,648	6,648	7,278
TOTAL KING COUNTY DETOX PROGRAM	7,616	7,579	7,217	7,217	1,855	6,914	6,648	6,648	6,648	7,278

Liquor Board Profits	240,900	234,133	215,000	215,000	54,875	200,500	183,700	183,700	183,700	213,700
Liquor Excise Taxes	139,900	145,037	145,870	145,870	35,547	145,179	148,700	148,700	148,700	150,200
	380,800	379,170	360,870	360,870	90,423	345,679	332,400	332,400	332,400	363,900
2% allocated to KC Detoxification	7,616	7,579	7,217	7,217	1,855	6,914	6,648	6,648	6,648	7,278

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **FINANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.320.029.519.90.49.00		MISCELLANEOUS MEMBERSHIPS	\$ 60,706	\$ 56,206	\$ 56,206

Provides for City Membership in the following organizations; Association of Washington Cities, Suburban Cities Association, National League of Cities, Washington Department of General Administration (procurement), and the South King County Economic Development Initiative.

Provided seed money for Destination Des Moines in 2011.

CITY OF DES MOINES

2012 BUDGET REQUEST

MISCELLANEOUS MEMBERSHIPS

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.320.029	MISCELLANEOUS MEMBERSHIPS										
519.90.49.01	ASSN. OF WASH. CITIES	19,740	19,740	19,815	19,815	19,815	19,815				
519.90.49.04	SUBURBAN CITIES ASSOCIATION	19,043	16,385	19,043	19,043	16,397	16,397	19,043	19,043	19,043	19,424
519.90.49.07	NATIONAL LEAGUE OF CITIES	1,935	1,861	1,935	1,935	1,861	1,861	1,935	1,935	1,935	1,974
519.90.49.09	WA DEPT OF GENERAL ADMIN	1,000	2,000	2,000	2,000	0	0	2,000	2,000	2,000	2,000
519.90.49.11	SOUTH KING COUNTY EDI	7,500	7,500	7,500	7,500	3,000	3,000	7,500	3,000	3,000	3,000
519.90.49.12	DESTINATION DES MOINES	0	0	7,500	7,500	0	7,500	0	0	0	0
519.90.49.13	SOUTH CTY AREA TRANS BOARD	100	100	100	100	100	100	100	100	100	102
519.90.49.14	WA STATE CERTIFICATION PROG	-	100	50	50	-	50	50	50	50	50
519.90.49.17	HCC SMALL BUSINESS DEV CENTER	-	-	-	-	-	-	10,000	10,000	10,000	10,000
519.90.49.24	ASSN. OF WASH. CITIES							20,078	20,078	20,078	20,480
	MISCELLANEOUS TOTAL	49,318	47,685	57,943	57,943	41,173	48,723	60,706	56,206	56,206	57,029

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **FINANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.440.032.522.20.50.00		FIRE CONTROL	\$ 28,518	\$ 28,518	\$ 28,518

Two components make up these expenditures. A fee is paid to South King Fire and Rescue for fire protection of City-owned properties as required by State Law. The second fee is paid to King County Department of Development and Environmental Services for fire investigation services (arson investigations). Arson is a crime that necessitates arrest by a police officer. Firefighters alone may not make arrests. King County has a unit of firefighters that also are police officers, allowing them to investigate and then complete the process with the appropriate arrests.

CITY OF DES MOINES

2012 BUDGET REQUEST

FIRE CONTROL

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.440.032	FIRE CONTROL										
522.20.51.01	SKF&R - FIRE PROTECTION SERVICES	12,401	12,335	12,018	12,018	5,744	12,335	12,018	12,018	12,018	12,258
522.30.51.02	KC FIRE INVESTIGATION SERVICES	10,198	7,928	7,769	16,189	-	16,189	-	-	-	-
522.30.51.52	KC FIRE INVESTIGATION SERVICES							16,500	16,500	16,500	16,830
	FIRE CONTROL TOTAL	22,599	20,263	19,787	28,207	5,744	28,524	28,518	28,518	28,518	29,088

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **FINANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.460.033.531.70.50.00		POLLUTION CONTROL	\$ 13,525	\$ 13,525	\$ 13,525

Provides for the City's proportional share of the Puget Sound Air Pollution Control Agency's cost, as required by State law.

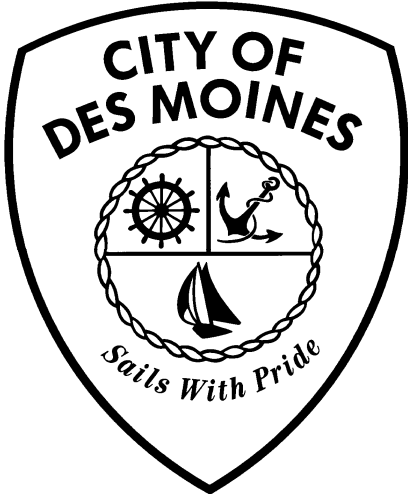
CITY OF DES MOINES

2012 BUDGET REQUEST

POLLUTION CONTROL

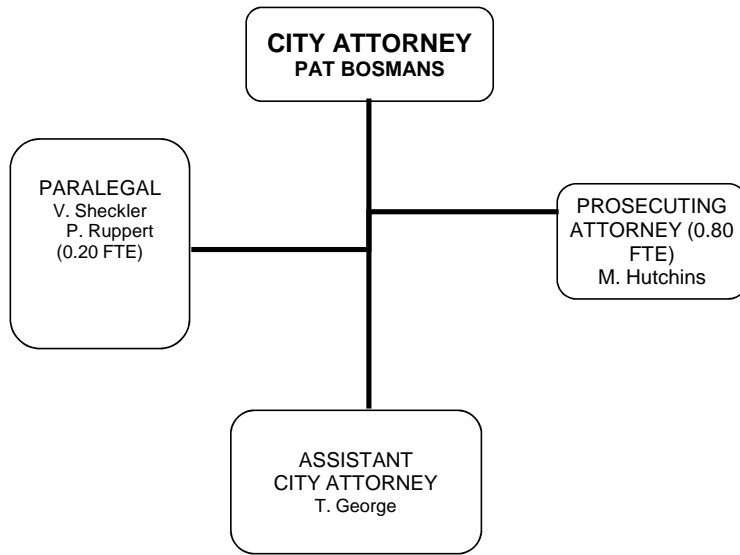
001.460.033 POLLUTION CONTROL		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
531.70.51	AIR POLLUTION CONTROL	13,584	13,584	16,402	16,402	13,312	13,312				
531.70.51.47	INTERGOV'T PROF SVCS-AIR POLLUTION CONTROL							13,525	13,525	13,525	13,796
531.70.53	WASTE HAZARDOUS WASTE	-	-	-	-	-	-	-	-	-	-
POLLUTION CONTROL TOTAL		13,584	13,584	16,402	16,402	13,312	13,312	13,525	13,525	13,525	13,796

2012 Budget



**CITY OF DES MOINES
LEGAL SERVICES**

Organizational Chart



Department/Divisions

Legal Services

BUDGET NARRATIVE

FUND: **GENERAL**
 DEPARTMENT: **LEGAL**

2012

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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001.220.026.515.10.00.00

LEGAL DEPARTMENT

\$ 520,585 \$ 529,086 \$ 519,944

City Attorney: The city attorney is the City's chief legal advisor, responsible for counseling all city departments and the City Council, and supervising all Legal staff, as well as work assigned to outside counsel. The City Attorney reports directly to the City Manager, attends all City Council meetings and executive sessions, provides support to all departments in matters before hearing examiners, judges, and other legal forums, provides general legal advice to all city departments, writes formal legal opinions, writes and approves all ordinances and resolutions, writes and approves written agreements and real property instruments, and represents the city in civil litigation.

Assistant City Attorney: The assistant city attorney assists city staff on civil matters and some criminal matters, performing legal work as assigned and supervised by the City Attorney.

Prosecuting Attorney: The prosecuting attorney is responsible for all phases of criminal and civil prosecution services. Assignments are received from the City Attorney who is available for assistance. Additional responsibilities include advising the police department on changes in the law and recent judicial decisions.

Paralegal: The Paralegal provides professional legal support to attorneys on staff, preparing filings, ordinances, correspondence and other papers involved in a municipal law practice. The Paralegal also prepares pleadings, briefs and jury instructions in support of municipal court matters.

CITY OF DES MOINES

2012 BUDGET REQUEST

LEGAL

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.220.026 LEGAL											
515.10.10 SALARIES	361,364	369,214	321,400	321,400	153,869	300,458	347,400	17,484	352,716	341,064	347,885
515.10.10 SUB TOTAL	361,364	369,214	321,400	321,400	153,869	300,458	347,400	17,484	352,716	341,064	347,885
515.10.20 PERSONNEL BENEFITS	103,093	103,111	91,869	91,869	48,321	94,985	110,575	3,606	113,754	120,379	122,787
515.10.20.90 EE MED. CONTRIBUTION	(1,455)	(1,549)	(1,429)	(1,429)	(1,062)	(1,925)	(1,725)		(1,725)	(1,840)	(1,877)
515.10.20 SUB TOTAL	101,638	101,562	90,440	90,440	47,259	93,060	108,850	3,606	112,029	118,539	120,910
515.10.31 OPERATING SUPPLIES	6,500	8,159	7,100	7,100	3,387	8,097	7,100		7,100	7,100	7,100
515.10.35 SMALL EQUIPMENT	2,112	2,112	-	0	256	256	-		-	-	-
515.10.30 SUB TOTAL	8,612	10,271	7,100	7,100	3,644	8,353	7,100	-	7,100	7,100	7,100
515.10.41 PROFESSIONAL SERVICES	15,467	3,363	15,467	15,467	15,100	31,235	15,467		15,467	15,467	15,467
515.10.42 COMMUNICATIONS	200	111	200	200	40	126	200		200	200	200
515.10.43 TRAVEL EXPENSES	2,615	1,940	2,615	2,615	398	848	2,615		2,615	2,615	2,615
515.10.45.02 COPIER LEASE	2,600	467	883	883	1,343	883	1,620		1,620	1,620	1,620
515.10.49 MISCELLANEOUS	2,800	2,850	2,800	2,800	1,403	2,073	2,800		2,800	1,150	1,150
515.10.49.22 DUES, SCHOOLS, & CONFERENCES										1,650	1,650
515.10.40 SUB TOTAL	23,682	8,730	21,965	21,965	18,284	35,165	22,702	0	22,702	22,702	22,702
515.10.99.01 COMPUTER MAINTENANCE	10,675	10,675	13,560	13,560	6,780	13,560	13,560		13,560	13,560	13,831
515.10.99.02 COMPUTER REPLACEMENT	1,889	1,889	1,243	1,243	622	1,243	3,652		3,652	1,096	1,118
515.10.99.05 INTERFUND INSURANCE	18,752	18,752	18,752	18,752	18,752	18,752	17,321		17,327	15,883	16,201
515.10.90 SUB TOTAL	31,316	31,316	33,555	33,555	26,154	33,555	34,533	-	34,539	30,539	31,150
594.14.64 EQUIPMENT	-	-	-	-	-	-	-		-	-	-
594.14.60 SUB TOTAL	-	-	-	-	-	-	-	-	-	-	-
LEGAL TOTAL:	526,612	521,093	474,460	474,460	249,209	470,591	520,585	21,090	529,086	519,944	529,747

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **LEGAL**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.220.026.515.10.00.00		LEGAL DEPARTMENT				
		SALARIES AND WAGES				
515.10.10	Salaries & Wages	1.0 City Attorney	\$ 347,400	\$ -	\$ 352,716	\$ 341,064
		1.0 Assistant City Attorney				
		1.0 Paralegal				
		0.8 Prosecuting Attorney				
		0.2 Paralegal				
		0.3 Paralegal Increase hours for Prosecutor & litigation support		\$ 17,484		
		4.0 FTE's EXEC AMEND: Not Approved				
		TOTAL SALARIES AND WAGES	\$ 347,400	\$ 17,484	\$ 352,716	\$ 341,064
		PERSONNEL BENEFITS				
515.10.20	Personnel Benefits	Provides for benefits for legal staff, including:	\$ 110,575		\$ 113,754	\$ 120,379
		Transportation Allowance (City Attorney) \$3,600				
		Add'l payroll benefits for transportation allowance \$633				
		0.3 Paralegal EXEC AMEND: Not Approved		\$ 3,606		
515.10.20.90	Employee Med Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	(1,725)		(1,725)	(1,840)
		TOTAL PERSONNEL BENEFITS	\$ 108,850	\$ 3,606	\$ 112,029	\$ 118,539

BUDGET NARRATIVE

2012

FUND: **GENERAL**
DEPARTMENT: **LEGAL**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.220.026.515.10.00.00		LEGAL DEPARTMENT				
		SUPPLIES				
515.10.31	Office & Operating Supplies	This account pays for the Revised Code of Washington (RCW), the RCW Annotated, the Washington Administrative Code, current Court Rules, Bar Association Continuing Legal Education publications, and McQuillin's Law of Municipal Corporations. This account also covers costs for papers, files, folders, tabs, and other physical materials needed to operate a typical municipal law office.	\$ 7,100	\$ -	\$ 7,100	\$ 7,100
515.10.35	Small Tools & Equipment	This account covers costs for various communications items, recording equipment, and other small items used by legal staff.	\$ -		\$ -	\$ -
		TOTAL SUPPLIES	\$ 7,100	\$ -	\$ 7,100	\$ 7,100
		OTHER SERVICES AND CHARGES				
515.10.41	Professional Services	This item provides funding for outside legal services as needed.	\$ 15,467		\$ 15,467	\$ 15,467
		Consultation on special cases	\$ 5,000			
		Outside counsel for conflict cases	\$ 5,000			
		Other legal professional services	\$ 5,467			
			<u>\$15,467</u>			
515.10.42	Communications	Monthly long distance and messenger service.	\$ 200	\$ -	\$ 200	\$ 200
		Long Distance	\$ 180			
		Messenger Service	\$ 20			
			<u>\$ 200</u>			

BUDGET NARRATIVE

2012

FUND: **GENERAL**
DEPARTMENT: **LEGAL**

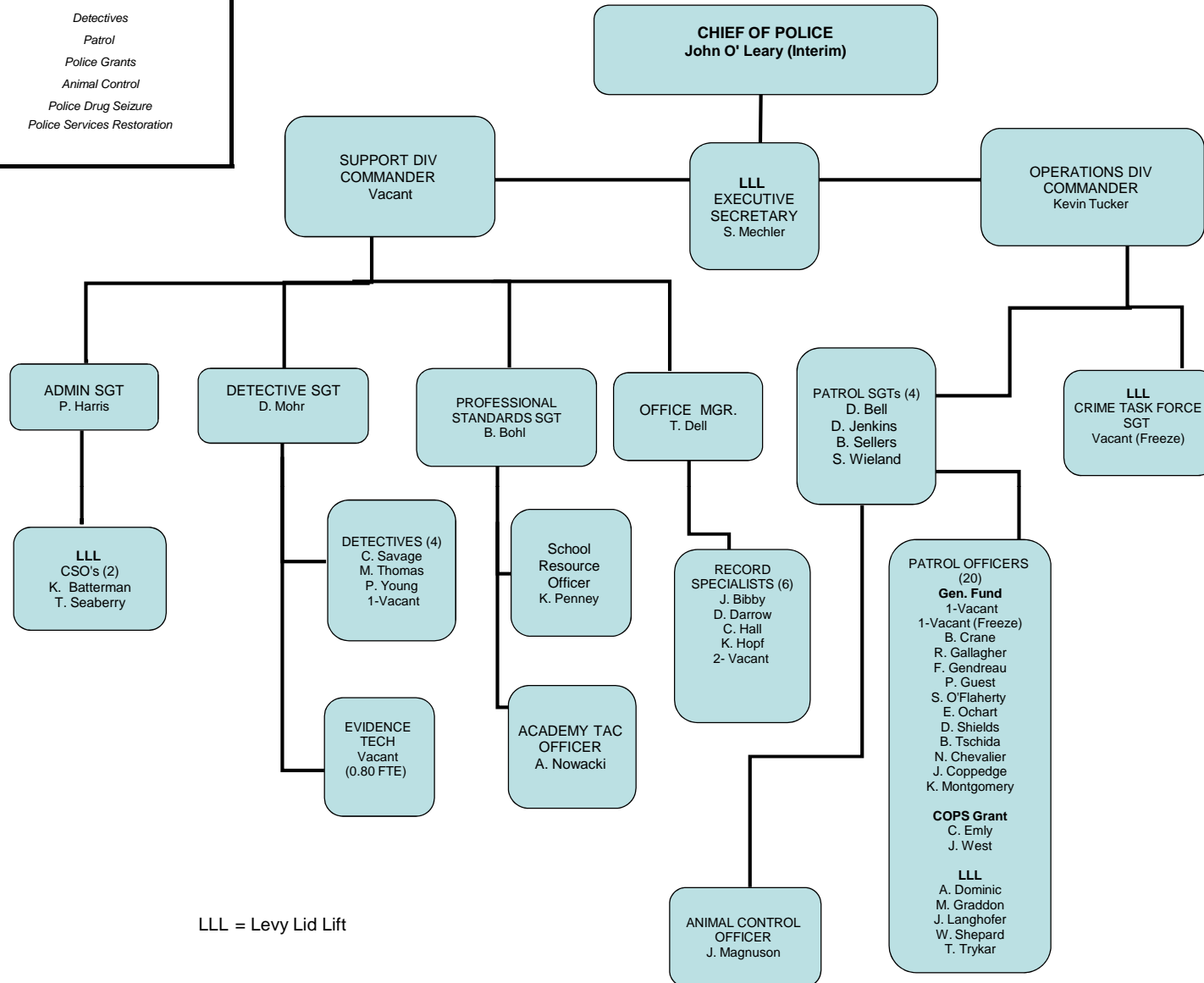
Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.220.026.515.10.00.00		LEGAL DEPARTMENT				
515.10.43	Travel	This account covers travel, lodging, and meals for attorney meetings and training seminars on topics of significance to the City, such as those sponsored by WSAMA.	\$ 2,615	\$ -	\$ 2,615	\$ 2,615
515.10.45.02	Copier Lease	Provides for operating cost per copy. Lease of copier is reclassified as capital lease.	\$ 1,620	\$ -	\$ 1,620	\$ 1,620
515.10.49	Miscellaneous	Provides for other miscellaneous expenses, such as subscriptions to legal periodicals and printing.	\$ 2,800	\$ -	\$ 2,800	\$ 1,150
515.10.49.22	Dues, Schools, & Conferences	This account covers Washington State Bar dues for staff attorneys and CLE registration costs.	\$ -	\$ -	\$ -	\$ 1,650
TOTAL OTHER SERVICES AND CHARGES			\$ 22,702	\$ -	\$ 22,702	\$ 22,702
INTERFUND SERVICES						
515.10.99.01	Computer Maintenance	Provides maintenance for the legal computers and printer.	\$ 13,560	\$ -	\$ 13,560	\$ 13,560
515.10.99.02	Computer Replacement	Provides for replacement of the computers and printer.	\$ 3,652	\$ -	\$ 3,652	\$ 1,096
515.10.99.05	Interfund Insurance	Provides for a transfer to the City's self-insurance fund to cover insurance expenses.	\$ 17,321	\$ -	\$ 17,327	\$ 15,883
TOTAL INTERFUND SERVICES			\$ 34,533	\$ -	\$ 34,539	\$ 30,539
TOTAL LEGAL DEPARTMENT			\$ 520,584	\$ 21,090	\$ 529,086	\$ 519,944

**CITY OF DES MOINES
LAW ENFORCEMENT**

Department/Divisions

- Administration
- Civil Service
- Detectives
- Patrol
- Police Grants
- Animal Control
- Police Drug Seizure
- Police Services Restoration

Organizational Chart



LLL = Levy Lid Lift

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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LAW ENFORCEMENT

001.340.030.521.10.00.00	Administrative Division		\$ 2,269,859	\$ 2,277,963	\$ 2,144,612
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The Administrative Division directs all municipal police personnel and activities, ensuring efficient operation of the police department. It supervises all police functions, including law and ordinance enforcement, maintenance of orders, traffic control, investigations, and training and disciplining of personnel. It formulates and prescribes work methods, procedures, policies and regulations governing the police department; prepares annual budgets; advises and assists line personnel in non-routine criminal investigations; attends civic club meetings and administers all personnel matters within the police department.

001.345.030.521.10.00.00	Civil Service		\$ 9,184	\$ 9,183	\$ 9,214
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The Civil Service Division is responsible for administering the personnel rules and policies of the Police Department's civil employees.

001.350.030.521.21.00.00	Detective Division		\$ 919,606	\$ 926,910	\$ 885,078
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The Detective Division investigates crimes occurring within the City of Des Moines. It is responsible for the identification and apprehension of offenders and the recovery of stolen property. The unit conducts proactive and reactive investigations relating to narcotics and vice control, seizing and attaining forfeiture of properties when allowable by law.

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
LAW ENFORCEMENT					
001.360.030.521.22.00.00	Patrol Division		\$ 3,137,107	\$ 3,108,452	\$ 2,904,802
		The Patrol Division promotes the safety and security of the citizens of the community, primarily through the deterrence and apprehension of offenders, providing services in a fair, honest, prompt and courteous manner to the satisfaction of the citizens. It handles calls for service from citizens, manages on-scene situations, enforces traffic laws, performs commercial and residential security checks, and other miscellaneous situations.			
001.380.000.000.00.00.00	Police Grants		\$ 287,792	\$ 288,313	\$ 285,284
		This division accounts for all expenditures associated with grants awarded to the Police Department.			
001.385.030.521.70.00.00	Automated Traffic Enforcement Program		\$ 93,000	\$ 140,890	\$ 141,000
		City Council authorized pilot program at Woodmont Elementary School for installing speed cameras to address traffic safety in school zone.			
001.540.036.539.30.00.00	Animal Control		\$ 134,986	\$ 133,499	\$ 121,628
		This unit patrols for animals at large, investigates animal-related complaints, prepares cases for court and ensures that animal owners comply with Municipal Ordinances.			
	TOTAL LAW ENFORCEMENT		\$ 6,851,533	\$ 6,885,209	\$ 6,491,617

Note: In 2009, City Council approved total Police Staffing of 60 FTE's. Staff reduction: General Fund - 3 positions; Levy Lid Lift Fund - 0.5 position. In 2010, City Council approved to lay-off/ freeze 1 Record Specialist position and 8 Police Officer positions.

CITY OF DES MOINES

2012 BUDGET REQUESTS

LAW ENFORCEMENT
ADMINISTRATIVE

POLICE - ADMINISTRATIVE DIVISION		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR-END	2012 DEPT REQ	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
521.10.99.01	COMPUTER MAINTENANCE	75,308	75,308	39,608	39,608	19,804	39,608	33,725		33,725	33,725	34,400
521.10.99.02	COMPUTER REPLACEMENT	7,166	7,166	3,668	3,668	1,834	3,668	9,640		9,640	2,892	2,950
521.10.99.03	EQUIPMENT MAINTENANCE	15,600	15,600	6,750	6,750	3,375	6,750	13,500		4,500	1,400	4,500
521.10.99.04	EQUIPMENT REPLACEMENT	7,097	7,097	-	-	-	-	7,143		8,607	-	8,607
521.10.99.05	INSURANCE	56,320	56,320	53,818	53,818	53,818	53,818	49,711		49,729	45,585	46,497
521.10.99.06	FACILITY REP AND REPLACEMENT	16,977	16,977	16,977	16,977	8,489	16,977	16,977		16,977	16,977	16,977
521.10.90	SUB TOTAL	178,468	178,468	120,821	120,821	87,319	120,821	130,696	-	123,178	100,579	113,930
594.21.64	IMPROVEMENTS:	-										
594.21.64.01	COMPUTER EQUIPMENT	-										
594.21.60	SUB TOTAL	-	-	-	-	-	-	-	-	-	-	-
ADMINISTRATIVE DIVISION TOTAL:		2,267,036	2,092,377	2,134,040	2,134,040	1,028,981	2,044,688	2,299,859	(30,000)	2,277,963	2,144,612	2,180,842

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.340.030.521.10.00.00		ADMINISTRATION				
		SALARIES AND WAGES				
521.10.10	Salaries & Wages	Provides for personnel to perform administrative functions, clerical functions, and command field operations.	\$ 946,860	\$ -	\$ 934,083	\$ 889,890
		1.00 Chief of Police				
		2.00 Commanders				
		2.00 Master Police Sgts (Admin and Prof. Standards) assigned to Administration				
		-0.06 Master Police Sgt (130 hrs. assigned to ATS Prog)				
		1.00 Office Manager				
		6.00 Records Specialists				
		-0.13 Records Specialist (260 hrs. assigned to ATS Prog)				
		11.81 FTE's				
521.21.10.10	Holiday Pay-Out	Provides for maximum holiday pay cash-out of 40 hrs per Sergeant and Commander. NOTE: Starts funding for additional 40 hours per Commander in accordance with the Police Management Association Labor Agreement - January 13, 2011.	13,279	-	13,279	13,279
521.10.11	Overtime	Provides for overtime for-6 Records Specialists and one Office Manager for holidays, July 4th activities, holiday pay and normal overtime due to vacations, sick leave and excessive work loads. Also provides overtime for two Master Police Sergeants who are assigned to Administration.	30,000	-	30,000	30,000
		TOTAL SALARIES AND WAGES	\$ 990,139	\$ -	\$ 977,362	\$ 933,169

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.340.030.521.10.00.00		ADMINISTRATION				
		PERSONNEL BENEFITS				
521.10.20	Personnel Benefits	Provides for personnel benefits for persons assigned to Administrative division. This includes 3 command personnel, Office Manager, 6 Record Specialists, and 2 Sergeants assigned to Administration.	\$ 339,644	\$ -	\$ 338,484	\$ 339,528
521.10.20.02	L&I Benefits-Volunteers	Volunteer hours.	75	-	75	75
521.10.20.16	Leoff 1 Retirees Benefits	This covers Leoff I long-term care annual premium and health insurance premium for the Leoff I retirees.	75,000	-	75,000	75,000
521.10.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	(8,243)	-	(8,243)	(7,995)
521.10.21	Uniforms	Provides uniforms for 12 FTE's, including volunteers.	4,000	-	4,000	4,000
521.10.22	Clothing	Provides clothing for 3 Command personnel and 2 Sergeants assigned to Administration.	5,580	-	5,580	5,580
		TOTAL PERSONNEL BENEFITS	\$ 416,056	\$ -	\$ 414,896	\$ 416,188
		SUPPLIES				
521.10.31	Office and Operating Supplies	Provides for purchase of supplies needed to perform administrative services, including copy paper, toner, janitorial supplies, light bulbs, medical supplies, coded case files and reporting forms for all divisions.	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
521.10.31.01	Computer Supplies	Provides for the purchase of small computer accessories and supplies not covered under maintenance agreement.	1,365	-	1,365	1,365
521.10.32.01	Fuel	Provides for fuel cost of vehicles assigned to the Administrative Division.	7,450	-	7,009	7,009
521.10.32.03	Fuel-Outside	Provides for fuel purchased outside of the city.	500	-	500	500

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.340.030.521.10.00.00		ADMINISTRATION				
521.10.35	Small Tools	Provides for purchase of miscellaneous items, such as electric staplers, special event binders, file cabinets, whiteboards, time clock, recorders, and dictaphone accessories. Also includes small tools needed for the Redondo Square police substation.	3,000	-	3,000	3,000
		TOTAL SUPPLIES	\$ 27,315	\$ -	\$ 26,874	\$ 26,874
		OTHER SERVICES AND CHARGES				
521.10.41.00	Professional Services	Provides for background investigations, psychological trauma counseling, polygraph exams, medical examinations and required immunizations (Hep B), and fire alarm system monitoring. Also includes maintenance & internet service, ACCESS terminal charges, and contracts for Public Safety testing.	\$ 50,000		\$ 50,000	\$ 38,000
521.10.41.29	Mgt Recruitment Search	For new Police Chief search		\$ 15,000		\$ 15,000
521.10.41.08	Prof Serv-Shredding	Provides for document shredding services.	-	-	-	2,000
521.10.41.31	Dispatch Services	Provides for contract services with Valley Communications Center for 911 call dispatch services.	545,000	(45,000)	545,000	463,516
521.10.41.32	Janitorial Services	Provides for janitorial services for police facility. Includes floor maintenance, monthly stripping and waxing. Cost is higher than other departments because this facility is open 24 hours a day.	25,000	-	25,000	25,000
521.10.41.42	Prof Serv-Record Storage	Provides for police records offsite storage services.	-	-	-	10,000
521.10.42	Communications	Provides for pagers, postage, shipping, registered mail, E137 cellular air time, and long distance charges for the Administrative division (adding Administrative and Professional Standards Sergeants and Office Manager).	22,835	-	22,835	21,411
		Long Distance	\$ 300			
		Cell Phones/Pagers/Pay Phone	\$ 16,876			
		Postage	\$ 4,235			
			<u>\$ 21,411</u>			

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.340.030.521.10.00.00		ADMINISTRATION				
521.10.43	Travel	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars. 1. Washington Assoc. of Sheriffs and Police Chiefs: spring/fall conferences, 2 attendees. 2. Law Enforcement Information & Records Assoc.: spring/fall conferences, 2 attendees. 3. Executive Command College for Chief. 4. International Assoc. of Chiefs of Police conference for Chief. 5. FBINAA Conference for Chief of Police and one Commander.	1,569	-	1,569	1,569
521.10.44.02	Advertising	Provides for purchase of classified ads to announce employment openings and publish sex offender notifications.	2,270	-	2,270	2,270
521.10.45	Operating Rental and Leases	Provides for reverse directories, IACP NET, fire and security alarm system for buildings, ACCESS terminal charges, and postage meter rental.	3,500	-	3,500	3,500
521.10.45.02	Copier Lease	Provides for operating cost per copy. Lease of copier is reclassified as a capital lease.	2,554	-	2,554	2,554
521.10.47	Utilities	Provides for utility and SWM payments at police facility. Cable \$ 78 Electric \$ 50,080 Water \$ 3,964 Sewer \$ 447 Surface Water Management \$ 5,061 <u>\$ 59,630</u>	59,630	-	59,630	59,630
521.10.48	Repair and Maintenance	Provides for routine maintenance, pest control and unexpected small repairs to facilities and equipment. Amount reflects a maintenance agreement on the emergency generator at the police facility.	14,000	-	14,000	14,000
521.10.49	Miscellaneous	Provides for printing, neighborhood surveys, emergency management and other special service flyers.	1,845	-	1,845	1,902
521.10.49.05	Credit Card Fees	Bank charges for processing merchant credit card payments.	725	-	725	725

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.340.030.521.10.00.00		ADMINISTRATION				
521.10.49.20	Laundry	Provides for laundry service for the administrative division.	3,000	-	3,000	3,000
521.10.49.22	Dues, Schools, and Conferences	Provides for fees and tuition, dues and membership associated with training. These funds are necessary to maintain training standards.	3,725	-	3,725	3,725
		<ol style="list-style-type: none"> 1. WA Assoc. of Sheriffs and Police Chiefs - dues for Chief. and commanders 2. Law Enforcement Information & Records Assoc. - Dues for 6 records personnel 3. International Assoc. of Chiefs of Police - dues for Chief 4. WA Assoc. of Sheriffs and Police Chiefs spring/fall conference fees - 2 attendees 5. International Assoc. of Chiefs of Police conference fees for Chief 6. Law Enforcement Information & Records Assoc. spring/fall conference fees - 2 attendees 7. FBI National Academy Associates Conference Fees 8. LEIRA Conference dues for Record Specialists 				
		TOTAL OTHER SERVICES AND CHARGES	\$ 735,653	\$ (30,000)	\$ 735,653	\$ 667,802
		INTERFUND SERVICES				
521.10.99.01	Computer Maintenance	Provides for department's share of interfund maintenance costs for administrative computers.	\$ 33,725	\$ -	\$ 33,725	\$ 33,725
521.10.99.02	Computer Replacement	Provides for department's share of interfund replacement costs for administrative computers.	9,640	-	9,640	2,892
521.10.99.03	Equipment Maintenance	Provides for department's share of interfund maintenance costs for administrative vehicles.	13,500	-	4,500	1,400
521.10.99.04	Equipment Replacement	Provides for department's share of interfund replacement costs for administrative vehicles.	7,143	-	8,607	-

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.340.030.521.10.00.00		ADMINISTRATION				
521.10.99.05	Insurance	Provides for department's share of interfund administrative insurance costs.	49,711	-	49,729	45,585
521.10.99.06	Facility Repair & Replacement	Provides for department's share of interfund maintenance for new police building.	16,977	-	16,977	16,977
		TOTAL INTERFUND SERVICES	\$ 130,696	\$ -	\$ 123,178	\$ 100,579
		CAPITAL OUTLAYS				
594.21.64	Equipment		\$ -	\$ -	\$ -	\$ -
		TOTAL CAPITAL OUTLAYS	\$ -	\$ -	\$ -	\$ -
		TOTAL ADMINISTRATIVE DIVISION	\$ 2,299,859	\$ (30,000)	\$ 2,277,963	\$ 2,144,612

CITY OF DES MOINES

2012 BUDGET REQUESTS

LAW ENFORCEMENT
CIVIL SERVICE

001.345.030 POLICE - CIVIL SERVICE DIVISION		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 NEW REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
521.10.11	OVERTIME	10,000	3,842	10,197	10,197	672	3,124	5,530		5,530	5,530	5,641
521.10.10 SUB TOTAL		10,000	3,842	10,197	10,197	672	3,124	5,530	-	5,530	5,530	5,641
521.10.20	PERSONNEL BENEFITS	1,401	537	1,611	1,611	94	437	950		949	997	1,017
521.10.20 SUB TOTAL		1,401	537	1,611	1,611	94	437	950	-	949	997	1,017
521.10.31.00	OPERATING SUPPLIES						1,200	2,000		2,000	2,000	2,040
521.10.31.17	SUPPLIES - CIVIL SERVICE	2,000	-	2,000	2,000	-	-	-	-	-	-	-
521.10.35.90	SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
521.10.30 SUB TOTAL		2,000	-	2,000	2,000	-	1,200	2,000	-	2,000	2,000	2,040
521.10.41	PROFESSIONAL SERVICES		-	-	-	-	-	-	20,000	-	-	-
521.10.42	COMMUNICATION		-	-	-	-	-	-	-	-	-	-
521.10.49	MISCELLANEOUS						20	500		500	500	510
521.10.49.06	MISC/CIVIL SERVICE	500	-	500	500	-	-	-	-	-	-	-
521.10.40 SUB TOTAL		500	-	500	500	-	20	500	20,000	500	500	510
539.10.99.05	INTERFUND INSURANCE	1,894	1,500	222	222	222	222	204		204	187	191
539.10.90 SUB TOTAL		1,894	1,500	222	222	222	222	204	-	204	187	701
CIVIL SERVICE DIVISION TOTAL:		15,795	5,879	14,530	14,530	988	5,003	9,184	20,000	9,183	9,214	9,208

BUDGET NARRATIVE
2012

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **CIVIL SERVICE**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.345.030.521.10.00.00		CIVIL SERVICE				
		SALARIES AND WAGES				
521.10.11	Overtime	Provides for overtime for Civil Service, testing applicants and attending regular meetings.	\$ 5,530		\$ 5,530	\$ 5,530
		TOTAL SALARIES AND WAGES	\$ 5,530		\$ 5,530	\$ 5,530
		PERSONNEL BENEFITS				
521.10.20	Personnel Benefits		\$ 950		\$ 949	\$ 997
		TOTAL PERSONNEL BENEFITS	\$ 950		\$ 949	\$ 997
		SUPPLIES				
521.10.31.00	Supplies-Civil Service	Provides for purchase of supplies and reporting forms needed to prepare case files.	\$ 2,000		\$ 2,000	\$ 2,000
521.10.35.90	Small Tools and Equipment	Provides for purchase of miscellaneous items, such as staplers, binders, file cabinets, white boards, time clock, recorders, and dictaphone accessories.	\$ -		\$ -	\$ -
		TOTAL SUPPLIES	\$ 2,000		\$ 2,000	\$ 2,000
		OTHER SERVICES AND CHARGES				
521.10.41.05	Professional Services	Provides for civil service hearing costs.	\$ -		\$ -	\$ -
		Promotional testing.\$20,000 for Sgt and Cmdr. EXEC AMEND: Not Approved		\$ 20,000		
521.10.49.00	Miscellaneous	Provides for miscellaneous items not budgeted elsewhere.	\$ 500		\$ 500	\$ 500
		TOTAL OTHER SERVICES AND CHARGES	\$ 500	\$ 20,000	\$ 500	\$ 500

01/11/2012

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **CIVIL SERVICE**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
INTERFUND SERVICES						
539.10.99.05	Interfund Insurance	Provides for department's share of interfund administrative insurance costs.	\$ 204		\$ 204	\$ 187
TOTAL INTERFUND SERVICES			\$ 204		\$ 204	\$ 187
TOTAL CIVIL SERVICE DIVISION			\$ 9,184	\$ 20,000	\$ 9,183	\$ 9,214

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **DETECTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.350.030.521.21.00.00		DETECTIVE			
		SALARIES AND WAGES			
521.21.10	Salaries & Wages	Provides for personnel to perform investigative functions, crime scene investigations, evidence processing and storage, and related duties. 1.0 Sergeant 4.0 Detectives <u>0.8</u> Evidence Technician 5.8 FTEs	\$ 504,688	\$ 504,688	\$ 504,688
521.21.10.10	Holiday Pay-out	Provides for holiday pay cash-out of 40 hrs per detective officer.	\$ 8,917	\$ 8,917	\$ 8,917
521.21.11	Overtime	Provides for overtime for crime scene call-out, court, special details, and holiday pay. Normal overtime due to excessive work loads and call-outs.	\$ 50,000	\$ 50,000	\$ 50,000
521.21.11.02	Overtime for Training	Provides for overtime for mandatory training in first aid, bloodborne and airborne pathogens, breathalyzer defensive tactics, firearms qualifications, and other training.	\$ 3,805	\$ 3,805	\$ 3,805
		TOTAL SALARIES AND WAGES	\$ 567,410	\$ 567,410	\$ 567,410
		PERSONNEL BENEFITS			
521.21.20	Personnel Benefits	Provides for personnel benefits for 5.8 personnel assigned to the Detective division as indicated. This also covers benefits associated with overtime (\$7,563).	\$ 215,233	\$ 219,274	\$ 216,332
521.21.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (6,573)	\$ (6,806)	\$ (6,143)
521.21.21	Uniforms	Provides uniforms as needed for detective division.	\$ 2,000	\$ 2,000	\$ 2,000

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **DETECTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.350.030.521.21.00.00		DETECTIVE			
521.21.22	Clothing	Provides clothing for 5 detectives @ 1% of base pay per year each plus \$625 for the replacement of job related damaged clothes. This amount is set by the Police Guild Contract.	\$ 5,231	\$ 5,231	\$ 5,231
TOTAL PERSONNEL BENEFITS			\$ 215,891	\$ 219,699	\$ 217,420
SUPPLIES					
521.21.31	Office and Operating Supplies	Provides for purchase of supplies needed to perform Detective services. Video and audio tapes, film, evidence processing and bloodborne pathogens supplies.	\$ 6,650	\$ 6,650	\$ 6,650
521.21.32	Fuel	Provides for fuel for operating vehicles assigned to the Detective Division.	\$ 11,094	\$ 11,187	\$ 11,187
521.21.35	Small Tools & Equipment	Provides for purchase of surveillance equipment, fingerprint equipment and ballistic vest replacements for detective personnel. Includes boxes, evidence packaging materials, digital cameras, recording equipment, etc.	\$ 2,500	\$ 2,500	\$ 2,500
521.21.35.01	Small Tools & Equipment-Evidence Room		\$ 500	\$ 500	\$ 500
TOTAL SUPPLIES			\$ 20,744	\$ 20,837	\$ 20,837
OTHER SERVICES AND CHARGES					
521.21.41	Professional Services	Provides for photo processing of major crime scenes, polygraph examinations, DNA analysis, interpreters, employment security searches, financial traces, courier services, and towing.	\$ 3,400	\$ 3,400	\$ 3,400
521.21.41.08	Professional Services-Shredding	Provides for document shredding services.	\$ 100	\$ 100	\$ 100

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **DETECTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.350.030.521.21.00.00		DETECTIVE			
521.21.42	Communications	Provides for pagers for sergeant and on-call detectives, cellular airtime, long distance and telephone lines.	\$ 6,820	\$ 6,820	\$ 6,820
		Telephone Lines	\$ 515		
		Long Distance	\$ 190		
		Cell Phones/Pagers	\$ 6,050		
		Postage	\$ 65		
			<u>\$ 6,820</u>		
521.21.43	Travel	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars.	\$ 1,569	\$ 1,569	\$ 1,569
		1. NW Crime Intelligence conference for one.			
		2. NW Fraud Investigators conference for one.			
		3. Travel expenses for background investigations			
		4. Domestic Violence Conference for one			
		5. Internet Crime Investigation for one			
		6. Miscellaneous travel expenses			
521.21.45	Operating Rental and Leases	Provides for Ident-I-Kit rental and storage space for seized vehicles.	\$ 2,500	\$ 2,500	\$ 2,500
521.21.45.02	Copier Lease	Provides for lease of copier in detective work area.	\$ 346	\$ 346	\$ 346
521.21.48	Repair and Maintenance	Provides for routine maintenance and unexpected small repairs to Detective Division equipment.	\$ 1,000	\$ 1,000	\$ 1,000
521.21.48.16	Repair and Maint- Evidence Room	Provides for unexpected small repairs & maintenance in the Evidence Room.	\$ 1,000	\$ 1,000	\$ 1,000
521.21.49	Miscellaneous	Provides for developing of basic crime scene photos and enlarging photographs for court.	\$ 330	\$ 330	\$ 330
521.21.49.20	Laundry	Provides for laundry service for investigation division as provided in the collective bargaining agreement.	\$ 3,500	\$ 3,500	\$ 3,500

01/11/2012

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **DETECTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.350.030.521.21.00.00		DETECTIVE			
521.21.49.22	Dues, Schools, and Conferences	Provides for fees and tuition, dues and membership associated with training. 1. NW Crime Intelligence dues for two. 2. Reid Interview course tuition for two. 3. Advanced Homicide Investigation course tuition for two. 4. NW Fraud Investigators Assoc. dues for one. 5. Child exploitation unit dues	\$ 1,800	\$ 1,800	\$ 1,800
521.21.49.26	Investigative Account		\$ 3,000	\$ 3,000	\$ 3,000
TOTAL OTHER SERVICES AND CHARGES			\$ 25,365	\$ 25,365	\$ 25,365
INTERFUND SERVICES					
521.21.99.01	Computer Maintenance	Provides for division's share of interfund maintenance costs of detective computers and printer.	\$ 19,321	\$ 19,910	\$ 19,910
521.21.99.02	Computer Replacement	Provides for division's share of interfund replacement costs of detective computers and printer.	\$ 4,295	\$ 4,406	\$ 1,322
521.21.99.03	Equipment Maintenance	Provides for division's share of interfund maintenance of Detective vehicles.	\$ 25,500	\$ 27,000	\$ 10,912
521.21.99.04	Equipment Replacement	Provides for division's share of interfund replacement costs of detective vehicles.	\$ 18,020	\$ 18,459	\$ -
521.21.99.05	Interfund Insurance	Provides for division's share of interfund insurance costs.	\$ 23,060	\$ 23,824	\$ 21,902
TOTAL INTERFUND SERVICES			\$ 90,196	\$ 93,599	\$ 54,046

BUDGET NARRATIVE
2012

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **DETECTIVE**

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
001.350.030.521.21.00.00	DETECTIVE			
	CAPITAL OUTLAYS			
594.21.62.01	Evidence Room Improvements	\$ -	\$ -	\$ -
594.21.64.02	Equipment-Vehicle	\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAYS	\$ -	\$ -	\$ -
	TOTAL DETECTIVE DIVISION	\$ 919,606	\$ 926,910	\$ 885,078

CITY OF DES MOINES

2012 BUDGET REQUESTS

LAW ENFORCEMENT
PATROL DIVISION

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.360.030	PATROL DIVISION										
521.22.10	SALARIES & WAGES	1,486,190	1,485,808	1,489,773	1,489,773	681,122	1,379,486	1,508,342	1,508,342	1,510,171	1,540,374
521.22.10.03	SALARIES-SCHOOL RESOURCE OFF	85,524	85,663	87,228	87,228	44,135	88,839	90,528	79,212	78,759	80,334
521.22.10.10	HOLIDAY PAY-OUT	29,510	20,917	28,649	28,649	-	28,649	29,007	29,007	29,041	29,622
521.22.10.13	HOLIDAY PAY-OUT-SCHOOL RES OFF	1,645	1,654	1,677	1,677	-	1,677	1,741	1,741	1,741	1,776
521.22.11	OVERTIME	166,807	136,231	150,707	150,707	49,516	127,522	150,707	150,707	144,839	147,736
521.22.11.02	OVERTIME TRAINING	29,400	29,259	27,000	27,000	24,368	33,432	27,000	27,000	24,500	24,990
521.22.11.02	OVERTIME-SCH RSR OFFICER	10,675	14,029	10,675	10,675	6,011	11,753	10,675	10,675	10,675	10,889
521.22.11.06	OVERTIME-SPECIAL EVENTS	1,500	-	0	0	-	-	0	0	0	0
521.70.12.00	RECRUITMENT/REFERRAL INCENTIVE	7,875	2,625	0	0	0	0	0	0	0	0
521.22.10	SUB TOTAL	1,819,126	1,776,186	1,795,709	1,795,709	805,151	1,671,358	1,818,000	1,806,684	1,799,726	1,835,721
521.22.20	PERSONNEL BENEFITS	603,863	598,046	609,158	609,158	280,327	572,676	607,937	610,995	593,828	605,705
521.22.20.02	L&I BENEFITS-RESERVE OFFICERS	3,500	252	3,500	3,500	0	1,000	3,500	3,500	3,500	3,570
521.22.20.03	PERSONNEL BEN-SCHOOL RES OFF	35,778	36,366	40,344	40,344	20,499	40,392	39,881	38,341	36,542	37,273
521.22.20.90	EMPLOYEE MED. CONTR	(17,950)	(16,164)	(17,735)	(17,735)	(8,287)	(16,830)	(18,108)	(18,108)	(15,668)	(15,981)
521.22.21	UNIFORMS-PATROL	52,000	18,460	42,000	36,000	5,628	40,500	30,000	30,000	20,000	20,400
521.22.20	SUB TOTAL	677,191	636,959	677,267	671,267	298,166	637,738	663,210	664,728	638,202	650,966
521.22.31	OFFICE & OPER SUPPLIES	17,000	13,930	17,000	17,000	17,117	17,000	17,000	17,000	17,000	17,340
521.22.32.01	UNLEADED FUEL (ISF)	45,339	58,445	57,594	75,094	40,619	78,103	77,636	79,841	77,841	79,398
521.22.32.02	DIESEL FUEL (ISF)	808	233	713	713	0	1,343	713	1,343	1,343	1,370
521.22.32.03	UNLEADED FUEL (OUTSIDE)	5,500	1,266	5,500	5,500	0	407	7,475	5,500	5,500	5,610
521.22.35	SMALL TOOLS & EQUIPMENT	47,000	9,446	40,000	40,000	13,050	21,311	35,000	35,000	25,000	25,500
521.22.35.90	SMALL EQP > \$1,000 < \$5,000	0	-	-	0	3,689	3,689	-	-	-	-
521.22.30	SUB TOTAL	115,647	83,321	120,807	138,307	74,473	121,853	137,824	138,684	126,684	129,218
521.22.41	PROFESSIONAL SERVICES	15,000	8,366	15,000	15,000	5,617	13,750	14,900	14,900	14,900	15,198
521.22.41.08	PROF SERVICES-SHREDDING						50	100	100	100	102
521.22.42	COMMUNICATIONS	28,545	25,000	26,508	26,508	15,538	27,163	29,039	29,039	28,595	29,167
521.22.43	TRAVEL	5,230	2,321	5,230	5,230	883	5,230	5,230	5,230	5,230	5,335
521.22.44	ADVERTISING	3,000	-	3,000	3,000	-	3,000				
521.22.44.02	ADVERTISING							3,000	3,000	3,000	3,060
521.22.45	OPER RENTALS & LEASES	8,000	1,685	8,000	8,000	1,100	4,271	5,000	5,000	5,000	5,100
521.22.48	REPAIR & MAINTENANCE	8,000	11,690	8,000	8,000	5,169	8,000	8,000	8,000	8,000	8,160
521.22.49	MISCELLANEOUS	3,730	208	3,730	3,730	0	3,500	3,730	3,730	3,730	3,805
521.22.49.01	DUES, SCHOOLS & CONF	8,947	6,626	8,947	8,947	6,745	8,947				
521.22.49.20	LAUNDRY	5,725	3,320	5,725	5,725	1,344	3,137	5,725	5,725	3,725	3,800
521.22.49.22	DUES, SCHOOLS & CONF							8,947	8,947	8,947	9,126
521.22.40	SUB TOTAL	86,177	59,216	84,140	84,140	36,396	77,048	83,671	83,671	81,227	82,851

CITY OF DES MOINES

2012 BUDGET REQUESTS

LAW ENFORCEMENT
PATROL DIVISION

001.360.030 PATROL DIVISION		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
521.22.99.01	COMPUTER MAINTENANCE	91,622	91,622	97,466	97,466	48,733	97,466	97,466	97,466	97,466	99,415
521.22.99.02	COMPUTER REPLACEMENT	20,945	20,945	12,222	12,222	6,111	12,222	35,700	35,700	10,710	10,924
521.22.99.03	EQUIPMENT MAINTENANCE	74,100	74,100	39,000	39,000	19,500	39,000	78,000	72,000	62,400	72,000
521.22.99.04	EQUIPMENT REPLACEMENT	58,250	58,250	70,075	70,075	35,038	70,075	126,813	113,096	0	113,096
521.22.99.05	INTERFUND INSURANCE	125,274	125,274	104,341	104,341	104,341	104,341	96,423	96,423	88,387	90,155
521.22.99	SUB TOTAL	370,191	370,191	323,104	323,104	213,723	323,104	434,402	414,685	258,963	385,590
594.21.64	EQUIPMENT	0	0	0	0	0	0	-	-	-	-
594.21.60	SUB TOTAL	0	0	0	0	0	0	-	-	-	-
PATROL DIVISION TOTAL		3,068,332	2,925,873	3,001,027	3,012,527	1,427,910	2,831,101	3,137,107	3,108,452	2,904,802	3,084,346

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **PATROL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.360.030.521.22.00.00		PATROL			
		SALARIES AND WAGES			
521.22.10	Salaries & Wages	Provides for personnel to perform community first patrol functions, preventive patrol, and emergency response on a 24-hour basis. Increase reflects salaries as set by the collective bargaining agreement with the Police Guild.	\$ 1,508,342	\$ 1,508,342	\$ 1,418,318
		4.0 Sergeants			
		13.0 Officers			
		-1.0 Freeze 1 vacant position in 2012			
		1.0 Officer transfer from Levy Lid Lift			\$ 91,853
		<u>17.0 FTE's</u>			
521.22.10.03	Salaries-School Resource Off	This position is funded through an interlocal agreement with the Highline School District until June 1, 2012.	90,528	79,212	78,759
		1.00 Officer			
		<u>-0.13 260 hours assigned to ATS Program</u>			
		<u>0.87 FTE</u>			
521.22.10.10	Holiday Pay-Out	Provides for maximum holiday pay cash-out of 40 hrs per Patrol officer.	29,007	29,007	27,275
		1 Officer transferred from Levy Lid Lift			\$ 1,766
521.22.10.13	Holiday Pay-Out-School Res Off	Provides for maximum holiday pay cash-out of 40 hrs for school resource officer.	1,741	1,741	1,741
521.22.11	Overtime	Provides for overtime for sergeants, officers, and community service officers for City-sponsored events, court, shift coverage, special details, end of shift, excessive work loads, paid time off, and acting Sergeant. Special emphasis in high crime areas. Also includes overtime for special events and traffic school.	150,707	150,707	144,839

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **PATROL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.360.030.521.22.00.00		PATROL			
521.22.11.02	Overtime Training	Provides overtime pay for mandatory training for 17 police officers in first aid, bloodborne and airborne pathogens, breathalyzer, defensive tactics, firearms qualifications, instructor certification and other straining as mandated by the state. Other training includes quarterly firearms training, taser training and in-car technology training, including computers, in-car video system, and LoJack auto recovery system.	27,000	27,000	24,500
521.22.11.02	Overtime-Sch Rsr Officer	Provides for overtime for school resource officer.	10,675	10,675	10,675
TOTAL SALARIES AND WAGES			\$ 1,818,000	\$ 1,806,684	\$ 1,799,726
PERSONNEL BENEFITS					
521.22.20	Personnel Benefits	Provides for personnel benefits for 16 police officers assigned to the Patrol Division.	\$ 607,937	\$ 610,995	\$ 553,928
		1 Officer transferred from Levy Lid Lift			\$ 39,900
521.22.20.03	Personnel Ben-School Res Off	Provides for personnel benefits for the School Resource Officer.	39,881	38,341	36,542
521.22.20.02	L&I Benefits-Reserve Officers	Provides for the L & I premium due for workmen's compensation to cover reserve officers while performing duties for the City.	3,500	3,500	3,500
521.22.20.90	Employee Med. Contr	Employees' share of health insurance premium cost for spouse and/or dependents.	(18,108)	(18,108)	(14,250)
		1 Officer transferred from Levy Lid Lift			\$ (1,418)

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **PATROL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.360.030.521.22.00.00		PATROL			
521.22.21	Uniforms-Patrol	Provides uniforms for Sergeants & Police Officers assigned to the Patrol Division and uniforms for the reserve officers. This is determined by collective bargaining agreement.	30,000	30,000	20,000
		TOTAL PERSONNEL BENEFITS	\$ 663,210	\$ 664,728	\$ 638,202
		SUPPLIES			
521.22.31	Office & Oper Supplies	Provides for purchase of supplies needed to perform Patrol services. Includes road flares, ammunition, weapon parts, film, evidence, bloodborne pathogens, supplies used for crime scene photography. Additional amount based on actuals.	\$ 17,000	\$ 17,000	\$ 17,000
521.22.32.01	Unleaded Fuel (Isf)	Provides for unleaded gas to operate vehicles assigned to the Patrol Division.	77,636	79,841	77,841
521.22.32.02	Diesel Fuel (Isf)	Provides for diesel gas to operate vehicles assigned to the Patrol Division.	713	1,343	1,343
521.22.32.03	Unleaded Fuel (Outside)	Provides for outside fuel to operate vehicles assigned to the Patrol Division.	7,475	5,500	5,500
521.22.35	Small Tools & Equipment	Provides for purchase of patrol and crime prevention equipment, firearms equipment, firearms range equipment, bicycle patrol tools, earphones, protective glasses, cameras and replacement of small equipment damaged in daily activity.	35,000	35,000	25,000
		TOTAL SUPPLIES	\$ 137,824	\$ 138,684	\$ 126,684

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **PATROL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.360.030.521.22.00.00		PATROL			
		OTHER SERVICES AND CHARGES			
521.22.41	Professional Services	Provides for post-trauma counseling and critical incident debriefings as required for patrol personnel. Also provides for photo development for accident investigations, psychological, polygraph, physical testing, range fees, radar certifications, interpreter services, and vehicle cleaning.	\$ 14,900	\$ 14,900	\$ 14,900
521.22.41.08	Professional Services- Shredding	Provides for document shredding services.	\$ 100	\$ 100	\$ 100
521.22.42	Communications	Provides for telephone lines, long distance phone charges and cellular air time for staff. Also provides for Aircards in police patrol vehicles for communicating with Valley Comm.	29,039	29,039	28,595
521.22.43	Travel	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars. This includes training such as officer survival skills, advanced tactics, firearms instructor certification courses, emergency management courses and other advanced training.	5,230	5,230	5,230
521.22.44.02	Advertising	Provides for advertising of special training events, reserve officer openings and advertising of annual full-time officer testing.	3,000	3,000	3,000
521.22.45	Oper Rentals & Leases	Provides for leasing one Identi-Kit and a shredder.	5,000	5,000	5,000
521.22.48	Repair & Maintenance	Provides for routine maintenance and unexpected small repairs to Patrol Division equipment.	8,000	8,000	8,000

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **PATROL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.360.030.521.22.00.00		PATROL			
521.22.49	Miscellaneous	Provides for printing, cost of photo developing for court and emergency phone lines for victims.	3,730	3,730	3,730
521.22.49.20	Laundry	Provides for uniform cleaning for patrol unit personnel.	5,725	5,725	3,725
521.22.49.01	Dues, Schools & Conf	Provides for fees and tuition, dues and membership associated with training. 1. National Assoc. of Traffic Investigators, dues for three. 2. Tactical Training Fees for four personnel. 3. Firearms Instructors Assoc., dues for three. 4. Glock Armorers School, tuition for one. 5. Glock Instructors course, tuition for one. 6. Shotgun Armorers course, tuition for one. 7. Bicycle instructor, tuition for one. 8. Bicycle Patrol, tuition for four personnel. 9. Internet Crime training tuition and membership fees. 10. Child Exploitation training. 11. Computer Crimes training fees.	8,947	8,947	8,947
TOTAL OTHER SERVICES AND CHARGES			\$ 83,671	\$ 83,671	\$ 81,227
INTERFUND SERVICES					
521.22.99.01	Computer Maintenance	Provides for division's share of interfund maintenance costs for Patrol computers.	\$ 97,466	\$ 97,466	\$ 97,466
521.22.99.02	Computer Replacement	Provides for division's share of interfund replacement costs for Patrol computers.	\$ 35,700	\$ 35,700	\$ 10,710

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **PATROL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.360.030.521.22.00.00		PATROL			
521.22.99.03	Equipment Maintenance	Provides for division's share of interfund replacement costs for Patrol vehicles.	\$ 78,000	\$ 72,000	\$ 62,400
521.22.99.04	Equipment Replacement	Provides for division's share of interfund replacement costs for Patrol vehicles.	\$ 126,813	\$ 113,096	\$ -
521.22.99.05	Interfund Insurance	Provides for Patrol Division's contribution to the City's self-insurance fund.	\$ 96,423	\$ 96,423	\$ 88,387
TOTAL INTERFUND SERVICES			\$ 434,402	\$ 414,685	\$ 258,963
CAPITAL OUTLAYS					
594.21.64	Equipment		\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAYS			\$ -	\$ -	\$ -
TOTAL PATROL DIVISION			\$ 3,137,107	\$ 3,108,452	\$ 2,904,802

CITY OF DES MOINES

2012 BUDGET REQUEST

LAW ENFORCEMENT
POLICE GRANTS

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.380.000 POLICE GRANTS										
001.380.001 BUREAU OF JUSTICE										
521.22.00.00 BULLET PROOF VESTS							6,000	6,000	6,000	6,000
521.22.21 UNIFORMS							-	-	-	-
521.22.35 SMALL TOOLS & EQP-VESTS	6,000	-	-	-	-	-	-	-	-	-
001.380.001 SUB TOTAL	6,000	-	-	-	-	-	6,000	6,000	6,000	6,000
001.380.004 WA TRAFFIC SAFETY COMMISSION										
521.70.11.00 OVERTIME	10,439	-	-	-	-	-	-	-	-	-
521.70.11.22 OVERTIME CLICK-IT OR TICKET	-	2,113	5,000	5,000	-	-	5,000	5,000	5,000	5,125
521.70.11.23 OVERTIME INTENSE TRAFFIC SAFETY	-	-	-	-	-	-	-	-	-	-
521.70.20.00 PERSONNEL BENEFITS	1,561	-	-	-	-	-	-	-	-	-
521.70.20.22 PERSONNEL BENEFITS CLICK IT OR TICKET	-	304	673	673	-	-	673	741	753	772
521.70.20.23 PERSONNEL BENEFITS INTENSE TRAFF	-	-	-	-	-	-	-	-	-	-
521.70.35.90 SMALL EQP < \$1,000 > \$5,000	-	-	-	-	-	-	-	-	-	-
521.70.43.00 TRAVEL EXPENSES	-	-	-	-	-	-	-	-	-	-
521.70.64.00 WTSC GRANT/EQUIPMENT	6,000	-	-	-	-	-	-	-	-	-
001.380.004 SUB TOTAL	18,000	2,418	5,673	5,673	-	-	5,673	5,741	5,753	5,897
001.380.005 WASPC/SEX OFFENDER VERIFICATION										
521.22.11.00 OVERTIME-WASPC/SEX OFFNDR VERIF	15,921	8,096	7,500	7,500	5,987	8,890	11,500	11,500	11,500	11,788
521.22.20.00 BENEFITS-WASPC/SEX OFFNDR VERIF	2,380	1,275	1,010	1,010	890	1,422	1,548	1,703	1,732	1,775
521.70.35.00 SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	-
521.70.35.90 SMALL EQP < \$1,000 > \$5,000	-	-	-	-	-	-	-	-	-	-
001.380.005 SUB TOTAL	18,301	9,371	8,510	8,510	6,876	10,312	13,048	13,203	13,232	13,563
001.380.007 WA AUTO THEFT PREVENTION AUTHORITY										
521.22.11.00 OVERTIME	-	-	-	-	-	-	-	-	-	-
521.22.20.00 PERSONNEL BENEFITS	-	-	-	-	-	-	-	-	-	-
521.22.31.00 SUPPLIES	-	-	-	-	684	684	-	-	-	-
521.22.35.00 SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	-
521.22.35.90 SMALL EQP < \$1,000 > \$5,000	-	-	-	-	-	-	-	-	-	-
521.22.35.90 COMMUNICATIONS	-	-	-	-	-	-	-	-	-	-
001.380.007 SUB TOTAL	-	-	-	-	684	684	-	-	-	-

CITY OF DES MOINES

2012 BUDGET REQUEST

LAW ENFORCEMENT
POLICE GRANTS

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.380.000 POLICE GRANTS										
001.380.008 WASPC/GANG PREVENTION										
521.22.10.00 SALARY	28,884	28,884	-	-	-	-				-
521.22.11.00 OVERTIME	5,000	4,137	-	-	-	-				-
521.22.20.00 PERSONNEL BENEFITS	9,048	11,468	-	-	-	-				-
521.22.20.90 DEPENDENT MEDICAL EE CONTRIBUTION		(158)								
521.22.31.00 SUPPLIES	-									
521.22.35.00 SMALL TOOLS & EQUIPMENT			-	-						
521.22.35.90 SMALL EQP < \$1,000 > \$5,000	-		-	-						
521.22.35.90 COMMUNICATIONS										
001.380.008 SUB TOTAL	42,932	44,332	-	-	-	-				-
001.380.009 COPS HIRING RECOVERY PROGRAM										
521.22.10.00 SALARY	113,328	154,441	163,345	163,345	81,204	165,068	172,644	172,644	172,644	
521.22.10.10 HOLIDAY PAY-OUT	2,180	-	3,141	3,141	-	3,141	3,320	3,320	3,320	
521.22.11.00 OVERTIME	-	15,365	15,000	15,000	4,291	15,000	15,000	15,000	15,000	
521.22.11.02 OVERTIME-TRAINING	-	-	-	-	-	-				
521.22.20.00 PERSONNEL BENEFITS	54,450	61,790	73,876	73,876	36,517	73,479	74,639	74,937	71,486	
521.22.20.90 DEPENDENT MEDICAL EE CONTRIBUTION	(1,706)	(1,940)	(2,547)	(2,547)	(1,273)	(2,547)	(2,532)	(2,532)	(2,151)	
521.22.31.00 SUPPLIES	-									
521.22.35.00 SMALL TOOLS & EQUIPMENT			-	-						
521.22.35.90 SMALL EQP < \$1,000 > \$5,000	-		-	-						
521.22.35.90 COMMUNICATIONS										
001.380.009 SUB TOTAL	168,252	229,655	252,815	252,815	120,739	254,141	263,071	263,369	260,299	-
001.380.010 RECOV ACT/ED BYRNE(JAG)/PD TECH UPGRADE										
521.22.35.90 SMALL EQP < \$1,000 > \$5,000			-	-						
594.21.64.00 EQUIPMENT-Police Training Room Tech Upgrade	10,297	10,971								
001.380.008 SUB TOTAL	10,297	10,971	-	-	-	-	-	-	-	-
001.380.011 BUREAU JUSTICE ASSIST(JAG) FY 10/EQP										
521.22.35.00 SMALL TOOLS & EQUIPMENT	4,498		-	-						
521.22.35.90 SMALL EQP < \$1,000 > \$5,000	12,539		-	-	4,060	4,060				
001.380.008 SUB TOTAL	17,037	-	-	-	4,060	4,060	-	-	-	-
TOTAL POLICE GRANTS	280,819	296,747	266,998	266,998	132,359	269,197	287,792	288,313	285,284	25,460

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **POLICE GRANTS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
POLICE GRANTS					
001.380.001.521.22.00.00					
BUREAU OF JUSTICE					
BULLET PROOF VESTS					
521.22.21	Uniforms	\$6,000 for 10 bullet proof vest @ \$1,000 each, of which one-half (\$3,000) will be reimbursed to the City through a grant from the Federal Bureau of Justice.	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL BULLET PROOF VESTS			\$ 6,000	\$ 6,000	\$ 6,000
001.380.004					
WASHINGTON TRAFFIC SAFETY COMMISSION					
521.70.11.22	Overtime		\$ 5,000	\$ 5,000	\$ 5,000
521.70.20.22	Personnel Benefits CLICK IT OR TICK		\$ 673	\$ 741	\$ 753
521.70.64.00	WTSC Grant/Equipment		\$ -	\$ -	\$ -
TOTAL WTSC			\$ 5,673	\$ 5,741	\$ 5,753
001.380.005					
WASPC/SEX OFFENDER VERIFICATION					
521.22.11.00	Overtime	Provides for overtime hours.	\$ 11,500	\$ 11,500	\$ 11,500
521.22.20.00	Personnel Benefits	Provides for the benefits associated with overtime.	\$ 1,548	\$ 1,703	\$ 1,732
521.22.35	Small Tools & Equipment		\$ -	\$ -	\$ -
521.22.35.90	Small Equipment < \$1,000 > \$5,000		\$ -	\$ -	\$ -
TOTAL WASPC/SEX OFFENDER VERIFICATION			\$ 13,048	\$ 13,203	\$ 13,232

BUDGET NARRATIVE
2012

FUND: **GENERAL**
DEPARTMENT: **LAW ENFORCEMENT**
DIVISION: **POLICE GRANTS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
POLICE GRANTS					
001.380.009	COPS HIRING RECOVERY PROGRAM				
521.22.10.00	Salaries & Wages	Provides for two patrol police officers.	\$ 172,644	\$ 172,644	\$ 172,644
521.22.10.10	Holiday Pay-out	Provides for holiday pay cash-out.	\$ 3,320	\$ 3,320	\$ 3,320
521.22.11.00	Overtime	Provides for overtime hours.	\$ 15,000	\$ 15,000	\$ 15,000
521.22.20.00	Personnel Benefits	Provides for the benefits of two police officers.	\$ 74,639	\$ 74,937	\$ 71,486
521.22.20.90	Dependent Medical EE Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (2,532)	\$ (2,532)	\$ (2,151)
521.22.35	Small Tools & Equipment		\$ -	\$ -	\$ -
521.22.35.90	Small Equipment < \$1,000 > \$5,000		\$ -	\$ -	\$ -
TOTAL COPS HIRING RECOVERY PROGRAM			\$ 263,071	\$ 263,369	\$ 260,299
TOTAL POLICE GRANTS			\$ 287,792	\$ 288,313	\$ 285,284

CITY OF DES MOINES

2012 BUDGET REQUEST

LAW ENFORCEMENT
AUTOMATED SPEED ENFORCEMENT PROGRAM

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.385.030	AUTOMATED SPEED ENFORCEMENT										
521.70.10.00	SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,043	\$ 39,336	\$ 40,123
521.70.20.00	BENEFITS								6,847	6,927	6,821
521.70.31.00	OPERATING SUPPLIES										
521.70.35.xx	SMALL TOOLS/MINOR EQUIP.										
521.70.41.xx	PROFESSIONAL SERVICES				28,500		28,500	93,000	93,000	93,000	93,000
521.70.42.xx	COMMUNICATIONS										
521.70.43.xx	TRAVEL										
521.70.48.xx	REPAIR & MAINTENANCE								500	500	500
521.70.49.xx	MISCELLANEOUS								1,500	1,237	1,500
521.70.xx.xx											
001.385.030	SUB TOTAL	-	-	-	28,500	-	28,500	93,000	140,890	141,000	141,944
TOTAL AUTOMATED SPEED ENFORCEMENT PROGRAM		-	-	-	28,500	-	28,500	93,000	140,890	141,000	141,944

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **AUTOMATED TRAFFIC ENFORCEMENT PROGRAM**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.385.030.521.70.00.00		AUTOMATED TRAFFIC ENFORCEMENT PROGRAM			
		City Council authorized pilot program at Woodmont Elementary School for installing speed cameras to address traffic safety in school zones.			
539.30.10	Salaries & Wages	Provides salaries for the following personnel: 0.300 Court Clerk 0.125 Record Specialist 0.125 School Resource Police Officer 0.060 Master Police Sergeant <u>0.020 Associate Transportation Engr</u> <u>0.630 FTE's</u>	\$ -	\$ 39,043	\$ 39,336
539.30.20	Personnel Benefits	Provides payroll benefits for automated traffic enforcement program personnel.	\$ -	\$ 6,847	\$ 6,927
521.70.35	Small Tools/Minor Equipment		-	-	-
521.70.41	Professional Services		\$ 93,000	\$ 93,000	\$ 93,000
521.70.42	Communications		-	-	-
521.70.43	Travel		-	-	-
521.70.48	Repair & Maintenance		\$ -	\$ 500	\$ 500
521.70.49	Miscellaneous		\$ -	\$ 1,500	\$ 1,237
TOTAL AUTOMATED SPEED ENFORCEMENT PROGRAM			\$ 93,000	\$ 140,890	\$ 141,000

CITY OF DES MOINES

2012 BUDGET REQUESTS

LAW ENFORCEMENT
ANIMAL CONTROL

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.540.036 ANIMAL CONTROL												
539.30.10	SALARIES & WAGES	64,992	64,436	66,264	66,264	33,132	66,264	68,400		68,400	68,400	69,768
539.30.10.10	HOLIDAY PAY	1,250	0	1,274	1,274	0	1,274	1,315		1,315	1,315	1,341
539.30.11	OVERTIME	2,800	3,125	2,800	2,800	1,784	2,800	2,800		2,800	2,800	2,856
539.30.11.02	OVERTIME TRAINING	560	0	560	560	0	560	560		560	560	571
539.30.10	SUB TOTAL	69,602	67,560	70,898	70,898	34,916	70,898	73,075	0	73,075	73,075	74,537
539.30.20	PERSONNEL BENEFITS	20,591	19,398	21,158	21,158	10,620	21,695	23,536		23,693	23,038	23,499
539.30.20.90	EMPLOYEE MED. CONTRIBUTION	0	0	0	0	0	0	0		0	0	0
539.30.21	UNIFORMS	1,000	172	1,000	1,000	263	1,239	1,000		1,000	1,000	1,020
539.30.20	SUB TOTAL	21,591	19,570	22,158	22,158	10,883	22,934	24,536	0	24,693	24,038	24,519
539.30.31	OPERATING SUPPLIES	2,000	1,951	2,000	2,000	503	2,000	2,000		2,000	2,000	2,040
539.30.32.01	UNLEADED FUEL (ISF)	1,723	2,206	2,080	2,580	1,316	2,657	2,725		2,716	2,716	2,770
539.30.35	SMALL TOOLS/MINOR EQUIP.	500	0	500	500	367	500	500		500	500	510
539.30.30	SUB TOTAL	4,223	4,157	4,580	5,080	2,185	5,157	5,225	0	5,216	5,216	5,320
539.30.41	PROFESSIONAL SERVICES	860	4,673	860	860	1,530	2,500	860		860	860	877
539.30.41.21	PROF ANIMAL CARE SERVICES	10,000	15	10,000	10,000	0	5,000	8,000		8,000	8,000	8,160
539.30.42	COMMUNICATIONS	700	794	787	787	370	755	826		826	826	842
539.30.43	TRAVEL	157	0	157	157	0	157	157		157	157	160
539.30.48	REPAIR & MAINTENANCE	500	0	500	500	0	200	500		500	500	510
539.30.49	MISCELLANEOUS	600	99	600	600	0	500	600		600	600	612
539.30.49.01	DUES, SCHOOLS, CONF.	500	473	500	500	772	772					
539.30.49.20	LAUNDRY	400	220	400	400	111	220	400		400	400	408
539.30.49.22	DUES, SCHOOLS, CONF.							500	500	500	500	510
539.30.40	SUB TOTAL	13,717	6,273	13,804	13,804	2,783	10,104	11,843	500	11,843	11,843	12,080
539.30.99.01	COMPUTER MAINTENANCE	2,752	2,752	2,942	2,942	1,471	2,942	2,942		2,942	2,942	3,001
539.30.99.02	COMPUTER REPLACEMENT	395	395	216	216	108	216	636		636	191	195
539.30.99.03	EQUIPMENT MAINTENANCE	3,900	3,900	2,250	2,250	1,125	2,250	4,500		4,500	672	4,500
539.30.99.04	EQUIPMENT REPLACEMENT	3,214	3,214	0	0	0	0	8,247		6,612	0	6,612
539.30.99.05	INTERFUND INSURANCE	4,343	4,343	4,305	4,305	4,305	4,305	3,982		3,982	3,651	3,724
539.30.90	SUB TOTAL	14,604	14,604	9,713	9,713	7,009	9,713	20,307	0	18,672	7,456	18,032
594.39.64	EQUIPMENT	0	0	0	0	-	-	-	-	-	-	-
594.39.60	SUB TOTAL	0	0	0	0	-	-	-	-	-	-	-
ANIMAL CONTROL TOTAL		123,737	112,164	121,153	121,653	57,776	118,806	134,986	500	133,499	121,628	134,487

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **ANIMAL CONTROL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.540.036.539.30.00.00		ANIMAL CONTROL			
		SALARIES AND WAGES			
539.30.10	Salaries & Wages	Provides for 1.0 FTE Animal Control Officer (ACO) to perform animal control functions, preventive animal control, and emergency response.	\$ 68,400	\$ 68,400	\$ 68,400
539.30.10.10	Holiday Pay	Provides for maximum holiday pay cash-out of 40 hours.	\$ 1,315	\$ 1,315	\$ 1,315
539.30.11	Overtime	Provides for overtime for ACO for holidays, July 4th activities, court, special details, and normal overtime due to excessive work loads.	\$ 2,800	\$ 2,800	\$ 2,800
539.30.11.02	Overtime Training	Provides overtime pay for one Animal Control Officer's training in first aid, bloodborne and airborne pathogens, defensive tactics, defensive driving and other training mandated by the State.	\$ 560	\$ 560	\$ 560
		TOTAL SALARIES AND WAGES	\$ 73,075	\$ 73,075	\$ 73,075
		PERSONNEL BENEFITS			
539.30.20	Personnel Benefits	Provides payroll benefits for one Animal Control Officer.	\$ 23,536	\$ 23,693	\$ 23,038
539.30.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ -	\$ -	\$ -
539.30.21	Uniforms	Provides uniforms for animal control officer.	\$ 1,000	\$ 1,000	\$ 1,000
		TOTAL PERSONNEL BENEFITS	\$ 24,536	\$ 24,693	\$ 24,038
		SUPPLIES			
539.30.31	Operating Supplies	Provides for purchase of supplies needed to perform animal control services. Includes licenses/receipts, legend drugs, and gloves.	\$ 2,000	\$ 2,000	\$ 2,000
539.30.32.01	Fuel	Provides for fuel for operating one vehicle assigned to the Animal Control Division.	\$ 2,725	\$ 2,716	\$ 2,716

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **ANIMAL CONTROL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.540.036.539.30.00.00		ANIMAL CONTROL			
539.30.35	Small Tools/Minor Equip.	Provides for purchase of animal traps and portable kennels.	\$ 500	\$ 500	\$ 500
		TOTAL SUPPLIES	\$ 5,225	\$ 5,216	\$ 5,216
		OTHER SERVICES AND CHARGES			
539.30.41	Professional Services	Provides for other professional services related to animal control services.	\$ 860	\$ 860	\$ 860
539.30.41.21	Prof Animal Care Services	Provides for veterinarian services and other animal care services.	\$ 8,000	\$ 8,000	\$ 8,000
539.30.42	Communications	Provides long-distance phone service and cellular airtime to reduce the number of billable from Valley Communications.	\$ 826	\$ 826	\$ 826
539.30.43	Travel	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars.	\$ 157	\$ 157	\$ 157
539.30.48	Repair & Maintenance	Provides for routine maintenance and unexpected small repairs to Animal Control equipment.	\$ 500	\$ 500	\$ 500
539.30.49	Miscellaneous	Provides for printing and other miscellaneous expenses.	\$ 600	\$ 600	\$ 600
539.30.49.20	Laundry	Provides for uniform cleaning of one animal control officer.	\$ 400	\$ 400	\$ 400
539.30.49.20	Dues, Schools, Conf.	Provides for fees and tuition, dues and memberships associated with training.	\$ 500	\$ 500	\$ 500
		TOTAL OTHER SERVICES AND CHARGES	\$ 11,843	\$ 11,843	\$ 11,843

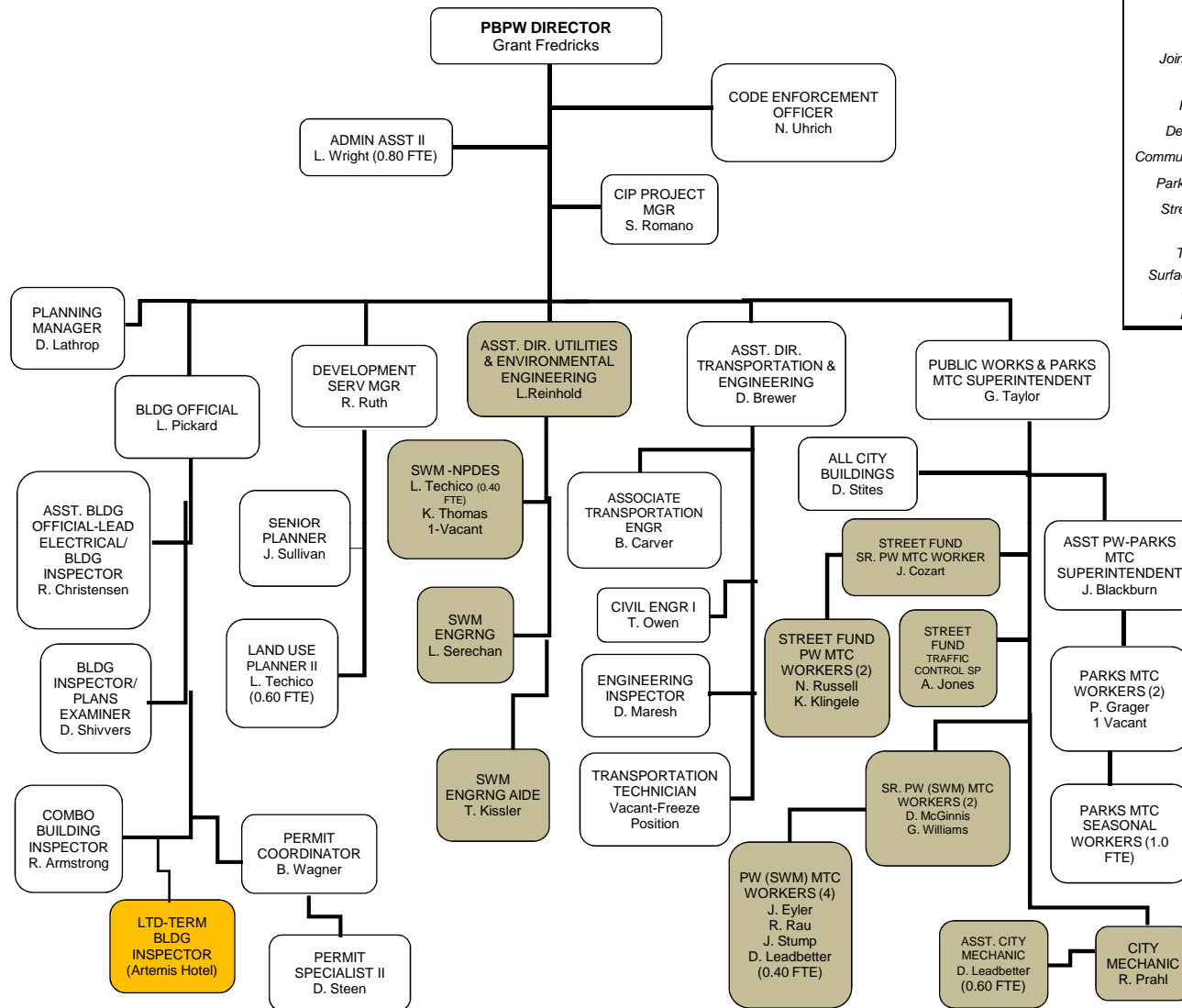
BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **ANIMAL CONTROL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.540.036.539.30.00.00		ANIMAL CONTROL			
		INTERFUND SERVICES			
539.30.99.01	Computer Maintenance	Provides for maintenance of one computer for the animal control officer.	\$ 2,942	\$ 2,942	\$ 2,942
539.30.99.02	Computer Replacement	Provides for replacement of one computer for the animal control officer.	\$ 636	\$ 636	\$ 191
539.30.99.03	Equipment Maintenance	Provides for animal control's share of interfund maintenance for the Animal Control vehicle.	\$ 4,500	\$ 4,500	\$ 672
539.30.99.04	Equipment Replacement	Provides for animal control's share of replacement costs for the Animal Control vehicle.	\$ 8,247	\$ 6,612	\$ -
539.30.99.05	Interfund Insurance	Animal Control's contribution to the Self Insurance Fund.	\$ 3,982	\$ 3,982	\$ 3,651
		TOTAL INTERFUND SERVICES	\$ 20,307	\$ 18,672	\$ 7,456
		TOTAL ANIMAL CONTROL DIVISION	\$ 134,986	\$ 133,499	\$ 121,628

CITY OF DES MOINES
PLANNING, BUILDING, AND PUBLIC WORKS

Organizational Chart



Department/Divisions

- Administration
- All City Buildings
- Engineering
- Joint Minor Home Repair Building Division
- Plan Development
- Development Services
- Community Development Grants
- Park Operations Services
- Streets Administration & Maintenance
- Transportation CIP
- Surface Water Management Operations & CIP
- Equipment Rental

BUDGET NARRATIVE

2012

FUND: **GENERAL**

DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
PLANNING, BUILDING AND PUBLIC WORKS (PBPW)			\$ 3,490,323	\$ 3,475,002	\$ 3,335,930
001.490.040.532.10.00.00	Administrative Division		\$ 433,852	\$ 430,971	\$ 431,023
		The Administration Division manages the Engineering Services and Surface Water Management public works divisions, the Building and Development Services divisions and Plan Development Program, the Public Works & Park Operations Division, All City Building Maintenance program and the City's maintenance of vehicles and other major equipment. This Division also is responsible for City's Code Enforcement and Capital Improvement Projects management.			
001.300.028.518.30.00.00	All City Buildings		\$ 266,605	\$ 271,710	\$ 264,876
		This program provides for ordinary building maintenance for the government-owned buildings in the City Hall Complex, which include City Hall, Public Works Engineering Building and a portion of the Public Works and Parks Service Center. Expenditures for other departments are recognized in their respective budgets.			
001.480.034.532.21.00.00	Engineering Services Division		\$ 639,840	\$ 644,093	\$ 574,243
		The Engineering Services Division is responsible for the transportation infrastructure systems within the City. To this end, the Engineering Services Division studies and plans for improvements, applies for appropriate funding, and designs and oversees the construction of capital improvements to the infrastructure. This Division is the final accepting authority for Arterial Streets capital improvements. It also reviews residential and commercial development proposals.			

BUDGET NARRATIVE

2012

FUND: **GENERAL**

DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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PLANNING, BUILDING AND PUBLIC WORKS (PBPW)

001.495.040.551.50.48	Joint Minor Home Repair Program	\$ 25,000	\$ 25,000	\$ 25,010
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The City of Des Moines Minor Home Repair Program provides grant funds to subsidize repairs and maintenance for qualified homeowners. Housing repair services focus on maintaining health and safety, preserving the home and increasing energy efficiency.

001.500.034.532.22.00.00	Building Division	\$ 710,824	\$ 707,304	\$ 776,943
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The Building Division oversees building construction within the City of Des Moines. It reviews building plans for compliance with applicable local and national codes, issues building permits and inspects buildings during construction for compliance with the approved plans. This Division is the final accepting authority for occupancy permits.

001.580.038.558.20.00.00	Plan Development	\$ 150,312	\$ 144,336	\$ 145,776
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Plan Development assists in developing, coordinating and implementing long-range planning, including the Comprehensive Plan. This program also implements specific project, strategic, or master plans as directed by the City Council.

Plan Development researches, drafts, and coordinates activities relating to state legislation, such as Growth Management Act (GMA), SEPA and the State Shoreline Management Act.

BUDGET NARRATIVE

2012

FUND: **GENERAL**

DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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PLANNING, BUILDING AND PUBLIC WORKS (PBPW)

001.600.038.558.60.00.00	Development Services Division	\$ 389,703	\$ 365,265	\$ 331,092
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Development Services implements adopted City policies through administrative review of development proposals and drafting of necessary land-use related code amendments. This Division is responsible for code administration, project management, and enforcement of zoning, subdivision, nuisance and construction issues. State Environmental Policy Act (SEPA), Shorelines Management Act, other State regulations and FEMA requirements are implemented through this Division by way of local review and coordination of both public and private project and nonproject regulatory actions. Development Services staff supports City Council, Planning Agency, and the Hearing Examiner and recommends zoning code amendments.

001.610.000.000.00.00.00	Community Development Grants	\$ 51,852	\$ 51,855	\$ 51,943
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This program accounts for all expenditures associated with grants awarded to the Department.

001.635.045.576.81.00.00	Park Operations	\$ 822,335	\$ 834,468	\$ 735,024
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The Park Operations unit of the Public Works and Parks Division serves 35 locations totaling 128.5 acres and 14 buildings comprising more than 100,000 square feet. Functions include: landscaping design and maintenance for parks, municipal buildings, entryways, improved rights of way, trails, downtown street planting areas, city-wide benches, city and community support for programs, services and special events; park operations administration, banners, and holiday decorations.

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS
ADMINISTRATION

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.490.040	PBPW - ADMIN											
532.10.10	SALARIES & WAGES	285,313	300,755	289,047	289,047	156,913	313,790	298,345		298,345	298,345	305,804
532.10.11.00	OVERTIME	500	0	500	500	448	0	500		500	500	500
532.10.10	SUB TOTAL	285,813	300,755	289,547	289,547	157,361	313,790	298,845	0	298,845	298,845	306,304
532.10.20	PERSONNEL BENEFITS	74,541	78,158	80,435	80,435	42,004	84,712	87,232		87,489	92,544	94,858
532.10.20.90	EMPLOYEE MED. CONTRIBUTION	(496)	(620)	(481)	(481)	(343)	(572)	(457)		(457)	(488)	(500)
532.10.21	UNIFORMS	300	279	300	300	0	300	300		300	300	300
532.10.20	SUB TOTAL	74,345	77,818	80,254	80,254	41,661	84,441	87,075	0	87,332	92,356	94,657
532.10.31	OPERATING SUPPLIES	2,000	1,424	2,000	2,000	563	1,622	2,000		2,000	2,000	2,050
532.10.32.01	UNLEADED FUEL (ISF)	1,092	1,098	1,095	1,895	952	1,716	1,590		1,747	1,747	1,791
532.10.35	SM TOOLS & EQUIPMENT	1,500	546	1,500	1,500	88	750	1,500		1,500	1,500	1,538
532.10.30	SUB TOTAL	4,592	3,068	4,595	5,395	1,602	4,088	5,090		5,247	5,247	5,378
532.10.41	PROFESSIONAL SERVICES	2,000	75	2,000	2,000	0	500	2,000		2,000	2,000	2,000
532.10.42	COMMUNICATIONS	2,937	2,634	2,937	2,937	1,089	2,822	2,937		2,937	2,937	2,937
532.10.43	TRAVEL EXPENSES	434	15	434	434	261	434	434	1,066	434	434	434
532.10.44	ADVERTISING	200	0	200	200	0	0					
532.10.44.02	ADVERTISING							200	600	200	200	200
532.10.45	OPERATING RENTALS	500	-	500	500	77	77	500		500	500	500
532.10.48	REPAIRS & MAINT	200	0	200	200	5	125	200		200	200	200
532.10.49	MISCELLANEOUS	700	419	700	700	482	1,395	700		700	250	250
532.10.49.22	DUES, SCHOOLS, & CONFERENCES										450	450
532.10.40	SUB TOTAL	6,971	3,143	6,971	6,971	1,915	5,353	6,971	1,666	6,971	6,971	6,971
532.10.99.01	COMPUTER MAINTENANCE	13,860	13,860	13,976	13,976	6,988	13,976	13,976		13,976	13,976	14,325
532.10.99.02	COMPUTER REPLACEMENT	2,516	2,516	1,149	1,149	575	1,149	3,375		3,375	1,012	1,037
532.10.99.03	EQUIPMENT MAINTENANCE	900	900	900	900	450	900	1,800		900	480	900
532.10.99.04	EQUIPMENT REPLACEMENT	1,929	1,929	0	0	0	-	1,815		1,086	0	1,086
532.10.99.05	INTERFUND INSURANCE	18,346	18,346	14,332	14,332	14,332	14,332	13,239		13,239	12,136	12,439
532.10.90	SUB TOTAL	37,551	37,551	30,357	30,357	22,344	30,357	34,205		32,576	27,604	29,788
594.32.64.00	EQUIPMENT	-	-	-	-	-	-	-		-	-	-
	SUB TOTAL	-	-	-	-	-	-	-		-	-	-
PLNG/BLDG/PW ADMINISTRATION TOTAL		409,272	422,335	411,724	412,524	224,884	438,028	432,186	1,666	430,971	431,023	443,098

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.490.040.532.10.00.00		PBPW ADMINISTRATION				
		SALARIES AND WAGES				
532.10.10	Salaries & Wages	Provides for the following Personnel: 0.80 PBPW Director Remainder of Director's time allocated as follows: 0.10 in SWM, 0.05 in Streets, 0.05 in Equipment Rental. NOTE: 0.20 reimbursed from Transportation CIP 0.45 Admin Asst II (Position was cut from 1.0 to 0.80 FTE in 2009 & remained at 0.80 FTE) Remainder of Admin Asst II time allocated in 2012 as follows: 0.10 Transportation Engineering, 0.15 in SWM, 0.05 in Streets & .05 in Equipment Rental. NOTE: 0.20 reimbursed from Transportation CIP 1.00 Code Enforcement Officer <u>1.00</u> CIP Project Manager /Facilities Coordinator 0.80 reimbursed from CIP (MCI, Transportation, Marina, & SWM) 3.25 FTEs	\$ 298,345		\$ 298,345	\$ 298,345
532.10.11.00	Overtime	Provides for overtime for classified staff to attend City Council, neighborhood and community meetings, and for code enforcement activities.	\$ 500	\$ -	\$ 500	\$ 500
		TOTAL SALARIES & WAGES	\$ 298,845	\$ -	\$ 298,845	\$ 298,845

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.490.040.532.10.00.00		PBPW ADMINISTRATION				
		PERSONNEL BENEFITS				
532.10.20	Personnel Benefits	Provides for personnel benefits.	\$ 87,232		\$ 87,489	\$ 92,544
532.10.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (457)		\$ (457)	\$ (488)
532.10.21	Uniforms	Provides for uniforms and protective equipment for Code Enforcement Officer.	\$ 300	\$ -	\$ 300	\$ 300
		TOTAL PERSONNEL BENEFITS	\$ 87,075	\$ -	\$ 87,332	\$ 92,356
		SUPPLIES				
532.10.31	Operating Supplies		\$ 2,000	\$ -	\$ 2,000	\$ 2,000
532.10.32.01	Fuel		\$ 1,590	\$ -	\$ 1,747	\$ 1,747
532.10.35	Sm Tools & Equipment	Provides small tools and equipment.	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
		TOTAL SUPPLIES	\$ 5,090	\$ -	\$ 5,247	\$ 5,247

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.490.040.532.10.00.00		PBPW ADMINISTRATION				
		OTHER SERVICES AND CHARGES				
532.10.41	Professional Services	Professional services for management consulting and code enforcement interpreters.	\$ 2,000		\$ 2,000	\$ 2,000
532.10.42	Communications	Provides for pager, long distance calls, and laptop/blackberry connection services.	\$ 2,937	\$ -	\$ 2,937 \$ -	\$ 2,937 \$ -
532.10.43	Travel Expenses	Provides for meals, lodging, and mileage reimbursement for personnel training, trade classes and seminars. EXEC AMEND: New Request Not Approved	\$ 434	\$ 1,066	\$ 434	\$ 434
532.10.44.02	Advertising	Advertising in Seattle Times and Daily Journal of Commerce for consultant Letters of Qualification, contracting services as required, and personnel. EXEC AMEND: New Request Not Approved	\$ 200	\$ 600	\$ 200	\$ 200
532.10.45	Rentals & Leasing	Provides for equipment rental.	\$ 500	\$ -	\$ 500	\$ 500
532.10.48	Repairs & Maintenance	Provides for equipment repair.	\$ 200		\$ 200	\$ 200
532.10.49	Miscellaneous	Provides for miscellaneous services.	\$ 700	\$ -	\$ 700	\$ 250
532.10.49.22	Dues, Schools, & Conferences	Provides for dues and conference registration fees.	\$ -	\$ -	\$ -	\$ 450
		TOTAL OTHER SERVICES AND CHARGES	\$ 6,971	\$ 1,666	\$ 6,971	\$ 6,971

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.490.040.532.10.00.00		PBPW ADMINISTRATION				
		INTERFUND SERVICES				
532.10.99.01	Computer Maintenance	Provides for computer maintenance.	\$ 13,976	\$ -	\$ 13,976	\$ 13,976
532.10.99.02	Computer Interfund Replacement	Provides for Computer Hardware Replacement.	\$ 3,375	\$ -	\$ 3,375	\$ 1,012
532.10.99.03	Equipment Maintenance	Equipment maintenance program, provides equipment maintenance by the City's mechanic.	\$ 1,800	\$ -	\$ 900	\$ 480
532.10.99.04	Equipment Replacement	Equipment replacement program, provides equipment replacement reserve funds for when equipment needs to be replaced.	\$ 1,815	\$ -	\$ 1,086	\$ -
532.10.99.05	Interfund Insurance	Division's contribution to the City's self-insurance fund.	\$ 13,239	\$ -	\$ 13,239	\$ 12,136
		TOTAL INTERFUND SERVICES	\$ 34,205	\$ -	\$ 32,576	\$ 27,604
		CAPITAL OUTLAY				
594.32.64	Equipment	Equipment needed for the Department.	\$ -	\$ -	\$ -	\$ -
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
		TOTAL PBPW ADMINISTRATION	\$ 432,186	\$ 1,666	\$ 430,971	\$ 431,023

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS

ALL CITY BLDGS.

		2010	2010	2011	2011	2011	2011	2012	2012	2012	2013
		AMEND	ACTUAL	ADOPTED	AMEND	ACTUAL	EST YR	DEPT	EXEC	ADOPTED	EST
001.300.028 ALL CITY BUILDINGS						Jan-June	TOTAL	REQ	AMEND		
518.30.10	SALARIES & WAGES	65,480	66,623	67,686	67,686	33,750	67,686	77,494	77,494	77,494	79,431
518.30.11	OVERTIME	9,000	9,984	9,000	9,000	4,710	10,067	9,000	9,000	9,000	9,225
518.30.10	SUB TOTAL	74,480	76,606	76,686	76,686	38,460	77,753	86,494	86,494	86,494	88,656
518.30.20	PERSONNEL BENEFITS	32,795	28,119	28,780	28,780	15,870	33,267	32,263	32,636	34,141	34,995
518.30.20.90	EMPLOYEE MED. CONTRIBUTION	(1,081)	(1,011)	(715)	(715)	(384)	(579)	(507)	(507)	(541)	(555)
518.30.21	UNIFORMS	250	91	250	250	134	210	250	250	250	256
518.30.20	SUB TOTAL	31,964	27,198	28,315	28,315	15,620	32,898	32,006	32,379	33,850	34,696
518.30.31	OPERATING SUPPLIES	6,000	7,058	6,000	6,000	3,994	7,470	6,000	6,000	6,000	6,000
518.30.32.01	UNLEADED FUEL (ISF)	1,458	1,937	2,061	2,061	951	1,976	2,095	2,018	2,018	2,068
518.30.35	SM TOOLS & EQUIPMENT	750	531	750	750	238	653	750	750	750	750
518.30.30	SUB TOTAL	8,208	9,526	8,811	8,811	5,182	10,099	8,845	8,768	8,768	8,818
518.30.41	PROFESSIONAL SERVICES	30,620	22,367	30,620	30,620	10,747	21,545	7,000	2,000	2,000	2,050
518.30.41.32	JANITORIAL SERVICES							23,620	23,620	23,620	24,211
518.30.42	COMMUNICATIONS	700	543	700	700	545	1,065	700	700	700	718
518.30.45	RENTALS	100	347	100	100	9	9	100	100	100	100
518.30.45.05	RENT-HISTORICAL SOCIETY	7,800	7,800	7,800	7,800	4,550	7,800	7,800	7,800	7,800	7,800
518.30.47	UTILITIES	41,100	33,943	41,100	41,100	21,098	36,750	33,971	33,971	33,971	34,820
518.30.48	REPAIRS & MAINT/CONTRACT	38,900	18,990	38,900	38,900	9,313	20,443	38,900	50,900	50,900	52,173
518.30.49	MISCELLANEOUS	650	348	650	650	530	670	350	350	250	250
518.30.49.20	LAUNDRY							300	300	300	300
518.30.49.22	DUES, SCHOOLS, & CONFERENCES									100	100
518.30.40	SUB TOTAL	119,870	84,338	119,870	119,870	46,791	88,283	112,741	119,741	119,741	122,521
518.30.99.03	EQUIPMENT RENTAL MAINTENANCE	2,400	2,400	1,500	1,500	750	1,500	3,000	3,000	604	3,000
518.30.99.04	EQUIPMENT REPAIR & REPLACEMENT	2,750	2,750	0	0	0	0	7,708	5,515	0	5,515
518.30.99.05	INTERFUND INSURANCE	3,584	3,584	5,122	5,122	5,122	5,122	4,732	4,734	4,340	4,449
518.30.99.06	FACILTY REPAIR AND REPLACEMENT	11,079	11,079	11,079	11,079	5,540	11,079	11,079	11,079	11,079	11,079
518.30.90	SUB TOTAL	19,813	19,813	17,701	17,701	11,412	17,701	26,519	24,328	16,023	24,043
594.18.63	IMPROVEMENTS		-	-	-	-	-	-	-	-	-
594.18.60	SUB TOTAL	-	-	-	-	-	-	-	-	-	-
ALL CITY BUILDINGS TOTAL		254,335	217,481	251,383	251,383	117,465	226,733	266,605	271,710	264,876	278,734

BUDGET NARRATIVE
2012

FUND: **GENERAL FUND**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **ALL CITY BUILDINGS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.300.028.518.30.00.00		ALL CITY BUILDINGS			
		SALARIES AND WAGES			
518.30.10	Salaries & Wages	Provides for the following City Facilities Personnel: 1.0 Facility Maintenance Worker 0.1 PW & Parks Maintenance Superintendent 0.1 Asst. PW & Parks Maintenance Superintendent <u>1.2</u> FTE's	\$ 77,494	\$ 77,494	\$ 77,494
518.30.11	Overtime	Provides pager compensation for Facility Maintenance Worker.	\$ 9,000	\$ 9,000	\$ 9,000
		TOTAL SALARIES & WAGES	\$ 86,494	\$ 86,494	\$ 86,494
		PERSONNEL BENEFITS			
518.30.20	Personnel Benefits	Provides Personnel Benefits for the Facility Maintenance Staff.	\$ 32,263	\$ 32,636	\$ 34,141
518.30.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	(\$507)	\$ (507)	\$ (541)
518.30.21	Uniforms	Provides uniforms for Facility Maintenance Worker.	\$ 250	\$ 250	\$ 250
		TOTAL PERSONNEL BENEFITS	\$ 32,006	\$ 32,379	\$ 33,850
		SUPPLIES			
518.30.31	Supplies	Provides building maintenance operating supplies, including wood, fasteners, paint, windows, lights, ballast, etc.	\$ 6,000	\$ 6,000	\$ 6,000
518.30.32.01	Fuel	Provides fuel for Facility Maintenance Worker's vehicle.	\$ 2,095	\$ 2,018	\$ 2,018

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **ALL CITY BUILDINGS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.300.028.518.30.00.00		ALL CITY BUILDINGS			
518.30.35	Small Tools & Equipment	Provides small tools and equipment for building maintenance including power and hand tools, etc.	\$ 750	\$ 750	\$ 750
		TOTAL SUPPLIES	\$ 8,845	\$ 8,768	\$ 8,768
		OTHER SERVICES AND CHARGES			
518.30.41	Professional Services	Security monitoring system:	\$ 7,000	\$ 2,000	\$ 2,000
518.30.41.32	Janitorial Services	Professional custodial services:	\$ 23,620	\$ 23,620	\$ 23,620
518.30.42	Communications	Provides pager and phone services for Facility Maintenance Worker Long Distance Cell Phone/Pager	\$ 700	\$ 700	\$ 700
		\$ 50			
		\$ 650			
		<u>\$ 700</u>			
518.30.45	Rentals & Leasing	Provides equipment rental for needed building maintenance.	\$ 100	\$ 100	\$ 100
518.30.45.05	Rent-Historical Society	The rent paid to Oddfellow's Lodge to house the Historical Society was previously paid from the Misc. Memberships.	\$ 7,800	\$ 7,800	\$ 7,800
518.30.47	Utilities	Utilities used or services provided for City Hall complex, 3% of the Public Works-Parks Service Center and 40% of the Public Works - Engineering Building.	\$ 33,971	\$ 33,971	\$ 33,971
		Electricity \$ 22,030			
		Water \$ 4,475			
		Sewer \$ 451			
		SWM \$ 5,512			
		Natural Gas \$ 1,503			
		<u>\$ 33,971</u>			

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **ALL CITY BUILDINGS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.300.028.518.30.00.00		ALL CITY BUILDINGS			
518.30.48	Repairs & Maintenance	Provides contracted repairs and maintenance (e.g., fire extinguishers, locksmith, drain cleaning and pest control) - \$9,000; HVAC contract - \$26,900; Fire flushing - \$10,000; Defibrillator batteries - \$5,000	\$ 38,900	\$ 50,900	\$ 50,900
518.30.49	Miscellaneous	Provides for miscellaneous services, including contract services (e.g., throw rug cleaning and first aid boxes).	\$ 350	\$ 350	\$ 250
518.30.49.20	Laundry	Provides for laundry services.	\$ 300	\$ -	\$ 300
518.30.49.22	Dues, Schools, & Conferences	Provides for dues & training registration.	\$ -	\$ -	\$ 100
		TOTAL OTHER SERVICES AND CHARGES	\$ 112,741	\$ 119,441	\$ 119,741
		INTERFUND SERVICES			
518.30.99.03	Equipment Maintenance	Equipment maintenance program, provides equipment maintenance by the City's mechanic.	\$ 3,000	\$ 3,000	\$ 604
518.30.99.04	Equipment Replacement	Equipment replacement program, provides equipment replacement reserve funds for when equipment needs to be replaced.	\$ 7,708	\$ 5,515	\$ -
518.30.99.05	Interfund Insurance	Contribution to Self Insurance Fund.	\$ 4,732	\$ 4,734	\$ 4,340
518.30.99.06	Facility Repair and Replacement	Assessment for funding of major repair and replacement of City facilities.	\$ 11,079	\$ 11,079	\$ 11,079
		TOTAL INTERFUND SERVICES	\$ 26,519	\$ 24,328	\$ 16,023

BUDGET NARRATIVE
2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **ALL CITY BUILDINGS**

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
001.300.028.518.30.00.00	ALL CITY BUILDINGS			
	CAPITAL OUTLAY			
594.18.63	Improvements	\$ -	\$ -	\$ -
594.18.64	Equipment Equipment needed for Building Maintenance	\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
	TOTAL ALL CITY BUILDINGS	\$ 266,605	\$ 271,410	\$ 264,876

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **ENGINEERING SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
ENGINEERING			\$ 639,840	\$ 644,093	\$ 574,243

Revenues directly related to this department include:

	2011 Amended Budget	2012 Budget
Right-of-way Permits and Inspection Fees	\$ 135,000	\$ 135,000
Street Vacation Fees	\$ 10,000	\$ 5,000
Title Report Fees	\$ 7,500	\$ 5,850
Engineering Plan Review Fees	\$ 19,500	\$ 49,254
Engineering Plan Review Fees-One Time	\$ 99,228	\$ 31,562
HEAL Grant Funds (shown under HEAL budget worksheet)	\$ -	\$ -
Transfer from CIP Funds	\$ 363,189	\$ 210,710
Asst. Director Transportation & Engineering 50%		
Associate Transportation Engr 25%		
Civil Engineer 1 30%		
Engineering Inspector 10%		
Transportation Tech. 80%		
Total Projected Revenue	\$ 634,417	\$ 437,376

Note: 5% of Assistant Director and 10% of Associate Transportation Engineer allocated to Street Maintenance Administration.

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING,BUILDING & PUBLIC WORKS
ENGINEERING SERVICES

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.480.034	ENGINEERING SERVICES										
532.21.10	SALARIES & WAGES	405,044	400,733	426,416	426,416	192,510	367,349	419,707	417,557	365,284	374,416
532.21.10.90	FURLOUGH	-	(5,724)		-	-	-	-	-	-	-
532.21.11	OVERTIME	2,500	1,172	2,500	2,500	2,099	2,500	2,500	2,500	2,500	2,563
532.21.10	SUB TOTAL	407,544	396,182	428,916	428,916	194,609	369,849	422,207	420,057	367,784	376,979
532.21.20	PERSONNEL BENEFITS	123,925	124,065	132,939	132,939	64,356	123,584	138,535	138,434	128,669	131,886
532.21.20.90	EMPLOYEE MED. CONTRIBUTION	(1,994)	(195)	(2,215)	(2,215)	(1,301)	(2,273)	(1,923)	(1,923)	(2,051)	(2,102)
532.21.21	UNIFORMS	500	148	500	500	337	500	500	500	500	513
532.21.20	SUB TOTAL	122,431	124,017	131,224	131,224	63,392	121,811	137,112	137,011	127,118	130,296
532.21.31	OFFICE/OPERATING SUPPLIES	3,000	2,388	3,000	3,000	783	3,000	3,000	3,000	3,000	3,075
532.21.32.01	UNLEADED FUEL (ISF)	2,800	2,349	2,800	2,800	1,525	2,770	2,800	2,819	2,819	2,889
532.21.35	SMALL TOOLS & EQUIPMENT	2,000	1,071	2,000	2,000	152	2,000	2,000	2,000	2,000	2,050
532.21.35.90	SMALL EQP >\$1,000 <\$5,000	-	0	-	-	-	0	-	-	-	-
532.21.30	SUB TOTAL	7,800	5,808	7,800	7,800	2,460	7,770	7,800	7,819	7,819	8,014
532.21.41	PROFESSIONAL SERVICES	17,000	3,670	17,000	17,000	1,740	17,000	17,000	17,000	14,000	17,000
532.21.41.19	DOWNTWN WTR SYS -CTY SPRT	30,000	8,111	0	0	1,359	15,000	0	0	0	0
532.21.42	COMMUNICATIONS	3,245	2,688	3,245	3,245	1,309	2,745	3,245	3,245	3,245	3,245
532.21.43	TRAVEL	1,200	171	1,200	1,200	538	1,200	1,200	1,200	1,200	1,200
532.21.44	ADVERTISING	3,500	1,086	3,500	3,500	45	3,000				
532.21.44.02	ADVERTISING							3,500	3,500	3,500	3,500
532.21.45.02	COPIER LEASE	800	(57)	476	476	676	847	476	850	850	476
532.21.49	MISCELLANEOUS	600	283	600	600	(1,051)	600	600	600	600	600
532.21.49.01	DUES, SCHOOLS, CONFERENCES	4,000	1,702	4,000	4,000	2,444	4,000				
532.21.49.02	PRINTING	500	0	500	500	104	500				
532.21.49.22	DUES, SCHOOLS, & CONFERENCES							4,000	4,000	4,000	4,000
532.21.49.25	PRINTING AND BINDING							500	500	500	500
532.21.40	SUB TOTAL	60,845	17,654	30,521	30,521	7,164	44,892	30,521	30,895	27,895	30,521
532.21.99.01	COMPUTER MAINTENANCE	23,235	1,711	23,651	23,651	11,825	23,651	15,723	17,983	17,983	18,433
532.21.99.02	COMPUTER REPLACEMENT	3,274	479	1,779	1,779	890	1,779	3,459	3,459	1,038	3,545
532.21.99.03	EQUIP. MAINTENANCE	5,400	450	1,800	1,800	900	1,800	3,600	4,500	6,806	4,500
532.21.99.04	EQUIP REPLACEMENT	2,858	476	-	-	-	-	0	2,951	0	2,951
532.21.99.05	INTERFUND INSURANCE	19,020	19,020	21,012	21,012	21,012	21,012	19,418	19,418	17,800	18,245
532.21.90	SUB TOTAL	53,787	22,136	48,242	48,242	34,627	48,242	42,200	48,311	43,627	47,674
594.32.64	EQUIPMENT	-	-	-	-	-	-	-	-	-	-
594.32.60	SUB TOTAL	-	0	-	-	-	-	-	-	-	-
	ENGINEERING SERVICES TOTAL	652,407	565,797	646,703	646,703	302,252	592,564	639,840	644,093	574,243	593,484

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **ENGINEERING SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.480.034.532.21.00.00		ENGINEERING			
		SALARIES AND WAGES			
532.21.10	Salaries & Wages	0.95 Assistant Director-Transportation & Engineering Remaining 0.05 FTE of Asst Dir -Transportation & Engineering allocated to Street Fund. NOTE: 0.50 FTE reimbursed from Transportation CIP	\$ 419,707	\$ 417,557	\$ 365,284
		0.88 Associate Transportation Engineer Remaining time are allocated: 0.10 FTE in Street Fund; and 0.02 FTE in ASE program. NOTE: 0.25 FTE reimbursed from Transportation CIP			
		1.00 Civil Engineer 1 0.30 FTE reimbursed from Transportation CIP			
		1.00 Engineering Inspector 0.10 FTE reimbursed from Transportation CIP			
		0.00 Transportation Engineering Technician (Vacant) Freeze position in 2012 0.80 FTE reimbursed from Transportation CIP			
		0.10 AssIstant Director - Utilities and Environment			
		<u>0.10</u> Administrative Assistant II			
		4.03 FTE's			
532.21.11	Overtime	Provides for overtime for staff to attend City Council meetings, neighborhood meetings, project community meetings, and to conduct PM peak hour traffic counts.	\$ 2,500	\$ 2,500	\$ 2,500
		TOTAL SALARIES AND WAGES	\$ 422,207	\$ 420,057	\$ 367,784

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **ENGINEERING SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.480.034.532.21.00.00		ENGINEERING			
		PERSONNEL BENEFITS			
532.21.20	Personnel Benefits	Personnel benefits for all staff assigned to Engineering Department.	\$ 138,535	\$ 138,434	\$ 128,669
532.21.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (1,923)	\$ (1,923)	\$ (2,051)
532.21.21	Uniforms	Provide engineering staff shirts & caps with City logo.	\$ 500	\$ 500	\$ 500
		TOTAL PERSONNEL BENEFITS	\$ 137,112	\$ 137,011	\$ 127,118
		SUPPLIES			
532.21.31	Office/Operating Supplies	The cost breakdown by general category is as follows: 1. Reference books/manuals (WSDOT, ITE, FHWA, etc.) \$ 1,000 2. Office copier (1/2 Eng & 1/2 SWM) \$ - 3. Plotter materials (1/4 Eng & SWM, 1/2 CD) \$ 500 4. Photo processing \$ 200 5. Plan copier materials (1/4 Eng & SWM, 1/2 CD) \$ 800 6. Misc. office supplies \$ 500 <u>\$ 3,000</u>	\$ 3,000	\$ 3,000	\$ 3,000
532.21.32.01	Fuel	Gasoline for Engineering Department vehicles.	\$ 2,800	\$ 2,819	\$ 2,819
532.21.35	Small Tools & Equipment	The cost breakdown by general category is as follows: 1. Safety equipment (hard hats, vests, safety glasses, hearing protection, boots, etc.) \$ 500 2. Traffic counter supplies (count tubes, PK nails, chain, \$ 450 3. Survey tools (tapes, DMI's, levels, etc.) \$ 500 4. Misc. office furniture \$ - 5. Engineering analysis software \$ 550 <u>\$ 2,000</u>	\$ 2,000	\$ 2,000	\$ 2,000
532.21.35.90	Small Eqp >\$1,000 <\$5,000		\$ -	\$ -	\$ -
		TOTAL SUPPLIES	\$ 7,800	\$ 7,819	\$ 7,819

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **ENGINEERING SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.480.034.532.21.00.00		ENGINEERING OTHER SERVICES AND CHARGES			
532.21.41	Professional Services	This line item includes professional services that may be required for site-specific engineering, tests or analysis, such as surveying, soils reports, testing, and required inspection of the three bridges within the city limits.	\$ 17,000	\$ 17,000	\$ 14,000
		The cost breakdown by general category is as follows:			
		1. Annual Bridge and Sea Wall Inspection Program	\$ 4,000		
		2. Annual Pavement Condition Update	-		
		3. Annual Traffic Counts (Pacific Highway)	450		
		4. Title Reports for Right-of-Way Dedication	5,850		
		5. Peak Hour Turning Movement Counts	1,200		
		6. Graphic Preparation (Presentations)	2,500		
			<u>\$ 14,000</u>		
532.21.42	Communications	Telephone Lines	\$ 1,160	\$ 3,245	\$ 3,245
		Long Distance	\$ 200		
		Cell Phones (\$1,280 CTE & \$605 Inspector)	\$ 1,885		
			<u>\$ 3,245</u>		
532.21.43	Travel	For travel to professional training seminars during the year for technical staff.	\$ 1,200	\$ 1,200	\$ 1,200
532.21.44.02	Advertising	Advertising in Seattle Times and Daily Journal of Commerce for consultant Letters of Qualification, engineering and contracting services as required, also for public notices, hearings, and personnel.	\$ 3,500	\$ 3,500	\$ 3,500
532.21.45.02	Copier Lease	Provides for operating costs of copier for the Engineering Dept. Lease of copier is reclassified as a capital lease.	\$ 476	\$ 850	\$ 850

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **ENGINEERING SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.480.034.532.21.00.00		ENGINEERING			
532.21.49	Miscellaneous	Minor expenses not budgeted elsewhere: subscriptions, public display materials, etc.	\$ 600	\$ 600	\$ 600
532.21.49.22	Dues, Schools, & Conferences	This account funds training tuition, conference fees and professional dues.	\$ 4,000	\$ 4,000	\$ 4,000
		Professional Licenses (2 @ \$200)	\$ 400		
		Professional Traffic Opns Engr (PTOE)-2@\$275	\$ -		
		APWA Membership	\$ 250		
		ITE Membership (3 @ \$210)	\$ 630		
		WTS Membership	\$ 200		
		City Engineers Association	\$ 80		
		APWA Spring and Fall Conferences/Registrations	\$ 600		
		ITE Monthly Meetings (12 @ \$30)	\$ 360		
		ITE Quad Conference	\$ 425		
		ITE Wash. State Annual Meeting	\$ 425		
		ITE District 6 Meeting	\$ 450		
		WTS Monthly Meetings (6 @ \$30)	\$ 180		
			<u>\$ 4,000</u>		
		Includes training needed for changes to requirements such as the Manual of Uniform Traffic Control Devices, Endangered Species Act, GASB 34, traffic control, work zone safety, Federal/State requirements for right of way, construction mgmt/inspection and materials testing.			
532.21.49.25	Printing And Binding	Provides for printing costs, including printing of project specifications and manuals, maps that are too large for our print machine, and special type photo processing orders, such as multiple overlay plans, exact scale reductions, color copies, etc.	\$ 500	\$ 500	\$ 500
TOTAL OTHER SERVICES AND CHARGES			\$ 30,521	\$ 30,895	\$ 27,895

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **ENGINEERING SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.480.034.532.21.00.00		ENGINEERING INTERFUND SERVICES			
532.21.99.01	Computer Maintenance	Maintenance of computers, printer, and plotter.	\$ 15,723	\$ 17,983	\$ 17,983
532.21.99.02	Computer Replacement	Replacement of computers, laserjet printer, plotter and shared server.	\$ 3,459	\$ 3,459	\$ 1,038
532.21.99.03	Equip. Maintenance	Maintenance of Engineering vehicles.	\$ 3,600	\$ 4,500	\$ 6,806
532.21.99.04	Equip Replacement	Provides for replacement of Engineering vehicles.	\$ -	\$ 2,951	\$ -
532.21.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund.	\$ 19,418	\$ 19,418	\$ 17,800
		TOTAL INTERFUND SERVICES	\$ 42,200	\$ 48,311	\$ 43,627
		CAPITAL OUTLAY			
594.32.64			\$ -	\$ -	\$ -
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
		ENGINEERING DEPARTMENT TOTAL	\$ 639,840	\$ 644,093	\$ 574,243

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS

JOINT MINOR HOME REPAIR PROGRAM

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.495.040	PBPW - JT MINOR HOME REPAIR										
551.50.10.01	SALARIES PART-TIME						1,680	3,899	3,899	3,899	3,977
551.50.20.01	BENEFITS PART-TIME						218	516	516	526	537
551.50.48.00	REPAIRS & MAINTENANCE	25,000	21,273	25,000	25,000	0	23,102	20,585	20,585	20,585	20,997
SUB TOTAL		25,000	21,273	25,000	25,000	0	25,000	25,000	25,000	25,010	25,510
PBPW-JT MINOR HOME REPAIR PROGRAM TOTAL		25,000	21,273	25,000	25,000	0	25,000	25,000	25,000	25,010	25,510

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **JOINT MINOR HOME REPAIR PROGRAM**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.495.040.551.50.48.00		PBPW JOINT MINOR HOME REPAIR PROGRAM			
		SALARIES AND WAGES			
573.20.10	Salaries & Wages	Provides for part-time staff to support City's Minor Home Repair Program 0.10 FTE	\$ 3,899	\$ 3,899	\$ 3,899
		TOTAL SALARIES AND WAGES	\$ 3,899	\$ 3,899	\$ 3,899
		PERSONNEL BENEFITS			
573.20.20	Personnel Benefits	Provides for benefits for part-time staff.	\$ 516	\$ 516	\$ 526
		TOTAL PERSONNEL BENEFITS	\$ 516	\$ 516	\$ 526
		OTHER SERVICES AND CHARGES			
551.50.48	Repairs & Maintenance	The Joint Minor Home Repair Program targets minor home repairs for low and moderate income homeowners in the City of Des Moines. The program is intended to assist homeowners unable to maintain their homes. Funding is provided by Community Development Block Grant Funds.	\$ 20,585	\$ 20,585	\$ 20,585
		TOTAL OTHER SERVICES AND CHARGES	\$ 20,585	\$ 20,585	\$ 20,585
		TOTAL PBPW JOINT MINOR HOME REPAIR PROGRAM	\$ 25,000	\$ 25,000	\$ 25,010

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS

BUILDING DIVISION

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST Yr-End	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.500.034	BUILDING DIVISION										
532.22.10	SALARIES AND WAGES	457,070	460,193	477,785	477,785	230,907	436,865	425,480	425,480	471,788	483,583
532.22.10.90	FURLOUGH	-	(399)	-	-	(116)	(413)	-	-	-	-
532.22.11	OVERTIME	4,200	3,564	4,200	4,200	300	1,277	4,200	4,200	4,200	4,305
532.22.10	SUB TOTAL	461,270	463,358	481,985	481,985	231,090	437,729	429,680	429,680	475,988	487,888
532.22.20	PERSONNEL BENEFITS	189,538	183,030	185,996	185,996	96,645	176,878	168,345	169,034	205,929	211,077
532.22.20.90	EMPLOYEE MED. CONTRIBUTION	(4,954)	(4,956)	(4,434)	(4,434)	(2,709)	(4,714)	(4,009)	(4,009)	(4,887)	(5,009)
532.22.21	UNIFORMS	-	1,088	-	-	195	780	500	500	500	513
532.22.20	SUB TOTAL	184,584	179,162	181,562	181,562	94,131	172,944	164,836	165,525	201,542	206,581
532.22.31	OFFICE/OPERATING SUPPLIES	5,400	6,213	3,400	3,400	1,239	3,652	3,400	3,400	3,400	3,485
532.22.31.05	CODE BOOKS	5,000	7,244	5,000	5,000	1,027	3,342	5,000	5,000	5,000	5,125
532.22.32.01	UNLEADED FUEL (ISF)	2,833	3,830	3,281	3,281	1,650	3,507	4,500	3,597	3,597	3,687
532.22.35	SMALL TOOLS & EQUIPMENT	3,500	1,742	3,500	3,500	881	2,750	3,000	3,000	3,000	3,075
532.22.35.90	SMALL EQP >\$1,000 <\$5,000	-	-	-	-	-	-	-	-	-	-
532.22.30	SUB TOTAL	16,733	19,029	15,181	15,181	4,797	13,251	15,900	14,997	14,997	15,372
532.22.41	PROFESSIONAL SERVICES	5,000	128	5,000	5,000	17,184	16,992	5,000	5,000	5,000	5,125
522.32.42	COMMUNICATIONS	6,200	6,107	6,200	6,200	4,011	6,950	6,500	7,228	7,228	7,409
532.22.43	TRAVEL	2,381	682	2,381	2,381	57	407	2,381	2,381	2,381	2,441
532.22.44	ADVERTISING	1,000	0	1,000	1,000	-	1,000	-	-	-	-
532.22.44.02	ADVERTISING	-	-	-	-	-	-	1,000	1,000	1,000	1,025
532.22.45	OPERATING RENTALS & LEASES	-	0	0	0	0	0	-	-	-	-
532.22.45.02	COPIER LEASE	800	332	800	800	524	800	800	800	800	820
532.22.48	REPAIR & MAINTENANCE	500	0	500	500	-	200	500	500	500	513
532.22.49	MISCELLANEOUS	500	143	500	500	31	300	500	500	500	513
532.22.49.01	DUES CONFERENCES/SCHOOLS	5,000	2,681	5,000	5,000	1,677	2,211	-	-	-	-
532.22.49.02	PRINTING	500	0	500	500	-	0	-	-	-	-
532.22.49.05	CREDIT CARD FEES	3,820	4,402	4,500	4,500	1,886	4,721	4,500	4,500	4,500	4,613
532.22.49.22	DUES CONFERENCES/SCHOOLS	-	-	-	-	-	-	5,000	5,000	5,000	5,125
532.22.49.25	PRINTING	-	-	-	-	-	-	500	500	500	513
532.22.40	SUB TOTAL	25,701	14,476	26,381	26,381	25,369	33,581	26,681	27,409	27,409	28,094
532.22.99.01	COMPUTER MAINTENANCE	28,768	28,768	26,175	26,175	13,088	26,175	27,161	27,161	27,161	27,840
532.22.99.02	COMPUTER REPLACEMENT	3,226	3,226	2,093	2,093	1,046	2,093	6,428	6,428	1,928	1,976
532.22.99.03	EQUIPMENT MAINTENANCE	3,600	3,600	1,800	1,800	900	1,800	3,600	3,600	3,301	3,600
532.22.99.04	EQUIPMENT REPLACEMENT	5,017	5,017	-	-	-	0	9,683	5,649	0	5,649
532.22.99.05	INTERFUND INSURANCE	24,774	24,774	29,064	29,064	29,064	29,064	26,855	26,855	24,617	25,232
532.22.90	SUB TOTAL	65,385	65,385	59,132	59,132	44,098	59,132	73,727	69,693	57,007	64,298
594.32.64	PERSONNEL REQUESTS	-	-	-	-	-	-	-	-	-	-
594.32.64	SUB TOTAL	-	-	-	-	-	-	-	-	-	-
	BUILDING DIVISION TOTAL	753,673	741,410	764,241	764,241	399,486	716,637	710,824	707,304	776,943	802,232

BUDGET NARRATIVE

2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **BUILDING DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.500.034.532.22.00.00 BUILDING DIVISION					
SALARIES AND WAGES					
532.22.10	Salaries and Wages	Provides for personnel to conduct building official and other building inspection duties, including but not limited to administration of the Building, Electrical, Mechanical and Plumbing Codes; conducting plan reviews; and performing building code and multi-unit inspections. 1.00 Building Official 1.00 Asst Bldg Official/Lead Electrical/ Building Inspector 1.00 Bldg Inspector/Plans Examiner 1.00 Combo Bldg Inspector 1.00 Limited-term Bldg Inspector 1.00 Permit Coordinator - Provides City Hall operations support @ 0.13 FTE 1.00 Permit Specialist II - Provides City Hall operations support @ 0.13 FTE 7.00 FTE's	\$ 425,480	\$ 425,480	\$ 471,788
532.22.11	Overtime		\$ 4,200	\$ 4,200	\$ 4,200
TOTAL SALARIES AND WAGES			\$ 429,680	\$ 429,680	\$ 475,988
PERSONNEL BENEFITS					
532.22.20	Personnel Benefits	Benefits for staff assigned to Building Division.	\$ 168,345	\$ 169,034	\$ 205,929
532.22.20.90	Employee Med Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (4,009)	\$ (4,009)	\$ (4,887)
532.22.21	Uniforms	Provides for work boots & arc-fault protection for electrical inspectors starting 2012.	\$ 500	\$ 500	\$ 500
TOTAL PERSONNEL BENEFITS			\$ 164,836	\$ 165,525	\$ 201,542

BUDGET NARRATIVE

2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **BUILDING DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.500.034.532.22.00.00 BUILDING DIVISION					
SUPPLIES					
532.22.31	Office and Operating Supplies	Provides for general and operating supplies.	\$ 3,400	\$ 3,400	\$ 3,400
532.22.31.05	Code Books	International Building Code reference manuals.	\$ 5,000	\$ 5,000	\$ 5,000
532.22.32	Fuel	Gasoline for Building Division vehicles.	\$ 4,500	\$ 3,597	\$ 3,597
532.22.35	Small Tools and Equipment	Provides for purchase of small tools and equipment required by the Building Division.	\$ 3,000	\$ 3,000	\$ 3,000
532.22.35.90	Small Equipment >\$1,000<\$5,000		\$ -	\$ -	\$ -
TOTAL SUPPLIES			\$ 15,900	\$ 14,997	\$ 14,997
OTHER SERVICES AND CHARGES					
532.22.41	Professional Services	Professional services for inspection and plan review during peak construction periods.	\$ 5,000	\$ 5,000	\$ 5,000
532.22.42	Communications	Telephone service, fax, pagers, cell phones and postage.	\$ 6,500	\$ 7,228	\$ 7,228
		Long distance	\$ 150		
		Cell phones/laptop connection	\$ 4,350		
		Wireless service for 3 users	<u>\$ 2,728</u>		
			<u>\$ 7,228</u>		

BUDGET NARRATIVE

2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **BUILDING DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.500.034.532.22.00.00		BUILDING DIVISION			
532.22.43	Travel	Professional training required in code updates for Building, Electrical, Plumbing, Mechanical, Energy and other codes as dictated by state and city ordinances. 1. Four two-day Washington Association of Building Official (WABO) meetings in state. 2. Nine evening meetings with the northwest chapter of ICBO held locally for Building Official and Inspectors. 3. Annual meeting of the International Conference of Building Officials (ICBO) on education code development and code changes. 4. Travel to training seminars for two building inspectors, one permit technician and one permit coordinator.	\$ 2,381	\$ 2,381	\$ 2,381
532.22.44.02	Advertising	Funding for informational mailings and multi-media approach to inform contractors and the public of major changes in state codes and local ordinances.	\$ 1,000	\$ 1,000	\$ 1,000
532.22.45.02	Copier Lease	Provides for operating cost per copy. Lease of copier is reclassified as capital lease.	\$ 800	\$ 800	\$ 800
532.22.48	Repairs and Maintenance	Provides for pro rata share of copier, fax machine and other equipment repairs.	\$ 500	\$ 500	\$ 500
532.22.49	Miscellaneous	Provides for purchase of miscellaneous items not budgeted elsewhere.	\$ 500	\$ 500	\$ 500
532.22.49.05	Credit Card Fees		\$ 4,500	\$ 4,500	\$ 4,500

BUDGET NARRATIVE

2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **BUILDING DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.500.034.532.22.00.00		BUILDING DIVISION			
532.22.49.22	Dues, Schools, Conferences	This account reflects the funding necessary for professional memberships, professional subscriptions, certification updates, new certifications, and training. These certifications and training are imperative. If not continued, the city's insurance costs rise. 1. ICC membership dues (city membership) 2. IFCI membership (city membership) 3. WABO membership dues (city membership) 4. NW Chapter ICBO dues (staff membership) 5. ICC certification exam(4) 6. APT (staff membership) 7. Rec Recertifications - Now must take classes for training to re-cert. 8. Building Permits Law Bulletin 9. IAES dues \$200 each for building inspectors. Two seminars for Permit Coordinator & Permit Specialist. ICC Annual Education and Code Development ICC Annual Conference registration.	\$ 5,000	\$ 5,000	\$ 5,000
532.22.49.25	Printing	To provide for printing costs of permits and cover sheet costs for plan review.	\$ 500	\$ 500	\$ 500
TOTAL OTHER SERVICES AND CHARGES			\$ 26,681	\$ 27,409	\$ 27,409

BUDGET NARRATIVE

2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **BUILDING DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.500.034.532.22.00.00					
		BUILDING DIVISION			
		INTERFUND PAYMENT FOR SERVICES			
532.22.99.01	Computer Maintenance	Provides for the maintenance of division computers.	\$ 27,161	\$ 27,161	\$ 27,161
532.22.99.02	Computer Replacement	Provides for the replacement of division computers.	\$ 6,428	\$ 6,428	\$ 1,928
532.22.99.03	Equipment Maintenance	Provides for repair and maintenance for vehicles for the Building Inspectors.	\$ 3,600	\$ 3,600	\$ 3,301
532.22.99.04	Equipment Replacement	Provides for replacement of division vehicles.	\$ 9,683	\$ 5,649	\$ -
532.22.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund.	\$ 26,855	\$ 26,855	\$ 24,617
		TOTAL INTERFUND SERVICES	\$ 73,727	\$ 69,693	\$ 57,007
		CAPITAL OUTLAY			
594.32.64	Equipment		\$ -		
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
		BUILDING DIVISION TOTAL	\$ 710,824	\$ 707,304	\$ 776,943

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS
PLAN DEVELOPMENT

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 NEW REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.580.038	PLAN DEVELOPMENT											
558.20.10	SALARIES AND WAGES	87,672	93,694	89,424	89,424	47,721	88,975	92,292		92,292	92,292	94,599
558.20.10.90	FURLOUGH	0	0		0	0	0					
558.20.11	OVERTIME	1,000	0	1,000	1,000	0	1,000	1,000		1,000	1,000	1,025
558.20.10	SUB TOTAL	88,672	93,694	90,424	90,424	47,721	89,975	93,292	0	93,292	93,292	95,624
558.20.20	PERSONNEL BENEFITS	24,391	24,965	25,672	25,672	13,154	25,138	27,665		27,739	30,023	30,774
558.20.20.90	EMPLOYEE MED. CONTRIBUTION	(302)	(302)	(293)	(293)	(168)	(314)	(291)		(291)	(311)	(319)
558.20.20	SUB TOTAL	24,089	24,663	25,379	25,379	12,985	24,824	27,374	0	27,448	29,712	30,455
558.20.31	OFFICE/OPERATING SUPPLIES	1,400	2,340	1,400	1,400	3,831	4,500	1,400	3,100	1,400	1,400	1,435
558.20.32.01	UNLEADED FUEL (ISF)	100	0	100	100	0	0	0		0	0	0
558.20.35	SMALL TOOLS & EQUIPMENT	500	0	500	500	0	500	500		500	500	513
558.20.35.90	SMALL EQP >\$1,000<\$5,000	-	0	-	-	-	-	-		-	-	-
558.20.30	SUB TOTAL	2,000	2,340	2,000	2,000	3,831	5,000	1,900	3,100	1,900	1,900	1,948
558.20.41	PROFESSIONAL SERVICES	75,000	36,550	15,000	15,000	12,100	30,100	5,000		5,000	5,000	5,000
558.20.42	COMMUNICATIONS	250	622	250	250	3,000	3,250	250	2,950	250	250	256
558.20.43	TRAVEL	400	-	400	400	0	400	400		400	400	410
558.20.44	ADVERTISING	1,300	712	1,300	1,300	639	1,300					
558.20.44.02	ADVERTISING							1,300		1,300	1,300	1,300
558.20.45	OPERATING LEASES/RENTALS	0		0	0							0
558.20.45.02	COPIER LEASE	840	332	388	388	695	832	840		840	840	861
558.20.48	REPAIR & MAINTENANCE	400	-	400	400	-	-	400		400	400	400
558.20.49	MISCELLANEOUS	5,000	2,900	5,000	5,000	2,900	5,000	5,000		5,000	5,000	5,000
558.20.49.01	DUES CONFERENCES/SCHOOLS	1,398	465	1,398	1,398	403	1,398					
558.20.49.22	DUES, CONFERENCES, & SCHOOLS	-	0	-	-	-	-	1,398		1,398	1,398	1,398
558.20.40	SUB TOTAL	84,588	41,581	24,136	24,136	19,738	42,280	14,588	2,950	14,588	14,588	14,625
558.20.99.01	COMPUTER MAINTENANCE	4,557	4,557	4,807	4,807	2,404	4,807	2,547		2,547	2,547	2,611
558.20.99.02	COMPUTER REPLACEMENT	831	831	468	468	234	468	720		720	216	221
558.20.99.05	INTERFUND INSURANCE	4,326	4,326	4,155	4,155	4,155	4,155	3,841		3,841	3,521	3,609
558.20.90	SUB TOTAL	9,714	9,714	9,430	9,430	6,793	9,430	7,108	-	7,108	6,284	6,441
594.58.64	EQUIPMENT	-	-	-	-	-	-	-		-	-	-
	PLAN DEVELOPMENT TOTAL	209,063	171,992	151,369	151,369	91,067	171,509	144,262	6,050	144,336	145,776	149,093

BUDGET NARRATIVE 2012

FUND: GENERAL FUND
DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS
DIVISION: PLAN DEVELOPMENT

Account No.	Title	Narrative	Department Request	New Requests	Executive Amendment	Adopted
001.580.038.558.20.00.00		PLAN DEVELOPMENT				
		SALARIES AND WAGES	\$ 92,292	\$ -	\$ 92,292	\$ 92,292
558.20.10	Salaries and Wages	Provides salaries and wages for a Planning Manager. 1.0 FTE				
558.20.11	Overtime	Provides for overtime for Land Use Planner II support to Plan Development.	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
		TOTAL SALARIES AND WAGES	\$ 93,292	\$ -	\$ 93,292	\$ 93,292
		PERSONNEL BENEFITS				
558.20.20	Personnel Benefits	Benefits for staff assigned to Plan Development.	\$ 27,665	\$ -	\$ 27,739	\$ 30,023
558.20.20.90	Employee Med Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (291)	\$ -	\$ (291)	\$ (311)
		TOTAL PERSONNEL BENEFITS	\$ 27,374	\$ -	\$ 27,448	\$ 29,712
		SUPPLIES				
558.20.31	Office and Operating Supplies	Purchase of miscellaneous office supplies, such as file folders, tablets, copier paper, pens, maps, books, etc. EXEC AMEND: New Request Not Approved	\$ 1,400	\$ 3,100	\$ 1,400	\$ 1,400
558.20.35	Small Tools & Equipment	Purchase and replacement of non-expendable tools and small equipment (such as file cabinets and work tables) not classified as capital items.	\$ 500	\$ -	\$ 500	\$ 500
		TOTAL SUPPLIES	\$ 1,900	\$ 3,100	\$ 1,900	\$ 1,900

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **PLAN DEVELOPMENT**

Account No.	Title	Narrative	Department Request	New Requests	Executive Amendment	Adopted
001.580.038.558.20.00.00		PLAN DEVELOPMENT OTHER SERVICES AND CHARGES				
558.20.41	Professional Services	Support of Small Business Development Center @ HCC. \$10,000 Transfer to Misc Memberships Miscellaneous consultant support	\$ 5,000		\$ 5,000	\$ 5,000
		\$ 10,000				
		\$ 5,000				
		<u>\$ 5,000</u>				
558.20.42	Communications	Telephone and Postage. Long Distance Cell Phones	\$ 250		\$ 250	\$ 250
		\$150				
		\$100				
		<u>\$250</u>				
		EXEC AMEND: New Request Not Approved		\$ 2,950		
558.20.43	Travel	Lodging, meals and mileage for staff and Planning Agency conferences and training. 1. Plan Development staff to APA annual conference (or equivalent training) 2. Miscellaneous workshops and seminars.	\$ 400	\$ -	\$ 400	\$ 400
		\$ 300				
		\$ 100				
		<u>\$400</u>				
558.20.44.02	Advertising	Public notices for general area zoning announcements.	\$ 1,300	\$ -	\$ 1,300	\$ 1,300

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **PLAN DEVELOPMENT**

Account No.	Title	Narrative	Department Request	New Requests	Executive Amendment	Adopted
001.580.038.558.20.00.00		PLAN DEVELOPMENT				
558.20.45.02	Copier Lease	Provides for copier operating costs. Lease of copier is reclassified as a capital lease.	\$ 840	\$ -	\$ 840	\$ 840
558.20.48	Repairs and Maintenance	Provides for proportionate share of copier, typewriter and other equipment repairs and usage.	\$ 400	\$ -	\$ 400	\$ 400
558.20.49	Miscellaneous	This account funds printing and other miscellaneous items. 1. Printing and Photographic services \$ 500 2. Miscellaneous. This line item reflects costs associated with the annual purchase of the assessor's extract for the GIS database. \$ 1,800 3. NW Property subscription \$ 2,700 <u>\$ 5,000</u>	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
558.20.49.22	Dues, Schools, Conferences	This account reflects the funding necessary for professional memberships, professional subscriptions, certification updates, new certifications, and training. 1. Training/tuition for staff \$ 500 2. Conference registrations: APA or equivalent for staff and Planning Agency member and Washington Planning Directors. \$ 500 3. APA registrations for staff members and half of Planning Agency members and State Planning Directors Association. \$ 398 <u>\$ 1,398</u>	\$ 1,398	\$ -	\$ 1,398	\$ 1,398
TOTAL OTHER SERVICES AND CHARGES			\$ 14,588	\$ 2,950	\$ 14,588	\$ 14,588

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **PLAN DEVELOPMENT**

Account No.	Title	Narrative	Department Request	New Requests	Executive Amendment	Adopted
001.580.038.558.20.00.00			PLAN DEVELOPMENT			
INTERFUND PAYMENT FOR SERVICES						
558.20.99.01	Computer Maintenance	Provides for the maintenance of division computers, printers, plotter and server.	\$ 2,547	\$ -	\$ 2,547	\$ 2,547
558.20.99.02	Computer Replacement	Provides for the replacement of division computers, printers, plotter and server.	\$ 720	\$ -	\$ 720	\$ 216
558.20.99.05	Interfund Insurance	Division's contribution to the City's self-insurance fund.	\$ 3,841	\$ -	\$ 3,841	\$ 3,521
TOTAL INTERFUND SERVICES			\$ 7,108	\$ -	\$ 7,108	\$ 6,284
CAPITAL OUTLAY						
594.58.64	Equipment		\$ -	\$ -	\$ -	\$ -
PLAN DEVELOPMENT TOTAL			\$ 144,262	\$ 6,050	\$ 144,336	\$ 145,776

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING/BUILDING/PUBLIC WORKS
DEVELOPMENT SERVICES

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 NEW REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.600.038	DEVELOPMENT SERVICES											
558.60.10	SALARIES AND WAGES	216,286	214,415	208,423	208,423	111,654	224,623	232,018		232,018	206,386	211,546
558.60.11	OVERTIME	6,800	10,118	400	400	2,038	2,500	400		400	400	400
558.60.10	SUB TOTAL	223,086	224,533	208,823	208,823	113,692	227,123	232,418	0	232,418	206,786	211,946
558.60.20	PERSONNEL BENEFITS	90,776	93,849	93,257	93,257	48,535	94,161	94,492		88,986	85,203	87,333
558.60.20.90	EMPLOYEE MED. CONTRIBUTION	(2,963)	(3,232)	(3,339)	(3,339)	(1,663)	(2,822)	(2,855)		(2,855)	(2,201)	(2,256)
558.60.20	SUB TOTAL	87,813	90,617	89,918	89,918	46,872	91,339	91,637	0	86,131	83,002	85,077
558.60.31	OFFICE/OPERATING SUPPLIES	2,800	2,181	2,800	2,800	980	2,300	2,500		2,500	2,500	2,563
558.60.32.01	UNLEADED FUEL (ISF)	95	291	220	220	127	329	275		334	334	342
558.60.35	SMALL TOOLS & EQUIPMENT	1,300	150	900	900	0	300	900		900	900	900
558.60.35.90	SMALL EQP > \$1,000 < \$5,000		0	0		0		0		0	0	0
558.60.30	SUB TOTAL	4,195	2,622	3,920	3,920	1,107	2,929	3,675	0	3,734	3,734	3,805
558.60.41	PROFESSIONAL SERVICES	2,500	5,631	42,500	42,500	18,221	19,271	2,500	17,500	2,500	2,500	2,500
558.60.42	COMMUNICATIONS	400	445	550	550	103	538	550		550	550	550
558.60.43	TRAVEL	130	0	130	130	18	130	130	120	130	130	130
558.60.44	ADVERTISING	3,600	2,242	3,600	3,600	1,042	3,600					
558.60.44.02	ADVERTISING							3,600		3,600	3,600	3,600
558.60.45	OPERATING LEASES/RENTALS		580			0	0	0		0	0	0
558.60.45.02	COPIER LEASE	850	332	388	388	524	830	388		840	840	840
558.60.48	REPAIR & MAINTENANCE	200	-	200	200	-	-	200		200	200	200
558.60.49	MISCELLANEOUS	1,800	192	1,500	1,500	374	415	1,000	500	1,000	1,000	1,000
558.60.49.05	CREDIT CARD FEES	2,500	4,402	3,650	3,650	1,886	4,138	3,650		4,500	4,500	4,500
558.60.49.22	DUES, SCHOOLS & CONFERENCES							500		500	500	500
558.60.40	SUB TOTAL	11,980	13,824	52,518	52,518	22,168	28,922	12,518	18,120	13,820	13,820	13,820
558.60.99.01	COMPUTER MAINTENANCE	11,450	11,450	12,013	12,013	6,007	12,013	10,739		10,739	10,739	11,007
558.60.99.02	COMPUTER REPLACEMENT	2,436	2,436	1,459	1,459	730	1,459	3,986		3,986	1,196	1,226
558.60.99.03	EQUIPMENT MAINTENANCE	900	900	450	450	225	450	900		900	444	455
558.60.99.04	EQUIPMENT REPLACEMENT	1,680	1,680	-	-	-	-	3,305		1,132	-	1,132
558.60.99.05	INTERFUND INSURANCE	11,739	11,739	13,432	13,432	13,432	13,432	12,405		12,405	11,371	11,655
558.60.90	SUB TOTAL	28,205	28,205	27,354	27,354	20,393	27,354	31,335	0	29,162	23,750	25,476
594.58.64	EQUIPMENT	-	-	-	-	-	-	-		-	-	-
	DEVELOPMENT SERVICES TOTAL	355,279	359,801	382,533	382,533	204,232	377,667	371,583	18,120	365,265	331,092	340,123

**BUDGET NARRATIVE
2012**

FUND: **GENERAL FUND**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **DEVELOPMENT SERVICES**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.600.038.558.60.00.00		DEVELOPMENT SERVICES				
		SALARIES AND WAGES				
558.60.10	Salaries & Wages	Provides for staff to administer city zoning, subdivision and environmental review requirements including design and plat reviews, use reviews and permits, SEPA compliance, shoreline permits, and FEMA and critical areas code compliance.	\$ 232,018		\$ 232,018	\$ 206,386
		1.00 Development Services Manager				
		1.00 Senior Planner				
		<u>0.56</u> Land Use Planner II (Remaining time are allocated:				
		0.04 Community Development Grants to administer Recycling Grant Program; and 0.40 SWM Operations)				
		2.56 FTE's				
558.60.11	Overtime	Land Use Planner evening meetings and special projects.	\$ 400		\$ 400	\$ 400
		TOTAL SALARIES AND WAGES	\$ 232,418	\$ -	\$ 232,418	\$ 206,786
		PERSONNEL BENEFITS				
558.60.20	Personnel Benefits	Personnel benefits for all staff assigned to Development Services.	\$ 94,492		\$ 88,986	\$ 85,203
558.60.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (2,855)	\$ -	\$ (2,855)	\$ (2,201)
		TOTAL PERSONNEL BENEFITS	\$ 91,637	\$ -	\$ 86,131	\$ 83,002

**BUDGET NARRATIVE
2012**

FUND: **GENERAL FUND**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **DEVELOPMENT SERVICES**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.600.038.558.60.00.00		DEVELOPMENT SERVICES				
		SUPPLIES				
558.60.31	Office and Operating Supplies	Purchase of miscellaneous office supplies, such as file folders, tablets, copier paper, pens, books, etc.	\$ 2,500		\$ 2,500	\$ 2,500
558.60.32.01	Fuel	Gasoline for Community Development car utilized for field inspections, data gathering and meetings.	\$ 275		\$ 334	\$ 334
558.60.35	Small Tools	Purchase and replacement of non-expendable tools and small equipment (such as file cabinets and work tables) not classified as capital items.	\$ 900		\$ 900	\$ 900
		TOTAL SUPPLIES	\$ 3,675	\$ -	\$ 3,734	\$ 3,734
		OTHER SERVICES AND CHARGES				
558.60.41	Professional Services	Consulting services for wetland reviews under new CAO and supplement Pacific Ridge design support services.	\$ 2,500	\$ 17,500	\$ 2,500	\$ 2,500
558.60.42	Communications	This account funds telephone service for long distance calls & courier services.	\$ 550		\$ 550	\$ 550
558.60.43	Travel	Lodging, meals and mileage for staff and Planning Agency conferences and training.	\$ 130		\$ 130	\$ 130
558.60.44.02	Advertising	Legal notices for SEPA determination and public hearings.	\$ 3,600		\$ 3,600	\$ 3,600
558.60.45.02	Copier Lease		\$ 388		\$ 840	\$ 840
558.60.48	Repairs and Maintenance	Provides for proportionate share of copier, typewriter and other equipment repairs.	\$ 200		\$ 200	\$ 200

**BUDGET NARRATIVE
2012**

FUND: **GENERAL FUND**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **DEVELOPMENT SERVICES**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.600.038.558.60.00.00		DEVELOPMENT SERVICES				
558.60.49	Miscellaneous	This account funds the following and other miscellaneous items. 1. Printing and photographic services. 2. Public disclosure request - legal copies 3. Recording fees	\$ 1,000	\$ 500	\$ 1,000	\$ 1,000
558.60.49.22	Dues, Schools & Conferences	This account funds professional dues, training tuition, and conference registrations. 1. Conference registrations: APA fall or spring conference for Planners 2. APA registrations for Planners and half of Planning Agency members.	500		500	500
558.60.49.05	Credit Card Fees		\$ 3,650		\$ 4,500	\$ 4,500
		TOTAL SERVICES AND CHARGES	\$ 12,518	\$ 18,000	\$ 13,820	\$ 13,820
		INTERFUND PAYMENT FOR SERVICES				
558.60.99.01	Computer Maintenance	Provides for maintenance of division computers.	\$ 10,739	\$ -	\$ 10,739	\$ 10,739
558.60.99.02	Computer Replacement	Provides for the replacement of division computers	\$ 3,986	\$ -	\$ 3,986	\$ 1,196
558.20.99.03	Equipment Maintenance	Provides for repair and maintenance for the division vehicles.	\$ 900	\$ -	\$ 900	\$ 444
558.20.99.04	Equipment Replacement	Provides for replacement of division vehicles.	\$ 3,305	\$ -	\$ 1,132	\$ -
558.60.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund.	\$ 12,405	\$ -	\$ 12,405	\$ 11,371
		TOTAL INTERFUND SERVICES	\$ 31,335	\$ -	\$ 29,162	\$ 23,750
		CAPITAL OUTLAY				
594.58.64	Equipment		\$ -		\$ -	\$ -
		TOTAL CAPITAL OUTLAY				
		DEVELOPMENT SERVICES TOTAL	\$ 371,583	\$ 18,000	\$ 365,265	\$ 331,092

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS
COMMUNITY DEVELOPMENT GRANTS

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.610.000	COMMUNITY DEVELOPMENT GRANTS										
001.610.001	RECYCLING										
539.90.37	Recycling - Contract Adm.						-	-	-	-	-
539.90.10.00	SALARIES & WAGES	2,811	3,553	3,920	3,920	838	3,920	4,047	4,047	2,698	2,765
539.90.20.00	PERSONNEL BENEFITS	2,395	1,493	1,836	1,836	334	1,836	1,615	1,618	1,618	1,658
539.90.35	SMALL TOOLS & EQUIPMT	-	14,326	-	-	-	-	-	-	-	-
539.90.41	PROFESSIONAL SVCS	46,856	40,539	46,190	46,190	17,831	40,540				
539.90.41.25	PROFESSIONAL SVCS							46,190	46,190	47,627	48,818
539.90.44	ADVERTISING	-	384	-	-	-	-	-	-	-	-
539.90.44.02	ADVERTISING	-	-	-	-	-	-	-	-	-	-
001.610.001	SUB TOTAL	52,062	60,295	51,946	51,946	19,002	46,296	51,852	51,855	51,943	53,242
001.610.003	WA DOE-SMP GRANT										
558.20.31	SMP OPERATING SUPPLIES		91				-	-	-	-	-
558.20.41	PROFESSIONAL SVCS	17,251	16,618	-	-	-	-	-	-	-	-
558.20.44	ADVERTISING-SMP		117				-	-	-	-	-
558.20.44.02	ADVERTISING-SMP						-	-	-	-	-
558.20.49.02	PRINTING-SMP		450				-	-	-	-	-
594.58.64	EQUIPMENT - ARCINFO	-	-	-	-	-	-	-	-	-	-
001.610.003	SUB TOTAL	17,251	17,277	-	-	-	-	-	-	-	-
	PLNG/BLDG/PW GRANTS TOTAL	69,313	77,572	51,946	51,946	19,002	46,296	51,852	51,855	51,943	53,242

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **COMMUNITY DEVELOPMENT GRANTS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
COMMUNITY DEVELOPMENT GRANTS					
001.610.001.539.90.00	RECYCLING PROGRAMS				
539.90.37	Recycling - Contract/Grant administration		\$ 5,662	\$ 5,665	\$ 4,316
539.90.41.25	Professional Services Recycling Event		\$ 46,190	\$ 46,190	\$ 47,627
TOTAL			\$ 51,852	\$ 51,855	\$ 51,943
001.610.003.558.20.00	WA DEPT OF ECOLOGY SHORELINE MASTER PLAN				
558.20.41	Professional Services WA DOE-SMP Grant		\$ -	\$ -	\$ -
594.58.64	Equip-ARCINFO WA DOE-SMP Grant		\$ -	\$ -	\$ -
TOTAL			\$ -	\$ -	\$ -
TOTAL COMMUNITY DEVELOPMENT GRANTS			\$ 51,852	\$ 51,855	\$ 51,943

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING/BUILDING/PUBLIC WORKS

PARK OPERATIONS SERVICES

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.635.045 PARK OPERATIONS SERVICES										
576.81.10 SALARIES & WAGES	190,913	156,602	196,524	196,524	98,075	196,524	117,361	164,461	158,574	161,745
576.81.10.01 SALARIES PART-TIME	61,896	63,594	63,125	63,125	24,259	60,148	65,150	28,219	28,219	28,783
576.81.11 OVERTIME	3,000	2,187	3,000	3,000	272	3,000	3,000	3,000	3,000	3,000
576.81.11.01 OVERTIME PART-TIME	500	30	500	500	-	500	500	500	500	500
576.81.10 SUB TOTAL	256,309	222,412	263,149	263,149	122,606	260,172	186,011	196,180	190,293	194,029
576.81.20 PERSONNEL BENEFITS	83,409	69,371	81,054	81,054	43,924	81,786	37,934	64,693	66,624	67,956
576.81.20.01 BENEFITS PART-TIME	9,293	9,271	8,844	8,844	4,060	9,661	10,451	4,888	4,955	5,054
576.81.20.90 EMPLOYEE MED. CONTRIBUTION	(2,440)	(2,303)	(1,964)	(1,964)	(1,273)	(2,128)	(231)	(1,093)	(1,166)	(1,189)
576.81.21 UNIFORMS	2,000	1,019	2,000	2,000	631	1,272	2,000	2,000	2,000	2,000
576.81.20 SUB TOTAL	92,262	77,359	89,934	89,934	47,341	90,591	50,154	70,488	72,413	73,821
576.81.31 SUPPLIES	37,700	34,804	37,700	37,700	25,143	37,700	37,700	33,930	33,930	33,930
576.81.31.01 ANNUAL PLANTINGS	1,500	1,457	1,500	1,500	958	1,500				
576.81.31.03 OPERATING SUPPLIES-PARK BLDGS	8,600	6,243	8,600	8,600	2,723	8,600	8,600	7,740	7,740	7,740
576.81.31.20 ANNUAL PLANTINGS							1,500	1,350	1,350	1,350
576.81.32.01 UNLEADED FUEL (ISF)	7,114	7,590	7,578	11,378	5,086	9,793	10,139	9,914	9,914	10,112
576.81.32.02 DIESEL FUEL (ISF)	4,376	4,399	5,401	5,401	3,309	7,313	6,406	7,328	7,328	7,475
576.81.35 SMALL TOOLS & EQUIPMENT	4,000	2,524	4,000	4,000	935	3,000	4,000	3,600	3,600	3,600
576.81.35.90 SMALL EQP >\$1,000 <\$5,000	-	-	-	-	-	-				-
576.81.30 SUB TOTAL	63,290	57,016	64,779	68,579	38,153	67,906	68,345	63,862	63,862	64,207
576.81.41 PROFESSIONAL SERVICES	7,000	1,443	7,000	7,000	122	1,948	7,000	6,300	6,300	6,300
576.81.41.02 JANITORIAL SERVICES	39,676	38,731	39,676	39,676	19,824	39,676				
576.81.41.32 JANITORIAL SERVICES							39,676	39,676	39,676	40,470
576.81.42 COMMUNICATIONS	2,250	2,131	2,250	2,250	1,654	3,263	3,327	3,327	3,327	3,394
576.81.43 TRAVEL EXPENSES	250	-	250	250	-	125	250	250	250	250
576.81.44 ADVERTISING	1,500	-	1,500	1,500	-	-				
576.81.44.02 ADVERTISING							1,500	1,500	1,500	1,500
576.81.45 OPERATING LEASES & RENTAL	5,000	7,851	5,000	5,000	5,058	9,192	5,000	5,000	5,000	5,000
576.81.45.02 COPIER LEASE	56	54	146	146	164	100	146	146	146	146
576.81.47 UTILITIES - PARKS & PARK BUILDINGS	143,000	141,635	148,300	148,300	90,431	144,464	156,872	156,872	156,872	160,009
576.81.48 REPAIRS & MAINTENANCE-PARKS	5,750	8,513	5,750	5,750	3,276	5,670	5,750	5,175	5,175	5,175
576.81.48.02 REPAIRS & MAINTENANCE-PARK BLDGS	20,500	23,051	20,500	20,500	8,067	18,230	20,500	20,500	20,500	20,500
576.81.48.24 CONTRACT LANDSCAPING SERVICES	-	-	-	-	-	36,026	93,575	98,500	98,500	98,500
576.81.49 MISCELLANEOUS	3,500	4,153	3,500	3,500	1,065	3,750	1,000	1,000	350	350
576.81.49.20 LAUNDRY							2,500	2,500	2,500	2,500
576.81.49.22 DUES, SCHOOLS, & CONFERENCES									650	650
576.81.40 SUB TOTAL	228,482	227,562	233,872	233,872	129,661	262,444	337,096	340,746	340,746	344,744

CITY OF DES MOINES

2012 BUDGET REQUEST

PLANNING/BUILDING/PUBLIC WORKS

PARK OPERATIONS SERVICES

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.635.045 PARK OPERATIONS SERVICES										
576.81.99.01 COMPUTER MAINTENANCE	4,270	4,270	7,544	7,544	3,772	7,544	5,284	5,284	5,284	5,390
576.81.99.02 COMPUTER REPLACEMENT	812	812	703	703	352	703	1,409	1,409	423	431
576.81.99.03 EQUIPMENT RENTAL MAINTENANCE	29,000	29,000	18,400	18,400	9,200	18,400	36,800	33,800	23,203	33,800
576.81.99.04 EQUIPMENT REPAIR & REPLACEMENT	17,802	17,802	-	-	-	-	97,012	82,475	-	82,475
576.81.99.05 INTERFUND INSURANCE	24,621	24,621	18,482	18,482	18,482	18,482	17,081	17,081	15,657	15,970
576.81.99.06 FACILITY REPAIR & REPLACEMENT	23,143	23,143	23,143	23,143	11,572	23,143	23,143	23,143	23,143	23,143
576.81.99 SUB TOTAL	99,648	99,648	68,272	68,272	43,377	68,272	180,729	163,192	67,710	161,209
594.76.64.00 EQUIPMENT	-	-	-	-	-	-	-	-	-	-
594.76.64 SUB TOTAL	-	-	-	-	-	-	-	-	-	-
576.81.31.00 SUPPLIES-SONJU PROPERTY	-	-	-	-	-	-	-	-	-	-
576.81.48 REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	-	-	-
576.76.62 CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	-
001.636.045 SUB TOTAL	-	-	-	-	-	-	-	-	-	-
PARKS OPERATIONS SERVICES TOTAL	739,991	683,997	720,006	723,806	381,138	749,385	822,335	834,468	735,024	838,010

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **PARK OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.635.045.576.81.00.00		PARK OPERATIONS SERVICES			
		SALARIES AND WAGES			
576.81.10	Salaries & Wages	Provides for the following Park Operations personnel: 0.20 PW-Parks Maintenance Superintendent 0.60 Asst. PW-Parks Supt. 1.00 Park Maintenance Worker <u>1.00 Park Maintenance Worker-Vacant</u> Will defer hire date for 6 weeks <u>2.80 FTEs</u>	\$ 117,361	\$ 164,461	\$ 158,574
576.81.10.01	Part-time Salaries	Provides for the seasonal parks maintenance workers: Ball Field and Grounds support with appointments from 3 to 9 months working in the aggregate 4,863 2080 hours @ Range 2 2.338 1.0 FTE	\$ 65,150	\$ 28,219	\$ 28,219
576.81.11	Overtime	Provides overtime compensation for full-time personnel.	\$ 3,000	\$ 3,000	\$ 3,000
576.81.11.01	Overtime Part-Time	Provides overtime compensation for part-time personnel	\$ 500	\$ 500	\$ 500
TOTAL SALARIES & WAGES			\$ 186,011	\$ 196,180	\$ 190,293
		PERSONNEL BENEFITS			
576.81.20	Personnel Benefits	Provides personnel benefits for the full-time park operations personnel, including \$613 for benefits associated with overtime.	\$ 37,934	\$ 64,693	\$ 66,624
576.81.20.01	Personnel Benefits - Part time	Provides personnel benefits for part-time (seasonal) park operations staff.	\$ 10,451	\$ 4,888	\$ 4,955
576.81.20.90	Employee Med Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (231)	\$ (1,093)	\$ (1,166)

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **PARK OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.635.045.576.81.00.00		PARK OPERATIONS SERVICES			
576.81.21	Uniforms	Provides uniforms for full & part-time park operations personnel. This includes boots, pants, coats and hats with the City's logo.	\$ 2,000	\$ 2,000	\$ 2,000
		TOTAL PERSONNEL BENEFITS	\$ 50,154	\$ 70,488	\$ 72,413
		SUPPLIES			
576.81.31	Supplies	Provides park, facilities, and special right-of-ways'	\$ 37,700	\$ 33,930	\$ 33,930
576.81.31.20	Annual Plantings	Provides plant material for annual plantings throughout the City parks, City buildings and special right-of way areas.	\$ 1,500	\$ 1,350	\$ 1,350
576.81.31.03	Operating Supplies- Park Bldgs	Provides operating supplies for the Park and Recreation Department buildings. This cost is based on past expenditures for the 36,675 square feet of park buildings, including the Field House, Founders Lodge, Dining Hall, Sun Home Lodge, the Beach Park Picnic Shelter and bathrooms, and anticipated expenditures for SJU Memorial Park restrooms (1,266 sq. ft.).	\$ 8,600	\$ 7,740	\$ 7,740
576.81.32	Fuel	Provides fuel for Park Operations' vehicles and equipment.	\$ 16,545	\$ 17,242	\$ 17,242
576.81.35	Tools and Equipment	Provides small tools and equipment for park maintenance.	\$ 4,000	\$ 3,600	\$ 3,600
		TOTAL SUPPLIES	\$ 68,345	\$ 63,862	\$ 63,862
		OTHER SERVICES AND CHARGES			
576.81.41	Professional Services	Provides professional services as needed (e.g., arborists, landscape design and survey services).	\$ 7,000	\$ 6,300	\$ 6,300
576.81.41.32	Janitorial Services	Provides professional custodial services for the Park and Recreation Department's buildings.	\$ 39,676	\$ 39,676	\$ 39,676

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **PARK OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.635.045.576.81.00.00 PARK OPERATIONS SERVICES					
576.81.42	Communications	Provides communication fees, telephone, postage, etc.	\$ 3,327	\$ 3,327	\$ 3,327
		Telephone Line \$ 1,450			
		Long Distance \$ 15			
		Cell Phones \$ 1,862			
		<u>\$ 3,327</u>			
576.81.43	Travel	Provides for meals, lodging, and mileage reimbursement for personnel training, trade classes and seminars.	\$ 250	\$ 250	\$ 250
576.81.44.02	Advertising	Provides advertisements for acquiring personnel and contractors.	\$ 1,500	\$ 1,500	\$ 1,500
576.81.45	Rentals & Leasing	Provides equipment rentals for needed park operations maintenance. Types of rentals would include a trencher, sod cutter, chipper, and lease of Dining Hall water heater. The	\$ 5,000	\$ 5,000	\$ 5,000
576.81.45.02	Copier Lease	Provides for copier lease.	\$ 146	\$ 146	\$ 146
576.81.47	Utilities	Utilities used or services provided for the park system.	\$ 156,872	\$ 156,872	\$ 156,872
		Electricity \$ 55,714			
		Water \$ 47,232			
		Sewer \$ 4,288			
		SWM \$ 33,355			
		Natural Gas \$ 16,283			
		<u>\$ 156,872</u>			
576.81.48	Repairs & Maintenance-Parks	Provides contracted repairs and maintenance for the park system and equipment maintenance not included in the "equipment maintenance" program. The types of items included are line trimmer and mower tune-ups, tree trimming, and backflow inspections.	\$ 5,750	\$ 5,175	\$ 5,175

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **PARK OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.635.045.576.81.00.00		PARK OPERATIONS SERVICES			
576.81.48.02	Repairs & Maintenance-Park Bldgs	Provides contracted repairs and maintenance for park buildings. HVAC (\$12,900); Pest Control (\$1,800); and Other Misc Park Bldgs Repairs (\$5,800)	\$ 20,500	\$ 20,500	\$ 20,500
576.81.48.24	Contract Landscaping Services	Provides for contracted landscape maintenance services for the park system in lieu of regular and seasonal staff.	\$ 93,575	\$ 98,500	\$ 98,500
576.81.49	Miscellaneous	Provides for park miscellaneous services not budgeted elsewhere.	\$ 1,000	\$ 1,000	\$ 350
576.81.49.20	Laundry	Provides for laundry services.	\$ 2,500	\$ 2,500	\$ 2,500
576.81.49.22	Dues, Schools, & Conferences	Provides for dues & training registration fees.	\$ -	\$ -	\$ 650
TOTAL OTHER SERVICES AND CHARGES			\$ 337,096	\$ 340,746	\$ 340,746
INTERFUND SERVICES					
576.81.99.01	Computer Maintenance	Division's assessment for computer maintenance.	\$ 5,284	\$ 5,284	\$ 5,284
576.81.99.02	Computer Replacement	Computer replacement program, provides computer replacement when needed.	\$ 1,409	\$ 1,409	\$ 423
576.81.99.03	Equipment Rental Maintenance	Equipment maintenance program, provides equipment maintenance by the City's mechanic.	\$ 36,800	\$ 33,800	\$ 23,203

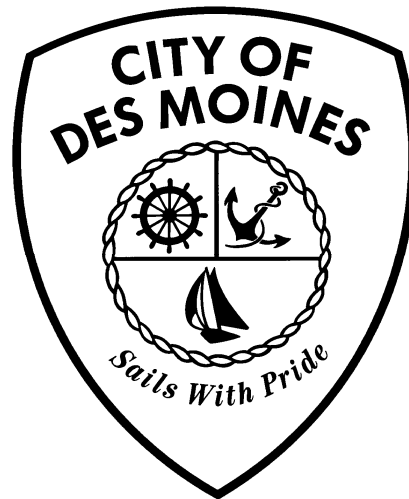
BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **PARK OPERATIONS**

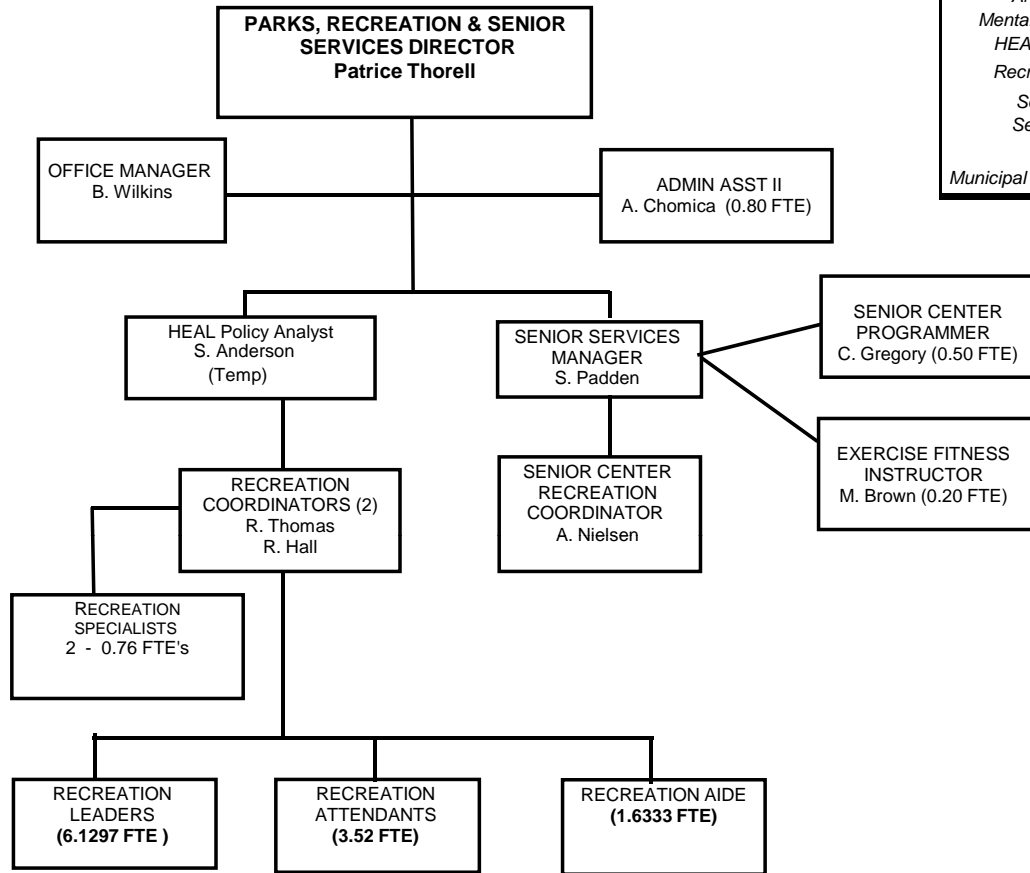
Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.635.045.576.81.00.00			PARK OPERATIONS SERVICES		
576.81.99.04	Equipment Repair & Replacement	Equipment replacement program, provides reserve fund for equipment replacement when needed.	\$ 97,012	\$ 82,475	\$ -
576.81.99.05	Interfund Insurance	Interfund transfer to the City's self-insurance fund.	\$ 17,081	\$ 17,081	\$ 15,657
576.81.99.06	Facility Repair & Replacement	Fee for funding of major repair and replacement of City facilities.	\$ 23,143	\$ 23,143	\$ 23,143
TOTAL INTERFUND SERVICES			\$ 180,729	\$ 163,192	\$ 67,710
CAPITAL OUTLAY					
This account provides funding for capital improvements to park facilities, including minor park improvements and equipment.					
594.76.64	Equipment		\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY			\$ -	\$ -	\$ -
001.636.045					
576.81.31.00	Supplies-Sonju Property	Supplies necessary to make as needed repairs to the Sonju House.	\$ -	\$ -	\$ -
TOTAL PARK OPERATIONS SERVICES			\$ 822,335	\$ 834,468	\$ 735,024

2012 Budget



CITY OF DES MOINES
PARKS, RECREATION, & SENIOR SERVICES

Organizational Chart



Department/Divisions

- Administration*
- Arts Commission*
- Mental & Physical Health*
- HEAL Grant Program*
- Recreation Programs*
- Senior Services*
- Senior Programs*
- Hotel-Motel*
- Municipal Capital Improvements*

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
PARKS, RECREATION AND SENIOR SERVICES			\$ 1,712,355	\$ 1,619,529	\$ 1,689,318
001.630.045.576.10.00.00	Administration		\$ 328,196	\$ 302,024	\$ 297,685
		The Administrative Section provides direction to the Department, including development of capital projects, recreation, parks, senior center and human services programs, services, and projects. It provides support services to internal and external customers such as: customer inquiries, internal accounting and payroll support, inter-departmental and public notification and communications, grant and special project development and administration.			
001.310.045.573.20	Des Moines Arts Commission		\$ 29,300	\$ 29,300	\$ 34,516
		The Arts Commission is established to nurture art programs and to recommend works of art for the City to enhance the City's facilities and the local environment.			
001.620.039.564.00.51.00	Health and Human Services		\$ 77,500	\$ 77,500	\$ 77,500
		The purpose of Health and Human Services is to provide financial aid to those non-profit, charitable organizations in our community who assist our citizens in time of need. Funding recommendations are provided by the City's Human Services Advisory Committee.			
001.625.039.562.10	Healthy Eating and Active Living (HEAL) Program		\$ 31,346	\$ 31,346	\$ 31,263
		The City, along with cities of Burien, Normandy Park and SeaTac, was awarded a Healthy Eating Active Living grant from Seattle & King County Public Health. The goals of HEAL are to support schools, local governments and communities to reduce overweight and obesity rates by increasing health eating and physical activity through policy, system and environment changes.			

BUDGET NARRATIVE 2012

FUND: **GENERAL FUND**
DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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PARKS, RECREATION AND SENIOR SERVICES

001.640.045.574.20.00.00	Recreation Programs	\$ 906,815	\$ 838,046	\$ 920,962
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Recreation Programs provides general programs for all age groups. These consumer-driven programs are offered citywide on a quarterly basis. Programs and services include youth and teen outreach, recreation and lifelong learning and continuing education classes and programs, cultural arts and community events, sports leagues and athletic events, health and fitness programs, and facility and field rentals.

Recreation Programs generates revenue by assessing fees and charges for direct program, service and event costs. Revenues and expenditures are based on maximum participant capacity.

001.645.045.555.00.00.00	Senior Services	\$ 267,932	\$ 272,581	\$ 258,757
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The Senior Services Division provides for recreational programs, assistance services, transportation, nutrition, lifelong learning, continuing education, and outreach to Des Moines and Normandy Park senior citizens to support learning and independence and encourage involvement with the Senior Center and the community.

Programs that are offered include classes and workshops, Metro passes, transportation services, mental health services, athletic programs, pet food program, income tax assistance, senior rights assistance, information and referral, vision & hearing screenings, foot care, blood pressure monitoring, health enhancement program, lending closet, trips, dances, defensive driving, computer lab, newcomer's services, financial seminars, drop-in activities, Latino Lunch program, hot lunch program, Meals on Wheels, and special events.

BUDGET NARRATIVE

2012

FUND: **GENERAL FUND**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.650.045.555.20.00.00	Senior Programs		\$ 71,266	\$ 68,732	\$ 68,635

Senior Programs is a self supporting program. Revenue is generated by assessing fees and charges for direct program, services, and event costs. Programs and services include special events, trips, computer lab, lifelong learning and continuing education, sports leagues, fitness, and dance programs.

CITY OF DES MOINES

2012 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES

ADMINISTRATION

001.630.045 PARKS, RECREATION AND SENIOR SERVICES		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT RQ	2012 NEW REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
576.10.10	SALARIES & WAGES	166,716	157,202	170,050	170,050	85,339	171,623	175,519		175,519	175,519	179,029
576.10.10	SUB TOTAL	166,716	157,202	170,050	170,050	85,339	171,623	175,519	-	175,519	175,519	179,029
576.10.20	PERSONNEL BENEFITS	55,465	51,583	48,731	48,731	25,023	49,777	50,623		50,684	54,698	55,792
576.10.20.90	EMPLOYEE MED. CONTRIBUTION	(1,315)	(1,109)	(601)	(601)	(384)	(669)	(571)		(571)	(609)	(621)
576.10.20	SUB TOTAL	54,150	50,474	48,130	48,130	24,640	49,108	50,052	-	50,113	54,089	55,171
576.10.31	OPERATING SUPPLIES	5,500	1,386	5,500	5,500	122	1,500	5,500		5,500	5,500	5,610
576.10.31.16	SUPPLIES - BANNERS	-	-	-	-	-	-	-	6,000	-	-	-
576.10.32.01	UNLEADED FUEL (ISF)	124	-	124	124	-	-	124		124	124	126
576.10.35	SMALL TOOLS & EQUIPMENT	2,250	356	2,250	2,250	36	1,250	2,250		2,250	2,250	2,295
576.10.35.90	SMALL EQP>\$1,000<\$5,000	-	1,012	-	-	-	-	-		-	-	-
576.10.30	SUB TOTAL	7,874	2,753	7,874	7,874	158	2,750	7,874	6,000	7,874	7,874	8,031
576.10.41	PROFESSIONAL SERVICES	2,000	3,852	2,000	2,000	1,256	2,233	2,000		2,000	2,000	2,040
576.10.42	COMMUNICATIONS	11,500	4,311	11,500	11,500	1,683	5,406	11,500		8,500	8,500	8,670
576.10.43	TRAVEL EXPENSES	250	77	250	250	-	100	250		250	250	255
576.10.44	ADVERTISING	1,000	-	1,000	1,000	-	575	-		-	-	-
576.10.44.02	ADVERTISING							1,000		1,000	1,000	1,020
576.10.45.02	COPIER LEASE	1,373	1,505	1,373	1,373	3,472	4,211	1,373		2,640	2,640	2,693
576.10.48	REPAIR & MAINTENANCE	1,500	-	1,500	1,500	-	525	1,500		1,500	1,500	1,530
576.10.49	MISCELLANEOUS	3,000	954	3,000	3,000	375	1,725	3,000		3,000	1,900	1,900
576.10.49.05	CREDIT CARD CHARGES	15,500	15,363	15,500	15,500	8,983	17,525	15,500		-	-	-
576.10.49.06	SPECIAL EVENTS - Auditorium	-	-	-	-	-	-	-	11,800	11,800	11,800	12,036
576.10.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	-	-	-	-	-		-	1,100	1,100
576.10.40	SUB TOTAL	36,123	26,061	36,123	36,123	15,770	32,300	36,123	11,800	30,690	30,690	31,244
576.10.99.01	COMPUTER MAINTENANCE	22,045	22,045	12,560	12,560	6,280	12,560	12,560		12,560	12,560	12,811
576.10.99.02	COMPUTER REPLACEMENT	5,395	5,395	2,941	2,941	1,471	2,941	8,571		8,571	2,571	2,622
576.10.99.03	EQUIPMENT MAINTENANCE	2,400	2,400	3,000	3,000	1,500	3,000	6,000		3,000	1,280	3,000
576.10.99.04	EQUIPMENT REPLACEMENT	2,500	2,500	-	-	-	-	-		-	-	-
576.10.99.05	INTERFUND INSURANCE	12,401	12,401	7,724	7,724	7,724	7,724	7,138		7,138	6,543	6,674
576.10.99.06	FACILITY REPAIR & REPLACEMENT	6,559	6,559	6,559	6,559	3,280	6,559	6,559		6,559	6,559	6,559
576.10.99	SUB TOTAL	51,300	51,300	32,784	32,784	20,254	32,784	40,828		37,828	29,513	31,666
PARKS, RECREATION & SENIOR SERVICES ADMIN TOTAL		316,163	287,791	294,961	294,961	146,161	288,565	310,396	17,800	302,024	297,685	305,142

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.630.045.576.10.00.00						
		ADMINISTRATION				
		SALARIES AND WAGES				
576.10.10	Salaries and Wages	Provides for the following Recreation personnel: 1.0 Park & Recreation Director 0.8 Administration Assistant II <u>1.8</u> FTE's	\$ 175,519	\$ -	\$ 175,519	\$ 175,519
576.10.10.90	Furlough	Provides for 5 days of unpaid leave.	\$ -	\$ -	\$ -	\$ -
		TOTAL SALARIES	\$ 175,519	\$ -	\$ 175,519	\$ 175,519
		PERSONNEL BENEFITS				
576.10.20	Personnel Benefits	Provides for personnel benefits for Recreation Administrative Personnel.	\$ 50,623	\$ -	\$ 50,684	\$ 54,698
576.10.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (571)	\$ -	\$ (571)	\$ (609)
576.10.20	Uniforms	Provides uniforms for Administration Staff.	\$ -	\$ -	\$ -	\$ -
		TOTAL PERSONNEL BENEFITS	\$ 50,052	\$ -	\$ 50,113	\$ 54,089
		SUPPLIES				
576.10.31	Office Supplies	Provides for General Office supplies of Administration. Includes all parks and recreation division office supplies, such as reams of paper, printed envelopes, letterhead and notepads. Also includes medical supplies.	\$ 5,500	\$ -	\$ 5,500	\$ 5,500
576.10.31.16	Supplies - Banners	Provides banners for Marina District and Downtown. EXEC AMEND: Not Approved.	\$ -	\$ 6,000	\$ -	\$ -

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.630.045.576.10.00.00 ADMINISTRATION						
576.10.32	Fuel	Provides for fuel to operate the department's vehicles.	\$ 124	\$ -	\$ 124	\$ 124
576.10.35	Small Tools & Equipment	Provides for equipment and tools needed for Administration and Field House under \$1,000. Includes safety and office equipment.	\$ 2,250	\$ -	\$ 2,250	\$ 2,250
TOTAL SUPPLIES			\$ 7,874	\$ 6,000	\$ 7,874	\$ 7,874
OTHER SERVICES AND CHARGES						
576.10.41	Professional Services	Guardian security and fire detection (Monitors for fire suppression & alarm systems) Grant & Project Materials	\$ 750	\$ 2,000	\$ -	\$ 2,000
			<u>\$ 1,250</u>			
			<u>\$ 2,000</u>			
576.10.42	Communications	Provides for long distance phone charges, cell phone and fax charges. Long Distance Provides for dept and brochure postage (\$2,600 per mailing/3 per year)	\$ 11,500		\$ 8,500	\$ 8,500
			\$ 700			
			\$ 7,800			
			<u>\$ 8,500</u>			
576.10.43	Travel	Covers personal vehicle use reimbursement, mileage, and meals for trainings and meetings.	\$ 250	\$ -	\$ 250	\$ 250

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.630.045.576.10.00.00		ADMINISTRATION				
576.10.44.02	Advertising	Provides for newspaper and other promotional advertisements legal and employment notifications	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
576.10.45.02	Copier Lease	Provides for lease of copier used by Administration.	\$ 1,373	\$ -	\$ 2,640	\$ 2,640
576.10.48	Repair & Replacement	Provides for repairs of office equipment and alarm and fire systems	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
576.10.49	Miscellaneous	Provides for the following miscellaneous services: Volunteer program supplies CORPS \$ 500 News & periodicals \$ 200 Printing-project brochures & documents \$ 1,000 Letterhead, business cards \$ 200 <u>\$ 1,900</u>	\$ 3,000	\$ -	\$ 3,000	\$ 1,900
576.10.49.05		Credit Card Charges EXEC AMEND: Move to Recreation Programs Division	\$ 15,500	\$ -	\$ -	\$ -
576.10.49.06	Special Events	Provides for one-time seed money for Des Moines Beach Park Auditorium black tie opening gala in 2012.	\$ -	\$ 11,800	\$ 11,800	\$ 11,800
576.10.49.22	Dues, Schools, & Conferences	Provides for the following dues & conference registration fees: WRPA & NRPA Annual Dues \$ 800 1 WRPA Conf. Registrations @\$300 \$ 300 <u>\$ 1,100</u>	\$ -	\$ -	\$ -	\$ 1,100
TOTAL OTHER SERVICES AND CHARGES			\$ 36,123	\$ 11,800	\$ 30,690	\$ 30,690

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
001.630.045.576.10.00.00			ADMINISTRATION			
INTERFUND SERVICES						
576.10.99.01	Computer Maintenance	Computer maintenance support for administrative services.	\$ 12,560	\$ -	\$ 12,560	\$ 12,560
576.10.99.02	Computer Replacement	Provides for replacement of computer hardware assigned to Recreation Administration.	\$ 8,571	\$ -	\$ 8,571	\$ 2,571
576.10.99.03	Equipment Maintenance	Provides for Equipment repair and maintenance of vehicles and equipment by the City mechanic.	\$ 6,000	\$ -	\$ 3,000	\$ 1,280
576.10.99.04	Equipment Replacement	Provides for replacement of engineering vehicles.	\$ -	\$ -	\$ -	\$ -
576.10.99.05	Interfund Insurance	Contribution to Self Insurance Fund.	\$ 7,138	\$ -	\$ 7,138	\$ 6,543
576.10.99.06	Facility Repair & Replacement	Provides for major repairs for City facilities.	\$ 6,559	\$ -	\$ 6,559	\$ 6,559
TOTAL INTERFUND SERVICES			\$ 40,828	\$ -	\$ 37,828	\$ 29,513
CAPITAL OUTLAY						
594.76.64	Equipment		\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL			\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE SERVICES			\$ 310,396	\$ 17,800	\$ 302,024	\$ 297,685

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION AND SENIOR SERVICES**
 DIVISION: **DES MOINES ARTS COMMISSION**

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
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DES MOINES ARTS COMMISSION

\$ 34,500 \$ 29,300 \$ 34,516

The Arts Commission Committee seeks government grants or other sources to support the following programs:

Performing/Community Arts-

Summer Concert Series, including the 4th of July
 Poverty Bay Arts Festival
 Waterland Arts Series

Children's Programming-

Children's Events
 Missoula Childrens Theatre

Local Arts-

Grants of local arts organizations or artists
 Program Overhead-
 Support for event staff , supplies and marketing

Projected Revenue for the Des Moines Arts Commission:

4Culture Grant- Sustaining Fund
 Event Admission Fees
 Event Sponsors

	2011 Amended Budget	2012 Budget
\$ 7,500	\$ 7,500	\$ 7,500
\$ 1,000	\$ 1,000	\$ 6,200
\$ 6,300	\$ 6,300	\$ 6,300
	<u>\$ 14,800</u>	<u>\$ 20,000</u>

CITY OF DES MOINES

2012 BUDGET REQUEST

DES MOINES ARTS COMMISSION

001.310.045	ARTS COMMISSION	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
573.20.10	SALARIES & WAGES	-	-	-	6,250	-	2,958	6,250		6,250	6,250	6,375
573.20.20	PERSONNEL BENEFITS	-	-	-	750	-	1,030	750		767	783	799
573.20.31	SUPPLIES	500	436	500	500	2,292	3,107	500		500	500	510
573.20.35	SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-					-
573.20.41	PROFESSIONAL SERVICES	25,825	7,433	23,500	16,500	2,925	10,450	16,500	5,200	16,500	21,700	16,500
573.20.42	COMMUNICATIONS	-	-	-	-	338	338					-
573.20.43	TRAVEL	-	-	-	-	-	-					-
573.20.44	ADVERTISING	1,500	1,075	4,000	4,000	622	2,074					-
573.20.44.02	ADVERTISING							4,000		4,000	4,000	4,000
573.20.49	MISCELLANEOUS	-	113	1,300	1,300	134	1,090	1,300		1,283	1,213	1,213
573.20.49.16	ASSOC STUDENTS HCC PROG	6,000	7,399	-	6,000	-	6,000	-		-	-	-
573.20.49.22	DUES, SCHOOLS, & CONFERENCES										70	70
594.73.64	ARTWORK	-	10,000	-	0	-	-	-		-	-	-
ARTS COMMISSION TOTAL:		33,825	26,456	29,300	35,300	6,311	27,047	29,300	5,200	29,300	34,516	29,467

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **PARKS & RECREATION**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.310.045.573		ARTS COMMISSION				
		SALARIES AND WAGES				
573.20.10	Salaries & Wages	Provides for part-time personnel to assist volunteers and additional marketing funds to promote community arts programs.	\$ 6,250	-	\$ 6,250	\$ 6,250
		TOTAL SALARIES AND WAGES	\$ 6,250	\$ -	\$ 6,250	\$ 6,250
		PERSONNEL BENEFITS				
573.20.20	Personnel Benefits	Provides for benefits for part-time personnel.	\$ 750	-	\$ 767	\$ 783
	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	-	-	-	-
		TOTAL PERSONNEL BENEFITS	\$ 750	\$ -	\$ 767	\$ 783
		SUPPLIES				
573.20.31	Office and Operating Supplies	Supplies for special events	\$ 500	-	\$ 500	\$ 500
573.20.35	Small Tools and Equipment	Provides for: 1. Equipment for special events. 2. Miscellaneous supplies.	-	-	-	-
		TOTAL SUPPLIES	\$ 500	\$ -	\$ 500	\$ 500

BUDGET NARRATIVE 2012

FUND: **GENERAL**
DEPARTMENT: **PARKS & RECREATION**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
OTHER SERVICES AND CHARGES						
573.20.41	Professional Services	Provides for contractual fees for artists' performances	\$ 16,500	\$ 5,200	\$ 16,500	\$ 21,700
573.20.42	Communications		\$ -	\$ -	\$ -	\$ -
573.20.43	Travel Expenses		\$ -	\$ -	\$ -	\$ -
573.20.44.02	Advertising	Provides for advertisement of events	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
573.20.49	Miscellaneous	Special event expenses.	\$ 1,300	\$ -	\$ 1,283	\$ 1,213
573.20.49.22	Dues, Schools, & Conferences	Provides for membership dues.	\$ -	\$ -	\$ -	\$ 70
TOTAL OTHER SERVICES AND CHARGES			\$ 21,800	\$ 5,200	\$ 21,783	\$ 26,983
TOTAL ARTS COMMISSION PROGRAM			\$ 29,300	\$ 5,200	\$ 29,300	\$ 34,516

CITY OF DES MOINES

2012 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES
MENTAL AND PHYSICAL HEALTH

001.620.039 MENTAL AND PHYSICAL HEALTH		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
564.00.51.00	K.C. SEXUAL ASSAULT	4,000	4,000	4,100	4,100	4,100	4,100	0	0	0	0
564.00.51.02	DAWN	6,000	6,000	6,000	6,000	5,500	6,000	6,000	6,000	6,000	6,000
564.00.51.04	PREGNANCY AID	1,500	1,500	1,100	1,100	0	1,100	1,100	1,100	1,100	1,100
564.00.51.07	DES MOINES FOOD BANK	31,000	31,000	31,250	31,250	7,813	31,250	31,250	31,250	31,250	31,250
564.00.51.12	CRISIS CLINIC	4,000	4,000	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800
564.00.51.21	SENIOR SERVICES OF SEATTLE/KING COUNTY	4,750	4,750	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,750
564.00.51.23	MULTI-SERVICE CENTER	3,000	3,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
564.00.51.28	AUBURN YOUTH SERVICES	2,000	2,000	2,000	2,000	1,000	2,000	2,000	2,000	2,000	2,000
564.00.51.29	HOSPITALITY HOUSE	4,425	4,425	5,000	5,000	-	5,000	5,000	5,000	5,000	5,000
564.00.51.30	BEFORE & AFTER SCHOOL PROGRAM	3,000	3,000	4,000	4,000	-	4,000	4,000	4,000	4,000	4,000
564.00.51.36	TSA/FEDERAL WAY CORPS	6,000	6,000	-	-	-	-	-	-	-	-
564.00.51.37	HEALTHPOINT	5,325	5,325	5,500	5,500	5,500	5,500	5,500	5,500	7,500	7,500
564.00.51.41	HIGHLINE MEDICAL GROUP			2,000	2,000		2,000	2,000	2,000	-	-
564.00.51.42	EGOV			2,500	2,500		2,500	2,500	2,500	2,500	2,500
564.00.51.48	K.C. SEXUAL ASSAULT							4,100	4,100	4,100	4,100
564.00.51	PUBLIC HEALTH TOTAL	75,000	75,000	77,500	77,500	37,963	77,500	77,500	77,500	77,500	77,500

CITY OF DES MOINES

2012 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES
HEAL Program

001.625.039 HEAL PROGRAM		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
562.10.10	SALARIES & WAGES	0	0	54,944	54,944	35,825	64,530	22,235	22,235	22,235	
562.10.10	SUB TOTAL	0	0	54,944	54,944	35,825	64,530	22,235	22,235	22,235	0
562.10.20	PERSONNEL BENEFITS	0	0	18,132	18,132	6,317	10,946	5,485	5,174	5,367	
562.10.20.90	EMPLOYEE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	-	-
562.10.20	SUB TOTAL	-	-	18,132	18,132	6,317	10,946	5,485	5,174	5,367	-
562.10.31	OPERATING SUPPLIES	-	-	1,100	1,100	798	1,100	300	300	300	
562.10.35	SMALL TOOLS & EQUIPMENT	-	-	250	250	-	250	250	250	250	
562.10.35.90	SMALL EQUIPMENT >\$1,000 <\$5,000	-	-	-	-	-	-	-	-	-	
562.10.30	SUB TOTAL	-	-	1,350	1,350	798	1,350	550	550	550	-
562.10.41	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	
562.10.42	COMMUNICATIONS	-	-	1,000	1,000	249	1,000	150	150	150	
562.10.43	TRAVEL EXPENSES	-	-	600	600	185	600	150	150	150	
562.10.44.02	ADVERTISING	-	-	-	-	-	-	-	-	-	
562.10.49	MISCELLANEOUS	-	-	5,157	5,157	-	3,319	1,233	1,544	1,507	
562.10.40	SUB TOTAL	-	-	6,757	6,757	434	4,919	1,533	1,844	1,807	-
562.10.99.01	COMPUTER MAINTENANCE	-	-	4,807	4,807	2,003	4,807	1,202	1,202	1,202	
562.10.99.02	COMPUTER REPLACEMENT	-	-	1,356	1,356	565	1,356	341	341	102	
562.10.99	SUB TOTAL	-	-	6,163	6,163	2,568	6,163	1,543	1,543	1,304	-
HEAL PROGRAM TOTAL		0	0	87,346	87,346	45,942	87,908	31,346	31,346	31,263	0

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **HEALTHY EATING ACTIVE LIVING (HEAL) Program**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.625.039		HEAL Program			
		SALARIES AND WAGES			
562.10.10	Salaries and Wages	Provides salaries for the following personnel:	\$ 22,235	\$ 22,235	\$ 22,235
		1.0000 Policy Analyst			
		0.0166 Land Use Planner II			
		0.0432 Acting Civil Engineer I			
		<u>0.0175</u> Associate Transportation Engr			
		<u>1.0773</u> FTE's			
		TOTAL SALARIES AND WAGES	\$ 22,235	\$ 22,235	\$ 22,235
		PERSONNEL BENEFITS			
562.10.20	Personnel Benefits	Provides for payroll benefits of personnel assigned to the HEAL program.	\$ 5,485	\$ 5,174	\$ 5,367
562.10.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ -	\$ -	\$ -
		TOTAL PERSONNEL BENEFITS	\$ 5,485	\$ 5,174	\$ 5,367

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **HEALTHY EATING ACTIVE LIVING (HEAL) Program**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.625.039		HEAL Program			
		SUPPLIES			
562.10.31	Office and Operating Supplies	Provides for General Office supplies needed to set-up HEAL program.	\$ 300	\$ 300	\$ 300
562.10.10	Small Tools and Equipment	Provides for miscellaneous equipment	\$ 250	\$ 250	\$ 250
		TOTAL SUPPLIES	\$ 550	\$ 550	\$ 550
		OTHER SERVICES AND CHARGES			
562.10.10	Professional Services	Provides for contract professional services.	\$ -	\$ -	\$ -
562.10.10	Communications	Provides for long distance, cell and fax charges.	\$ 150	\$ 150	\$ 150
562.10.10	Travel Expenses	Covers mileage and meals for meetings.	\$ 150	\$ 150	\$ 150
562.10.44.02	Advertising	Provides for newspaper and other promotional advertisements.	\$ -	\$ -	\$ -
562.10.10	Miscellaneous	Provides for othe miscellaneous expenses.	\$ 1,233	\$ 1,544	\$ 1,507
		TOTAL OTHER SERVICES AND CHARGES	\$ 1,533	\$ 1,844	\$ 1,807

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **HEALTHY EATING ACTIVE LIVING (HEAL) Program**

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
001.625.039	HEAL Program			
	INTERFUND SERVICES			
576.10.99.01	Computer Maintenance Computer maintenance support for administrative services.	\$ 1,202	\$ 1,202	\$ 1,202
576.10.99.02	Computer Replacement Provides for computer hardware replacement for	\$ 341	\$ 341	\$ 102
	TOTAL INTERFUND SERVICES	\$ 1,543	\$ 1,543	\$ 1,304
	CAPITAL OUTLAY			
562.10.10	Equipment		\$ -	\$ -
	TOTAL CAPITAL OUTLAY		\$ -	\$ -
	TOTAL HEAL PROGRAM	\$ 31,346	\$ 31,346	\$ 31,263

**BUDGET NARRATIVE
2012**

FUND: **GENERAL**
DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**
DIVISION: **RECREATION PROGRAMS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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RECREATION PROGRAMS REVENUES		2010 Actual	2011 Adopted Budget	2012 Adopted Budget
30.00.00	<u>Activity Fees</u> Drop-in fees collected from open gym, indoor playground and aerobics	\$ 1,599	\$ 3,000	\$ 1,055
	<u>Program Fees</u>			
60.01.00	Camps	\$ 129,006	\$ 175,000	\$ 165,000
60.02.00	Classes	\$ 62,616	\$ 60,000	\$ 60,000
60.03.00	Leagues	\$ 107,491	\$ 112,000	\$ 112,000
60.04.00	Outreach	\$ 282,681	\$ 310,000	\$ 306,000
60.05.00	Special Events	\$ 14,817	\$ 10,000	\$ 21,000
60.06.00	Youth Basketball	\$ 54,070	\$ 79,000	\$ 79,000
	<u>Facilities Rental</u>			
40.01.00	Facility Rentals	\$ 55,326	\$ 58,000	\$ 76,577
40.01.01	Facility Rentals - Security Revenues	\$ -	\$ 1,500	\$ 1,500
40.01.02	Beach Park Event Center Rentals	\$ -	\$ -	\$ 66,883
40.02.00	Field Rentals	\$ 14,180	\$ 21,000	\$ 21,000
	<u>Miscellaneous</u>			
	MCT Video Sales	\$ 107	\$ 320	\$ -
	Youth & Teen Bball Sales	\$ 400		\$ -
	Youth & Teen Bball Picture Rebate	\$ -	\$ 350	\$ 500
	Camp KHAOS Shirt Sales	\$ -	\$ 150	\$ -
	Vending Machine & Concession Sales	\$ -		\$ -
	<u>Non-residential differential</u>	\$ 30,000	\$ -	\$ -
	<u>Community Partner Marketing</u>	\$ 4,600		\$ 8,000
	TOTAL RECREATION REVENUE	\$ 756,893	\$ 830,320	\$ 918,515

CITY OF DES MOINES

2012 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES

RECREATION PROGRAMS

001.640.045 RECREATION PROGRAMS		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST Y/E	2012 DEPT REQ	2012 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
574.20.10	SALARIES	260,044	208,049	211,097	211,097	101,145	191,872	214,823	23,402	214,823	238,225	245,372
574.20.10.02	SALARIES-Rec Leaders	222,793	207,605	237,743	237,743	82,460	186,297	237,745	11,880	237,745	250,883	258,409
574.20.10	SUB TOTAL	482,837	416,375	448,840	448,840	183,605	378,169	452,568	35,282	452,568	489,108	503,781
574.20.20	BENEFITS	95,020	67,406	68,654	68,654	33,608	72,526	81,407	5,409	81,924	91,659	97,159
574.20.20.02	BENEFITS-Rec Leaders	33,056	31,865	36,840	36,840	14,698	32,000	45,380	1,942	47,017	49,724	50,718
574.20.20.04	L & I BENEFITS-Volunteers	0	78	150	150	23	130	150		150	150	150
574.20.20.90	EMPLOYEE MED. CONTRIBUTION	(2,444)	(1,383)	(1,136)	(1,136)	(714)	(1,391)	(1,353)		(1,353)	(1,444)	(1,473)
574.20.21	UNIFORMS	-	-	80	80	-	-		300		300	306
574.20.20	SUB TOTAL	125,632	97,966	104,588	104,588	47,615	103,265	125,584	7,651	127,738	140,389	146,860
574.20.31	OPERATING SUPPLIES	40,000	31,944	44,723	44,723	26,172	39,851	44,723	5,277	44,723	50,000	50,000
574.20.32.01	UNLEADED FUEL (ISF)	395	1,543	1,076	1,076	93	1,206	1,564	500	1,221	1,721	1,755
574.20.35	SMALL TOOLS & EQUIPMENT	2,000	573	2,000	2,000	-	1,100	2,000	5,000	2,000	7,000	7,000
574.20.35.90	SMALL EQP >\$1,000 <\$5,000	-	-	-	-	-	-	-	1,750	-	1,750	1,785
574.20.30	SUB TOTAL	42,395	34,059	47,799	47,799	26,265	42,157	48,287	12,527	47,944	60,471	60,540
574.20.41	PROFESSIONAL SERVICES	55,000	56,657	55,000	55,000	36,954	65,106	55,000	10,000	55,000	65,000	65,000
574.20.42	COMMUNICATIONS	4,750	2,866	4,750	4,750	1,459	3,299	4,750	1,500	4,750	6,250	6,250
574.20.43	TRAVEL	-	638	-	-	41	41	-	200	-	200	200
574.20.44	ADVERTISING	500	1,277	500	500	700	950					
574.20.44.02	ADVERTISING							800	8,300	800	9,100	9,100
574.20.45	OPERATING RENTALS & LEASES	10,000	13,307	17,000	17,000	1,855	4,667	17,000	3,000	17,000	20,000	20,000
574.20.49	MISCELLANEOUS	15,000	17,755	15,000	15,000	4,622	19,205	15,000	7,000	15,000	21,825	21,825
574.20.49.05	CREDIT CARD FEES									14,880	14,880	15,500
574.20.49.22	DUES, SCHOOLS, & CONFERENCES										175	175
574.20.40	SUB TOTAL	85,250	92,499	92,250	92,250	45,631	93,268	92,550	30,000	107,430	137,430	138,050
574.20.99.01	COMPUTER MAINTENANCE	11,935	11,935	20,600	20,600	10,300	20,600	16,080		16,080	16,080	16,402
574.20.99.02	COMPUTER REPLACEMENT	1,908	1,908	1,637	1,637	818	1,637	3,498		3,498	1,049	1,070
574.20.99.05	INTERFUND INSURANCE	76,741	76,741	82,493	82,493	82,493	82,493	76,229		76,229	69,876	71,274
574.20.99.06	FACILITY REPAIR AND REPLACEMENT	6,559	6,559	6,559	6,559	3,280	6,559	6,559		6,559	6,559	6,559
574.20.99	SUB TOTAL	97,143	97,143	111,289	111,289	96,891	111,289	102,366	-	102,366	93,564	95,304
594.74.64	EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
594.74.64	SUB TOTAL	-	-	-	-	-	-	-	-	-	-	-
RECREATION PROGRAM TOTAL		833,257	738,043	804,766	804,766	400,007	728,148	821,355	85,460	838,046	920,962	944,536

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**
 DIVISION: **RECREATION PROGRAMS**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.640.045.574.20.00.00		RECREATION PROGRAMS				
		SALARIES AND WAGES				
574.20.10	Salaries	1.00 Office Manager	\$ 214,823		\$ 214,823	\$ 238,225
		2.00 Recreation Coordinators				
		The Recreation Coordinators coordinate and supervise Before and After school, Spring Egg Hunt, Teen Events, KHAOS, K2, Halloween Carnival, Youth Basketball League Mid-Winter, Winter, and Spring Break Day Camps. Cultural Arts, Facility Rentals and Special Events.				
		0.76 Recreation Specialist-Cultural Programs (Office)-1580 hrs				
		0.76 Recreation Specialist-Beach Park Event Center-1580 hrs		\$ 23,402		
		<u>4.52</u> FTE's				
574.20.10.02	Salaries Program Leaders	<u>Recreation Program Staff</u> The Recreation Program staff supervise participants and plan activities in the various recreational programs offered by the department including day camps, teen programs, before & after school programs, classes, field and facility rentals, and special events.	\$ 237,745		\$ 237,745	\$ 250,883
		Recreation Aide (pay range I.A) 3,396 hrs				
		*Day Camp Aide (7 @ 330 hrs) 2310 hrs				
		* Sports Aide 670 hrs				
		* Special Events 416 hrs				
		Recreation Leader I (pay range II.C) 4,952 hrs				
		*BASP Sub/Floater 509 hrs				
		*Before School - Des Moines 556 hrs				
		*Before School - Parkside 556 hrs				
		*Before School - Woodmont 556 hrs				
		*Before School - North Hill 555 hrs				
		*After School - Des Moines 555 hrs				
		*After School - Parkside 555 hrs				
		*After School - Woodmont 555 hrs				

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**
 DIVISION: **RECREATION PROGRAMS**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
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001.640.045.574.20.00.00

RECREATION PROGRAMS

*After School - North Hill 555 hrs Recreation Leader I (pay range II.D)	1,776 hrs				
*Teen Program 556 hrs					
*Special Events 555 hrs					
*Sports 665 hrs Recreation Leader I (pay range II.E)	2,311 hrs				
*Day Camp 2311 hrs Recreation Attendant I (pay range II.F)	1,080 hrs			\$ 11,880	
*Beach Park Event Center 1080 hrs Recreation Attendant I (pay range II.F)	1,171 hrs				
*Facility Rentals 1171 hrs Recreation Attendant I (pay range II.F)	1,271 hrs				
*Office Assistant 1271 hrs Recreation Leaders II (pay range III.D)	1,071 hrs				
*Camp Khaos Asst. Director AM 416 hrs					
*Camp Khaos Asst. Director PM 416 hrs					
* K Sports Camp Asst. Director 239 hrs Recreation Attendants II (pay range III.D)	2,234 hrs				
*Facility Lead 1067 hrs *Office Assistant II 1167 hrs Recreation Leaders III (pay range IV.B)	2,638 hrs				
*Day Camp Director 555 hrs *BASP Director 555 hrs *Sports Camp Director 556 hrs *Special Events Site Director 556 hrs *Special Recreation Assignment 416 hrs Recreation Attendant III (pay range IV.E)	1,475				
*Office Assistant III 1475 hrs					
11.239 FTE's	23,375 TOTAL HOURS				

27/52

TOTAL SALARIES

\$ 452,568 \$ 35,282 \$ 452,569 \$ 489,108

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**
 DIVISION: **RECREATION PROGRAMS**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.640.045.574.20.00.00			RECREATION PROGRAMS			
PERSONNEL BENEFITS						
574.20.20	Benefits-Full Time	Provides for Personnel Benefits for Recreation Personnel:	\$ 81,407	\$ 5,409	\$ 81,924	\$ 91,659
574.20.20.02	Benefits-PT-Rec Ldrs	Provides for Benefits for Part-time Recreation Leaders & Assistants	\$ 45,380	\$ 1,942	\$ 47,017	\$ 49,724
574.20.20.04	L & I Benefits-Volunteers		\$ 150	\$ -	\$ 150	\$ 150
574.20.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (1,353)	\$ -	\$ (1,353)	\$ (1,444)
574.20.21	Uniforms	Provides for uniforms for Recreation Program Staff.	\$ -	\$ 300	\$ -	\$ 300
TOTAL PERSONNEL BENEFITS			\$ 125,584	\$ 7,651	\$ 127,738	\$ 140,389
SUPPLIES						
574.20.31	Office Supplies	Provides for operating and program supplies for before and after school programs, day camp, teen programs, athletic leagues, special events, etc. Including office supplies, awards, trophies, t-shirts, etc.	\$ 44,723	\$ 5,277	\$ 44,723	\$ 50,000
574.20.32	Fuel Consumed	Provides for vehicle fuel.	\$ 1,564	\$ 500	\$ 1,221	\$ 1,721
574.20.35	Small Tools & Equipment	Provides for equipment and tools needed for Recreation Operations under \$1,000. Includes sound system equipment, office equipment, hand weights, mats, balls, games, and other program equipment.	\$ 2,000	\$ 5,000	\$ 2,000	\$ 7,000
574.20.35.90	Small Eq >\$1,000 <\$5,000	Tables and chairs for various facilities	\$ -	\$ 1,750	\$ -	\$ 1,750
TOTAL SUPPLIES			\$ 48,287	\$ 12,527	\$ 47,944	\$ 60,471

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**
 DIVISION: **RECREATION PROGRAMS**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.640.045.574.20.00.00		RECREATION PROGRAMS				
		OTHER SERVICES AND CHARGES				
574.20.41	Professional Services	Provides for contractual fees for classes, camps, instructors, officials, transportation, etc. These services are directly related to implemented programs.	\$ 55,000	\$ 10,000	\$ 55,000	\$ 65,000
574.20.42	Communications	Provides for postage on promotional mailers, cellular telephone and pagers.	\$ 4,750	\$ 1,500	\$ 4,750	\$ 6,250
		Telephone Lines	\$ 2,105			
		Long Distance	\$ 10			
		Cell Phones/Pagers	\$ 3,800			
		Postage	\$ 335			
		<u>\$ 6,250</u>				
574.20.43	Travel	Covers statewide travel expenses, meals and lodging for trainings and meetings.	\$ -	\$ 200	\$ -	\$ 200
574.20.44.02	Advertising	Provides for newspaper advertisements for instructors and seasonals, and special event and program announcements.	\$ 800	\$ 8,300	\$ 800	\$ 9,100
574.20.45	Operating Rentals/Leases	Provides for contracted repairs and maintenance, equipment and school rentals and leases.	\$ 17,000	\$ 3,000	\$ 17,000	\$ 20,000
574.20.49	Miscellaneous	Provides for miscellaneous services such as printing of quarterly programs and services guide, promotional materials, field trip admission and other miscellaneous services.	\$ 15,000	\$ 7,000	\$ 15,000	\$ 21,825
574.20.49.05	Credit Card Charges	Provides for merchant bank credit card processing fees. EXEC AMEND: Move from Parks & Rec Admin Division	\$ -		\$ 14,880	\$ 14,880
574.20.49.22	Dues, Schools, & Conferences	Provides for membership dues.	\$ -		\$ -	\$ 175
		TOTAL OTHER SERVICES AND CHARGES	\$ 92,550	\$ 30,000	\$ 107,430	\$ 137,430

INTERFUND SERVICES

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**
 DIVISION: **RECREATION PROGRAMS**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.640.045.574.20.00.00 RECREATION PROGRAMS						
574.20.99.01	Computer Maintenance	Provides maintenance for computers and printers.	\$ 16,080		\$ 16,080	\$ 16,080
574.20.99.02	Computer Replacement	Provides for computer hardware replacement.	\$ 3,498		\$ 3,498	\$ 1,049
574.20.99.03	Equipment Maintenance	Provides for maintenance of the van transferred from King County.	\$ -		\$ -	\$ -
574.20.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund.	\$ 76,229		\$ 76,229	\$ 69,876
574.20.99.06	Facility Repair & Replacement	Provides for major repairs for City facilities.	\$ 6,559		\$ 6,559	\$ 6,559
TOTAL INTERFUND SERVICES			\$ 102,366	\$ -	\$ 102,366	\$ 93,564
CAPITAL OUTLAY						
594.74.64.01	Equipment		\$ -		\$ -	\$ -
TOTAL CAPITAL OUTLAY			\$ -	\$ -	\$ -	\$ -
TOTAL RECREATION PROGRAMS			\$ 821,355	\$ 85,460	\$ 838,047	\$ 920,962

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **SENIOR SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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	2011 Amended Budget	2012 Budget
Projected revenue for Senior Programs is from:		
City of Normandy Park (Shared Services)	\$23,490	\$ 23,490
	<u> </u>	<u> </u>

CITY OF DES MOINES

2012 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES
SENIOR SERVICES

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.645.045	SENIOR SERVICES										
555.00.10	SALARIES & WAGES	134,744	132,718	140,304	140,304	69,654	139,308	146,880	146,880	146,880	149,818
555.00.10	SUB TOTAL	134,744	132,718	140,304	140,304	69,654	139,308	146,880	146,880	146,880	149,818
555.00.20	PERSONNEL BENEFITS	44,302	43,552	48,529	48,529	22,975	47,921	52,477	52,552	57,166	58,309
555.00.20.02	L&I BENEFITS-VOLUNTEERS	1,200	742	1,200	1,200	154	771	1,200	1,200	1,200	1,224
555.00.20.90	EMPLOYEE MED. CONTRIBUTION	(995)	(1,003)	(1,088)	(1,088)	(544)	(1,115)	(1,142)	(1,142)	(1,219)	(1,243)
555.00.20	SUB TOTAL	44,507	43,291	48,641	48,641	22,585	47,577	52,535	52,610	57,147	58,290
555.00.31	OPERATING SUPPLIES	2,000	1,685	2,000	2,000	461	2,000	2,000	2,000	2,000	2,000
555.00.31.01	COMPUTER SUPPLIES	750	592	750	750	375	750	750	750	750	750
555.00.32.01	UNLEADED FUEL (ISF)	3,000	2,181	2,102	2,102	1,639	3,413	3,223	3,438	3,438	3,507
555.00.35	SMALL TOOLS & EQUIPMENT	3,000	332	3,000	3,000	454	825	2,000	2,000	2,000	2,000
555.00.30	SUB TOTAL	8,750	4,790	7,852	7,852	2,928	6,988	7,973	8,188	8,188	8,257
555.00.41	PROFESSIONAL SERVICES	350	752	350	350	768	1,000	350	350	350	350
555.00.42	COMMUNICATIONS	6,520	5,895	6,520	6,520	3,027	6,039	6,366	6,366	6,365	6,492
555.00.45.02	COPIER LEASE	353	636	383	383	650	302	383	383	383	391
555.00.49	MISCELLANEOUS	7,000	3,857	7,000	7,000	2,295	5,240	7,000	7,000	6,400	6,400
555.00.49.05	CREDIT CARD FEES	1,000	897	1,250	1,250	619	1,250	1,250	0	0	0
555.00.49.22	DUES, SCHOOL, & CONFERENCES									600	600
555.00.40	SUB TOTAL	15,223	12,037	15,503	15,503	7,359	13,831	15,349	14,099	14,098	14,233
555.00.99.01	COMPUTER MAINTENANCE	12,355	12,355	15,660	15,660	7,830	15,660	15,660	15,660	15,660	15,973
555.00.99.02	COMPUTER REPLACEMENT	2,151	2,151	1,392	1,392	696	1,392	4,089	4,089	1,227	1,252
555.00.99.03	EQUIPMENT MAINTENANCE	4,800	4,800	3,000	3,000	1,500	3,000	6,000	9,000	4,200	9,000
555.00.99.04	EQUIPMENT REPLACEMENT	6,786	6,785	-	-	-	0	7,417	10,027	0	10,027
555.00.99.05	INSURANCE INTERFUND	8,618	8,618	8,727	8,727	8,727	8,727	8,070	8,070	7,398	7,546
555.00.99.06	FAC REP & REPLACE	3,959	3,959	3,959	3,959	1,979	3,959	3,959	3,959	3,959	3,959
555.00.99	SUB TOTAL	38,669	38,668	32,738	32,738	20,732	32,738	45,195	50,805	32,444	47,757
594.55.63	IMPROVEMENTS	-	-	-	-	-	-	-	-	-	-
594.55.64	EQUIPMENT-2006 Ford 14	25,803	25,803	-	-	-	-	-	-	-	-
594.55.60	SUB TOTAL	25,803	25,803	-	-	-	-	-	-	-	-
	SENIOR SERVICES TOTAL	267,696	257,306	245,038	245,038	123,259	240,442	267,932	272,581	258,757	278,354

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **SENIOR SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.645.045.555.00.00.00 SENIOR SERVICES					
SALARIES AND WAGES					
555.00.10	Salaries and Wages	Provides for salaries as follows: 1.00 Senior Services Manager 1.00 Senior Center Recreation Coordinator 2.0 FTE's	\$ 146,880	\$ 146,880	\$ 146,880
TOTAL SALARIES AND WAGES			\$ 146,880	\$ 146,880	\$ 146,880
PERSONNEL BENEFITS					
555.00.20	Personnel Benefits	Provides for personnel benefits for full-time personnel.	\$ 52,477	\$ 52,552	\$ 57,166
555.00.20.02	L&I Benefits-Volunteers	Provides for the L & I workmen's compensation premium for senior center volunteers performing duties for the City.	\$ 1,200	\$ 1,200	\$ 1,200
555.00.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (1,142)	\$ (1,142)	\$ (1,219)
555.00.21	Uniforms	Provides uniforms for Senior Center staff.	\$ -	\$ -	\$ -
TOTAL PERSONNEL BENEFITS			\$ 52,535	\$ 52,610	\$ 57,147
SUPPLIES					
555.00.31	Office Supplies	Provides for office and operating supplies	\$ 2,000	\$ 2,000	\$ 2,000
555.00.31.01	Computer Supplies	Provides for purchase of toner cartridges and other miscellaneous supplies.	\$ 750	\$ 750	\$ 750

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **SENIOR SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.645.045.555.00.00.00		SENIOR SERVICES			
555.00.32	Fuel Consumed	Fuel for 3 senior center vans.	\$ 3,223	\$ 3,438	\$ 3,438
555.00.35	Small Tools and Equipment	Provides for equipment and tools needed for Senior operations and valued under \$1,000.	\$ 2,000	\$ 2,000	\$ 2,000
		TOTAL SUPPLIES	\$ 7,973	\$ 8,188	\$ 8,188
		OTHER SERVICES AND CHARGES			
555.00.41	Professional Services	Provides for outside professional services, including piano tuning, etc.	\$ 350	\$ 350	\$ 350
555.00.42	Communications	Provides for funding of the following: Telephone Lines \$ 5,244 Long Distance \$ 40 Security Alarm \$ 390 Cell Phone \$ 391 Postage \$ 300 <u>\$ 6,366</u>	\$ 6,366	\$ 6,366	\$ 6,365
555.00.45.02	Copier Lease	Provides for lease of Activity Center copier.	\$ 383	\$ 383	\$ 383
555.00.49	Miscellaneous	Provides for payment of miscellaneous items as follows: 1. Volunteer Appreciation 2. Printing Bi-Monthly Newsletter 3. Softball/Volleyball Plaques & Equipment	\$ 7,000	\$ 7,000	\$ 6,400
555.00.49.05	Credit Card Charges	EXEC AMEND: Move to Senior Program Division	\$ 1,250	\$ -	\$ -

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **SENIOR SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
001.645.045.555.00.00.00 SENIOR SERVICES					
555.00.49.22	Dues, Schools, & Conferences	Provides for membership dues & conference registration fees to Wa State Assoc. of Senior Centers	\$ -	\$ -	\$ 600
TOTAL OTHER SERVICES AND CHARGES			\$ 15,349	\$ 14,099	\$ 14,098
INTERFUND SERVICES					
555.00.99.01	Computer Maintenance	Provides for maintenance of computers and printers.	\$ 15,660	\$ 15,660	\$ 15,660
555.00.99.02	Computer Replacement	Provides for replacement of computer hardware.	\$ 4,089	\$ 4,089	\$ 1,227
555.00.99.03	Equipment Maintenance	1 - 1992 Chevrolet Van (Senior Activities Van) 2 - 2006 & 2007 Ford Van (Department Activity Vans)	\$ 6,000	\$ 9,000	\$ 4,200
555.00.99.04	Equipment Replacement	Provides for replacement of Department Activity vans.	\$ 7,417	\$ 10,027	\$ -
555.00.99.05	Interfund Insurance	Transfer to the City's self-insurance fund based on workers' hours.	\$ 8,070	\$ 8,070	\$ 7,398
555.00.99.06	Facility Repair and Replacement	Transfer to reserve fund for major repair and replacement of City buildings.	\$ 3,959	\$ 3,959	\$ 3,959
TOTAL INTERFUND SERVICES			\$ 45,195	\$ 50,805	\$ 32,444
CAPITAL OUTLAY					
594.55.63	Improvements		\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY			\$ -	\$ -	\$ -
TOTAL SENIOR SERVICES			\$ 267,932	\$ 272,581	\$ 258,757

BUDGET NARRATIVE 2012

FUND: **GENERAL**
 DEPARTMENT: **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **SENIOR PROGRAMS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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	2011 Amended Budget	2012 Budget
The projected revenues from Senior Programs are as follows:		
Items for Resale	\$ 1,500	\$ 1,500
Activities & Coffee Bar	\$ 6,000	\$ 6,400
Event Admissions	\$ 9,000	\$ 9,000
Senior Dances	\$ 3,000	\$ 2,500
Classes	\$ 28,000	\$ 28,000
Trip-Travel Fees	\$ 25,000	\$ 22,000
Health Programs	\$ 750	\$ 1,000
Subscriptions	\$ 3,000	\$ 3,155
Donations	\$ 3,000	\$ 3,600
Miscellaneous	\$ 650	\$ 650
Sub-total	<u>\$ 79,900</u>	<u>\$ 77,805</u>

CITY OF DES MOINES

2012 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES
SENIOR PROGRAMS

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DPT REQ	2012 NEW REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.650.045	SENIOR PROGRAMS											
555.20.10	SALARIES & WAGES	15,366	16,538	16,387	16,387	9,955	20,165	16,980	4,164	16,980	16,980	17,320
555.20.10.50	SALARIES & WAGES-Part time Instructors			11,648	11,648	5,082	10,374	11,648		11,648	11,648	11,881
555.20.10	SUB TOTAL	15,366	16,538	28,035	28,035	15,037	30,539	28,628	4,164	28,628	28,628	29,201
555.20.20	PERSONNEL BENEFITS	2,161	4,522	2,562	2,562	1,402	2,977	2,900	254	2,897	2,940	2,999
555.20.20.50	PERSONNEL BENEFITS-Part Time Instructors			1,181	1,181	568	1,160	1,288		1,305	1,334	1,361
555.20.20.90	EMPLOYEE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	-	-	-
555.20.20	SUB TOTAL	2,161	4,522	3,743	3,743	1,970	4,137	4,188	254	4,202	4,274	4,359
555.20.31	OPERATING SUPPLIES	550	3,201	550	550	275	2,345	550		550	550	550
555.20.34	ITEMS FOR RESALE	1,000	-	500	500	-	-					
555.20.34.05	ITEMS PURCHASED FOR RESALE							500		500	500	500
555.20.35	SMALL TOOLS & EQUIPMENT	500	96	250	250	-	-	250		250	250	250
555.20.35.90	SMALL EQUIPMENT >\$1,000 <\$5,000	-	-	-	-	-	-	-	-	-	-	-
555.20.30	SUB TOTAL	2,050	3,297	1,300	1,300	275	2,345	1,300	-	1,300	1,300	1,300
555.20.41	PROFESSIONAL SERVICES	25,000	11,559	15,500	15,500	4,067	8,968	15,500		15,500	15,500	15,500
555.20.43	TRAVEL EXPENSES	200	-	200	200	-	-	200		200	200	200
555.20.49	MISCELLANEOUS	20,000	10,217	15,000	15,000	5,904	11,250	15,000		15,000	14,950	14,950
555.20.49.05	CREDIT CARD FEES									1,870	1,870	1,907
555.20.49.22	DUES, SCHOOLS, & CONFERENCES										50	50
555.20.40	SUB TOTAL	45,200	21,776	30,700	30,700	9,970	20,218	30,700	-	32,570	32,570	32,607
555.20.99.05	INTERFUND INSURANCE	2,226	2,226	2,197	2,197	2,197	2,197	2,032		2,032	1,863	1,900
555.20.99	SUB TOTAL	2,226	2,226	2,197	2,197	2,197	2,197	2,032	-	2,032	1,863	1,900
594.55.64	EQUIPMENT		-	-	-	-	-	-		-	-	-
594.55.60	SUB TOTAL	-	-	-	-	-	-	-	-	-	-	-
	SENIOR PROGRAMS TOTAL	67,003	48,359	65,975	65,975	29,449	59,436	66,848	4,418	68,732	68,635	69,368

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **SENIOR PROGRAMS**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.650.045.555.20.00.00 SENIOR PROGRAMS						
SALARIES AND WAGES						
555.20.10	Salaries and Wages	<u>Senior Programmer</u> The Senior Programmer will assist in the supervision of programs, volunteers, and special events, and provide office support.	\$ 28,628		\$ 16,980	\$ 16,980
		0.50 FTE Sr Programmer Part-time employee				
		0.20 FTE Sr Programmer Part-time employee		\$ 4,164		
		EXEC AMEND: Not Approve				
555.20.10.50	Salaries & Wages- Part time Instructor	0.20 FTE Instructor Part-time employee	\$ 11,648	\$ -	\$ 11,648	\$ 11,648
TOTAL SALARIES AND WAGES			\$ 40,276	\$ 4,164	\$ 28,628	\$ 28,628
PERSONNEL BENEFITS						
555.20.20	Personnel Benefits	Provides for benefits for part-time personnel. 0.20 FTE Sr Programmer Part-time employee	\$ 4,188		\$ 2,897	\$ 2,940
		EXEC AMEND: Not Approve		\$ 254		
555.20.50	Personnel Benefits - Part time Instructor	Provides for benefits of: 0.20 FTE Instructor Part-time employee	\$ 1,288	\$ -	\$ 1,305	\$ 1,334
555.20.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.			\$ -	\$ -
TOTAL PERSONNEL BENEFITS			\$ 5,476	\$ 254	\$ 4,202	\$ 4,274

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **SENIOR PROGRAMS**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.650.045.555.20.00.00 SENIOR PROGRAMS						
SUPPLIES						
555.20.31	Office and Operating Supplies	Supplies for special events	\$ 550	\$ -	\$ 550	\$ 550
555.20.34.05	Items Purchased for resale	Merchandise sales for Center fundraising	\$ 500	\$ -	\$ 500	\$ 500
555.20.35	Small Tools and Equipment	Provides for: 1. Equipment for special events. 2. Miscellaneous supplies.	\$ 250	\$ -	\$ 250	\$ 250
		\$ 175				
		\$ 75				
		<u>\$ 250</u>				
		TOTAL SUPPLIES	\$ 1,300	\$ -	\$ 1,300	\$ 1,300
OTHER SERVICES AND CHARGES						
555.20.41	Professional Services	Provides for: 1. Contractual fees for instructors 2. Entertainment for special events	\$ 15,500	\$ -	\$ 15,500	\$ 15,500
		\$ 14,500				
		\$ 1,000				
		<u>\$ 15,500</u>				
555.20.43	Travel Expenses		\$ 200		\$ 200	\$ 200
555.20.49	Miscellaneous	Day trip, extended trips, and special event expenses offset by revenues.	\$ 15,000		\$ 15,000	\$ 14,950
555.20.49.05	Credit Card Charges	Provides for merchant bank credit card processing fees. EXEC AMEND: Move from Parks & Rec Admin Division	\$ -	\$ -	\$ 1,870	\$ 1,870

BUDGET NARRATIVE

2012

FUND: **GENERAL**
 DEPARTMENT **PARKS, RECREATION & SENIOR SERVICES**
 DIVISION: **SENIOR PROGRAMS**

Account No.	Title	Narrative	Departmental Request	New Requests	Executive Amendment	Adopted
001.650.045.555.20.00.00 SENIOR PROGRAMS						
555.20.49.22	Dues, Schools, & Conferences	Provides for training registration fees.	\$ -		\$ -	\$ 50
TOTAL OTHER SERVICES AND CHARGES			\$ 30,700	\$ -	\$ 32,570	\$ 32,570
INTERFUND SERVICES						
555.20.99.05	Interfund Insurance	Division contribution to the City's self-insurance fund.	\$ 2,032	\$ -	\$ 2,032	\$ 1,863
TOTAL INTERFUND SERVICES			\$ 2,032	\$ -	\$ 2,032	\$ 1,863
CAPITAL OUTLAY						
594.55.64	Equipment				\$ -	\$ -
TOTAL CAPITAL OUTLAY					\$ -	\$ -
TOTAL SENIOR PROGRAMS			\$ 79,784	\$ 4,418	\$ 68,732	\$ 68,635

CITY OF DES MOINES

2012 BUDGET REQUEST

GENERAL FUND TRANSFERS

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
001.680.041	OPERATING TRANSFERS										
001.680.041	OPERATING TRANSFERS:										
597.00.00.00	TRANSFER-OUT/FUND 511	17,000	15,845	15,000	15,000	-	14,200	15,000	15,000	15,000	15,000
597.00.01.00	TRANSFER-OUT/FUND 310*	-	-	-	150,000	-	150,000	-	-	-	-
597.00.04.00	TRANSFER-OUT/FUND 102(from 210)	-	-	-	-	-	-	-	-	-	-
597.00.05.00	TRANSFER-OUT/FUND 150										
597.00.06.00	TRANSFER-OUT/FUND 104	-	-	-	-	-	-	-	-	-	-
597.00.08.00	TRANSFER-OUT/FUND 101										
597.00.10.00	TRANSFER-OUT/FUND 112										
597.00.00.02	TRANSFER-OUT/FUND 210	-	-	-	-	-	-	-	-	-	-
597.00.00.10	TRANSFER-OUT/FUND 110	-	-	-	-	-	-	-	-	-	-
597.00.00.11	TRANSFER-OUT/FUND 111										
597.44.00.00	TRANSFER-OUT/FUND 319							15,500	300,000	300,000	
597.14.00.00	TSF-OUT/220 LOCAL PRG-ENERGY PROJ							11,726	11,726	11,726	11,726
597.00.00.18	TSF-OUT/220 COPIER CAPITAL LEASE	12,197	12,197	15,000	15,000	-	15,375	15,000	15,263	15,263	15,264
	OPERATING TRANSFERS SUBTOTAL	29,197	28,042	30,000	180,000	-	179,575	57,226	341,989	341,989	41,990

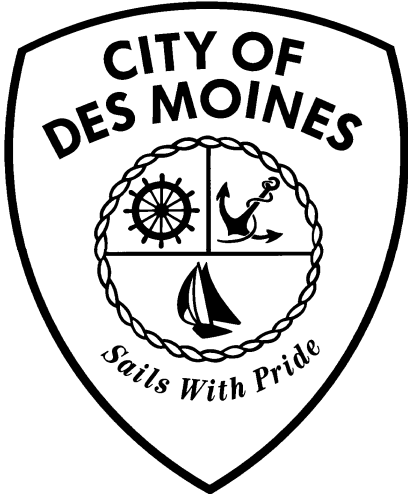
CITY OF DES MOINES

2012 BUDGET REQUEST

NON-DEPARTMENTAL

		2010	2010	2011	2011	2011	2011	2012	2012	2012	2013
		AMEND	ACTUAL	ADOPTED	AMEND	ACTUAL	EST	DEPT	EXEC	ADOPTED	EST
001.690.04X	NON-DEPARTMENTAL					Jan-June	YR TOTAL	REQUEST	AMEND		
001.690.040	MISCELLANEOUS										
598.79.52.00	CONTRIBUTION/MT. RAINIER HS	10,000	-	-	-	-	-	-	-	-	-
	SUBTOTAL	10,000	-	-	-	-	-	-	-	-	-
001.690.042	FARMER'S MARKET										
573.70.12.00	SALARIES & WAGES PART-TIME		-	-	-	-	-	-	-	-	-
573.70.22.00	PERSONNEL BENEFITS PART-TIME		-	-	-	-	-	-	-	-	-
573.70.31.00	SUPPLIES		-	-	-	-	-	-	-	-	-
573.70.32.01	UNLEADED FUEL (ISF)		-	-	-	-	-	-	-	-	-
573.70.35.00	SMALL TOOLS & EQUIPMENT		-	-	-	-	-	-	-	-	-
573.70.35.90	SMALL EQP > \$1,000 < \$5,000		-	-	-	-	-	-	-	-	-
573.70.41.00	PROFESSIONAL SERVICES		-	-	-	-	-	-	-	-	-
573.70.42.00	COMMUNICATIONS		-	-	-	-	-	-	-	-	-
573.70.43.00	TRAVEL		-	-	-	-	-	-	-	-	-
573.70.44.00	ADVERTISING		-	-	-	-	-	-	-	-	-
573.70.45.00	OPERATING RENTALS		-	-	-	-	-	-	-	-	-
573.70.49.00	MISCELLANEOUS		1,410	-	-	-	-	-	-	-	-
573.70.49.01	DUES, SCHOOLS CONFERENCES		-	-	-	-	-	-	-	-	-
573.70.49.02	PRINTING		-	-	-	-	-	-	-	-	-
	SUBTOTAL	-	1,410	-	-	-	-	-	-	-	-
001.690.046	SETTLEMENTS										
514.78.49.00	SETTLEMENTS	58,791	58,791	-	-	-	-	-	-	-	-
514.78.49.21	SETTLEMENTS	-	-	-	-	-	-	-	-	-	-
	SUBTOTAL	58,791	58,791	-	-	-	-	-	-	-	-
	NON-DEPARTMENTAL TOTAL	68,791	60,200	-	-	-	-	-	-	-	-
GENERAL FUND											
001.700.042	ENDING FUND BALANCE										
508.80.00.00	ENDING FUND BALANCE	1,505,746	1,553,558	2,339,769	2,008,318	-	1,441,378	3,067,269	2,480,691	2,077,997	-

2012 Budget

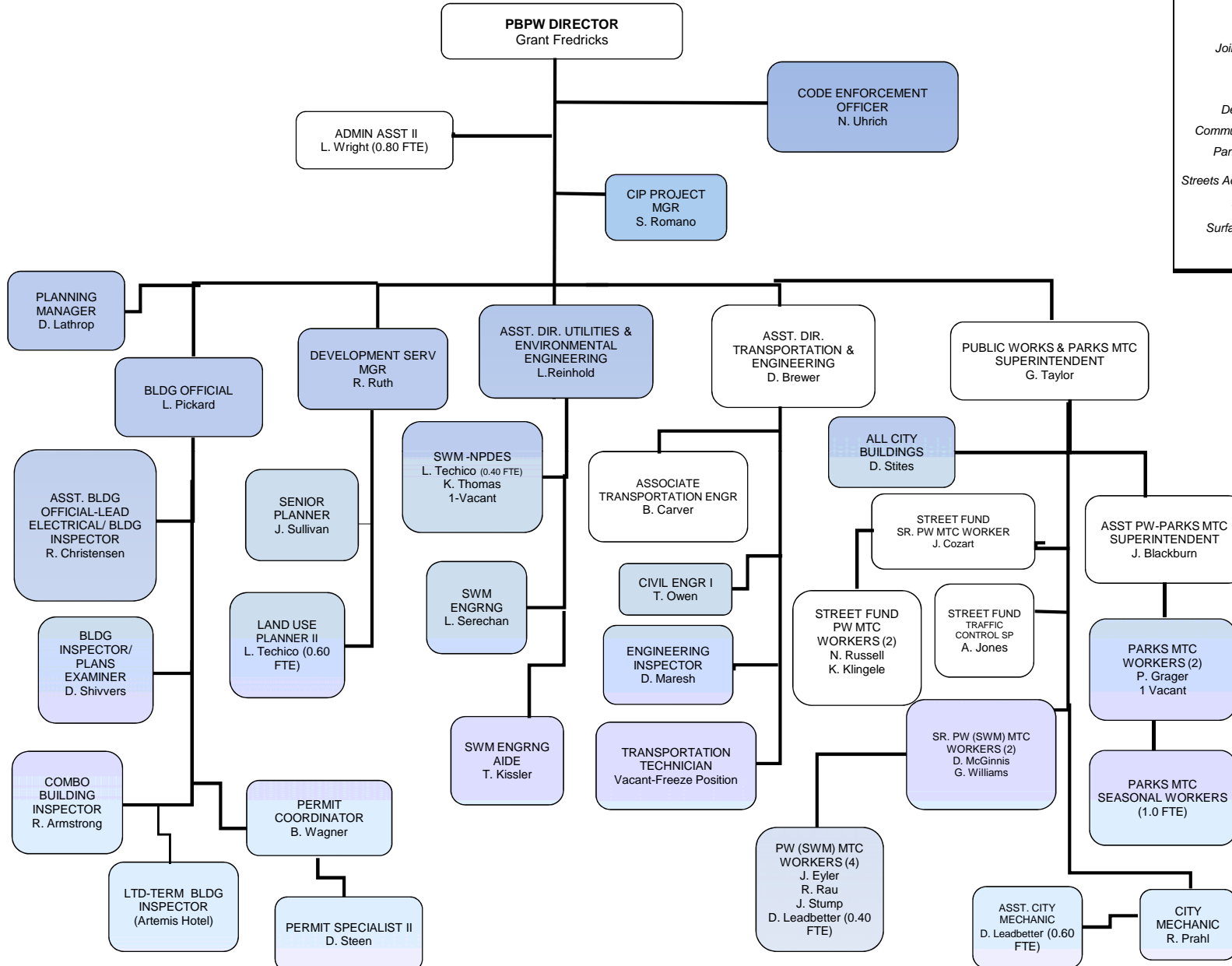


CITY OF DES MOINES
PLANNING, BUILDING, AND PUBLIC WORKS

Organizational Chart

Department/Divisions

- Administration
- All City Buildings
- Engineering
- Joint Minor Home Repair
- Building Division
- Plan Development
- Development Services
- Community Development Grants
- Park Operations Services
- Streets Administration & Maintenance
- Transportation CIP
- Surface Water Management
- Operations & CIP
- Equipment Rental



BUDGET NARRATIVE 2012

FUND: CITY STREETS
DEPARTMENT: PLANNING/ BLDG AND PW

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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101.000.002.540.00.00.00	CITY STREETS	\$ 1,291,859	\$ 1,221,088	\$ 1,221,088
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The City Streets budget provides funding for the Public Works Department to maintain roads and streets. This includes roadway construction, storm drainage maintenance and installation, traffic and pedestrian service, street lighting expenses, traffic control devices, snow and ice control, litter, and street cleaning as well as small tools and equipment to operate and function correctly for the service of the citizens of the City of Des Moines.

The following personnel are accounted for under Salaries and Wages.

Maintenance Administration

- 0.05 PBPW Director
- 0.05 PBPW Administrative Assistant II
- 0.05 PBPW Assistant Director Transportation
- 0.10 PBPW Associate Transportation Engineer
- 0.25 PW & Parks Maint Superintendent
- 0.10 Assistant PW & Parks Maint Superintendent
- 0.60 FTE's

Full-time Permanent Maintenance Staff

- 1.00 Senior Maintenance Worker
- 2.00 Maintenance Worker
- 1.00 Traffic Control Specialist
- 4.00 FTE's

Continuing Needs for additional personnel but not requested in 2012 budget:

- 1.00 FTE-Admin Support
- 1.00 FTE-Mtce Worker

CITY OF DES MOINES

2012 BUDGET REQUEST

STREET FUND

101.100.000 STREET FUND		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TL	2012 DEPT RQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
101.100.002	ROAD/STREET MAINTENANCE:										
542.30.00.00	ROADWAY										
542.30.31	SUPPLIES	16,000	11,909	16,000	16,000	16,488	25,000	16,000	16,000	16,000	16,320
542.30.48	REPAIR & MAINTENANCE	25,000	0	25,000	25,000	0	16,000	25,000	20,000	20,000	20,400
542.30.48.01	BRIDGE REPAIRS & MAINTENANCE	10,000	12,116	10,000	10,000	0	10,000	10,000	10,000	0	0
542.30.00	SUB TOTAL	51,000	24,024	51,000	51,000	16,488	51,000	51,000	46,000	36,000	36,720
101.200.002	TRAFFIC & PEDESTRIAN SERVICES:										
542.61.00.00	SIDEWALKS										
542.61.31	SUPPLIES	4,000	66	4,000	4,000	0	2,000	4,000	3,000	3,000	3,060
542.63.47.01	STREET LIGHTING	260,000	266,406	275,000	275,000	134,817	270,897				
542.63.47.13	STREET LIGHTING							288,255	288,255	288,255	294,020
595.63.63.01	STREET LIGHTING-KDM ROAD	0	4,687	0	0	0	0	0	0	0	0
542.61.00	SUB TOTAL	264,000	271,158	279,000	279,000	134,817	272,897	292,255	291,255	291,255	297,080
101.300.002	TRAFFIC CONTROL DEVICES:										
542.64.31	SUPPLIES	20,000	27,865	20,000	20,000	6,984	20,000	20,000	20,000	20,000	20,400
542.64.31.18	SIGN CHANGE-OUT PROGRAM	12,000	1,622	12,000	12,000	82	8,500	12,000	12,000	0	0
542.64.35	SMALL TOOLS & EQUIPMENT		0	0	0	240	240	0	0	0	0
542.64.47.01	ELECTRICITY	14,000	12,663	14,000	14,000	6,169	12,618				
542.64.47.14	TRAFFIC SIGNALS-ELECTRICITY							12,800	12,800	12,800	13,056
542.64.48.00	REPAIR & MAINTENANCE	16,000	30,878	16,000	16,000	0	15,760	16,000	16,000	16,000	16,320
542.64.48.01	SIGNAL MAINTENANCE	65,000	67,138	85,000	60,000	42,134	65,000				
542.64.48.17	SIGNAL MAINTENANCE							85,000	85,000	60,000	61,200
542.64.00	SUB TOTAL	127,000	140,166	147,000	122,000	55,610	122,118	145,800	145,800	108,800	110,976
101.400.002	SNOW & ICE CONTROL:										
542.66.31	SUPPLIES	2,600	10,313	2,600	2,600	0	2,600	7,500	7,500	7,500	7,650
542.66.00	SUB TOTAL	2,600	10,313	2,600	2,600	0	2,600	7,500	7,500	7,500	7,650
101.600.002	VEGETATION:										
542.71.31	SUPPLIES	1,020	149	1,020	1,020	1,429	3,000	1,020	1,020	1,020	1,040
542.71.35	SMALL TOOLS & EQUIPMENT	2,550	242	2,550	2,550	0	2,550	2,550	1,550	1,550	1,581
542.71.48	REPAIR & MAINTENANCE	10,000	8,821	10,000	16,590	11,443	14,000	10,000	10,000	10,000	10,200
542.71.48.05	MEDIAN MAINTENANCE	10,000	11,347	10,000	10,000	3,918	8,725	10,000	10,000	10,000	10,200
542.71.00	SUB TOTAL	23,570	20,558	23,570	30,160	16,789	28,275	23,570	22,570	22,570	23,021
101.700.002	LITTER CLEANUP:										
542.75.47.07	LITTER DISPOSAL-RECYCLING	800	261	800	800	548	800	800	800	800	816
542.75.47.08	WOOD RECYCLING	350	186	350	350	100	350	350	350	350	357
542.75.00	SUB TOTAL	1,150	447	1,150	1,150	648	1,150	1,150	1,150	1,150	1,173

CITY OF DES MOINES

2012 BUDGET REQUEST

STREET FUND

101.100.000 STREET FUND		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TL	2012 DEPT RQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
101.900.002											
594.42.64	EQUIPMENT	37,000	-	-	-	-	-	-	-	-	-
594.42.60	SUB TOTAL	37,000	-	-	-	-	-	-	-	-	-
	RECLASSIFICATION & COST ALLOCATIONS:										
101.970.002											
597.43.00	TRANSFER OUT/FUND 501	20,000	20,000	-	25,000	-	25,000	-	-	-	-
597.14.00	TRANSFER OUT/FUND 220							1,078	1,078	1,078	1,078
597.43.00	TRANSFER OUT/GENERAL FUND	150,000		-	150,000		150,000				
	CITY STREET FUND TOTAL	1,281,461	1,066,019	1,039,027	1,202,017	495,337	1,185,042	1,291,859	1,220,890	1,054,697	1,194,814
101.980.002											
508.80.00	ENDING FUND BALANCE	114,456	138,604	135,333	150,277		170,006		198	166,391	
		1,395,917	1,204,624	1,174,360	1,352,294	495,337	1,355,048	1,291,859	1,221,088	1,221,088	1,194,814

BUDGET NARRATIVE 2012

FUND: **CITY STREETS**
DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
TRANSPORTATION					
101.100.002.542.30.00.00					
ROAD AND STREET MAINTENANCE					
This is for ongoing maintenance of roads and streets.					
ROADWAY					
This roadway section itemizes road and shoulder repairs, such as grading, graveling, and pothole patching.					
542.30.31	Operating Supplies	This accounts for hot mix, cold mix, tack coat, tar, gravel, and pit run.	\$ 16,000	\$ 16,000	\$ 16,000
		Local Streets	\$ 10,000		
		Arterial Streets	\$ 6,000		
			<u>\$ 16,000</u>		
542.30.48	Repair and Maintenance Contract Services	This funds larger patches and maintenance of city streets that are too large for the city's crews to do. Many areas on city streets need repair patching because of emergencies such as flooding, slides, and sinkholes.	\$ 25,000	\$ 20,000	\$ 20,000
	Bridge Repairs and Maintenance	These funds are used for general repairs and routine maintenance needs that are identified as part of the required WSDOT bridge inspection program.	\$ 10,000	\$ 10,000	\$ -
TOTAL ROADWAY			\$ 51,000	\$ 46,000	\$ 36,000
101.200.002.542.60.00.00					
TRAFFIC AND PEDESTRIAN SERVICE					
This is for the cost of operation and maintenance of roadway facilities and services thereto.					
Sidewalks					
542.61.31	Operating Supplies	This provides for materials for general repair and maintenance of existing sidewalks and walkways, including concrete, form building materials, etc.	\$ 4,000	\$ 3,000	\$ 3,000
Total Sidewalks			\$ 4,000	\$ 3,000	\$ 3,000

BUDGET NARRATIVE 2012

FUND: **CITY STREETS**
DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
		TRANSPORTATION			
		Street Lighting			
		This pays for electricity for all street lights in the city and additional lights that may be installed.			
542.63.47.13	Street Lighting	Operation and maintenance costs for street lights	\$ 288,255	\$ 288,255	\$ 288,255
		Total Street Lighting	\$ 288,255	\$ 288,255	\$ 288,255
101.300.002.542.64.00.00		Traffic Control Devices			
		This is for the cost of replacing street signs, painting crosswalks, guardrails, stop light maintenance, etc.			
542.64.31	Office and Operating Supplies	This provides for road paint, divider buttons, regulatory signs, and general repair and maintenance of traffic control devices.	\$ 20,000	\$ 20,000	\$ 20,000
542.64.31.18	Sign Change Out Prog		\$ 12,000	\$ 12,000	\$ -
542.64.47.14	Traffic Signals-Electricity	This pays for electricity for traffic control devices.	\$ 12,800	\$ 12,800	\$ 12,800
542.64.48.00	Repair and Maintenance	This provides for hiring contractors to install buttons, complete annual striping, etc., on portions of roadway that are too large for City crews to reasonably complete. It also includes striping and installation of thermal plastic arrows, stop bars, and crosswalks on State routes.	\$ 16,000	\$ 16,000	\$ 16,000
542.64.48.17	Signal Maintenance-(WSDOT Contract)	This item funds a contract with Washington State Department of Transportation (WSDOT) for signal maintenance.	\$ 85,000	\$ 85,000	\$ 60,000
		General ongoing maintenance and inspections	\$ 60,000		
		Traffic Signal Controller and Cabinet Replacement	\$ -		
			<u>\$ 60,000</u>		
		Total Traffic Control Devices	\$ 145,800	\$ 145,800	\$ 108,800

BUDGET NARRATIVE 2012

FUND: CITY STREETS
DEPARTMENT PLANNING, BUILDING AND PUBLIC WORKS

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
TRANSPORTATION					
101.400.002.542.66.00.00		Snow and Ice Control			
		Contingency account for snow and ice removal and sanding of streets.			
542.66.31	Office and Operating Supplies	Provides for purchase of sand, salt, and brine mixture.	\$ 7,500	\$ 7,500	\$ 7,500
Total Snow and Ice Control			\$ 7,500	\$ 7,500	\$ 7,500
<hr/>					
101.600.002.542.71.00.00		ROADSIDE			
		Cost of maintaining the portion of right-of-way beyond the outside edge of the curb when no shoulder exists, also includes temporary signs and traffic control during maintenance.			
542.71.31	Operating Supplies	Provides for purchase of soil sterilizer and other miscellaneous materials to be used to reduce vegetation growth on shoulders.	\$ 1,020	\$ 1,020	\$ 1,020
542.71.35	Small Tools and Equipment	Mower blades, saws, pruners, and other small hand tools. Purchase of string trimmers to replace old worn out units.	\$ 2,550	\$ 1,550	\$ 1,550
542.71.48	Repair and Maintenance	Provides for pruning and removal of trees too large for city crews to remove, also includes repairs and maintenance for weed eaters, chainsaws and pruners. Additional funds have been requested to remove dead elm trees on DMMD. The trees have created a safety hazard for private property adjacent to the road.	\$ 10,000	\$ 10,000	\$ 10,000
542.71.48.05	Median Maintenance	These funds are used for general maintenance of specific landscaped areas within the city. Provides for irrigation and vegetation maintenance, utility costs associated with irrigation system, fertilizers and weed control, and plant replacement. These funds also cover cost of traffic control required for work within medians. The maintenance services will be provided by City staff and DOC. Additional staff is required to support streetscape maintenance activities.	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL ROADSIDE			\$ 23,570	\$ 22,570	\$ 22,570

BUDGET NARRATIVE 2012

FUND: **CITY STREETS**
DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
TRANSPORTATION					
101.700.002.542.75.00.00		LITTER CLEANUP			
542.75.47.07	Dumping Fees	Provides funds for dumping litter and trash at county transfer station and Cedar Hills Landfill, and for dumping asphalt debris and other construction-related debris items at recycling locations.	\$ 800	\$ 800	\$ 800
542.75.47.08	Wood Recycling		\$ 350	\$ 350	\$ 350
TOTAL LITTER CLEANUP			\$ 1,150	\$ 1,150	\$ 1,150
<hr/>					
101.900.002.542.90.00.00		MAINTENANCE ADMINISTRATION			
		Supervisory operations, also includes general services and supplies for maintenance.			
542.90.10	Salaries & Wages	Salaries for Maintenance Administration 0.05 PBPW Director 0.05 PBPW Administrative Assistant II 0.05 PBPW Assistant Director 0.10 PBPW Associate Transportation Engineer 0.25 PW & Parks Maint Superintendent 0.10 Asst. PW & Parks Maint Superintendent <hr/> 0.60 FTE's	\$ 57,336	\$ 57,336	\$ 54,338
542.90.20	Personnel Benefits	Benefits for Maintenance Administration	\$ 20,373	\$ 20,488	\$ 21,317
542.90.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (454)	\$ (454)	\$ (484)
542.90.21	Uniforms	Provides for uniforms for the Maintenance Administration.	\$ 250	\$ 250	\$ 250
542.90.31	Operating Supplies	Provides for general office supplies, forms, paper, etc. It also includes general safety supplies such as barricades, warning signs, vests, hardhats, and other supplies of general maintenance administration nature that are not budgeted elsewhere.	\$ 10,000	\$ 6,000	\$ 5,000

BUDGET NARRATIVE
2012

FUND: **CITY STREETS**
DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
TRANSPORTATION					
542.90.32	Fuel	Provides for fuel for all Public Works vehicles. Propane from Marina Unleaded Fuel Diesel Fuel Outside Fuel Sales <u>\$ 21,206</u>	\$ 22,102	\$ 21,206	\$ 21,206
542.90.35	Small Tools	This provides for the purchase of hand tools such as power drills, saws, etc.	\$ 2,760	\$ 2,760	\$ 2,760
542.90.35.90	Small Eqp>\$1,000<\$5000		\$ 5,000	\$ 3,000	\$ 3,000
542.90.41	Professional Services	Department of Transportation physical exams, required every two years for employees with CDL endorsement on their driver's license. Also covers IMSA, ITE, and other required certifications.	\$ 500	\$ 500	\$ 500
542.90.41.32	Janitorial Services	Streets portion of janitorial services for Public Works/Parks Service Center (35%) and Public Works Engineering Building (20%).	\$ 3,700	\$ 3,700	\$ 3,700
542.90.42	Communications	Public Works portion of telephone service. Also, includes annual fees for underground locations center printer. Telephone Lines Long Distance Cell Phones/Pagers Underground Locator Line Ser. <u>\$ 4,450</u>	\$ 4,450	\$ 4,450	\$ 4,450
542.90.43	Travel Expenses	Travel expenses for conferences, schools, and seminars.	\$ 100	\$ 100	\$ 100
542.90.44.02	Advertising	Provides for job advertisements and bid notices.	\$ 1,000	\$ 1,000	\$ 1,000
542.90.45	Operating Leases and Rentals	This provides for equipment needed for emergencies and to replace equipment that is down for repair or that the city does not own.	\$ 3,000	\$ 3,000	\$ 2,500

BUDGET NARRATIVE 2012

FUND: **CITY STREETS**
DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
TRANSPORTATION					
542.90.47	Utility Services	Provides for the Public Works portion of utilities for the Public Works Service Center(35%) and Public Works Bldg(20%)	\$ 15,183	\$ 15,183	\$ 15,183
		Electricity	\$ 7,325		
		Water	\$ 784		
		Sewer	\$ 338		
		SWM	\$ 5,897		
		Natural Gas	\$ 839		
			<u>\$ 15,183</u>		
542.90.49	Miscellaneous	Miscellaneous items that cannot be assigned to other categories in maintenance administration.	\$ 1,000	\$ 1,000	\$ 500
542.90.49.20	Laundry	Provides for laundry of uniforms for the Maintenance Administration.	\$ 250	\$ 250	\$ 250
542.90.49.22	Dues, Schools & Conferences	Provides for dues and registration fees for training and conferences.	\$ -	\$ -	\$ 500
TOTAL MAINTENANCE ADMINISTRATION			\$ 146,550	\$ 139,769	\$ 136,070
INTERFUND CHARGES					
542.90.99.01	Computer Maint	Fund for maintenance of Maintenance Superintendent's computer.	\$ 12,900	\$ 12,900	\$ 12,900
542.90.99.02	Computer Replacement	Fund for replacement of Maintenance Superintendent's computer.	\$ 3,277	\$ 3,277	\$ 983
542.90.99.03	Equipment Maint	Equipment rental fund charges for vehicle maintenance.	\$ 72,030	\$ 59,520	\$ 41,025
542.90.99.04	Equipment Replacement	Equipment rental fund charges for vehicle replacement.	\$ 139,541	\$ 99,109	\$ -
542.90.99.05	Interfund Insurance	Provides for liability coverage for the department.	\$ 2,232	\$ 2,232	\$ 2,232
542.90.99.06	Facility Repair and Replacement	Provides for major improvements to City buildings. Fee is charged on an occupied square foot basis.	\$ 3,931	\$ 3,931	\$ 3,931
TOTAL INTERFUND CHARGES			\$ 233,911	\$ 180,969	\$ 61,071

BUDGET NARRATIVE 2012

FUND: **CITY STREETS**
DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
TRANSPORTATION					
101.920.002.543.70.00.00		ROAD AND STREET GENERAL ADMINISTRATION			
		Work of the Street Department of a general executive direction not associated with a specific maintenance function or project.			
543.00.10	Salaries & Wages	Provides for salaries for the following positions: 1.00 Senior Maintenance Worker 2.00 Maintenance Workers 1.00 Traffic Control Specialist <u>4.00</u> FTE's	\$ 238,062	\$ 238,062	\$ 238,062
543.00.11	Overtime	Overtime includes for beeper pay @ \$1.00 per hour or at 5% of hourly rate whichever is higher.	\$ 7,500	\$ 7,500	\$ 7,500
543.70.20	Personnel Benefits	Covers payroll related benefits for all Street Maintenance personnel.	\$ 114,961	\$ 115,715	\$ 122,658
543.70.20.90	Employee Med. Contribution	Employees' share of benefits for spouse and/or dependents.	\$ (3,107)	\$ (3,107)	\$ (3,316)
543.70.21	Uniforms	Benefits including uniforms and steel toed boots. Also covers replacement of worn shirts, rain gear, rain boots, hats and city logo embroidery.	\$ 3,000	\$ 1,500	\$ 1,255
543.70.42	Communications		\$ -	\$ -	\$ 945
543.70.43	Travel Expenses	Courses or classes for Public Works employees, using their private vehicles.	\$ 500	\$ 500	\$ 500
543.70.48	Repairs & Maintenance	Provides contracted repairs and maintenance.	\$ 7,500	\$ 5,000	\$ 4,500
543.70.49.20	Laundry	Provides for laundry of uniforms for Maintenance Workers.	\$ 3,500	\$ 2,500	\$ 2,000
543.70.49.22	Dues, School, and Conferences	Provides for dues, school tuition, and conferences.	\$ 1,000	\$ 1,000	\$ 500
543.70.99.05	Interfund Insurance		\$ 16,129	\$ 16,129	\$ 14,599
TOTAL ROAD & STREET GENERAL ADMIN.			\$ 389,045	\$ 384,799	\$ 389,203

BUDGET NARRATIVE 2012

FUND: **CITY STREETS**
DEPARTMENT **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
TRANSPORTATION					
101.900.002.594.42.60.00		CAPITAL OUTLAY			
		This accounts for capital equipment purchased for the Street Department's general use.			
594.42.64	Equipment		\$ -	\$ -	\$ -
101.980.002.508.80.00.00		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
RECLASSIFICATION & COST ALLOCATIONS					
101.970.002					
597.00.07.00	Transfer Out	This is a transfer to Fund 220 for its share of Debt Service for the State LOCAL Program for the City-wide Energy Savings & Utility Improvement project.	\$ 1,078	\$ 1,078	\$ 1,078
		TOTAL STREETS BUDGET REQUESTS	\$ 1,291,859	\$ 1,220,890	\$ 1,054,697
		ESTIMATED ENDING FUND BALANCE	\$ -	\$ 198	\$ 166,391
		TOTAL STREET FUND	\$ 1,291,859	\$ 1,221,088	\$ 1,221,088

BUDGET NARRATIVE

2012

FUND: POLICE DRUG SEIZURE FUND

DEPARTMENT: DRUG SEIZURE

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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107.000.000.521.21.00.00	DRUG SEIZURE	\$ 30,926	\$ 30,926	\$ 30,926
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This fund accounts for assets seized in drug related cases. Expenditures are restricted to activities related to drug crime prevention, including K-9 activities.

12/31/11 Estimated Fund Balance **\$ 15,900**

2011 REVENUES

Asset seizures \$ 15,000
Interest \$ 26

2012 EXPENDITURES \$ (15,000)

12/31/12 Ending Fund Balance **\$ 15,926**

CITY OF DES MOINES

2012 BUDGET REQUESTS

POLICE DRUG SEIZURE FUND

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 FORECAST
107.000.000	POLICE DRUG SEIZURE FUND										
521.21.10	SALARIES & WAGES	0	0	0	0	0	0				
521.21.20	PERSONNEL BENEFITS	0	0	0	0	0	0				
521.21.31	OFFICE & OPERATING SUPPLIES	-	751	-	-	322	590	-	-	-	-
521.21.35	SMALL EQUIPMENT	-	-	-	-	-	378	-	-	-	-
521.21.35.90	SMALL EQP >\$1,000 <\$5,000	3,500	-	3,500	3,500	-	-	3,500	3,500	3,500	3,500
521.21.41	PROFESSIONAL SERVICES	15,000	1,515	15,000	15,000	1,424	2,500	10,000	10,000	10,000	10,000
521.21.51.01	STATE SHARE OF DRUG SEIZURES	1,500	-	1,500	1,500	59	176	-	-	-	-
521.21.51.49	STATE SHARE OF DRUG SEIZURES							1,500	1,500	1,500	1,500
521.21.99.03	EQUIPMENT MAINTENANCE	-	-	-	-	-	-				
594.21.64	EQUIPMENT - DRUG SEIZURE	-	-	-	-	-	-				
597.00.00	TRANSFER-OUT/FUND 501	-	-	-	-	-	-				
	POLICE DRUG SEIZURE TOTAL	20,000	2,266	20,000	20,000	1,805	3,644	15,000	15,000	15,000	15,000
508.80.00	ESTIMATED ENDING FUND BALANCE	16,317	18,938	15,924	14,076	17,134	15,900	15,926	15,926	15,926	15,939
		36,317	21,204	35,924	34,076	18,938	19,544	30,926	30,926	30,926	30,939

BUDGET NARRATIVE
2012

FUND: **POLICE DRUG SEIZURE FUND**
DEPARTMENT: **DRUG SEIZURE**

Account No.	Title	Description	Departmental Request	Executive Amendment	Adopted
107.000.000.521.21.00.00 POLICE DRUG SEIZURE FUND					
	SUPPLIES				
521.21.31	Supplies		\$ -	\$ -	\$ -
		TOTAL SUPPLIES	\$ -	\$ -	\$ -
	SMALL EQUIPMENT				
521.21.35	Small Equipment		\$ 3,500	\$ 3,500	\$ 3,500
		TOTAL SMALL EQUIPMENT	\$ 3,500	\$ 3,500	\$ 3,500
	PROFESSIONAL SERVICES				
521.21.41	Professional Services		\$ 10,000	\$ 10,000	\$ 10,000
		TOTAL OTHER SERVICES AND CHARGES	\$ 10,000	\$ 10,000	\$ 10,000
	INTERGOV'T/INTERFUND SERVICES				
521.21.51.49	State Share of Drug Seizures	Annual payment to the state for 10% of local drug seizures.	\$ 1,500	\$ 1,500	\$ 1,500
		TOTAL INTERFUND SERVICES	\$ 1,500	\$ 1,500	\$ 1,500
	INTERFUND TRANSFERS				
521.21.99.03	Equipment Maintenance	Provides for maintenance of vehicles.	\$ -	\$ -	\$ -
597.00.00.01	Interfund Transfer-Out	Transfer to Fund 501	\$ -	\$ -	\$ -
		TOTAL INTERFUND TRANSFERS	\$ -	\$ -	\$ -
	CAPITAL OUTLAY				
594.21.64	Equipment-Drug Seizure	Provides for acquisition of miscellaneous equipment for drug crime prevention.	\$ -	\$ -	\$ -
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
	ENDING FUND BALANCE				
508.80.00	Ending Fund Balance		\$ 15,926	\$ 15,926	\$ 15,926
		TOTAL ENDING FUND BALANCE	\$ 15,926	\$ 15,926	\$ 15,926
		TOTAL POLICE DRUG SEIZURE FUND	\$ 30,926	\$ 30,926	\$ 30,926

BUDGET NARRATIVE 2012

FUND: **TRANSPORTATION IMPACT FEE**
DEPARTMENT: **FUND 109**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
109.000.000.000.00.00.00		TRANSPORTATION IMPACT FEE	\$ 400,069	\$ 400,069	\$ 400,069

The purpose of this fund is to account for all transportation impact fees imposed on development activity to fund transportation infrastructure improvements due to growth impacts from the development. Ordinance No. 1322, adopted May 22, 2003, established transportation impact fees effective July 1, 2005.

Impact fees are transferred to the Transportation Capital Improvement Fund for eligible expenditures identified in the Comprehensive Transportation Plan as "Intersection and Roadway Capacity Improvements". Eligible expenditures include payments on debt service on bonds or loans, financing eligible expenditures and reimbursements for past and current eligible expenditures.

2012 Beginning Fund Balance	\$	333,215
2012 Impact Fees	\$	65,154
2012 Interest	\$	1,700
2012 Expenditures	\$	<u>(391,317)</u>
2012 Ending Fund Balance	\$	<u>8,752</u>

CITY OF DES MOINES

2012 BUDGET REQUEST

TRANSPORTATION IMPACT FEE FUND

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
109.000.000	TRANSPORTATION IMPACT FEE FUND										
595.XX.63	OTHER IMPROVEMENTS	-	-	-	-	-	-	-	-	-	-
597.40.04.05	TRANSFER-OUT	560,000	31,895	80,432	80,432	7,881	80,432	65,154	65,154	391,317	70,036
	TOTAL TRANS. IMPACT FEE	560,000	31,895	80,432	80,432	7,881	80,432	65,154	65,154	391,317	70,036
508.80.00	ESTIMATED ENDING FUND BALANCE	4,585	330,718	332,004	332,018		333,215	334,915	334,915	8,752	10,453
		564,585	362,613	412,436	412,450	7,881	413,647	400,069	400,069	400,069	80,489

BUDGET NARRATIVE 2012

FUND: **TRANSPORTATION IMPACT FEE**
DEPARTMENT: **FUND 109**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
109.000.000.595.XX.00.00		TRANSPORTATION IMPACT FEE			
		OPERATING TRANSFERS			
597.40.04.05	TRANSFER-OUT	Transfer-out to Fund 319 includes Pacific Ridge mitigation fees - \$326,163	\$ 65,154	\$ 65,154	\$ 391,317
		TOTAL OPERATING TRANSFERS	\$ 65,154	\$ 65,154	\$ 391,317
		ENDING FUND BALANCE			
508.80.00	Ending Fund Balance		\$ 334,915	\$ 334,915	\$ 8,752
		TOTAL ENDING FUND BALANCE	\$ 334,915	\$ 334,915	\$ 8,752
		TOTAL TRANSPORTATION IMPACT FEE FUND	\$ 400,069	\$ 400,069	\$ 400,069

BUDGET NARRATIVE 2012

FUND: **HOTEL-MOTEL TAX**

DEPARTMENT: **FUND 111**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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111.000.000.000.00.00.00	HOTEL-MOTEL TAX	\$ 20,474	\$ 20,474	\$ 20,474
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Ordinance No. 1358, adopted January 13, 2005, established the Hotel-Motel Tax Fund and authorized a special excise tax, not to exceed 2%. The Lodging Tax Advisory Committee recommended imposing a 1% lodging tax. Revenues generated by the lodging tax are to be used exclusively for tourism-related activities.

2012 Beginning Fund Balance	\$	4,442
2012 Hotel-Motel Tax	\$	16,027
2012 Interest	\$	5
2012 Expenditures	\$	(16,347)
2012 Ending Fund Balance	\$	<u>4,127</u>

CITY OF DES MOINES

2012 BUDGET REQUEST

HOTEL-MOTEL TAX FUND

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
111.000.000	HOTEL-MOTEL TAX FUND										
557.30.41	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-
557.30.44.02	ADVERTISING	-	-	-	-	-	-	-	-	-	-
557.30.51	INTERGOVERNMENTAL PAYMENT	20,000	17,230	15,300	15,300	5,912	16,685	16,347	16,347	16,347	15,300
	TOTAL HOTEL-MOTEL TAX FUND	20,000	17,230	15,300	15,300	5,912	16,685	16,347	16,347	16,347	15,300
508.80.00	ESTIMATED ENDING FUND BALANCE	5,046	4,724	4,436	4,436		4,442	4,127	4,127	4,127	3,832
		25,046	21,955	19,736	19,736	5,912	21,127	20,474	20,474	20,474	19,132

BUDGET NARRATIVE 2012

FUND: HOTEL-MOTEL TAX FUND

DEPARTMENT: FUND 111

Account No.	Title	Narrative	Dpartmental Request	Executive Amendment	Adopted
111.000.000.500.00.00.00		HOTEL-MOTEL TAX FUND			
		OTHER SERVICES & CHARGES			
557.30.41	Professional Services		\$ -	\$ -	\$ -
		TOTAL INTERGOVERNMENTAL SERVICES	\$ -	\$ -	\$ -
		INTERGOVERNMENTAL SERVICES			
557.30.51	Intergovernmental Payment		\$ 16,347	\$ 16,347	\$ 16,347
		TOTAL INTERGOVERNMENTAL SERVICES	\$ 16,347	\$ 16,347	\$ 16,347
		ENDING FUND BALANCE			
508.80.00	Ending Fund Balance		\$ 4,127	\$ 4,127	\$ 4,127
		TOTAL ENDING FUND BALANCE	\$ 4,127	\$ 4,127	\$ 4,127
		TOTAL HOTEL-MOTEL TAX FUND	\$ 20,474	\$ 20,474	\$ 20,474

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION FUND
DEPARTMENT: FUND 112 LAW ENFORCEMENT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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112.000.000.000.00.00.00	POLICE SERVICES RESTORATION FUND		\$ 1,232,979	\$ 1,232,979	\$ 1,232,979
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The Police Services Restoration Fund is established with the purpose of segregated levy lid lift property taxes authorized by voters in the May 16, 2006 Special Election. These property tax revenues are to be used exclusively to:

- 1) restore six police officers, three community services officers, and one records specialist; and
- 2) provide funds to upgrade police communication and crime prevention technology.
- 3) in 2008, the City Council approved an additional 1.0 FTE Police Officer and a 0.50 FTE Animal Control Officer.
- 4) in 2009, the City Council eliminated the 0.50 FTE Animal Control Officer and reclassified the records specialist position to senior secretary position.
- 5) in 2010, the City Council eliminated 2 community service officer positions.

2012 Beginning Fund Balance	\$	344,179
2012 Lid Lift Property Tax	\$	888,800
2012 Interest (Allocated to the General Fund)	\$	-
2012 Expenditures	\$	<u>(1,232,979)</u>
2012 Ending Fund Balance	\$	<u>(0)</u>

CITY OF DES MOINES

2012 BUDGET REQUEST

LAW ENFORCEMENT
POLICE SERVICES RESTORATION FUND

POLICE SERVICES RESTORATION FUND		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
112.340.030	POLICE ADMINISTRATIVE DIVISION										
521.10.10	SALARIES & WAGES	42,923	44,318	45,976	45,976	3,753	45,976	49,843	49,843	49,843	
521.10.11	OVERTIME	-	30	-	-	325	500	-	-	-	
521.10.11.02	OVERTIME TRAINING	1,000	-	1,000	1,000	-	-	1,000	1,000	1,000	
521.10.20	PERSONNEL BENEFITS	14,888	14,815	15,058	15,058	7,994	15,275	15,737	15,780	17,053	
521.10.20.90	EMPLOYEE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	-	
521.10.21	UNIFORMS	1,000	-	1,000	1,000	-	-	1,000	-	-	
521.10.31	OFFICE AND OPERATING SUPPLIES	1,000	149	1,000	1,000	627	1,000	1,000	500	500	
521.10.35	SMALL TOOLS & EQUIPMENT	665	-	665	665	2,186	2,500	665	500	500	
521.10.41	PROFESSIONAL SERVICES	3,400	3,563	3,700	3,700	-	1,500	3,700	1,000	1,000	
521.10.41.02	DISPATCH SERVICES	55,000	41,813	55,000	55,000	21,126	45,434	-	-	-	
521.10.41.04	JANITORIAL SERVICES SUBSTATION	2,500	2,220	2,500	2,500	185	2,220	-	-	-	
521.10.41.31	DISPATCH SERVICES	-	-	-	-	-	-	55,000	-	-	
521.10.41.32	JANITORIAL SERVICES	-	-	-	-	-	-	2,500	2,500	2,500	
521.10.42	COMMUNICATIONS	6,000	5,249	6,000	6,000	1,692	5,600	6,000	6,000	6,000	
521.10.47.01	ELECTRICITY	1,500	1,910	2,220	2,220	969	2,175	2,220	2,220	2,220	
521.10.47.06	NATURAL GAS	500	855	940	940	668	880	1,100	1,100	1,100	
521.10.47.10	CABLE TV	-	-	-	-	481	2,873	-	3,000	3,000	
521.10.48	REPAIRS AND MAINTENANCE	-	2,458	-	-	734	1,000	-	-	-	
521.10.49.01	DUES, SCHOOLS & CONFERENCES	-	189	-	-	-	-	-	-	-	
521.10.99.01	COMPUTER MAINTENANCE	-	-	2,682	2,682	224	2,682	2,942	2,942	2,942	
521.10.99.02	COMPUTER REPLACEMENT	-	-	548	548	91	548	547	556	556	
521.10.99.03	EQUIPMENT RENTAL MAINTENANCE	4,500	4,500	9,000	9,000	750	9,000	9,000	9,000	9,000	
521.10.99.04	EQUIPMENT RENTAL REPLACEMENT	3,274	3,274	8,434	8,434	1,406	8,434	8,434	3,555	-	
521.10.99.05	INTERFUND INSURANCE	1,677	1,677	4,563	4,563	4,563	4,563	4,217	4,217	4,217	
TOTAL POLICE ADMINISTRATIVE DIVISION		139,827	127,021	160,286	160,286	47,774	152,160	164,905	103,713	101,431	0
112.345.030	CIVIL SERVICE COMMISSION										
521.10.11	OVERTIME	3,454	1,009	3,533	3,533	157	780	3,648	-	-	
521.10.20	PERSONNEL BENEFITS	502	141	556	556	22	109	624	-	-	
521.10.31	OFFICE AND OPERATING SUPPLIES	-	-	-	-	-	-	107	-	-	
521.10.31.17	OFFICE AND OPERATING SUPPLIES	107	-	107	107	-	-	-	-	-	
521.10.42	COMMUNICATIONS	-	-	-	-	-	-	-	-	-	
521.10.49.05	PROF SERV-CIVIL SERVICE	-	-	-	-	-	-	-	-	-	
521.10.49	MISCELLANEOUS	-	-	-	-	-	-	-	-	-	
521.10.99.05	INTERFUND INSURANCE	-	394	-	-	-	-	-	-	-	
TOTAL CIVIL SERVICE COMMISSION		4,063	1,544	4,196	4,196	179	889	4,379	-	-	0

CITY OF DES MOINES

2012 BUDGET REQUEST

LAW ENFORCEMENT
POLICE SERVICES RESTORATION FUND

POLICE SERVICES RESTORATION FUND		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
112.3xx.030	POLICE SERVICES RESTORATION FUND										
112.350.030	POLICE DETECTIVE DIVISION										
521.21.10	SALARIES & WAGES	9,734	9,850	9,931	9,931	1,655	8,023	10,253	10,253	-	
521.21.10.10	HOLIDAY PAY-OUT	-	-	-	-	-	-	-	-	-	
521.21.11	OVERTIME	-	4	-	-	-	-	-	-	-	
521.21.20	PERSONNEL BENEFITS	4,561	4,380	4,433	4,433	2,060	3,334	4,473	5,062	-	
521.21.20.90	EMPLOYEE MED. CONTRIBUTION	(139)	-	(120)	(120)	-	-	(114)	(172)	-	
521.21.21	UNIFORMS	-	-	-	-	-	-	-	-	-	
521.21.99.05	INTERFUND INSURANCE	-	-	822	822	822	822	764	764	-	
594.21.62	OFFICE IMPROVEMENTS	17,000	18,706	25,000	25,000	-	7,500	-	-	-	
594.21.64.02	EQUIPMENT-DETECTIVE CARS	-	-	-	-	-	-	-	-	-	
TOTAL POLICE DETECTIVE DIVISION		31,156	32,939	40,066	40,066	4,537	19,679	15,376	15,907	0	0
112.360.030	POLICE PATROL DIVISION										
521.22.10	SALARIES & WAGES	688,642	693,653	661,871	661,871	371,689	701,841	724,298	729,693	571,314	
521.22.10.10	HOLIDAY PAY-OUT	13,690	10,784	12,729	12,729	0	10,875	13,929	14,564	12,753	
521.22.11	OVERTIME	58,431	63,142	58,431	58,431	23,302	52,750	58,431	58,431	58,431	
521.22.11.02	OVERTIME TRAINING	17,970	16,481	17,970	17,970	15,488	21,562	17,970	17,970	17,970	
521.22.20	PERSONNEL BENEFITS	276,988	284,376	288,226	288,226	158,918	307,179	310,115	311,996	233,160	
521.22.20.90	EMPLOYEE MED. CONTR	(6,696)	(7,646)	(8,473)	(8,473)	(735)	(8,228)	(8,693)	(8,693)	(5,222)	
521.22.21	UNIFORMS	12,702	4,349	-	-	2,434	4,500	-	-	-	
521.22.31	OFFICE & OPER SUPPLIES	13,342	767	13,342	13,342	112	1,000	13,342	1,000	1,000	
521.22.32.01	UNLEADED FUEL (ISF)	23,124	26,353	26,074	29,774	14,900	30,902	31,868	31,868	31,868	
521.22.35	SMALL TOOLS & EQUIPMENT	10,000	2,304	10,000	10,000	280	2,100	10,000	2,000	2,000	
521.22.35.90	SMALL EQP >\$1,000 <\$5,000	10,000	-	10,000	10,000	-	-	10,000	-	-	
521.22.41	PROFESSIONAL SERVICES	22,000	82	10,000	10,000	-	500	10,000	1,000	1,000	
521.22.42	COMMUNICATIONS	23,653	9,440	14,000	14,000	4,191	8,433	14,000	9,000	9,000	
521.22.43	TRAVEL EXPENSES	5,349	3,732	5,000	5,000	1,120	2,260	5,000	5,000	5,000	
521.22.43.01	RELOCATION EXPENSES	-	-	-	-	-	-	-	-	-	
521.22.44	ADVERTISING	7,200	-	7,200	7,200	-	-	-	-	-	
521.22.44.02	ADVERTISING	-	-	-	-	-	-	7,200	-	-	
521.22.48	REPAIRS AND MAINTENANCE	-	-	-	-	-	-	-	-	-	
521.22.48.01	SUB-STATION OPERATING EXPENSES	14,500	2,053	10,000	10,000	544	-	-	-	-	
521.22.48.18	SUB-STATION MAINTENANCE	-	-	-	-	-	2,100	10,000	2,100	2,100	
521.22.49	MISCELLANEOUS	1,300	-	1,300	1,300	-	-	1,300	500	500	
521.22.49.01	DUES, SCHOOLS & CONFERENCES	5,000	427	5,000	5,000	2,255	2,250	-	-	-	
521.22.49.20	LAUNDRY	6,699	2,128	3,000	3,000	1,290	2,898	3,000	3,000	3,000	
521.22.49.22	DUES, SCHOOLS & CONFERENCES	-	-	-	-	-	-	5,000	2,500	2,500	
521.22.40	SUB TOTAL	1,212,519	1,112,424	1,145,670	1,149,370	595,786	1,142,922	1,236,760	1,181,929	946,374	-

CITY OF DES MOINES

2012 BUDGET REQUEST

LAW ENFORCEMENT
POLICE SERVICES RESTORATION FUND

POLICE SERVICES RESTORATION FUND		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
112.3xx.030											
521.22.91	INTERFUND PROFESSIONAL SERVICES	3,933	-	3,933	3,933	-	-	3,933	-	-	
521.22.99.01	COMPUTER MAINTENANCE	43,417	43,417	31,308	31,308	2,609	31,308	34,740	34,150	34,150	
521.22.99.02	COMPUTER REPLACEMENT	16,458	16,458	12,673	12,673	2,112	12,673	12,660	12,851	3,466	
521.22.99.03	EQUIPMENT RENTAL MAINTENANCE	58,500	58,500	45,000	45,000	3,750	45,000	45,000	45,000	32,307	
521.22.99.04	EQUIPMENT RENTAL REPLACEMENT	71,960	71,960	55,685	55,685	9,281	55,685	55,685	51,252	-	
521.22.99.05	INTERFUND INSURANCE	46,023	46,023	38,104	38,104	38,104	38,104	35,207	35,207	31,858	
521.22.99	SUB TOTAL	240,291	236,358	186,703	186,703	55,856	182,770	187,225	178,460	101,781	-
594.21.62	OFFICE IMPROVEMENTS	-	-	-	-	-	-	-	-	-	-
594.21.62.01	VEHICLE STORAGE FACILITY	-	-	-	-	-	-	-	-	-	-
594.21.64.01	COMPUTER EQUIPMENT	-	-	-	-	-	-	-	-	-	-
594.21.64.02	EQUIPMENT-PATROL CARS	-	-	-	-	-	-	-	-	-	-
594.21.64.03	EQUIPMENT-CAR CAMERAS	-	-	-	-	-	-	-	-	-	-
594.21.64.04	TECHNOLOGY IMPROVEMENTS	-	-	-	-	-	-	-	-	-	-
594.21.60	SUB TOTAL	-	-	-	-	-	-	-	-	-	-
	TOTAL POLICE PATROL DIVISION	1,452,810	1,348,782	1,332,373	1,336,073	651,642	1,325,692	1,423,985	1,360,389	1,048,155	-
597.21	TRANSFER-OUT/FUND 001	-	-	-	-	-	-	-	-	83,393	-
597.21.02	TRANSFER-OUT/FUND 501	-	-	-	-	-	-	-	-	-	-
	SUBTOTAL	-	-	-	-	-	-	-	-	83,393	-
	TOTAL EXPENDITURES	1,627,856	1,510,286	1,536,921	1,540,621	704,132	1,498,420	1,608,645	1,480,009	1,232,979	0
508.80.00	ESTIMATED ENDING FUND BALANCE	481,849	583,676	284,724	277,176		344,179	(375,666)	(247,030)		
	POLICE SVCS RESTORATION TOTAL	2,109,705	2,093,962	1,821,645	1,817,797	704,132	1,842,599	1,232,979	1,232,979	1,232,979	0

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION
DEPARTMENT: LAW ENFORCEMENT
DIVISION: LEVY LID LIFT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
112.340.030.521.10.00.00					
ADMINISTRATION					
SALARIES AND WAGES					
521.10.10	Salaries & Wages	Provides for personnel to perform clerical functions. 1.0 FTE Senior Secretary	\$ 49,843	\$ 49,843	\$ 49,843
521.10.11	Overtime		\$ 1,000	\$ 1,000	\$ 1,000
TOTAL SALARIES AND WAGES			\$ 50,843	\$ 50,843	\$ 50,843
PERSONNEL BENEFITS					
521.10.20	Personnel Benefits	Provides for personnel benefits for persons assigned to Administrative division.	\$ 15,737	\$ 15,780	\$ 17,053
521.10.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ -	\$ -	\$ -
521.10.21	Uniforms	Provides uniforms for 1.0 FTE	\$ 1,000	\$ -	\$ -
TOTAL PERSONNEL BENEFITS			\$ 16,737	\$ 15,780	\$ 17,053
SUPPLIES					
521.10.31	Office and Operating Supplies	Provides for purchase of supplies needed to perform administrative services, including reporting forms for all divisions.	\$ 1,000	\$ 500	\$ 500
521.10.35	Small Tools	Provides for purchase of miscellaneous items valued less than \$1,000.	\$ 665	\$ 500	\$ 500
TOTAL SUPPLIES			\$ 1,665	\$ 1,000	\$ 1,000

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION
 DEPARTMENT: LAW ENFORCEMENT
 DIVISION: LEVY LID LIFT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
112.340.030.521.10.00.00 ADMINISTRATION					
OTHER SERVICES AND CHARGES					
521.10.41.00	Professional Services	Provides for polygraph exams, fire alarm system monitoring, record storage, maintenance & internet service.	\$ 3,700	\$ 1,000	\$ 1,000
521.10.41.31	Dispatch Services	Provides for contract services with Valley Communications Center for dispatch services.	\$ 55,000	\$ -	\$ -
521.10.41.32	Janitorial Services	Provides for janitorial services for Redondo Square substation facility.	\$ 2,500	\$ 2,500	\$ 2,500
521.10.42	Communications	Provides for cell phones for administration staff.	\$ 6,000	\$ 6,000	\$ 6,000
521.10.47	Utilities	Provides for utility payments at Redondo Square substation facility.	\$ 3,320	\$ 3,320	\$ 3,320
		Electric	\$ 2,220		
		Natural Gas	\$ 1,100		
			\$ 3,320		
521.10.47.10	Cable		\$ -	\$ 3,000	\$ 3,000
521.10.48	Repair and Maintenance	Provides for routine maintenance and unexpected small repairs to Redondo Square substation facility.	\$ -	\$ -	\$ -
TOTAL OTHER SERVICES AND CHARGES			\$ 70,520	\$ 15,820	\$ 15,820

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION
 DEPARTMENT: LAW ENFORCEMENT
 DIVISION: LEVY LID LIFT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
INTERFUND SERVICES					
521.10.99.01	Computer Maintenance	Provides for division's share of interfund maintenance costs for computers.	\$ 2,942	\$ 2,942	\$ 2,942
521.10.99.02	Computer Replacement	Provides for division's share of interfund replacement costs of computers.	\$ 547	\$ 556	\$ 556
521.10.99.03	Equipment Maintenance	Provides for division's share of interfund maintenance costs for administrative vehicles.	\$ 9,000	\$ 9,000	\$ 9,000
521.10.99.04	Equipment Replacement	Provides for division's share of interfund replacement costs for administrative vehicles.	\$ 8,434	\$ 3,555	\$ -
521.10.99.05	Interfund Insurance		\$ 4,217	\$ 4,217	\$ 4,217
TOTAL INTERFUND SERVICES			\$ 25,140	\$ 20,270	\$ 16,715
CAPITAL OUTLAYS					
594.21.64	Equipment		\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAYS			\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE DIVISION			\$ 164,905	\$ 103,713	\$ 101,431

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION
 DEPARTMENT: LAW ENFORCEMENT
 DIVISION: LEVY LID LIFT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
112.345.030.521.10.00.00 CIVIL SERVICE					
SALARIES AND WAGES					
521.10.11	Overtime	Provides for overtime for Civil Service, testing applicants and attending regular meetings.	\$ 3,648	\$ -	\$ -
TOTAL SALARIES AND WAGES			\$ 3,648	\$ -	\$ -
PERSONNEL BENEFITS					
521.10.20	Personnel Benefits		\$ 624	\$ -	\$ -
TOTAL PERSONNEL BENEFITS			\$ 624	\$ -	\$ -
SUPPLIES					
521.10.31.17	Supplies-Civil Service	Provides for purchase of supplies and reporting forms needed to prepare case files.	\$ -	\$ -	\$ -
521.10.35.90	Small Tools and Equipment	Provides for purchase of miscellaneous items, valued at less than \$1,000.	\$ -	\$ -	\$ -
TOTAL SUPPLIES			\$ -	\$ -	\$ -
TOTAL CIVIL SERVICE DIVISION			\$ 4,272	\$ -	\$ -

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION
DEPARTMENT: LAW ENFORCEMENT
DIVISION: LEVY LID LIFT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
112.350.030.521.21.00.00					
		DETECTIVE			
		SALARIES AND WAGES			
521.21.10	Salaries & Wages	Provides for personnel to perform evidence processing and storage, and related duties. 0.20 FTE Evidence Technician	\$ 10,253	\$ 10,253	\$ -
521.21.11	Overtime	Provides for overtime for special details.	\$ -	\$ -	\$ -
		TOTAL SALARIES AND WAGES	\$ 10,253	\$ 10,253	\$ -
		PERSONNEL BENEFITS			
521.21.20	Personnel Benefits	Provides for personnel benefits for personnel assigned to the Detective division.	\$ 4,473	\$ 5,062	\$ -
521.21.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (114)	\$ (172)	\$ -
594.21.62	Office Improvements	Improvements to Evidence Room.	\$ -	\$ -	\$ -
		TOTAL PERSONNEL BENEFITS	\$ 4,359	\$ 4,890	\$ -
		INTERFUND SERVICES			
521.21.99.05	Interfund Insurance		\$ 764	\$ 764	\$ -
		TOTAL DETECTIVE DIVISION	\$ 15,376	\$ 15,907	\$ -

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION
 DEPARTMENT: LAW ENFORCEMENT
 DIVISION: LEVY LID LIFT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
112.360.030.521.22.00.00		PATROL			
		SALARIES AND WAGES			
521.22.10	Salaries & Wages	Provides for personnel to perform community first patrol functions, preventive patrol, and emergency response on a 24-hour basis. Increase reflects salaries as set by the Collective Bargaining Agreement with the Police Guild. Sergeant Promotions (not new FTE's) 0.0 Sergeant (Vacant) Freeze position in 2012 6.0 Police Officers -1.0 Police Officer - move to the General Fund <u>2.0 Community Service Officers</u> 7.0 FTE's	\$ 724,298	\$ 729,693	\$ 571,314
521.22.10.10	Holiday Pay-out	Provides for maximum holiday pay of 40 hrs per Patrol Officer	\$ 13,929	\$ 14,564	\$ 12,753
521.22.11	Overtime	Provides for overtime for sergeant, officers, and CSOs.	\$ 58,431	\$ 58,431	\$ 58,431
521.22.11.02	Overtime for Training	Provides for overtime for mandatory training for 7 FTE's. Training for officers in first aid, bloodborne and airborne pathogens, breathalyzer, defensive tactics, firearms qualifications, instructor certification and other training as mandated by the state. Other training includes quarterly firearms training, taser training and in-car technology training, including computers, in-car video system and LoJack auto theft system.	\$ 17,970	\$ 17,970	\$ 17,970
		TOTAL SALARIES AND WAGES	\$ 814,628	\$ 820,658	\$ 660,468

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION
DEPARTMENT: LAW ENFORCEMENT
DIVISION: LEVY LID LIFT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
112.360.030.521.22.00.00		PATROL			
		PERSONNEL BENEFITS			
521.XX.20	Personnel Benefits	Provides for personnel benefits for sergeant, officers, and CSO's funded or promoted with levy proceeds, including payroll benefits and benefits associated with overtime, holiday pay-out and Plan 457.	\$ 310,115	\$ 311,996	\$ 233,160
521.XX.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (8,693)	\$ (8,693)	\$ (5,222)
521.22.21	Uniforms	Provides uniforms for personnel hired or promoted with levy proceeds. This is determined by collective bargaining agreement.	\$ -	\$ -	\$ -
		TOTAL BENEFITS	\$ 301,422	\$ 303,303	\$ 227,938
		SUPPLIES			
521.22.31	Office and Operating Supplies	Provides for purchase of supplies needed to perform services. Includes road flares, ammunition, weapon parts, bike supplies, film, and supplies for evidence gathering and packaging.	\$ 13,342	\$ 1,000	\$ 1,000
521.22.32.01	Unleaded Fuel	Provides for fuel to operate vehicles purchased or funded with levy proceeds.	\$ 31,868	\$ 31,868	\$ 31,868
521.22.35.00	Small Tools & Equipment	Provides for purchase of patrol and crime prevention equipment.	\$ 10,000	\$ 2,000	\$ 2,000
521.22.35.90	Small Eq >\$1,000<\$5,000	Provides for purchase of office furnishings and computers for Crime-task Force.	\$ 10,000	\$ -	\$ -
		TOTAL SUPPLIES	\$ 65,210	\$ 34,868	\$ 34,868

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION
 DEPARTMENT: LAW ENFORCEMENT
 DIVISION: LEVY LID LIFT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
112.360.030.521.22.00.00		PATROL			
		OTHER SERVICES AND CHARGES			
521.22.41	Professional Services	Provides for professional services.	\$ 10,000	\$ 1,000	\$ 1,000
521.22.42	Communications	Provides for cell phones for certain staff and PD security cameras.	\$ 14,000	\$ 9,000	\$ 9,000
521.22.43	Travel Expenses	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars. This includes training such as officer survival skills, advanced tactics, firearms instruction, emergency management and other advanced training.	\$ 5,000	\$ 5,000	\$ 5,000
521.22.44.02	Advertising		\$ 7,200	\$ -	\$ -
521.22.48.18	Sub-Station Maintenance		\$ 10,000	\$ 2,100	\$ 2,100
521.22.49	Miscellaneous		\$ 1,300	\$ 500	\$ 500
521.22.49.20	Laundry	Provides for uniform cleaning for 7 patrol unit personnel.	\$ 3,000	\$ 3,000	\$ 3,000
521.22.49.22	Dues, Schools and Conferences	Provides for fees and tuition, dues and membership associated with training, conferences & seminars.	\$ 5,000	\$ 2,500	\$ 2,500
		TOTAL OTHER SERVICES AND CHARGES	\$ 55,500	\$ 23,100	\$ 23,100

BUDGET NARRATIVE 2012

FUND: POLICE SERVICES RESTORATION
DEPARTMENT: LAW ENFORCEMENT
DIVISION: LEVY LID LIFT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
INTERFUND SERVICES					
521.22.91	Interfund Professional Services		\$ 3,933	\$ -	\$ -
521.22.99.01	Computer Maintenance	Provides for division's share of interfund maintenance costs for computers.	\$ 34,740	\$ 34,150	\$ 34,150
521.22.99.02	Computer Replacement	Provides for division's share of interfund replacement costs of computers.	\$ 12,660	\$ 12,851	\$ 3,466
521.22.99.03	Equipment Maintenance	Provides for division's share of interfund maintenance for vehicles funded with levy proceeds.	\$ 45,000	\$ 45,000	\$ 32,307
521.22.99.04	Equipment Replacement	Provides for division's share of interfund replacement of vehicles funded with levy proceeds.	\$ 55,685	\$ 51,252	\$ -
521.22.99.05	Insurance	Provides for division's contribution to the City's self-insurance fund.	\$ 35,207	\$ 35,207	\$ 31,858
TOTAL INTERFUND SERVICES			\$ 187,225	\$ 178,460	\$ 101,781
CAPITAL OUTLAYS					
594.21.62.00	Office Improvements	Safety and health improvements to ventilations system in evidence room.	\$ -	\$ -	\$ -
594.21.64.02	Patrol Cars	To purchase new vehicles and associated equipment.	\$ -	\$ -	\$ -
594.21.64.04	Technology Improvements	To provide for replacement, new or updated police technologies.	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAYS			\$ -	\$ -	\$ -
TOTAL PATROL DIVISION			\$ 1,423,985	\$ 1,360,389	\$ 1,048,155

BUDGET NARRATIVE 2012

FUND: **POLICE SERVICES RESTORATION**
 DEPARTMENT: **LAW ENFORCEMENT**
 DIVISION: **LEVY LID LIFT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
597.21.00.00 RECLASSIFICATION & COST ALLOCATIONS					
597.21.00.00	Transfer Out	This is a transfer of ending fund balance to the General Fund (Fund 001) to close-out the fund.	\$ -	\$ -	\$ 83,393
ESTIMATE ENDING FUND BALANCE			\$ (375,666)	\$ (247,030)	\$ -
TOTAL POLICE SERVICES RESTORATION			\$ 1,232,872	\$ 1,232,979	\$ 1,232,979

CITY OF DES MOINES
 Outstanding Bonds and Loans
 2012 Budget

Outstanding Debt 12/31/2012

Item	Interest Rates	Issue Date	Maturity Date	Total Amount Issued	Outstanding			
					01/01/2011	Issue in 2012	Redeem in 2012	12/31/2012
<u>General Obligation Bonds</u>								
Limited:								
2008 Transportation Improvement	4.00% - 4.70%	12/1/08	12/1/28	2,515,000	\$ 2,260,000	\$ -	\$ 100,000	\$ 2,160,000
2008 Refunding Bond	4.00% - 4.25%	12/1/08	12/1/17	935,000	645,000		100,000	545,000
Total General Obligation Bonds				\$ 3,450,000	\$ 2,905,000	\$ -	\$ 200,000	\$ 2,705,000
<u>General Obligation Notes and Loans</u>								
General Government:								
2004 PWTF Loan-Pac Hwy Proj	0.5%	7/14/04	7/14/24	2,250,000	307,039	-	23,618	283,420
2009 PWTF Loan-DM Gateway	0.5%	3/9/09	7/1/13	1,000,000	541,667		270,834	270,833
2011 State of WA LOCAL Option Financing F	3.00%	11/15/11	11/15/21	115,000	115,000	-	10,032	104,968
2011 Capital lease - Copiers	4.00%	3/1/11	2/1/16	68,685	58,219	-	13,054	45,165
Total General Obligation Notes and Loans				\$ 3,433,685	\$ 1,021,925	\$ -	\$ 317,538	\$ 704,386
<u>Enterprise Funds Bonds, Notes & Loans</u>								
2002 Marina GO & Refunding Bonds	2.50% - 4.70%	12/1/02	12/1/22	\$ 5,420,000	\$ 2,795,000	\$ -	\$ 205,000	\$ 2,590,000
2008 Marina GO Bonds	4.00% - 4.70%	12/1/08	12/1/28	6,080,000	5,855,000		175,000	5,680,000
Total Enterprise Funds Bonds, Notes & Loans				\$ 11,500,000	\$ 8,650,000	\$ -	\$ 380,000	\$ 8,270,000
Total Outstanding Debt				\$ 18,383,685	\$ 12,576,925	\$ -	\$ 897,538	\$ 11,679,386

CITY OF DES MOINES
2012 Budget

Debt Capacity

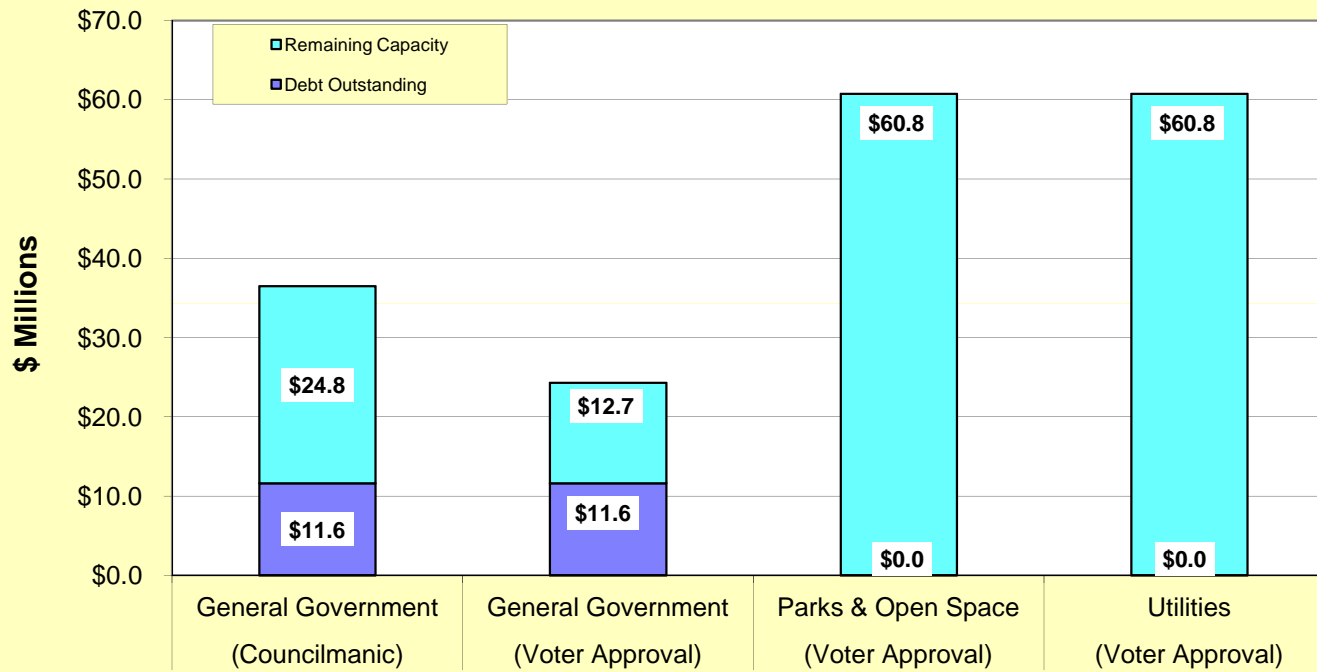
Description	General Capacity		Special Purpose Capacity		Total Debt Capacity
	Councilmanic	Voter Approval	Parks & Open Space	Utility Purposes	
Legal Limit (1.5% of assessed value)	36,454,081	(36,454,081)			
Legal Limit (2.5% of assessed value)		60,756,802	60,756,802	60,756,802	182,270,407
Statutory Debt Limit	\$ 36,454,081	\$ 24,302,721	\$ 60,756,802	\$ 60,756,802	\$ 182,270,407
Less:					
Limited Tax Debt Outstanding	(11,634,222)	(11,634,222)			
Unlimited Tax Debt Outstanding		0			
Add:					
Cash Available in Debt Service Funds	21,214	0			
Remaining Legal Debt Capacity	\$ 24,841,073	\$ 12,668,499	\$ 60,756,802	\$ 60,756,802	\$ 182,270,407
Total Remaining "General" Capacity	<u>\$ 37,509,572</u>				

Latest AV fm 2012 Worksheet 2,430,272,096

	(Councilmanic) General Government	(Voter Approval) General Government	(Voter Approval) Parks & Open Space	(Voter Approval) Utilities
Debt Outstanding	11.6	11.6	0	0
Remaining Capacity	24.8	12.7	60.8	60.8

CITY OF DES MOINES
2012 Budget

Debt Capacity as of December 31, 2012
Based on 2012 Assessed Valuation = \$2.430 Billion
Total Remaining "General Capacity" \$37,509,572



CITY OF DES MOINES

2012 BUDGET REQUEST

95 G.O. NEW POLICE FACILITY

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
211.000.011	1995 G.O. NEW POLICE FACILITY										
592.21.49	MISCELLANEOUS		-	-		-	-	-	-	-	-
	LONG TERM DEBT SERVICE										
591.21.71	PRINCIPAL		-	-		-	-	-	-	-	-
592.21.80	INTEREST		-	-		-	-	-	-	-	-
597.21.00.01	TRANSFER-OUT/FUND 506	-	-	-	-	-	-	-	37,070	33,970	-
	TOTAL 1995 G.O. BOND	-	-	-	-	-	-	-	37,070	33,970	-
508.80.00	ESTIMATED ENDING FUND BALANCE	33,782	33,782	37,131	35,870		33,435	0	0	0	0
		33,782	33,782	37,131	35,870	0	33,435	0	37,070	33,970	0

ORIGINAL LOAN AMOUNT: \$ 3,350,000
 BALANCE AS OF 12/31/09: \$ -
 ENDING BALANCE AS OF 12/31/10: \$ -
 MATURITY 2007

2011 Estimate:
 2011 Beg Fund Balance 32,770
 Special Property Tax 625
 Interest Revenue 40
 Principal -
 Interest -
 Miscellaneous -
 Tsf-out to Fund 506 -
 Est. Ending Fund Balance 33,435

2012 Estimate:
 2012 Beg Fund Balance 33,435
 Special Property Tax 500
 Interest Revenue 35
 Principal -
 Interest -
 Miscellaneous -
 Tsf-out to Fund 506 (33,970)
 Est. Ending Fund Balance -

2013 Estimate:
 2013 Beg Fund Balance -
 Special Property Tax -
 Interest Revenue -
 Principal -
 Interest -
 Miscellaneous -
 Tsf-out to Fund 506 -
 Est. Ending Fund Balance -

CITY OF DES MOINES

2012 BUDGET REQUEST

LID FUND

212.000.000	LID FUND	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TTL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
212.185.004	LID 1-85-4										
587.00.00	RESIDUAL EQUITY TRANSFER OUT		-	-		-	-	-	-	-	-
212.186.005	LID 1-86-5										
587.00.00	RESIDUAL EQUITY TRANSFER OUT		-	-		-	-	-	-	-	-
212.192.008	CLID 1-91-6/2-91-7/1-92-8										
591.00.73	PRINCIPAL		-	-		-	-	-	-	-	-
592.00.83	INTEREST		-	-		-	-	-	-	-	-
597.95.00.01	TRANSFER-OUT/FUND 319		-	-	9,429	-	9,429	-	-	-	-
212.197.009	LID 1-97-9 (4th Ave.)										
597.95.00.01	TRANSFER-OUT/FUND 319	223	215	206	234	234	234	197	197	197	160
212.198.010	LID 1-98-10 (7th Ave.)										
597.95.00	TRANSFER-OUT/FUND 102	0	0	0	0	-	-	-	-	-	-
597.95.00.01	TRANSFER-OUT/FUND 319	5,603	5,440	4,019	1,311	5,440	1,311	3,869	3,869	3,869	3,719
	TOTAL LID FUND	5,826	5,655	206	10,974	5,674	10,974	4,066	4,066	4,066	3,879
212.000.000	ESTIMATED ENDING FUND BALANCE	6,337	10,943	12,841	4,821		4,824	5,573	5,573	5,573	6,502
		12,163	16,598	13,047	15,795	5,674	15,798	9,639	9,639	9,639	10,381

2011 Estimate:

Beginning Fund Balance	10,972
Interest Revenue	28
Assessment Principal	3,745
Assessment Interest	1,053
Transfer Out to Fund 319	(10,974)
Total	4,824

2012 Budget:

Beginning Fund Balance	4,824
Interest Revenue	25
Assessment Principal	3,745
Assessment Interest	1,045
Transfer Out to Fund 319	(4,066)
Total	5,573

2013 Forecast:

Beginning Fund Balance	5,573
Interest Revenue	26
Assessment Principal	3,745
Assessment Interest	1,037
Transfer Out to Fund 319	(3,879)
Total	6,502

CITY OF DES MOINES

2012 BUDGET REQUEST

98 G.O. PARK ACQUISITION

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
218.000.018	1998 G.O. PARK ACQUISITION										
592.11.49	MISCELLANEOUS							-	-	-	-
597.00.18	TSF TO FUND 310				353		352				
	LONG TERM DEBT SERVICE										
591.11.71	PRINCIPAL							-	-	-	-
592.11.80	INTEREST & MISC.							-	-	-	-
597.00.18	TSF TO FUND 310										
	TOTAL 1995 G.O. BOND	0	0	0	353	0	352	0	0	0	0
508.80.00	ESTIMATED ENDING FUND BALANCE	354	351	353	0		0	0	0	0	0
		354	351	353	353	0	352	0	0	0	0

ORIGINAL LOAN AMOUNT: \$ 1,225,000
 BALANCE AS OF 12/31/09: \$ -
 ENDING BALANCE AS OF 12/31/10: \$ -
 MATURITY 2009

2011 Estimate:
 2011 Beg Fund Balance 351
 Transfer-in from Fund 310 -
 Interest Revenue 1
 Principal -
 Interest -
 Miscellaneous -
 Tsf to Fund 310 (352)
 Est. Ending Fund Balance 0

2012 Estimate:
 2012 Beg Fund Balance -
 Transfer-in from Fund 310 -
 Interest Revenue -
 Principal -
 Interest -
 Miscellaneous -
 Tsf to Fund 310 -
 Est. Ending Fund Balance -

2013 Estimate:
 2013 Beg Fund Balance -
 Transfer-in from Fund 310 -
 Interest Revenue -
 Principal -
 Interest -
 Miscellaneous -
 Tsf to Fund 310 -
 Est. Ending Fund Balance -

CLOSE OUT FUND 218 AS OF 9/30/11

CITY OF DES MOINES

2012 BUDGET REQUEST

2008 G.O. TRANS & REF BONDS

2008 G.O. 219,000,000 TRANSPORTATION/REFUNDING		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
592.40.49	MISCELLANEOUS-TRANS BONDS	350	221	350	350	220	220	350	350	350	350
592.89.49	MISCELLANEOUS-REFUNDING BONDS	350	82	350	350	82	82	350	350	350	350
SUBTOTAL MISCELLANEOUS		700	304	700	700	302	302	700	700	700	700
LONG TERM DEBT SERVICE:											
591.40.71	PRINCIPAL/TRANS BONDS	85,000	85,000	90,000	90,000	-	90,000	100,000	100,000	100,000	95,000
591.89.71	PRINCIPAL/REFUNDING BONDS	100,000	100,000	100,000	100,000	-	100,000	100,000	100,000	100,000	100,000
SUBTOTAL PRINCIPAL		185,000	185,000	190,000	190,000	-	190,000	200,000	200,000	200,000	195,000
592.40.83	INTEREST/TRANS BONDS	107,563	107,563	104,163	104,163	-	104,163	100,563	100,563	100,563	96,563
592.89.83	INTEREST/REFUNDING BONDS	34,650	34,650	30,650	30,650	-	30,650	26,650	26,650	26,650	22,650
592.89.84	BOND ISSUANCE COSTS	-	-	-	-	-	-	-	-	-	-
SUBTOTAL INTEREST & OTHER COSTS		142,213	142,213	134,813	134,813	-	134,813	127,213	127,213	127,213	119,213
599.89.89	PAYMENT TO REFUNDING ESCROW	-	-	-	-	-	-	-	-	-	-
TOTAL 2008 G.O. BONDS		327,913	327,516	325,513	325,513	302	325,115	327,913	327,913	327,913	314,913
508.80.00	ESTIMATED ENDING FUND BALANCE	21,263	21,161	21,263	21,263	-	21,187	21,214	21,214	21,214	21,241
		349,176	348,677	346,776	346,776	302	346,302	349,127	349,127	349,127	336,154

ORIGINAL LOAN AMOUNT: \$ 3,450,000
 BALANCE AS OF 12/31/2010: \$ 3,095,000
 ENDING BALANCE AS OF 12/31/2011: \$ 2,905,000
 MATURITY 2028

1997 GO Bonds were refunded with 2008 Refunding GO Bond Issue

2011 Estimate:

2011 Beg Fund Balance 21,161
 Transfer-in from Fund 310 130,732
 Transfer-in from Fund 319 194,382
 Interest Revenue 27
 Principal (190,000)
 Interest (134,813)
 Miscellaneous (302)

Est. Ending Fund Balance 21,187

2012 Estimate:

2012 Beg Fund Balance 21,187
 Transfer-in from Fund 310 127,000
 Transfer-in from Fund 319 200,913
 Interest Revenue 27
 Principal (200,000)
 Interest (127,213)
 Miscellaneous (700)

Est. Ending Fund Balance 21,214

2013 Estimate:

2013 Beg Fund Balance 21,214
 Transfer-in from Fund 310 123,000
 Transfer-in from Fund 319 191,913
 Interest Revenue 27
 Principal (195,000)
 Interest (119,213)
 Miscellaneous (700)

Est. Ending Fund Balance 21,241

CITY OF DES MOINES

2012 BUDGET REQUEST

PUBLIC WORKS TRUST LOAN

PW TRUST FUND LOAN 220.103.000 PW-04-691-026		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
591.42.78	PRINCIPAL-PW TRUST LOAN	23,619	23,618	23,618	23,619	23,618	23,618	23,619	23,619	23,619	23,619
592.42.83	INTEREST-PW TRUST LOAN	1,772	1,771	1,654	1,654	1,653	1,654	1,535	1,535	1,535	1,417
592.42.89	OTHER COSTS-PW TRUST LOAN		-	-	-	-	-	-	-	-	-
TOTAL PW TRUST LOAN		25,391	25,390	25,272	25,273	25,272	25,272	25,154	25,154	25,154	25,036
220.900.000											
508.80.00	ENDING FUND BALANCE	2	2	2	2	2	2	2	2	2	2
		25,393	25,392	25,274	25,275	25,274	25,274	25,156	25,156	25,156	25,038

ORIGINAL LOAN AMOUNT: \$ 2,250,000
 BALANCE AS OF 12/31/2010: \$ 330,658
 ENDING BALANCE AS OF 12/31/2011: \$ 307,039
 MATURITY 2024

2011 Estimate:
 2011 Beg Fund Balance 2
 Transfer-in from Fund 319 25,272
 Principal (23,618)
 Interest (1,654)
 Miscellaneous -
 Est. Ending Fund Balance 2

2012 Estimate:
 2012 Beg Fund Balance 2
 Transfer-in from Fund 319 25,154
 Principal (23,619)
 Interest (1,535)
 Miscellaneous -
 Est. Ending Fund Balance 2

2013 Estimate:
 2013 Beg Fund Balance 2
 Transfer-in from Fund 319 25,036
 Principal (23,619)
 Interest (1,417)
 Miscellaneous -
 Est. Ending Fund Balance 2

CITY OF DES MOINES

2012 BUDGET REQUEST

PUBLIC WORKS TRUST LOAN

PW TRUST FUND LOAN 220.104.000 PW-08-951-112		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
591.42.78	PRINCIPAL-PW TRUST LOAN	187,500	187,500	270,834	270,834	270,833	270,833	270,834	270,834	270,834	270,834
592.42.83	INTEREST-PW TRUST LOAN	3,198	3,198	3,493	3,493	3,278	3,278	2,708	2,708	2,708	1,354
592.42.89	OTHER COSTS-PW TRUST LOAN	-	-	-	-	-	-	-	-	-	-
TOTAL PW TRUST LOAN		190,698	190,698	274,327	274,327	274,111	274,111	273,542	273,542	273,542	272,188

ORIGINAL LOAN AMOUNT: \$ 1,000,000
BALANCE AS OF 12/31/09: \$ 600,000
ENDING BALANCE AS OF 12/31/10: \$ 329,166
MATURITY 2013

2011 Estimate:

2011 Beg Fund Balance	-
Transfer-in from Fund 319	274,111
Principal	(270,833)
Interest	(3,278)
Miscellaneous	-
Est. Ending Fund Balance	0

2012 Estimate:

2012 Beg Fund Balance	-
Transfer-in from Fund 319	273,542
Principal	(270,834)
Interest	(2,708)
Miscellaneous	-
Est. Ending Fund Balance	-

2013 Estimate:

2013 Beg Fund Balance	-
Transfer-in from Fund 319	272,188
Principal	(270,834)
Interest	(1,354)
Miscellaneous	-
Est. Ending Fund Balance	-

CITY OF DES MOINES

2012 BUDGET REQUEST

LOCAL PRG-ENERGY SAVINGS PROJECT

220.106.000	LOCAL PRG-ENERGY SVGS PROJ	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
591.19.75	PRINCIPAL	-	-	-	-	-	-	10,032	10,032	10,032	10,333
591.19.83	INTEREST	-	-	-	-	-	-	3,450	3,450	3,450	3,149
TOTAL LOCAL PRG-ENERGY SVGS PROJ		-	-	-	-	-	-	13,482	13,482	13,482	13,482

ORIGINAL LOAN AMOUNT: \$ 115,000
 BALANCE AS OF 12/31/11: \$ -
 ENDING BALANCE AS OF 12/31/12: \$ 104,969
 MATURITY 2021

2011 Estimate:

Transfer-in	-
Principal	-
Interest	-
Miscellaneous	-
Total	-

2012 Estimate:

Transfer-in	13,482
Principal	(10,032)
Interest	(3,450)
Miscellaneous	-
Total	-

2013 Estimate:

Transfer-in	13,482
Principal	(10,333)
Interest	(3,149)
Miscellaneous	-
Total	-

CITY OF DES MOINES

2012 BUDGET REQUEST

COPIER LEASE

220.125.000	COPIER CAPITAL LEASE	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
591.18.75	PRINCIPAL	11,274	11,274	11,805	11,805	6,820	13,107	12,395	13,054	13,054	13,617
591.18.83	INTEREST	923	923	391	391	294	2,268	2,605	2,209	2,209	1,647
TOTAL COPIER CAPITAL LEASE		12,197	12,197	12,196	12,196	7,115	15,375	15,000	15,263	15,263	15,264

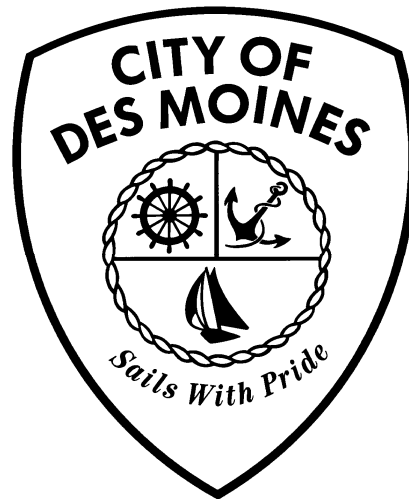
ORIGINAL LEASE AMOUNT: \$ 51,253
 BALANCE AS OF 12/31/09: \$ 13,827
 ENDING BALANCE AS OF 12/31/10: \$ 772
 MATURITY 2011

2011 Estimate:
 Transfer-in from Fund 001 15,375
 Principal (13,107)
 Interest (2,268)
 Miscellaneous -
 Total -

2012 Estimate:
 Transfer-in from Fund 001 15,263
 Principal (13,054)
 Interest (2,209)
 Miscellaneous -
 Total -

2013 Estimate:
 Transfer-in from Fund 001 15,264
 Principal (13,617)
 Interest (1,647)
 Miscellaneous -
 Total -

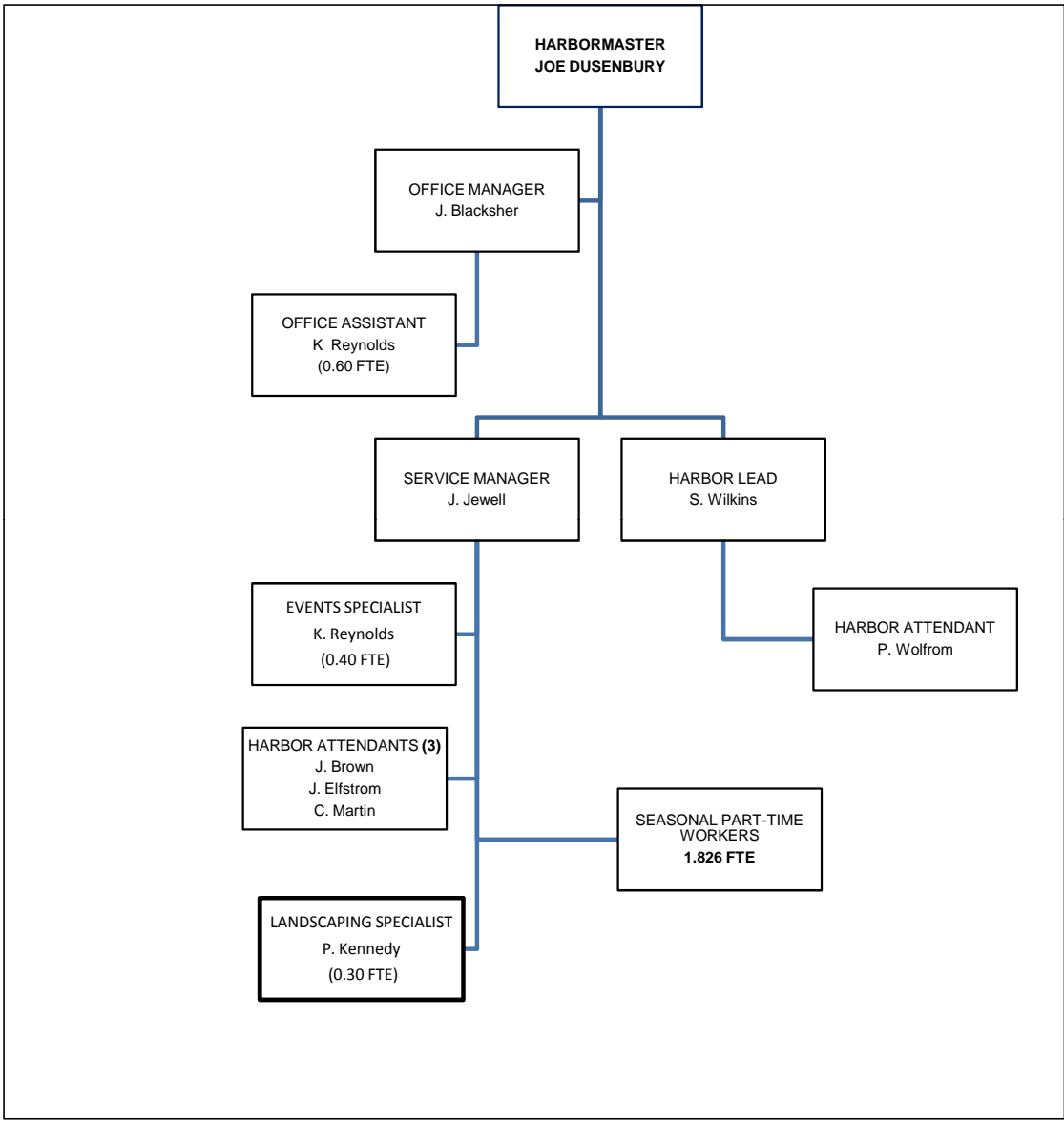
2012 Budget



**CITY OF DES MOINES
MARINA**

Organizational Chart

Department/Divisions



- | |
|-------------------------------|
| <i>Administration</i> |
| <i>Services</i> |
| <i>Maintenance</i> |
| <i>Repair and Replacement</i> |
| <i>Capital Improvement</i> |

BUDGET NARRATIVE
2012

FUND: **MARINA**
DEPARTMENT: **FUND 401**

401.000.000.000.00.00.00 MARINA REVENUE FUND

REVENUE	2011 Year End Estimates	2012	2013
Monthly Moorage	\$ 2,148,910	\$ 2,206,930	\$ 2,295,207
Dry Storage	130,327	133,845	139,199
Fuel	1,205,392	1,205,392	1,205,392
Overnight Moorage	65,000	65,000	66,300
Shared Moorage	2,500	2,500	2,550
Winter Moorage	24,000	27,000	27,540
Electricity	92,150	90,000	91,800
Launching Fees	5,776	5,750	5,865
Parking Fees	61,000	61,000	62,220
Storage Fees	26,600	27,500	28,050
Leases	90,000	90,000	91,800
Interest Earnings	7,250	7,250	7,395
Monthly Moorage Late Penalties	13,000	13,000	13,260
Lockers	9,000	9,000	9,180
Miscellaneous Services & Charges	4,600	5,000	5,100
Special Events	8,400	10,000	10,200
Vending-Bait-Ice-Propane	7,725	7,750	7,905
Sublease revenue	8,800	9,000	9,180
Waiting List Forfeitures	600	500	510
Parking Fines	4,500	3,750	3,825
Waiting List Admin Fee	5,000	4,500	4,590
Travel Lift Equipt Rental fee	7,343	7,343	7,490
Sale of Keycards & Other Misc Revenues	2,600	2,500	2,550
Travel Lift Equipt & Building Maintenance fee	5,480	5,480	5,590
	\$ 3,935,953	\$ 3,999,990	\$ 4,102,698

BUDGET NARRATIVE 2012

FUND: **MARINA**
DEPARTMENT: **FUND 401**

401.000.000.000.00.00.00 MARINA REVENUE FUND

EXPENSES	2011 Year End Estimates	2012	2013
Operating Expenses			
Marina Administration	\$ 1,230,541	\$ 1,278,599	\$ 1,279,506
Marina Service	1,590,376	1,653,277	1,684,660
Marina Maintenance	458,003	426,885	435,353
Total Operating Expenses	<u>\$ 3,278,920</u>	<u>\$ 3,358,761</u>	<u>\$ 3,399,519</u>
Transfers			
Transfer In (CIP Reimbursement)	\$ (46,366)	\$ (100,440)	\$ (22,500)
Transfer Out (Marina Capital Contribution)	-	165,000	165,000
Transfer-Out to Depr & Improv Fund-2002 Bonds	327,910	329,915	331,510
Transfer-Out to Depr & Improv Fund-2008 Bonds	395,036	440,036	318,036
Total Transfers	<u>\$ 676,580</u>	<u>\$ 834,511</u>	<u>\$ 792,046</u>
Total Expenses (Net)	<u>\$ 3,955,500</u>	<u>\$ 4,193,272</u>	<u>\$ 4,191,565</u>
Total Revenue - Total Expenses	<u>\$ (19,547)</u>	<u>\$ (193,282)</u>	<u>\$ (88,867)</u>
Beginning Fund Balance	<u>\$ 1,481,302</u>	<u>\$ 1,461,755</u>	<u>\$ 1,268,473</u>
Ending Fund Balance	<u><u>\$ 1,461,755</u></u>	<u><u>\$ 1,268,473</u></u>	<u><u>\$ 1,179,606</u></u>
Debt Service Reserve			
2002 Bonds	\$ (279,500)	\$ (237,500)	\$ (237,500)
2008 Bonds	(514,316)	(514,316)	(514,316)
	<u>\$ (793,816)</u>	<u>\$ (751,816)</u>	<u>\$ (751,816)</u>
Total Unreserved Fund Balance	<u><u>\$ 667,939</u></u>	<u><u>\$ 516,657</u></u>	<u><u>\$ 427,790</u></u>

CITY OF DES MOINES

2012 BUDGET REQUEST

MARINA ADMINISTRATION

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
401.100.000	MARINA ADMINISTRATION										
575.71.10	SALARIES	247,978	255,386	251,942	251,942	108,688	203,077	204,060	188,011	188,011	191,771
575.71.11	OVERTIME	300	860	300	300	396	670	300	300	300	300
575.71.10	SUB TOTAL	248,278	256,246	252,242	252,242	109,085	203,747	204,360	188,311	188,311	192,071
575.71.20	BENEFITS	83,117	82,010	78,747	78,747	39,164	71,185	71,111	65,734	69,709	63,384
575.71.20.01	BENEFITS - PART-TIME	-	56	-	-	189	-	-	-	-	-
575.71.20.90	EMPLOYEE MED. CONTRIBUTION	(2,010)	(2,011)	(1,803)	(1,803)	(1,047)	(1,528)	(963)	(963)	(1,027)	(1,089)
575.71.21.00	UNIFORMS	250	-	250	250	-	250	250	250	250	250
575.71.20	SUB TOTAL	81,357	80,055	77,194	77,194	38,307	69,907	70,398	65,021	68,932	62,545
575.71.31	OFFICE/OPERATING SUPPLIES	6,000	5,192	6,000	6,000	1,881	4,000	6,000	6,000	6,000	6,000
575.71.34	KEYCARDS PURCHASED FOR RESALE	2,500	2,082	2,500	2,500	-	2,500				
575.71.34.07	KEYCARDS PURCHASED FOR RESALE							2,500	2,500	2,500	2,500
575.71.35	SMALL TOOLS & EQUIPMENT	1,000	1,491	1,000	1,000	274	1,000	1,000	1,000	1,000	1,000
575.71.35.90	SMALL EQP >\$1,000 <\$5,000	3,000	-	3,000	3,000	-	3,000	3,000	3,000	3,000	3,000
575.71.30	SUB TOTAL	12,500	8,765	12,500	12,500	2,155	10,500	12,500	12,500	12,500	12,500
575.71.41	PROFESSIONAL SERVICES	72,500	91,869	42,500	42,500	13,203	63,288	25,000	25,000	25,000	25,000
575.71.41.01	STATE AUDIT	5,000	4,464	5,000	5,000	-	5,000				
575.71.41.04	PROF SERV/ARMOR CAR SERVICES	5,211	2,651	5,211	5,211	1,721	2,627				
575.71.41.23	PROF SERV-STATE AUDIT							5,000	5,000	5,000	5,000
575.71.41.38	PROF SERV-ARMOR CAR SERVICES							5,211	5,211	5,211	5,211
575.71.41.43	SECURITY SERVICES							17,500	17,500	17,500	17,500
575.71.42	COMMUNICATIONS	9,810	7,276	9,810	9,810	3,645	9,810	9,810	9,810	9,810	9,810
575.71.43	TRAVEL	3,250	3,569	3,250	3,250	(74)	3,250	3,250	3,250	3,250	3,250
575.71.44	ADVERTISING	14,500	16,377	14,500	14,500	3,301	14,500				
575.71.44.02	ADVERTISING							14,500	14,500	14,500	14,500
575.71.45.00	OPERATING RENTAL & LEASES	2,000	996	2,000	2,000	945	1,200	2,000	2,000	2,000	2,000
575.71.45.01	TIDELAND LEASES	35,000	16,342	35,000	35,000	-	16,342	35,000	101,302	101,302	101,302
575.71.45.02	COPIER LEASE	400	308	400	400	821	400	400	400	400	400
575.71.46	INSURANCE	-	150	-	-	-	-	-	-	-	-
575.71.48	REPAIRS & MAINTENANCE	1,500	-	1,500	1,500	64	1,000	1,500	1,500	1,500	1,500
575.71.49	MISCELLANEOUS	5,000	4,918	5,000	5,000	2,076	4,000	5,000	5,000	5,000	5,000
575.71.49.01	LAUNDRY	-	290	-	-	-	290	-	-	-	-
575.71.49.03	DUES, SCHOOLS & CONFERENCES	3,000	2,491	3,000	3,000	7,693	3,000				
575.71.49.05	CREDIT CARD FEES	40,000	52,625	50,000	50,000	26,380	50,000	50,000	50,000	50,000	50,000
575.71.49.22	DUES, SCHOOLS & CONFERENCES							3,000	3,000	3,000	3,000
575.71.40	SUB TOTAL	197,171	204,325	177,171	177,171	59,773	174,707	177,171	243,473	243,473	243,473

CITY OF DES MOINES

2012 BUDGET REQUEST

MARINA ADMINISTRATION

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
401.100.000	MARINA ADMINISTRATION										
575.71.51	K.C. FIRE DISTRICT	4,134	4,112	4,134	4,134	1,915	4,134				
575.71.51.01	SKF&R-FIRE PROTECTION SERVICES							4,134	4,134	4,134	4,217
575.71.53	B & O TAX-STATE	10,000	7,965	10,000	10,000	3,679	10,000	10,000	10,000	10,000	10,200
575.71.54	B & O TAX-CITY	2,200	2,271	2,200	2,200	970	2,200	2,200	2,200	2,200	2,244
575.71.54.01	PARKING TAXES	31,550	15,185	14,050	14,050	4,218	14,050	14,050	14,050	14,050	14,331
575.71.50	SUB TOTAL	47,884	29,533	30,384	30,384	10,782	30,384	30,384	30,384	30,384	30,992
575.71.75	PRINCIPAL-COPIER CAPITAL LEASE	891	891	891	891	-	1,438	891	1,480	1,480	1,544
575.71.91.01	GEN FUND ADMIN & ALLOC OF INDIRECT	600,000	600,000	545,000	615,000	307,500	615,000	545,000	618,500	618,500	620,000
575.71.99.01	COMPUTER MAINTENANCE	29,025	29,025	36,980	36,980	18,490	36,980	36,980	36,980	36,980	37,720
575.71.99.02	COMPUTER REPLACEMENT	22,287	22,287	22,702	22,702	11,351	22,702	22,702	22,845	22,845	23,302
575.71.99.03	EQUIPMENT MAINTENANCE	4,500	5,100	6,900	6,900	3,450	6,900	6,900	6,900	9,724	6,900
575.71.99.04	EQUIPMENT REPLACEMENT	21,100	22,350	25,137	25,137	12,569	25,137	25,137	32,397	29,654	32,397
575.71.99.05	INTERFUND INSURANCE	12,186	12,186	16,847	16,847	16,847	16,847	15,565	15,565	15,565	15,876
592.79.83.01	INTEREST-COPIER CAPITAL LEASE	27	27	27	27	-	257	27	251	251	187
	SUB TOTAL	690,016	691,866	654,484	724,484	370,207	725,261	653,202	734,918	734,999	737,926
594.75.64.00	EQUIPMENT	-	-	-	18,000	16,035	16,035	-	-	-	-
594.75.64.01	EQUIPMENT-COMPUTER	-	-	-	-	-	-	-	-	-	-
594.75.60	SUB TOTAL	-	-	-	18,000	16,035	16,035	-	-	-	-
	TRANSFER TO:										
597.71.06	DEPRECIATION/IMPROVEMENT-2002 Bonds	330,510	330,494	327,910	327,910	66,597	327,910	329,595	329,595	329,915	331,510
597.71.08	DEPRECIATION/IMPROVEMENT-2008 Bonds	613,036	83,020	395,036	395,036	135,160	395,036	439,716	439,716	440,036	483,036
597.71.08	DEPRECIATION/IMPROVEMENT-Capital Contr	-	265,000	-	-	-	-	165,000	165,000	165,000	200,000
597.71.00	SUB TOTAL	943,546	678,513	722,946	722,946	201,757	722,946	934,311	934,311	934,951	1,014,546
	MARINA ADMINISTRATION TOTAL	2,220,752	1,949,304	1,926,921	2,014,921	808,099	1,953,487	2,082,326	2,208,918	2,213,550	2,294,052

Transfer Detail:	2008 Actual	2009 Actual	2010 Actual	2011 Est	2012 Budget	2013 Forecast
2002 Bonds Debt Service	\$ 328,253	\$ 332,128	\$ 330,190	\$ 327,590	\$ 329,595	\$ 331,190
Fiscal Agent Fees-2002 Bonds	243	304	304	320	320	320
Fiscal Agent Fees-2008 Bonds	-	301	304	320	320	320
2008 Bonds Debt Service	-	298,716	82,716	394,716	439,716	482,716
Capital Contribution	165,000	265,000	265,000	0	165,000	200,000
Repair & Replacement	-	15,000	-	-	-	-
	\$ 493,496	\$ 911,448	\$ 678,513	\$ 722,946	\$ 934,951	\$ 1,014,546

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **MARINA ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.100.000.575.71.00.00		ADMINISTRATION			
		SALARIES AND WAGES			
575.71.10	Salaries & Wages	Provide for necessary personnel to perform administrative functions, clerical duties, and security operations. 1.00 Harbormaster 1.00 Office Manager <u>0.60</u> Office Assistant <u>2.60</u> FTE's	\$ 204,060	\$ 188,011	\$ 188,011
575.71.11	Overtime	Provides funds to pay overtime in situations such as emergencies, training sessions or special events.	\$ 300	\$ 300	\$ 300
		TOTAL SALARIES AND WAGES	\$ 204,360	\$ 188,311	\$ 188,311
		PERSONNEL BENEFITS			
575.71.20	Personnel Benefits	Provides for personnel benefits for those persons assigned to the administrative division.	\$ 71,111	\$ 65,734	\$ 69,709
575.71.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (963)	\$ (963)	\$ (1,027)
575.71.21.00	Uniforms	Provides uniforms for Administration.	\$ 250	\$ 250	\$ 250
		TOTAL PERSONNEL BENEFITS	\$ 70,398	\$ 65,021	\$ 68,932
		SUPPLIES			
575.71.31	Office & Operating Supplies	Provides for purchase and replacement of consumable office supplies and general operating supplies such as printer, copier, and typing paper, plain envelopes, ribbons, toner, pencils, notebooks, paint, cleaning supplies, and other miscellaneous supplies.	\$ 6,000	\$ 6,000	\$ 6,000
575.71.34.07	Keycards for Resale	Keycards purchased for resale to tenants	\$ 2,500	\$ 2,500	\$ 2,500
575.71.35	Small Tools & Equipment	Provides for the purchase of small office equipment	\$ 1,000	\$ 1,000	\$ 1,000

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **MARINA ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.100.000.575.71.00.00		ADMINISTRATION			
575.71.35.90	Small Equipment >\$1,000 <\$5,000		\$ 3,000	\$ 3,000	\$ 3,000
		TOTAL SUPPLIES	\$ 12,500	\$ 12,500	\$ 12,500
		OTHER SERVICES AND CHARGES			
575.71.41	Professional Services	Provides for architectural, engineering or computer support that cannot be provided by City Staff, and pays for the printing and mailing of the monthly moorage statements. Also pays for a private security company that provides night security services at the Marina.	\$ 42,500	\$ 42,500	\$ 42,500
		Data Bar (prints and sends statements)			\$ 12,000
		Puget Sound Security			\$ 17,500
		Legal fees and misc. services			\$ 13,000
					<u>\$ 42,500</u>
575.71.41.23	State Audit	The Marina's portion of the state audit.	\$ 5,000	\$ 5,000	\$ 5,000
575.71.41.38	Prof Serv/Armored Car Service	Provides for daily pick-up of bank deposits by an armored car service.	\$ 5,211	\$ 5,211	\$ 5,211
575.71.42	Communication	Provides for telephone lines, long distance charges, postage, and certified mail for the Marina.	\$ 9,810	\$ 9,810	\$ 9,810
		Telephone Lines			\$ 6,260
		Long Distance			\$ 150
		Postage/Courier			\$ 3,400
					<u>\$ 9,810</u>

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **MARINA ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.100.000.575.71.00.00		ADMINISTRATION			
575.71.43	Travel	Pays for mileage, lodging and meals for personnel who are required to travel. The staff will attend two meetings of the Pacific Coast Congress of Harbormasters and staff will attend local meetings of the Northwest Marine Trade Association. Also, this fund will pay travel expenses for personnel who have to travel for training sessions.	\$ 3,250	\$ 3,250	\$ 3,250
575.71.44.02	Advertising	The Marina advertises in at least two of the local boaters' directories and in one of the regional boating publications. This includes listings in the telephone directory and advertising special events.	\$ 14,500	\$ 14,500	\$ 14,500
575.71.45.00	Operating Rental		\$ 2,000	\$ 2,000	\$ 2,000
575.71.45.01	Leases	Land and other operational leases.	\$ 35,000	\$ 101,302	\$ 101,302
575.71.45.02	Copier Lease		\$ 400	\$ 400	\$ 400
575.71.48	Repair & Maintenance	Provides for maintenance contracts on office equipment, copier, fax machine and radios.	\$ 1,500	\$ 1,500	\$ 1,500
575.71.49	Miscellaneous	Provides for the costs associated with printing, etc.	\$ 5,000	\$ 5,000	\$ 5,000
575.71.49.05	Bank Card Fees	Bank card fees associated with all charge card transactions, including Marina tenant payments.	\$ 50,000	\$ 50,000	\$ 50,000
575.71.49.22	Dues, Schools & Conferences	Provides for dues for the Pacific Coast Congress of Harbormasters and the Northwest Marine Trade Association. Pays for tuition and other costs associated with training and continuing education for staff.	\$ 3,000	\$ 3,000	\$ 3,000
TOTAL OTHER SERVICES & CHARGES			\$ 177,171	\$ 243,473	\$ 243,473

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **MARINA ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.100.000.575.71.00.00		ADMINISTRATION			
		INTERGOVERNMENTAL SERVICES			
575.71.51.01	SKF&R-Fire Protection Services	Fire protection for the Marina facility.	\$ 4,134	\$ 4,134	\$ 4,134
575.71.53	B & O Taxes-State	Provides for State B & O Taxes.	\$ 10,000	\$ 10,000	\$ 10,000
575.71.54	B & O Taxes-City	Provides for City B & O Taxes.	\$ 2,200	\$ 2,200	\$ 2,200
575.71.54.01	Parking Taxes	Provides for City Parking taxes.	\$ 14,050	\$ 14,050	\$ 14,050
		TOTAL INTERGOVERNMENTAL SERVICES	\$ 30,384	\$ 30,384	\$ 30,384
		DEBT SERVICE & INTERFUND SERVICES			
575.71.75	Principal-Copier Capital Lease		\$ 891	\$ 1,480	\$ 1,480
575.71.91.01	Gen Fund Admin & Alloc Of Indirect Exp		\$ 545,000	\$ 618,500	\$ 618,500
575.71.99.01	Computer Maintenance		\$ 36,980	\$ 36,980	\$ 36,980
575.71.99.02	Computer Replacement		\$ 22,702	\$ 22,845	\$ 22,845
575.71.99.03	Equipment Maintenance		\$ 6,900	\$ 6,900	\$ 9,724
575.71.99.04	Equipment Replacement		\$ 25,137	\$ 32,397	\$ 29,654
575.71.99.05	Interfund Insurance		\$ 15,565	\$ 15,565	\$ 15,565
592.79.83.01	Interest-Copier Capital Lease		\$ 27	\$ 251	\$ 251
		TOTAL DEBT SERVICE & INTERFUND SERVICES	\$ 653,202	\$ 734,918	\$ 734,999

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
 DEPARTMENT: **MARINA ADMINISTRATION**

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
401.100.000.575.71.00.00	ADMINISTRATION			
	CAPITAL OUTLAY			
594.75.64.00	Equipment	\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
	OPERATING TRANSFER			
597.71.06	Depreciation/ Improvement-2002 Bonds	\$ 329,595	\$ 329,595	\$ 329,915
597.71.08	Depreciation/ Improvement-2008 Bonds	\$ 439,716	\$ 439,716	\$ 440,036
597.71.08	Depreciation/ Improvement-Capital Contribution	\$ 165,000	\$ 165,000	\$ 165,000
	TOTAL OPERATING TRANSFER	\$ 934,311	\$ 934,311	\$ 934,951
	TOTAL ADMINISTRATIVE DIVISION	\$ 2,082,326	\$ 2,208,918	\$ 2,213,550

CITY OF DES MOINES

2012 BUDGET REQUEST

MARINA SERVICE DIVISION

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 YE EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
401.200.000 MARINA SERVICE DIVISION										
575.72.10 SALARIES	225,948	241,241	260,599	260,599	115,896	231,134	236,796	262,205	262,205	267,449
575.72.10.90 FURLOUGH	-	0	0	-	0	0				0
575.72.11 OVERTIME	7,500	6,321	7,500	7,500	2,024	6,500	7,500	7,500	7,500	7,500
575.72.12 SALARIES: SEASONAL	56,038	39,113	56,380	56,380	14,066	47,476	56,380	47,020	47,020	47,960
575.72.19.00 COMP ABSENCE ACCRUAL (GASB 16)	-	-	-	-	-	-	-	-	-	-
575.72.19.01 LT COMP ABSENCE ACCRUAL-GASB16	-	-	-	-	-	-	-	-	-	-
575.72.10 SUB TOTAL	289,486	286,675	324,479	324,479	131,985	285,110	300,676	316,725	316,725	322,910
575.72.20 BENEFITS	97,633	104,265	110,526	110,526	57,360	112,478	102,985	111,312	119,121	121,503
575.72.20.90 EMPLOYEE MED. CONTRIBUTION	(2,560)	(2,840)	(2,674)	(2,674)	(1,281)	(2,668)	(2,587)	(2,587)	(2,760)	(2,815)
575.72.21 UNIFORMS	1,500	2,033	1,500	1,500	548	1,653	1,500	1,500	1,500	1,530
575.72.22 BENEFITS - SEASONAL	8,067	5,128	7,362	7,362	2,125	6,647	8,551	7,591	7,591	7,743
575.72.20 SUB TOTAL	104,640	108,586	116,714	116,714	58,752	118,110	110,449	117,816	125,452	127,961
575.72.31 SUPPLIES	20,000	26,765	20,000	20,000	20,886	20,000	20,000	25,000	25,000	25,000
575.72.34.00 UNLEADED FUEL FOR RESALE	462,500	406,391	342,542	342,542	123,517	519,354	342,542	519,354	519,354	529,741
575.72.34.01 DIESEL FUEL FOR RESALE	380,000	413,242	361,501	482,701	211,052	588,442	0	-	-	-
575.72.34.02 UNLEADED FUEL FOR RESALE							361,501	588,642	588,642	600,415
575.72.34.03 BAIT & ICE FOR RESALE	2,500	2,784	2,500	2,500	1,295	2,500	2,500	2,500	2,500	2,500
575.72.34.04 PROPANE & FUEL PROD FOR RESALE	2,500	2,665	2,500	2,500	1,525	2,500	2,500	2,500	2,500	2,500
575.72.34.05 ITEMS PURCHASED FOR RESALE	3,000	478	3,000	3,000	272	3,000	3,000	3,000	3,000	3,000
575.72.35 SMALL TOOLS & EQUIPMENT	1,000	3,800	1,000	1,000	529	1,000	1,000	1,000	1,000	1,000
575.72.35.90 SMALL EQP >\$1,000 <\$5,000	2,000	6,000	2,000	2,000	-	2,000	2,000	2,000	2,000	2,000
575.72.30 SUB TOTAL	873,500	862,124	735,043	856,243	359,075	1,138,796	735,043	1,143,996	1,143,996	1,166,156
575.72.41 PROFESSIONAL SERVICES	2,500	17,031	2,500	2,500	2,756	2,756	2,500	2,500	2,500	2,500
575.72.42 COMMUNICATIONS	-	-	-	-	180	-				
575.72.45 OPERATING RENTAL & LEASES	-	87	-	-	-	-				
575.72.46 INSURANCE	1,125	1,382	1,125	1,125	-	1,125	1,125	1,125	1,125	1,125
575.72.48 REPAIRS & MAINTENANCE-FUEL DOCK	7,500	5,733	7,500	7,500	1,757	7,500				
575.72.48.01 REPAIRS & MAINTENANCE-HOISTS	1,500	3,118	1,500	1,500	548	1,500				
575.72.48.14 REPAIRS & MAINTENANCE-FUEL DOCK							7,500	7,500	7,500	7,500
575.72.48.19 REPAIRS & MAINTENANCE-HOISTS							1,500	1,500	1,500	1,500
575.72.49 MISCELLANEOUS	3,000	117	3,000	3,000	156	1,500	3,000	3,000	2,925	2,925
575.72.49.01 LAUNDRY	-	250	-	-	-	-				
575.72.49.03 DUES, SCHOOLS & CONFERENCES	-	-	-	-	325	325				
575.72.49.06 SPECIAL EVENTS	25,000	5,743	25,000	25,000	2,996	5,000	25,000	25,000	25,000	25,000
575.72.49.22 DUES, SCHOOLS & CONFERENCES	-	-	-	-					75	75
575.72.40 SUB TOTAL	40,625	33,462	40,625	40,625	8,717	19,706	40,625	40,625	40,625	40,625
575.72.99.05 INTERFUND INSURANCE	34,745	34,745	28,654	28,654	28,654	28,654	26,479	26,479	26,479	27,009
575.72.90 SUB TOTAL	34,745	34,745	28,654	28,654	28,654	28,654	26,479	26,479	26,479	27,009

CITY OF DES MOINES

2012 BUDGET REQUEST

MARINA SERVICE DIVISION

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 YE EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
401.200.000 MARINA SERVICE DIVISION										
594.75.64 EQUIPMENT		-	-		-	-	-	-	-	-
SUB TOTAL	-	-	-	-	-	-	-	-	-	-
MARINA SERVICE DIVISION TOTAL	1,342,996	1,325,591	1,245,515	1,366,715	587,183	1,590,376	1,213,272	1,645,642	1,653,277	1,684,660

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **SERVICE DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.200.000.575.72.00.00	SERVICE DIVISION				
	SALARIES AND WAGES				
575.72.10	Salaries and Wages	Provides salaries for personnel who perform service functions and related support activities. 1.00 Service Manager 0.40 Event Specialist 3.00 Harbor Attendants 0.30 Landscaping Specialist <u>4.70 FTE's</u>	\$ 236,796	\$ 262,205	\$ 262,205
575.72.11	Overtime	Provides funds for paying staff for overtime. Situations that might require using overtime in the service areas are emergencies or special events.	\$ 7,500	\$ 7,500	\$ 7,500
575.72.12	Salaries: Seasonal	Seasonal part-time employees = 4,422.08 3,798 hours 2.126 FTE's 1.826	\$ 56,380	\$ 47,020	\$ 47,020
	TOTAL SALARIES AND WAGES		\$ 300,676	\$ 316,725	\$ 316,725
	PERSONNEL BENEFITS				
575.72.20	Personnel Benefits	Provides for personnel benefits for those persons assigned to the service division.	\$ 102,985	\$ 111,312	\$ 119,121
575.72.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (2,587)	\$ (2,587)	\$ (2,760)
575.72.21	Uniforms		\$ 1,500	\$ 1,500	\$ 1,500
575.72.22	Benefits-Seasonal	Provides for benefits for seasonal employees.	\$ 8,551	\$ 7,591	\$ 7,591
	TOTAL PERSONNEL BENEFITS		\$ 110,449	\$ 117,816	\$ 125,452

BUDGET NARRATIVE

2012

FUND: **MARINA REVENUE FUND 401**

DEPARTMENT: **SERVICE DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.200.000.575.72.00.00		SERVICE DIVISION			
		SUPPLIES			
575.72.31	Office & Operating Supplies	Provides for purchase and replacement of consumable office supplies and general operating supplies such as cash register tape, cleaning supplies, and printer paper, ribbons, pencils, general cleaning supplies, etc. It also provides for supplies for the receipt accounting system, moorage envelopes, and signs.	\$ 20,000	\$ 25,000	\$ 25,000
575.72.34.02	Fuel for Resale	Provides unleaded gasoline and diesel fuel for resale for use on vessels.	\$ 704,043	\$ 1,107,996	\$ 1,107,996
575.72.34.03	Bait & Ice for Resale	Provides for the resale of bait and ice.	\$ 2,500	\$ 2,500	\$ 2,500
575.72.34.04	Propane & Fuel Prod for Resale	Provides for propane and other oils and lubricants for resale.	\$ 2,500	\$ 2,500	\$ 2,500
575.72.34.05	Items Purchased for Resale		\$ 3,000	\$ 3,000	\$ 3,000
575.72.35	Small Tools & Equipment	Provides for the purchase of small tools or equipment needed to accomplish service tasks.	\$ 1,000	\$ 1,000	\$ 1,000
575.72.35.90	Small Equipment >\$1,000 <\$5,000	Provides for the purchase of small equipment worth more than \$1,000 but less than \$5,000	\$ 2,000	\$ 2,000	\$ 2,000
		TOTAL SUPPLIES	\$ 735,043	\$ 1,143,996	\$ 1,143,996

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **SERVICE DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.200.000.575.72.00.00		SERVICE DIVISION			
		OTHER SERVICES AND CHARGES			
575.72.41	Professional Services	Provides for environmental services, including hazmat disposal services.	\$ 2,500	\$ 2,500	\$ 2,500
575.72.46	Insurance		\$ 1,125	\$ 1,125	\$ 1,125
575.72.48.14	Repairs & Maintenance-Fuel Dock	Pays for annual inspection and maintenance service for fuel tanks, fuel lines and fuel pumps.	\$ 7,500	\$ 7,500	\$ 7,500
575.72.48.19	Repairs & Maintenance - Hoists	Pays for annual inspection and maintenance service for hoists.	\$ 1,500	\$ 1,500	\$ 1,500
575.72.49	Miscellaneous	Provides for miscellaneous consumable supplies.	\$ 3,000	\$ 3,000	\$ 2,925
575.72.49.06	Special Events	Provides for expenses associated with events such as Fireworks Over Des Moines, Marina boat and car shows, etc.	\$ 25,000	\$ 25,000	\$ 25,000
575.72.49.22	Dues, Schools, & Conferences	Provides for membership dues & training registration fees.	\$ -	\$ -	\$ 75
		TOTAL OTHER SERVICES & CHARGES	\$ 40,625	\$ 40,625	\$ 40,625
		INTERFUND SERVICES			
575.72.99.05	Interfund Insurance		\$ 26,479	\$ 26,479	\$ 26,479
		TOTAL INTERFUND SERVICES	\$ 26,479	\$ 26,479	\$ 26,479
		EQUIPMENT			
594.75.64	Equipment		\$ -	\$ -	\$ -
		TOTAL SERVICE DIVISION	\$ 1,213,272	\$ 1,645,642	\$ 1,653,277

CITY OF DES MOINES

2012 BUDGET REQUEST

MARINA MAINTENANCE DIVISION

MARINA MAINTENANCE DIVISION		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
401.300.000											
575.73.10	SALARIES	119,084	116,935	119,084	119,084	60,097	119,239	122,876	122,876	122,876	125,334
575.73.11	OVERTIME	5,000	6,449	5,000	5,000	2,285	5,000	5,000	5,000	5,000	5,100
575.73.19.00	COMP ABSENCE ACCRUAL (GASB 16)		337	-		-					-
575.73.10	SUB TOTAL	124,084	123,721	124,084	124,084	62,382	124,239	127,876	127,876	127,876	130,434
575.73.20	BENEFITS	60,833	61,946	60,833	60,833	33,429	63,883	56,963	58,165	61,588	62,820
575.73.20.90	EMPLOYEE MED. CONTRIBUTION	(2,320)	(1,533)	(2,320)	(2,320)	(1,034)	(1,711)	(1,354)	(1,354)	(1,444)	(1,473)
575.73.21	UNIFORMS	500	-	500	500	-	500	500	500	500	510
575.73.20	SUB TOTAL	59,013	60,413	59,013	59,013	32,395	62,672	56,109	57,311	60,644	61,857
575.73.31	OPERATING SUPPLIES	25,000	41,672	25,000	25,000	16,280	30,420	25,000	25,000	25,000	25,500
575.73.32	FUEL PURCHASED FROM MARINA	-	2,072	1,500	1,500	1,705	1,800				
575.73.32.01	UNLEADED FUEL (ISF)	5,754	3,006	3,254	8,254	2,255	4,260	4,033	4,335	4,335	4,422
575.73.32.02	DIESEL FUEL (ISF)	94	165	94	94	-	218	94	218	218	222
575.73.32.05	FUEL PURCHASED FROM MARINA							1,500	2,000	2,000	2,040
575.73.33	ELECTRICITY	80,000	72,913	80,000	80,000	49,011	106,886	80,000	80,000	80,000	81,600
575.73.35	SMALL TOOLS & EQUIPMENT	3,000	1,341	3,000	3,000	1,288	2,500	3,000	3,000	3,000	3,060
575.73.35.90	SMALL EQP >\$1,000 <\$5,000	3,500	2,150	3,500	3,500	-	3,500	3,500	3,500	3,500	3,500
575.73.30	SUB TOTAL	117,348	123,319	116,348	121,348	70,538	149,584	117,127	118,053	118,053	120,344
575.73.41	PROFESSIONAL SERVICES	6,000	11,376	6,000	6,000	1,734	6,000	6,000	6,000	6,000	6,120
575.73.44	ADVERTISING		386	-		-	-	-	-	-	-
575.73.45	OPERATING RENTALS & LEASES	4,000	1,818	4,000	4,000	668	4,000	4,000	4,000	4,000	4,080
575.73.47	UTILITIES	86,270	74,924	86,270	86,270	44,741	86,270	86,270	86,270	86,270	87,995
575.73.48	REPAIRS & MAINTENANCE	15,000	15,425	15,000	15,000	506	15,000	15,000	15,000	15,000	15,300
575.73.49	MISCELLANEOUS	1,500	-	1,500	1,500	437	1,500	1,500	1,500	1,500	1,530
575.73.49.01	LAUNDRY	-	250	-	-	-	250	-	-	-	-
575.73.49.03	MISC. - DUES, SCHOOLS & CONF.		-	-		325	325				-
575.73.40	SUB TOTAL	112,770	104,178	112,770	112,770	48,410	113,345	112,770	112,770	112,770	115,025
575.73.99.05	INTERFUND INSURANCE	8,163	6,489	8,163	8,163	8,163	8,163	7,542	7,542	7,542	7,693
575.73.90	SUB TOTAL	8,163	6,489	8,163	8,163	8,163	8,163	7,542	7,542	7,542	7,693

CITY OF DES MOINES

2012 BUDGET REQUEST

MARINA MAINTENANCE DIVISION

MARINA MAINTENANCE DIVISION	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
401.300.000										
594.75.63 OTHER IMPROVEMENTS		-		15,000	-	-				
594.75.64 EQUIPMENT	-	-	-	-	-	-	-	-	-	-
594.75.60 SUB TOTAL	-	-	-	15,000	-	-	-	-	-	-
MARINA MAINTENANCE TOTAL	421,378	418,120	420,378	440,378	221,888	458,003	421,424	423,552	426,885	435,353
MARINA SERVICE TOTAL	1,342,996	1,325,591	1,245,515	1,366,715	587,183	1,590,376	1,213,272	1,645,642	1,653,277	1,684,660
MARINA ADMINISTRATION TOTAL	2,220,752	1,949,304	1,926,921	2,014,921	808,099	1,953,487	2,082,326	2,208,918	2,213,550	2,294,052
TOTAL MARINA REVENUE FUND EXPENDITURES	3,985,126	3,693,015	3,592,814	3,822,014	1,617,170	4,001,866	3,717,022	4,278,112	4,293,712	4,414,065
401.350.000										
508.80.00 ENDING FUND BALANCE	1,462,628	1,481,302	1,614,010	1,311,246		1,461,755	1,589,880	1,284,073	1,268,473	1,179,606
TOTAL MARINA REVENUE FUND	5,447,754	5,174,317	5,206,824	5,133,260	1,617,170	5,463,621	5,306,902	5,562,185	5,562,185	5,593,671

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **MAINTENANCE DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.300.000.575.73.00.00		MAINTENANCE			
		SALARIES AND WAGES			
575.73.10	Salaries and Wages	Provides salaries for personnel who perform maintenance functions and related support activities. 1.00 Marina Maintenance Manager 1.00 Harbor Attendant <u>2.00 FTE's</u>	\$ 122,876	\$ 122,876	\$ 122,876
575.73.11	Overtime	Provides for paying staff overtime. Situations that might require the use of overtime are emergencies and special events.	\$ 5,000	\$ 5,000	\$ 5,000
		TOTAL SALARIES AND WAGES	\$ 127,876	\$ 127,876	\$ 127,876
		PERSONNEL BENEFITS			
575.73.20	Personnel Benefits	Provides for personnel benefits for those persons assigned to the maintenance division.	\$ 56,963	\$ 58,165	\$ 61,588
575.73.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (1,354)	\$ (1,354)	\$ (1,444)
575.73.21	Uniforms		\$ 500	\$ 500	\$ 500
		TOTAL PERSONNEL BENEFITS	\$ 56,109	\$ 57,311	\$ 60,644

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **MAINTENANCE DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.300.000.575.73.00.00		MAINTENANCE SUPPLIES			
575.73.31	Operating Supplies	Provides for purchase and replacement of consumable operating supplies such as paint, lumber, hardware, and other miscellaneous operating supplies as needed by the maintenance division to properly carry out their mission. Provides for increased plank replacement, purchase of piping, conduit, and other materials necessary to maintain the Marina in an excellent condition. This work includes painting trusses, landscaping and groundskeeping.	\$ 25,000	\$ 25,000	\$ 25,000
575.73.32.01	Fuel-Unleaded	Provides fuel for Marina trucks and the two utility vehicles. This fuel is purchased from the City's internal fuel system.	\$ 4,033	\$ 4,335	\$ 4,335
575.73.32.02	Fuel-Diesel	Provides for diesel fuel purchased from the City for Marina vehicles.	\$ 94	\$ 218	\$ 218
575.73.32.05	Fuel Purchased from the Marina	Unleaded fuel purchased from the Marina for Marina use.	\$ 1,500	\$ 2,000	\$ 2,000
575.73.33	Electricity	Provides for electrical service to our moorage holders.	\$ 80,000	\$ 80,000	\$ 80,000
575.73.35	Small tools & Equipment	This provides for small tools and consumable shop equipment such as saw blades and drill bits, and small hand tools.	\$ 3,000	\$ 3,000	\$ 3,000
575.73.35.90	Small Equipment >\$1,000 <\$5,000		\$ 3,500	\$ 3,500	\$ 3,500
		TOTAL SUPPLIES	\$ 117,127	\$ 118,053	\$ 118,053

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **MAINTENANCE DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.300.000.575.73.00.00		MAINTENANCE			
		OTHER SERVICES & CHARGES			
575.73.41	Professional Services	Provides for contract services and for professional consultations on maintenance problems involving Marina structures or systems (i.e.electrical & plumbing).	\$ 6,000	\$ 6,000	\$ 6,000
575.73.45	Operating Rental and Leases	Provide for rental of high cost-low usage equipment, as needed at the Marina, necessary to perform certain tasks at the Marina. Equipment needed are lawn thatching machine, specialized saws, field welders, cranes, etc.	\$ 4,000	\$ 4,000	\$ 4,000
575.73.47	Utilities	Marina utilities charges. This includes water, garbage, and sewer. Also includes Utilities for Redondo Ramp & Pier.	\$ 86,270	\$ 86,270	\$ 86,270
		ELECTRIC	\$ 5,270		
		WATER	\$ 16,500		
		SEWER	\$ 11,000		
		SWM	\$ 20,500		
		GARBAGE	\$ 31,500		
		CABLE	\$ 1,500		
			<u>\$ 86,270</u>		
575.73.48	Repair and Maintenance	Provide for repairs to the carts, Harbor 1, Dry Shed hoists, plumbing/electrical repairs, and other contractual services associated with the maintenance and operation of the marina that are beyond the capabilities of the maintenance personnel. This includes annual inspection and servicing of the fire extinguishers, and testing back pressure valves on the water system throughout the Marina.	\$ 15,000	\$ 15,000	\$ 15,000
575.73.49	Miscellaneous	Provides for miscellaneous consumable supplies.	\$ 1,500	\$ 1,500	\$ 1,500
		TOTAL OTHER SERVICE & CHARGES	\$ 112,770	\$ 112,770	\$ 112,770

BUDGET NARRATIVE 2012

FUND: **MARINA REVENUE FUND 401**
DEPARTMENT: **MAINTENANCE DIVISION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
401.300.000.575.73.00.00		MAINTENANCE			
		INTERFUND SERVICES			
575.73.99.05	Interfund Insurance		\$ 7,542	\$ 7,542	\$ 7,542
		TOTAL INTERFUND SERVICES	\$ 7,542	\$ 7,542	\$ 7,542
		CAPITAL OUTLAY			
594.75.64	Equipment		\$ -	\$ -	\$ -
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
		TOTAL MAINTENANCE DIVISION	\$ 421,424	\$ 423,552	\$ 426,885

BUDGET NARRATIVE 2012

FUND: **MARINA REPAIR AND REPLACEMENT**
DEPARTMENT: **MARINA FUND 403**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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403.000.015.594.00.00.00	MARINA REPAIR AND REPLACEMENT FUND	\$341,268	\$341,268	\$341,268
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This fund was created in 1970 by Ordinance 265 to provide a sinking fund to establish a maximum \$300,000 reserve for extraordinary repairs and maintenance. The requirement for a reserve fund was eliminated in 2002 under Ordinance 1312 with the issuance of advance refunding bonds to retire the 1968 revenue bonds authorized by Ordinance 265. The requirement for a repair and replacement reserve was re-established with Ordinance 1312.

Ordinance 1312 required reserves for repair and replacement in the maximum aggregate of \$1 million with maximum annual deposits of \$100,000 or such portion that becomes available from the operating revenues of the Marina. To facilitate the repair and replacement reserve requirement, the Marina Repair & Replacement Fund continued to be designated as a sinking fund for this purpose.

2011 Beginning Fund Balance	\$	357,428
Expenses	\$	(20,000)
Interest Income	\$	1,967
Insurance Recoveries	\$	-
		-
2012 Beginning Fund Balance	\$	339,395
Expenses	\$	(20,000)
Interest Income	\$	1,873
Insurance Recoveries	\$	-
Transfer from Fund 401	\$	-
		-
2012 Ending Fund Balance	\$	321,268

CITY OF DES MOINES

2012 BUDGET REQUEST

MARINA REPAIR AND REPLACEMENT

403.000.015 MARINA REPAIR AND REPLACEMENT FUND		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
575.73.32.02	DIESEL FUEL/E&F DOCK TRANSFORMER	-	-	-	-	-	-	-	-	-	-
575.74.48	REPAIR & MAINTENANCE	20,000	1,553	0	20,000	10,940	20,000	20,000	20,000	20,000	20,000
575.79.48	TOUCH & GO DOCK REMOVAL/DEC06 STORM	-	-	-	-	-	-	-	-	-	-
575.79.48	OFFICE ROOF REPAIR DEC 06 STORM	-	-	-	-	-	-	-	-	-	-
575.79.48	E & F DOCK TRANSFORMER REPAIR	-	-	-	-	-	-	-	-	-	-
575.79.48.01	N. PARKING LOT RAILING REPAIR	-	-	-	-	-	-	-	-	-	-
594.79.10	PROJ SAL/ROOF REPAIR DEC 06 STORM	-	-	-	-	-	-	-	-	-	-
594.79.20	PROJ BEN/ROOF REPAIR DEC 06 STORM	-	-	-	-	-	-	-	-	-	-
597.00.00	MISCELLANEOUS EXPENDITURES	-	-	-	-	-	-	-	-	-	-
597.79.00.04	TRANSFER OUT-MARINA DEP & IMPROVE	-	-	-	-	-	-	-	-	-	-
TOTAL REPAIR AND REPLACEMENT		20,000	1,553	0	20,000	10,940	20,000	20,000	20,000	20,000	20,000
508.80.00	ENDING FUND BALANCE	350,421	357,428	342,567	342,289	-	339,395	321,268	321,268	321,268	302,968
		370,421	358,981	342,567	362,289	10,940	359,395	341,268	341,268	341,268	322,968

**BUDGET NARRATIVE
2012**

FUND: **MARINA REPAIR AND REPLACEMENT**
DEPARTMENT: **MARINA FUND 403**

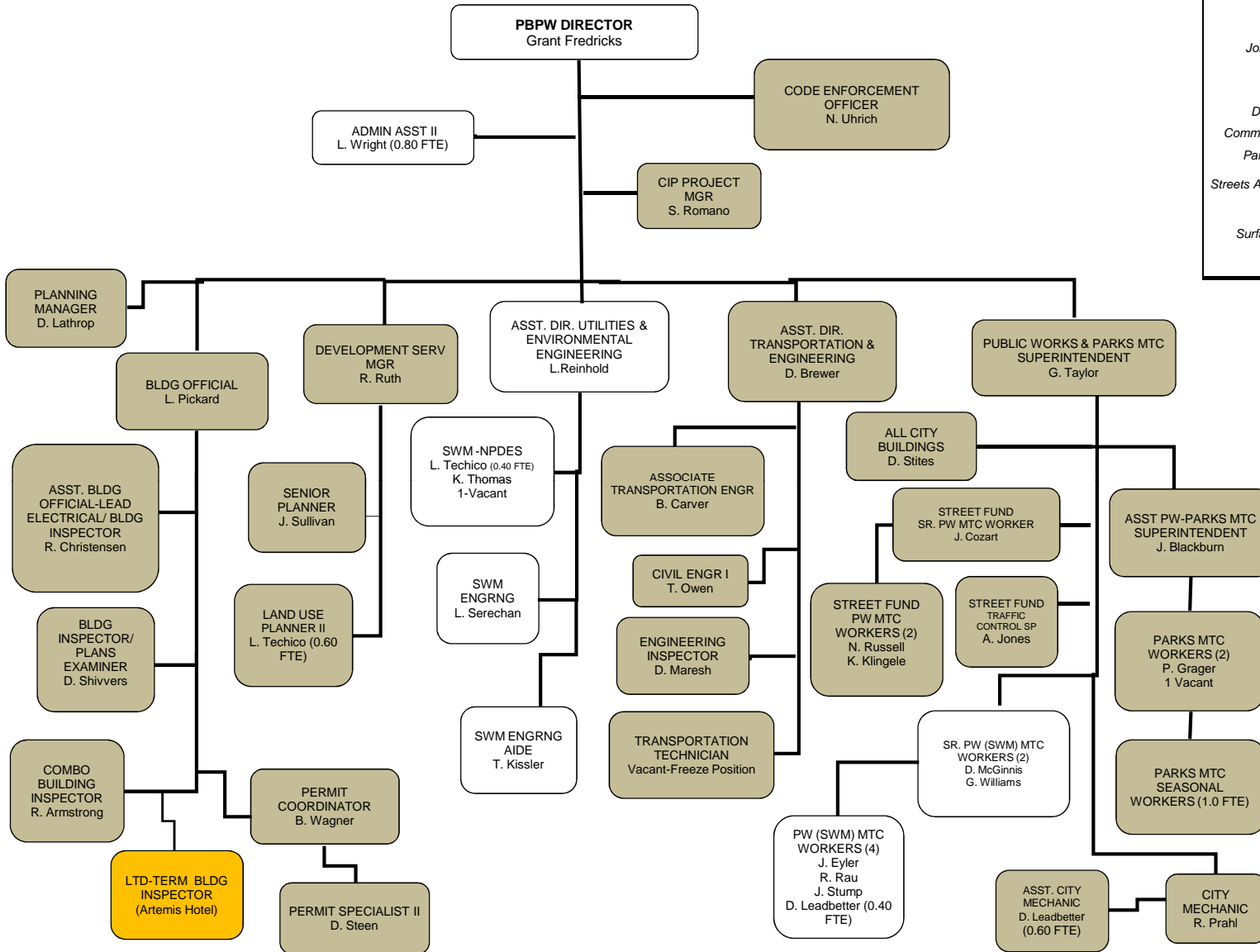
Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
403.000.015.594.00.00.00		MARINA REPAIR AND REPLACEMENT			
575.74.48	Repair & Maintenance		\$ 20,000	\$ 20,000	\$ 20,000
	Transfer-out		\$ -	\$ -	\$ -
			\$ 20,000	\$ 20,000	\$ 20,000
508.80.00	Ending Fund Balance		\$ 321,268	\$ 321,268	\$ 321,268
		TOTAL MARINA REPAIR AND REPLACEMENT FUND	\$ 341,268	\$ 341,268	\$ 341,268

**CITY OF DES MOINES
PLANNING, BUILDING, AND PUBLIC WORKS**

Organizational Chart

Department/Divisions

- | |
|---|
| <i>Administration</i> |
| <i>All City Buildings</i> |
| <i>Engineering</i> |
| <i>Joint Minor Home Repair</i> |
| <i>Building Division</i> |
| <i>Plan Development</i> |
| <i>Development Services</i> |
| <i>Community Development Grants</i> |
| <i>Park Operations Services</i> |
| <i>Streets Administration & Maintenance</i> |
| <i>Transportation CIP</i> |
| <i>Surface Water Management</i> |
| <i>Operations & CIP</i> |
| <i>Equipment Rental</i> |



BUDGET NARRATIVE 2012

FUND: **450 - SURFACE WATER MANAGEMENT**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Surface Water Management Maintenance funds are accrued through the billing of private property tax statements administered by King County. The County, as collection agency, distributes Surface Water Management fees to the City on a monthly basis. This fund is designated for maintenance of existing natural and man-made drainage features within the City of Des Moines.

	Projection 2011		Budget 2012		Forecast 2013
BEGINNING FUND BALANCE **	\$ 1,199,891	\$	1,189,907	\$	885,295
REVENUE					
Storm Drainage Fees	\$ 2,143,118	\$	2,276,235	\$	2,340,232
Partial Year Storm Drainage Fees	\$ 2,000	\$	5,000	\$	5,000
Utility Tax on Storm Drainage Fees	128,587		136,574		140,414
SWM - Engineering Plan Review Fees	58,349		47,388		60,000
Interest Income	3,500		3,500		3,500
Other Misc Charges	5,000		10,000		10,000
NPDES Grant	147,425		-		-
Salary CIP Reimbursement	30,000		30,000		30,000
REVENUE	\$ 2,517,979	\$	2,508,697	\$	2,589,146
OPERATING EXPENSES					
SWM Engineering	\$ (699,436)	\$	(804,091)	\$	(828,796)
SWM Maintenance	(825,877)		(978,352)		(990,655)
SWM NPDES	(359,715)		(347,317)		(344,952)
Total Operating Expenses	\$ (1,885,028)	\$	(2,129,760)	\$	(2,164,403)
TRANSFER-OUT TO FUND 451 (Annual Cash Available for capital projects and debt service)	\$ (642,935)	\$	(682,871)	\$	(702,069)
TRANSFER-OUT TO FUND 220 (for Energy Savings Prog)	-	\$	(678)	\$	(678)
ENDING FUND BALANCE	\$ 1,189,907	\$	885,295	\$	607,290

* Hook-up Fees are receipted under SWM - Capital.

** Beginning Fund Balance to be maintained at a minimum of 33% (4 months) of Operating Expenses plus 7% to ensure positive balance before April collection of Storm Drainage fees.

CITY OF DES MOINES
SURFACE WATER MANAGEMENT REVENUE REQUIREMENTS

Revenue Requirements	2010 Actual	2011 Estimate	2012 Forecast	2013 Forecast	2014 Forecast	2015 Forecast
Rate Revenues	\$ 2,250,674	\$ 2,208,807	\$ 2,264,911	\$ 2,328,589	\$ 2,394,057	\$ 2,461,366
Billing Correction		\$ (65,689)				
Growth Factor (0.5% 2011-2014)			11,325	11,643	11,970	12,307
Total Rate Revenues	\$ 2,250,674	\$ 2,143,118	\$ 2,276,236	\$ 2,340,232	\$ 2,406,027	\$ 2,473,673

Monthly Rate (Residential Billing Unit)

Water Quantity	\$9.12	\$9.13	\$9.36	\$9.58	\$9.80	\$10.02
Water Quality	<u>2.43</u>	<u>2.43</u>	<u>2.49</u>	<u>2.55</u>	<u>2.61</u>	<u>2.67</u>
Total	\$11.55	\$11.56	\$11.85	\$12.13	\$12.41	\$12.69

Rate Increase

ENR Cost Index - March	1.10%	-0.80%	1.00%	3.00%	3.00%	3.00%
Sea Consumer Price Index - June	-0.40%	-0.50%	3.20%	2.00%	2.00%	2.00%
ENR Cost Index @ 30%	0.33%	-0.24%	0.30%	0.90%	0.90%	0.90%
Sea Consumer Price Index @ 70%	<u>-0.28%</u>	<u>-0.35%</u>	<u>2.24%</u>	<u>1.40%</u>	<u>1.40%</u>	<u>1.40%</u>
Base Rate Increase	0.05%	-0.59%	2.54%	2.30%	2.30%	2.30%
Phase-in	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CPI correction/adjustments	<u>0.00%</u>	<u>0.59%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>
Total Rate Increase	0.05%	0.00%	2.54%	2.30%	2.30%	2.30%

Capital Contributions - Target

	\$ 675,202	\$ 642,935	\$ 682,871	\$ 702,070	\$ 721,808	\$ 742,102
CIP Allocation from Rate Revenues	675,202	642,935	682,871	702,070	721,808	742,102
Utilize From Excess Operation Fund Balance	-	-	-	-	-	-
Total Capital Transfer	\$ 675,202	\$ 642,935	\$ 682,871	\$ 702,070	\$ 721,808	\$ 742,102

Capital Contribution (% of Rate Revenue)	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%
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The City Council on September 25, 2008 gave direction with adoption of Ordinance No. 1437 to adjust the current rate of \$9.83 to \$11.55 (per equivalent billing unit) for 2009 and include inflation rates thereafter. This approach in increasing rates would meet the "Moderate Level of Servicing" funding described in the rate study. The capital transfer would be maintained at 30% of total rate revenues beginning in 2009, yet allowing for the SWM Operation's beginning fund balance to build up to a 4-month plus 7% reserve (to ensure positive cash flow before the drainage fees are collected in April).

CITY OF DES MOINES

2012 BUDGET REQUEST

SURFACE WATER MANAGEMENT
ENGINEERING

SURFACE WATER MANAGEMENT ENGINEERING		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 Estimate
450,100,000											
538.31.10	SALARIES & WAGES	191,895	186,616	198,049	198,049	95,494	191,328	204,431	204,431	201,433	205,462
538.31.11	OVERTIME	2,000	-	2,000	2,000	-	1,000	2,000	2,000	2,000	2,000
538.31.19.00	COMP ABSENCE ACCRUAL (GASB 16)		(129)	-		-	-				
538.31.10	SUB TOTAL	193,895	186,488	200,049	200,049	95,494	192,328	206,431	206,431	203,433	207,462
538.31.20	PERSONNEL BENEFITS	78,879	78,099	78,648	78,648	41,678	81,854	92,631	83,074	89,101	90,883
538.31.20.90	EMPLOYEE MED. CONTRIBUTION	(2,454)	(3,158)	(2,292)	(2,292)	(1,748)	(3,188)	(2,304)	(2,304)	(2,458)	(2,507)
538.31.20	SUB TOTAL	76,425	75,405	76,356	76,356	40,179	78,666	90,327	80,770	86,643	88,376
538.31.31	OFFICE/OPERATING SUPPLIES	2,500	2,299	2,500	2,500	790	2,000	2,500	2,500	2,500	2,500
538.31.32.01	UNLEADED FUEL (ISF)	1,247	2,114	1,905	1,905	1,152	2,320	2,666	2,369	2,369	2,369
538.31.35	SM TOOLS & EQUIPMENT	1,500	662	1,500	1,500	-	1,500	1,500	1,500	1,500	1,500
538.31.35.90	SM TOOLS & EQUIPMENT >\$1,000<\$5,000	3,500	-	3,500	3,500	-	3,500	3,500	3,500	3,500	3,500
538.31.30	SUB TOTAL	8,747	5,075	9,405	9,405	1,943	9,320	10,166	9,869	9,869	9,869
538.31.41	PROFESSIONAL SERVICES	71,500	35,815	103,200	103,200	3,536	55,000	103,200	103,200	103,200	103,200
538.31.41.04	JANITORIAL SERVICES	650	547	650	650	264	528				
538.31.41.32	JANITORIAL SERVICES							650	650	650	650
538.31.42	COMMUNICATIONS	1,450	1,400	1,450	1,450	700	1,415	1,450	1,450	1,450	1,450
538.31.43	TRAVEL	3,000	6	3,000	3,000	10	2,000	3,000	3,000	3,000	3,000
538.31.44	ADVERTISING	250	-	250	250	-	125				
538.31.44.02	ADVERTISING							250	250	250	250
538.31.45.02	COPIER LEASE	230	349	475	475	676	915	475	950	950	950
538.31.47	UTILITIES	1,600	1,556	1,975	1,975	856	1,639	1,975	1,975	1,975	1,975
538.31.48	REPAIRS AND MAINTENANCE	1,000	-	1,000	1,000	-	1,000	1,000	1,000	1,000	1,000
538.31.49	MISCELLANEOUS	2,500	805	2,500	2,500	690	2,000	2,500	2,500	2,500	2,500
538.31.49.02	PRINTING	500	-	500	500	-	500				
538.31.49.03	DUES, SCHOOLS, AND CONF.	5,000	1,505	5,000	5,000	199	2,500				
538.31.49.22	DUES, SCHOOLS, AND CONF.							5,000	5,000	5,000	5,000
538.31.49.25	PRINTING AND BINDING							500	500	500	500
538.31.40	SUB TOTAL	87,680	41,983	120,000	120,000	6,931	67,622	120,000	120,475	120,475	120,475
538.31.53	B & O TAX-STATE	36,500	40,760	38,000	38,000	20,445	40,890	38,000	41,795	41,795	42,631
538.31.54.02	UTILITY TAX	132,534	136,417	127,706	127,706	64,294	128,587	135,585	136,574	136,574	139,305
538.31.99.00	INTERFUND ADMIN CHRGS.-GEN FUND	161,000	161,000	161,000	161,000	82,500	161,000	161,000	185,000	185,000	200,000
538.31.99.01	COMPUTER INTERFUND-MAINTENANCE	10,183	10,183	7,955	7,955	3,977	7,955	7,955	7,955	7,955	8,114
538.31.99.02	COMPUTER INTERFUND REPLACEMENT	2,696	2,696	1,525	1,525	763	1,525	1,525	1,548	1,548	1,579
538.31.99.05	INTERFUND INSURANCE	11,672	11,672	10,037	10,037	10,037	10,037	9,280	9,280	9,280	9,466
538.31.99.06	FACILITY REPAIR/REPLACEMENT	499	499	499	499	250	499	499	499	499	499
538.31.90	SUB TOTAL	355,084	363,227	346,722	346,722	182,265	350,493	353,844	382,651	382,651	401,594

CITY OF DES MOINES

2012 BUDGET REQUEST

SURFACE WATER MANAGEMENT
ENGINEERING

SURFACE WATER MANAGEMENT ENGINEERING		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 Estimate
450,100,000											
592.31.75	PRINCIPAL-COPIER CAPITAL LEASE	555	555	1,060	1,060	-	856	1,060	872	872	910
592.38.83	INTEREST-COPIER CAPITAL LEASE	17	17	45	45	-	151	45	148	148	110
594.38.64	EQUIPMENT	-	-	-	-	-	-	-	-	-	-
594.38.60	SUB TOTAL	572	572	1,105	1,105	0	1,007	1,105	1,020	1,020	1,020
	TOTAL SWM ENGINEERING	722,403	672,750	753,637	753,637	326,813	699,436	781,873	801,216	804,091	828,796

BUDGET NARRATIVE 2012

FUND: SURFACE WATER MANAGEMENT
 DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS
 DIVISION: ENGINEERING

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.100.000.538.31.00.00 SURFACE WATER MANAGEMENT - ENGINEERING					
SALARIES AND WAGES					
538.31.10	Salaries & Wages	This provides salaries & wages for the following staff: 0.10 PBPW Director 0.15 Administrative Assistant II 0.70 Asst. Director - Utilities and Environment 1.00 Engineering Technician I <u>0.50</u> Engineering Aide <u>2.45</u> FTE's (Remaining .25 FTE Asst. Director - Utilities and Environment is budgeted 0.1 FTE in 001.480 PBPW Engineering Services to perform duties related to environmental issues and utilities other than SWM and 0.2 FTE for the NPDES Permit program. The remaining 0.5 Engineering Aide is budgeted in the NPDES Permit program.)	\$ 204,431	\$ 204,431	\$ 201,433
538.31.11	Overtime	Provides for overtime for staff.	2,000	2,000	2,000
TOTAL SALARIES AND WAGES			\$ 206,431	\$ 206,431	\$ 203,433
PERSONNEL BENEFITS					
538.31.20	Personnel Benefits	Provides for benefits for surface water staff.	\$ 92,631	\$ 83,074	\$ 89,101
538.31.20.90	Employee Med. Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	(2,304)	(2,304)	(2,458)
TOTAL PERSONNEL BENEFITS			\$ 90,327	\$ 80,770	\$ 86,643

BUDGET NARRATIVE 2012

FUND: SURFACE WATER MANAGEMENT
 DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS
 DIVISION: ENGINEERING

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.100.000.538.31.00.00 SURFACE WATER MANAGEMENT - ENGINEERING					
SUPPLIES					
538.31.31	Office/Operating Supplies	Cost of office and operating supplies. Also includes office billing supplies, forms, computer paper, etc.	\$ 2,500	\$ 2,500	\$ 2,500
		Office Supplies	\$ 880		
		Plotter Materials	\$ 250		
		Photo Processing	\$ 100		
		Plan copier materials	\$ 660		
		Misc	\$ 610		
		Total	<u>\$ 2,500</u>		
538.31.32	Fuel	Gasoline for two cars.	\$ 2,666	\$ 2,369	\$ 2,369
538.31.35	Small Tools and Equipment	Hand tools, field equipment, safety equipment.	\$ 1,500	\$ 1,500	\$ 1,500
538.31.35.90	Small Tools and Equipment >\$1,000<\$5,000		\$ 3,500	\$ 3,500	\$ 3,500
TOTAL SUPPLIES			<u>\$ 10,166</u>	<u>\$ 9,869</u>	<u>\$ 9,869</u>
OTHER SERVICES AND CHARGES					
538.31.41	Professional Services	This line item includes outside professional services that may be required for site specific engineering, tests or analysis, such as surveying, soils reports and testing. It also pays for billing and collection services provided by King County.	\$ 103,200	\$ 103,200	\$ 103,200
		K.C. Billing Services	\$ 14,700		
		K.C. Collection Services (1%)	\$ 21,500		
		Normandy Creek Basin Study	\$ 30,000		
		Other consultant engrng services	\$ 25,000		
		WRIA 9	\$ 12,000		
			<u>\$ 103,200</u>		

BUDGET NARRATIVE 2012

FUND: **SURFACE WATER MANAGEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **ENGINEERING**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.100.000.538.31.00.00		SURFACE WATER MANAGEMENT - ENGINEERING			
538.31.41.32	Janitorial Services	Provides for janitorial services for 10% of the Public Works-Engineering Building.	\$ 650	\$ 650	\$ 650
538.31.42	Communications	Provides for postage, phone and fax service. Wireless (field laptop) Telephone Lines Long Distance	\$ 1,450	\$ 1,450	\$ 1,450
		\$ 520			
		\$ 855			
		\$ 75			
		<u>\$ 1,450</u>			
538.31.43	Travel	Travel expenses associated with training.	\$ 3,000	\$ 3,000	\$ 3,000
538.31.44.02	Advertising	Expenses for advertising position openings, project bids, and legal publications.	\$ 250	\$ 250	\$ 250
538.31.45.02	Copier Lease	One-half copier, shared with Engineering	\$ 475	\$ 950	\$ 950
538.31.47	Utilities	Provides for 10% of the utilities for the Public Works-Engineering Building:	\$ 1,975	\$ 1,975	\$ 1,975
		ELECTRIC			
		\$ 1,335			
		WATER			
		\$ 120			
		SEWER			
		\$ 130			
		NATURAL GAS			
		\$ 390			
		<u>\$ 1,975</u>			
538.31.48	Repairs And Maintenance	Expenses for repairs and adjustments to SWM engineering office equipment/instruments.	\$ 1,000	\$ 1,000	\$ 1,000
538.31.49	Miscellaneous	Minor expenses not otherwise categorized.	\$ 2,500	\$ 2,500	\$ 2,500

BUDGET NARRATIVE
2012

FUND: **SURFACE WATER MANAGEMENT**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **ENGINEERING**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.100.000.538.31.00.00			SURFACE WATER MANAGEMENT - ENGINEERING		
538.31.49.22	Dues, Schools and Conferences	ASCE Membership \$ 300 WEF Membership \$ 200 Professional Licenses \$ 700 Subscriptions \$ 300 Conferences/Registrations \$ 2,000 Classes/Training* \$ 1,500 Total \$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
		*Includes basic training, GIS classes, safety training for confined spaces, other permit and regulation training.			
538.31.49.25	Printing And Binding	Provides for printing costs of basin plans, project specifications and manuals, large maps, exact scale reductions, color copies, etc.	\$ 500	\$ 500	\$ 500
TOTAL OTHER SERVICES AND CHARGES			\$ 120,000	\$ 120,475	\$ 120,475
INTERGOVERNMENTAL SERVICES					
538.31.53	B & O Taxes-State		\$ 38,000	\$ 41,795	\$ 41,795
538.31.54.02	Utility Tax		\$ 135,585	\$ 136,574	\$ 136,574
TOTAL INTERGOVERNMENTAL SERVICES			\$ 173,585	\$ 178,369	\$ 178,369

**BUDGET NARRATIVE
2012**

FUND: **SURFACE WATER MANAGEMENT**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
DIVISION: **ENGINEERING**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.100.000.538.31.00.00		SURFACE WATER MANAGEMENT - ENGINEERING			
		INTERFUND SERVICES			
538.31.99	Interfund Administrative Charge	Indirect charge for services.	\$ 161,000	\$ 185,000	\$ 185,000
538.31.99.01	Computer Maintenance	Provides for Computer Maintenance.	\$ 7,955	\$ 7,955	\$ 7,955
538.31.99.02	Computer Replacement	Provides for replacement of computer hardware assigned to SWM Engineering.	\$ 1,525	\$ 1,548	\$ 1,548
538.31.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund.	\$ 9,280	\$ 9,280	\$ 9,280
538.31.99.06	Facility Repair and Replacement	Provides for major repairs for City facilities.	\$ 499	\$ 499	\$ 499
		TOTAL INTERFUND SERVICES	\$ 180,259	\$ 204,282	\$ 204,282
		CAPITAL LEASES			
592.31.75	Principal-Copier Capital Lease		\$ 1,060	\$ 872	\$ 872
592.38.83	Interest-Copier Capital Lease		\$ 45	\$ 148	\$ 148
		TOTAL CAPITAL LEASES	\$ 1,105	\$ 1,020	\$ 1,020
		TOTAL SURFACE WATER MGMT - ENGINEERING	\$ 781,873	\$ 801,216	\$ 804,091

CITY OF DES MOINES

2012 BUDGET REQUEST

SURFACE WATER MANAGEMENT
MAINTENANCE

SURFACE WATER MANAGEMENT MAINTENANCE		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
450,200,000	SURFACE WATER MANAGEMENT MAINTENANCE										
538.35.10	SALARIES & WAGES	302,505	304,311	313,769	313,769	153,206	293,506	318,023	356,801	356,801	363,937
538.35.10.01	SALARIES PART-TIME			17,664	17,664			18,233	-	-	
538.35.11	OVERTIME	8,100	9,748	8,100	8,100	2,272	8,100	8,100	8,100	8,100	8,100
538.35.19.00	COMP ABSENCE ACCRUAL (GASB 16)	-	1,175	-		-	-	-	-	-	-
538.35.10	SUB TOTAL	310,605	315,234	339,533	339,533	155,478	301,606	344,356	364,901	364,901	372,037
538.35.20	PERSONNEL BENEFITS	108,115	102,463	111,665	111,665	54,024	86,178	116,518	130,632	140,252	143,057
538.35.20.01	BENEFITS PART-TIME			2,237	2,237			2,626	-	-	
538.35.20.90	EMPLOYEE MED. CONTRIBUTION	(1,793)	(1,238)	(1,587)	(1,587)	(678)	(1,249)	(1,546)	(1,775)	(1,894)	(1,932)
538.35.21	UNIFORMS	2,200	941	1,600	1,600	896	1,000	1,600	1,600	1,600	
538.35.20	SUB TOTAL	108,522	102,166	113,915	113,915	54,243	85,929	119,198	130,457	139,958	141,125
538.35.31.00	OFFICE SUPPLIES	2,000	1,023	2,000	2,000	155	1,000	2,000	2,000	2,000	2,000
538.35.31.01	REPAIR SUPPLIES	40,000	35,111	43,000	43,000	16,296	43,000				
538.35.31.21	REPAIR SUPPLIES							43,000	43,000	43,000	43,000
538.35.32.01	UNLEADED FUEL (ISF)	6,666	8,238	8,662	8,662	3,862	7,727	8,747	7,943	7,943	7,943
538.35.32.02	DIESEL FUEL (ISF)	9,954	14,728	14,295	21,395	11,169	21,187	20,642	21,292	21,292	21,292
538.35.35	SM TOOLS & EQUIPMENT	2,000	1,447	2,000	2,000	16	2,000	2,000	2,000	2,000	2,000
538.35.35.90	SMALL EQP >\$1,000 <\$5,000	4,000	2,278	5,000	5,000	-	5,500	5,000	5,000	5,000	5,000
538.35.30	SUB TOTAL	64,620	62,825	74,957	82,057	31,497	80,414	81,389	81,235	81,235	81,235
538.35.41	PROFESSIONAL SERVICES	58,920	53,436	68,600	68,600	60,291	60,291	68,600	70,940	70,940	70,940
538.35.41.04	JANITORIAL SERVICES	1,850	1,694	1,850	1,850	902	1,850				
538.35.41.32	JANITORIAL SERVICES							1,850	1,850	1,850	1,850
538.35.42	COMMUNICATIONS	500	194	500	500	696	1,450	500	1,510	1,510	1,510
538.35.43	TRAVEL EXPENSES	500	-	500	500	-	500	500	500	500	500
538.35.44	ADVERTISING	500	-	500	500	-	250				
538.35.44.02	ADVERTISING							500	500	500	500
538.35.45	OPERATING RENTALS & LEASES	6,000	2,002	6,000	6,000	946	6,000	6,000	6,000	6,000	6,000
538.35.47	UTILITIES	22,000	21,491	27,530	27,530	12,467	26,767	26,852	31,549	31,549	31,549
538.35.47.12	STREET SWEEPING DISPOSAL	12,000	20,192	12,500	12,500	16,519	12,500	12,500	22,500	22,500	22,500
538.35.48.00	REPAIRS & MTC (Vehicles & Equipment)	25,000	2,068	25,000	25,000	596	17,000	25,000	25,000	25,000	25,000
538.35.48.01	STREET SWEEPING	53,000	45,351	53,000	53,000	22,676	42,112				
538.35.48.02	CONTRACTED DRAINAGE REPAIR	50,000	-	50,000	50,000	2,519	50,000				
538.35.48.03	WEST NILE VIRUS MOSQUITO CONTROL	25,000	414	25,000	25,000	-	1,000				
538.35.48.20	STREET SWEEPING	-	-	-	-	-	-	53,000	53,000	53,000	53,000
538.35.48.22	CONTRACTED DRAINAGE REPAIR							50,000	50,000	50,000	50,000
538.35.48.23	WEST NILE VIRUS MOSQUITO CONTROL							25,000	25,000	25,000	25,000
538.35.49.00	MISCELLANEOUS	3,800	600	3,800	3,800	-	2,000	3,800	3,800	3,800	3,800
538.35.49.01	MISC-LAUNDRY	3,100	2,186	3,100	3,100	1,051	2,700				
538.35.49.03	MISC-DUES, SCHOOLS & CONF	700	4,143	700	700	-	4,493				
538.35.49.20	LAUNDRY							3,100	3,100	3,100	3,100
538.35.49.25	DUES, SCHOOLS, & CONF							700	700	700	700
538.35.40	SUB TOTAL	262,870	153,770	278,580	278,580	118,662	228,913	277,902	295,949	295,949	295,949

CITY OF DES MOINES

2012 BUDGET REQUEST

SURFACE WATER MANAGEMENT
MAINTENANCE

450.200.000 SURFACE WATER MANAGEMENT MAINTENANCE		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 EST
538.35.99.01	COMPUTER MAINTENANCE	-	-	4,520	4,520	377	4,520	4,520	4,520	4,520	4,610
538.35.99.02	COMPUTER REPLACEMENT	-	-	1,094	1,094	547	1,094	1,094	1,111	1,111	1,133
538.35.99.03	EQUIPMENT RENTAL MAINTENANCE	39,000	39,000	42,240	42,240	21,120	42,240	42,240	44,120	32,944	44,120
538.35.99.04	EQUIPMENT RENTAL REPLACEMENT	57,068	57,068	56,950	56,950	28,475	56,950	56,950	27,551	35,262	27,551
538.35.99.05	INTERFUND INSURANCE	24,499	24,499	22,849	22,849	22,849	22,849	21,110	21,110	21,110	21,532
538.35.99.06	FAC REP AND REPLACEMENT	1,362	1,362	1,362	1,362	681	1,362	1,362	1,362	1,362	1,362
538.35.90	SUB TOTAL	121,929	121,929	129,015	129,015	74,049	129,015	127,276	99,774	96,309	100,309
594.35.64	EQUIPMENT	-	28,023	-	-						
594.35.60	SUB TOTAL	-	28,023	-	-	-	-	-	-	-	-
	TOTAL SWM MAINTENANCE	868,546	783,947	936,000	943,100	433,929	825,877	950,121	972,316	978,352	990,655

BUDGET NARRATIVE

2012

FUND: **450 - SURFACE WATER MANAGEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **MAINTENANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.200.000.538.35.00.00					
		SURFACE WATER MANAGEMENT - MAINTENANCE			
		SALARIES AND WAGES			
538.35.10	Salaries & Wages	Provides for salaries and wages for staff. 0.35 PW & Parks Maintenance Superintendent 0.10 Asst. PW & Parks Maintenance Superintendent 2.00 Senior Maintenance Workers 3.00 Maintenance Workers 0.40 Asst. City Mechanic <u>5.85 FTE's</u>	\$ 318,023	\$ 356,801	\$ 356,801
538.35.10.01	Part time Salaries	Provides for 0.6154 FTE seasonal maintenance workers to assist with summer tasks such as pond maintenance, ditch cleaning, etc. EXEC AMEND: Eliminated seasonal mtc workers 1280.032 hours at Range 4A	\$ 18,233	0	0
538.35.11	Overtime	Provides for standby pay and overtime.	\$ 8,100	\$ 8,100	\$ 8,100
		TOTAL SALARIES AND WAGES	\$ 344,356	\$ 364,901	\$ 364,901
		PERSONNEL BENEFITS			
538.35.20	Personnel Benefits	Provides payroll related benefits for salary and overtime for the surface water management maintenance workers.	\$ 116,518	\$ 130,632	\$ 140,252
538.35.20.01	Part time Benefits	Benefits for 2 part-time maintenance workers	\$ 2,626	0	0
538.35.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (1,546)	\$ (1,775)	\$ (1,894)
538.35.21	Uniforms	Provided uniform replacement and annual purchase of steel-toed boots.	\$ 1,600	\$ 1,600	\$ 1,600
		TOTAL PERSONNEL BENEFITS	\$ 119,198	\$ 130,457	\$ 139,958

BUDGET NARRATIVE 2012

FUND: **450 - SURFACE WATER MANAGEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **MAINTENANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.200.000.538.35.00.00		SURFACE WATER MANAGEMENT - MAINTENANCE			
538.35.30		SUPPLIES			
538.35.31	Office Supplies	Cost of office and operating supplies. Also includes billing supplies, forms, computer paper, etc.	\$ 2,000	\$ 2,000	\$ 2,000
538.35.31.21	Repair Supplies	Cost of repair supplies, pipe, couplings, pit run gravel and safety supplies.	\$ 43,000	\$ 43,000	\$ 43,000
538.35.32.01	Unleaded Fuel	Gasoline for pickup, backhoe, dump trucks.	\$ 8,747	\$ 7,943	\$ 7,943
538.35.32.02	Diesel Fuel	Diesel fuel for pickup, backhoe, dump trucks.	\$ 20,642	\$ 21,292	\$ 21,292
538.35.35	Small Tools & Equipment	Provides for small tools and equipment such as tapes, shovels, hand tools, small power saws, etc.	\$ 2,000	\$ 2,000	\$ 2,000
538.35.35.90	Small Equipment >\$1,000 <\$5,000		\$ 5,000	\$ 5,000	\$ 5,000
		TOTAL SUPPLIES	\$ 81,389	\$ 81,235	\$ 81,235
		OTHER SERVICES AND CHARGES			
538.35.41	Professional Services	DM Creek Basin Projects OM Fund DM Creek Basin Projects RR Fund City of Kent/Hwy 99 SWM Facility Maint Miscellaneous Prof Services	\$ 26,550 \$ 33,390 \$ 5,000 \$ 6,000 <u>\$ 70,940</u>	\$ 68,600	\$ 70,940 \$ 70,940
538.35.41.32	Janitorial Services	Provides for janitorial services for Surface Water Management's share of the Public Works Service Center.	\$ 1,850	\$ 1,850	\$ 1,850
538.35.42	Communications		\$ 500	\$ 1,510	\$ 1,510

BUDGET NARRATIVE 2012

FUND: **450 - SURFACE WATER MANAGEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **MAINTENANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.200.000.538.35.00.00		SURFACE WATER MANAGEMENT - MAINTENANCE			
538.35.43	Travel	Travel, mileage, meals and lodging associated with professional training for maintenance personnel.	\$ 500	\$ 500	\$ 500
538.35.44.02	Advertising	Expenses for advertising position openings, project bids and legal publications.	\$ 500	\$ 500	\$ 500
538.35.45	Operating Leases and Rentals	Rental of heavy equipment for stream dredging and catch basin placement, or in the event of a major landslide, equipment that may be needed to support operations.	\$ 6,000	\$ 6,000	\$ 6,000
538.35.47	Utilities	Dump fees for catch basin and ditch cleaning debris and liquids. In the event that Vactor waste was to be contaminated, disposal of this debris could be very costly. Also provides for 22% of the utilities for the Public Works/ Parks Service Center:	\$ 26,852	\$ 31,549	\$ 31,549
		ELECTRIC		\$ 3,072	
		WATER		\$ 1,325	
		SEWER		\$ 100	
		SWM		\$ 9,350	
		DIRT REMOVAL		\$ 13,822	
		VACTOR WASTE		\$ 3,880	
				<u>\$ 31,549</u>	
538.35.47.12	Street Sweeping Disposal		\$ 12,500	\$ 22,500	\$ 22,500
538.35.48	Repair and Maintenance - Vehicles and Equipment	Contingency for outside repair and maintenance of vehicles and equipment that is not part of Equipment Rental budget, e.g., vibrator plate, trash dumps, generator, jackhammer, and other pneumatic tools.	\$ 25,000	\$ 25,000	\$ 25,000

BUDGET NARRATIVE 2012

FUND: **450 - SURFACE WATER MANAGEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **MAINTENANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.200.000.538.35.00.00		SURFACE WATER MANAGEMENT - MAINTENANCE			
538.35.48.20	Repair and Maintenance - Street Sweeping	The City currently contracts for street sweeping. 3.3 miles of downtown streets are swept twice a month. All residential streets are swept once a month from February through October and twice a month from November through January.	\$ 53,000	\$ 53,000	\$ 53,000
538.35.48.22	Repair and Maintenance - Drainage Repair	Outside contracted drainage repair. This account funds large drainage projects that the city crew cannot perform for various reasons (e.g., time or equipment limitations, lack of work crew experience).	\$ 50,000	\$ 50,000	\$ 50,000
538.35.48.23	West Nile Virus Mosquito Control	Outside contracted services for mosquito control in response to the West Nile Virus.	\$ 25,000	\$ 25,000	\$ 25,000
538.35.49	Miscellaneous	Provides for miscellaneous items not budgeted elsewhere.	\$ 3,800	\$ 3,800	\$ 3,800
538.35.49.20	Laundry	Provides for laundry of uniforms of SWM maintenance.	\$ 3,100	\$ 3,100	\$ 3,100
538.35.49.22	Dues, Schools, and Conferences	Training, tuition and professional memberships.	\$ 700	\$ 700	\$ 700
TOTAL OTHER SERVICES AND CHARGES			\$ 277,902	\$ 295,949	\$ 295,949

BUDGET NARRATIVE

2012

FUND: **450 - SURFACE WATER MANAGEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **MAINTENANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.200.000.538.35.00.00	SURFACE WATER MANAGEMENT - MAINTENANCE				
	INTERFUND SERVICES				
538.35.99.01	Computer Maintenance	Provides for Computer Maintenance.	\$ 4,520	\$ 4,520	\$ 4,520
538.35.99.02	Computer Replacement	Provides for replacement of computer hardware.	\$ 1,094	\$ 1,111	\$ 1,111
538.35.99.03	Equipment Maintenance	Provides for the repair and maintenance of vehicles at the City garage.	\$ 42,240	\$ 44,120	\$ 32,944
538.35.99.04	Equipment Replacement	Provides for contributions to the eventual replacement of SWM-owned vehicles.	\$ 56,950	\$ 27,551	\$ 35,262
538.35.99.05	Insurance	Provides for proportional share of liability and property insurance.	\$ 21,110	\$ 21,110	\$ 21,110
538.35.99.06	Fac Repair and Replacement	Provides for major repairs for City facilities.	\$ 1,362	\$ 1,362	\$ 1,362
	TOTAL INTERFUND SERVICES		\$ 127,276	\$ 99,774	\$ 96,309
	CAPITAL OUTLAY				
594.35.64	Equipment		\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAY		\$ -	\$ -	\$ -
	TOTAL SURFACE WATER MANAGEMENT-MAINT		\$ 950,121	\$ 972,316	\$ 978,352

CITY OF DES MOINES

2012 BUDGET REQUEST

SURFACE WATER MANAGEMENT
NPDES PERMIT PROGRAM

450.400.000 SURFACE WATER MANAGEMENT NPDES PERMIT PROGRAM		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2010 NEW REQ	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
538.31.10	SALARIES & WAGES	176,275	178,257	182,332	182,332	91,166	182,332	188,240		188,240	187,116	190,858
538.31.11	OVERTIME	-	1,016	900	900	-	900	900		900	900	900
538.31.10 SUB TOTAL		176,275	179,273	183,232	183,232	91,166	183,232	189,140	-	189,140	188,016	191,758
538.31.20	PERSONNEL BENEFITS	80,643	78,023	78,032	78,032	42,951	84,612	85,528		82,884	88,479	90,249
538.31.20.90	EMPLOYEE MED. CONTRIBUTION	(2,449)	(1,887)	(2,198)	(2,198)	(1,045)	(2,311)	(2,532)		(2,253)	(2,393)	(2,441)
538.31.20 SUB TOTAL		78,194	76,137	75,834	75,834	41,906	82,301	82,996	-	80,631	86,086	87,808
538.31.31	OFFICE/OPERATING SUPPLIES	400	92	400	400	-	200	400		400	400	400
538.31.35	SM TOOLS & EQUIPMENT	1,000	786	1,000	1,000	1,282	-	1,000		1,000	1,000	1,000
538.31.35.90	SM TOOLS & EQUIPMENT >\$1,000<\$5,000	5,000	2,760	5,000	5,000	-	5,000	5,000		5,000	5,000	5,000
538.31.30 SUB TOTAL		6,400	3,638	6,400	6,400	1,282	5,200	6,400	-	6,400	6,400	6,400
538.31.41	PROFESSIONAL SERVICES	25,000	554	25,000	25,000	-	4,000	25,000		15,000	15,000	15,000
538.31.43	TRAVEL EXPENSES		56	500	500	-	-	500		500	500	500
538.31.49	MISCELLANEOUS	1,500	106	11,500	11,500	-	725	1,500		5,000	5,000	5,000
538.31.49.03	DUES, SCHOOLS AND CONFERENCE	1,500	74	1,500	1,500	352	1,500					
538.31.49.22	DUES, SCHOOLS AND CONFERENCE							1,500		1,500	1,500	1,500
538.31.40 SUB TOTAL		28,000	789	38,500	38,500	352	6,225	28,500	-	22,000	22,000	22,000
538.31.49.15	NPDES PERMIT FEE	14,000	14,276	15,000	15,000	7,386	14,276	15,000		15,500	15,500	15,500
538.31.90 SUB TOTAL		14,000	14,276	15,000	15,000	7,386	14,276	15,000		15,500	15,500	15,500
538.31.99.01	COMPUTER INTERFUND-MAINTENANCE	5,861	5,861	6,554	6,554	5,160	6,554	6,554		9,389	9,389	9,577
538.31.99.02	COMPUTER INTERFUND REPLACEMENT	800	800	1,094	1,094	547	1,094	1,094		1,667	1,667	1,700
538.31.99.05	INTERFUND INSURANCE		8,890	10,833	10,833	10,833	10,833	10,009		10,009	10,009	10,209
538.31.90 SUB TOTAL		6,661	15,551	18,481	18,481	16,540	18,481	17,657		21,065	21,065	21,486
594.38.64	EQUIPMENT-Cityworks Program	-	-	-	-		50,000					
594.38.64	EQUIPMENT-GPS Mapping	-	-	-	-				8,250		8,250	
594.38.60 SUB TOTAL		-	-	-	-	-	50,000	-	8,250	-	8,250	-
TOTAL NPDES PERMIT PROGRAM		309,530	289,664	337,447	337,447	158,632	359,715	339,693	8,250	334,736	347,317	344,952
TOTAL SWM MAINTENANCE		868,546	783,947	936,000	943,100	433,929	825,877	950,121	0	972,316	978,352	990,655
TOTAL SWM ENGINEERING		722,403	672,750	753,637	753,637	326,813	699,436	781,873		801,216	804,091	828,796
TOTAL SWM ENGR, MAINT & NPDES		1,900,479	1,746,361	2,027,084	2,034,184	919,373	1,885,028	2,071,687	8,250	2,108,268	2,129,760	2,164,403
597.14.00	TRANSFER-OUT/FUND 220							678		678	678	678
597.00.00	TRANSFER-OUT/CAPITAL	662,669	662,669	638,530	638,530	319,265	642,935	682,871		682,871	682,871	702,069
TOTAL INCLUDING TRANSFERS		2,563,148	2,409,030	2,665,614	2,672,714	1,238,638	2,527,963	2,755,236	8,250	2,791,817	2,813,309	2,867,150
508.80.00	ENDING FUND BALANCE	980,931	1,199,891	918,926	1,035,983		1,189,907	943,368	-	906,787	885,295	607,290
TOTAL INCLUDING EFB		3,544,079	3,608,921	3,584,540	3,708,697	1,238,638	3,717,870	3,698,605	8,250	3,698,604	3,698,604	3,474,441

BUDGET NARRATIVE 2012

FUND: SURFACE WATER MANAGEMENT
 DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS
 DIVISION: NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT PROGRAM

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
450.400.000.538.31.00.00 SURFACE WATER MANAGEMENT - NPDES PERMIT PROGRAM						
SALARIES AND WAGES						
538.31.10	Salaries & Wages	Provides for salaries and wages for:	\$ 188,240		\$ 188,240	\$ 187,116
		0.20 Asst. Director Utilities & Environmental Engrng				
		1.00 Engineering Technician I Will defer hiring for 5 months				
		0.50 Engineering Aide				
		1.00 Engineering Technician (Transportation Tech temporarily assigned to SWM)				
		<u>0.40</u> Land Use Planner II				
		<u>3.10</u> FTE's				
538.31.11	Overtime	Provides for overtime for staff.	900		900	900
TOTAL SALARIES AND WAGES			\$ 189,140	\$ -	\$ 189,140	\$ 188,016
PERSONNEL BENEFITS						
538.31.20	Personnel Benefits	Provides for benefits for surface water staff.	\$ 85,528		\$ 82,884	\$ 88,479
538.31.20.90	Employee Med. Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	(2,532)		(2,253)	(2,393)
TOTAL PERSONNEL BENEFITS			\$ 82,996	\$ -	\$ 80,631	\$ 86,086

BUDGET NARRATIVE

2012

FUND: SURFACE WATER MANAGEMENT
 DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS
 DIVISION: NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT PROGRAM

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
SUPPLIES						
538.31.31	Office/Operating Supplies	Cost of office and operating supplies. Also includes office billing supplies, forms, computer paper, etc.	\$ 400		\$ 400	\$ 400
538.31.35	Small Tools and Equipment	Hand tools, field equipment, safety equipment.	\$ 1,000		\$ 1,000	\$ 1,000
538.31.35.90	Small Tools and Equipment	>\$1,000<\$5,000	\$ 5,000		\$ 5,000	\$ 5,000
TOTAL SUPPLIES			\$ 6,400		\$ 6,400	\$ 6,400
OTHER SERVICES AND CHARGES						
538.31.41	Professional Services	This line item includes outside professional services that may be required for site specific NPDES Program, such as compliance, testing, consulting services, public outreach program, etc.	\$ 25,000		\$ 15,000	\$ 15,000
538.31.49	Miscellaneous	Minor expenses not otherwise categorized.	\$ 1,500	\$ -	\$ 5,000	\$ 5,000
538.31.49.02	Printing	Provides for printing costs of basin plans, project specifications and manuals, large maps, exact scale reductions, color copies, etc.	\$ 500		\$ 500	\$ 500
538.31.49.22	Dues, Schools and Conferences	Provides basic training, NPDES seminars, other permit and regulation training.	\$ 1,500		\$ 1,500	\$ 1,500
TOTAL OTHER SERVICES AND CHARGES			\$ 28,500		\$ 22,000	\$ 22,000
INTERGOVERNMENTAL SERVICES						
538.31.49.15	NPDES Permit Fee		\$ 15,000		\$ 15,500	\$ 15,500
TOTAL INTERGOVERNMENTAL SERVICES			\$ 15,000		\$ 15,500	\$ 15,500

BUDGET NARRATIVE

2012

FUND: **SURFACE WATER MANAGEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**
 DIVISION: **NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT PROGRAM**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
INTERFUND SERVICES						
538.31.99.01	Computer Maintenance	Provides for Computer Maintenance.	\$ 6,554		\$ 9,389	\$ 9,389
538.31.99.02	Computer Replacement	Provides for replacement of computer hardware.	\$ 1,094		\$ 1,667	\$ 1,667
538.31.99.05	Interfund Insurance	Provides for proportional share of liability and property insurance.	\$ 10,009		\$ 10,009	\$ 10,009
TOTAL INTERFUND SERVICES			\$ 17,657		\$ 21,065	\$ 21,065
CAPITAL OUTLAY						
594.38.64	Equipment	Upgrade GPS Mapping Equipment	\$ -	\$ 8,250	\$ -	\$ 8,250
TOTAL CAPITAL OUTLAY			\$ -	\$ 8,250	\$ -	\$ 8,250
TOTAL SURFACE WATER MGMT - NPDES PERMIT PROGRAM			\$ 339,693	\$ 8,250	\$ 334,736	\$ 347,317

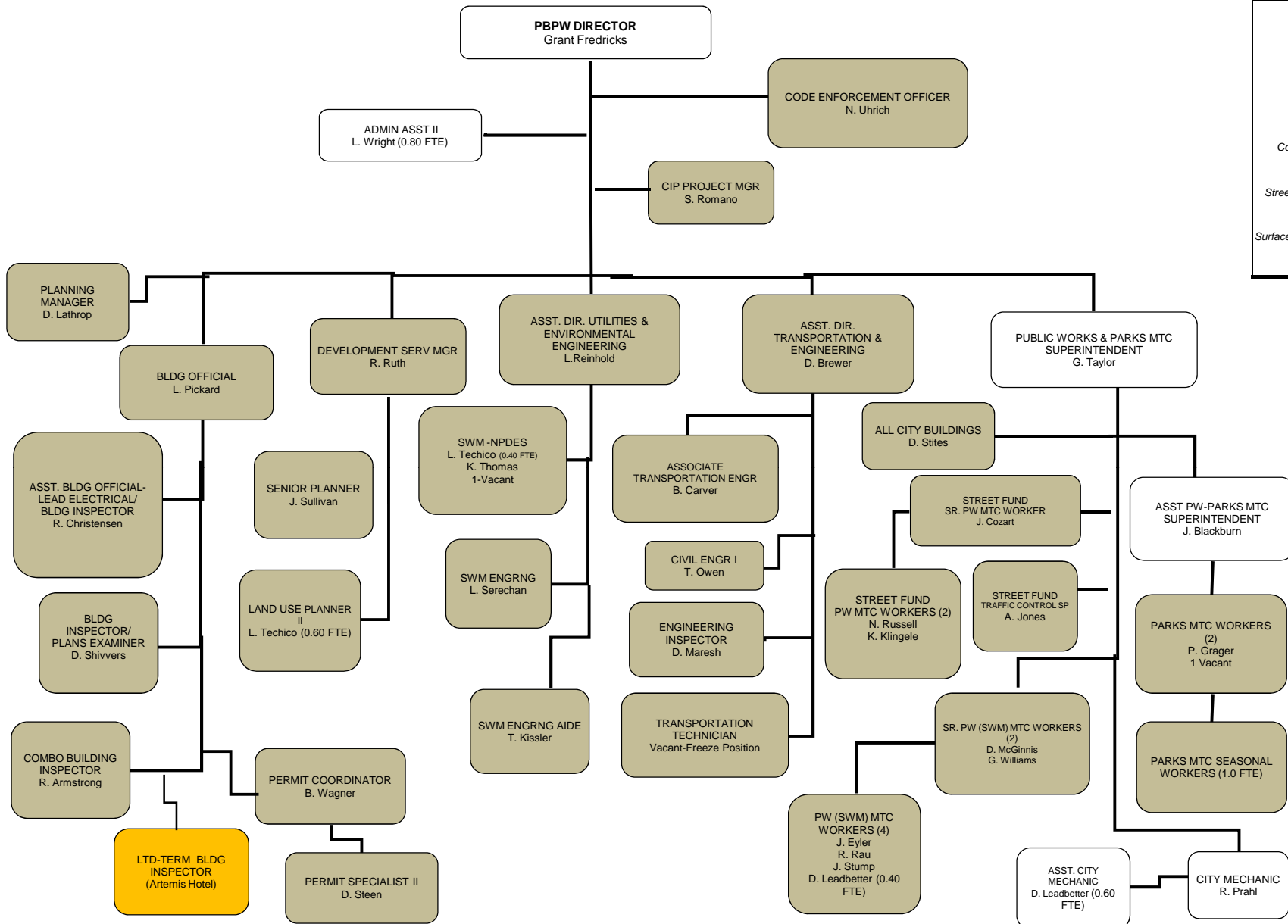
BUDGET NARRATIVE 2012

FUND: SURFACE WATER MANAGEMENT
 DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS
 DIVISION: OPERATING TRANSFERS-OUT

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
450.300.000		TRANSFERS OUT			
597.14	Transfer-out/Fund 220	This is a transfer out to Fund 220 for SWM share of Energy Savings Program loan principal and interest.	\$ 678	\$ 678	\$ 678
597.38.99.01	Transfer-out/Fund 450	This is a transfer out to Fund 451, which is maintained at 30% of total rate revenues.	\$ 682,871	\$ 682,871	\$ 682,871
		TOTAL TRANSFERS	\$ 683,549	\$ 683,549	\$ 683,549
508.80.00.00	Ending Fund Balance		\$ 943,368	\$ 906,787	\$ 885,295
		TOTAL INCLUDING ENDING FUND BALANCE	\$ 1,626,239	\$ 1,589,658	\$ 1,568,166

**CITY OF DES MOINES
PLANNING, BUILDING, AND PUBLIC WORKS**

Organizational Chart



Department/Divisions

- Administration
- All City Buildings
- Engineering
- Joint Minor Home Repair
- Building Division
- Plan Development
- Development Services
- Community Development Grants
- Park Operations Services
- Streets Administration & Maintenance
- Transportation CIP
- Surface Water Management Operations & CIP
- Equipment Rental

BUDGET NARRATIVE 2012

FUND: **EQUIPMENT RENTAL - OPERATIONS**
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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500.000.052.548.60.00.00	EQUIPMENT RENTAL - OPERATIONS	\$ -	\$ 629,561	\$ 645,213
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Equipment Rental was established to provide maintenance support to the City's vehicles and major equipment.

2012 Beginning Fund Balance **\$ 140,395**

Assessments:		Number of Units
Judicial	\$ 3,040	1
All City Buildings	604	1
Police-Administration	1,400	1
Police-Detective	10,912	6
Police-Patrol	62,400	13
Police-Animal Control	672	1
Engineering	6,806	5
PBPW - Administration	480	1
PBPW - Building	3,301	4
PBPW - Development Services	444	1
Parks-Maintenance	23,203	27
Parks-Administration	1,280	1
Parks-Senior Center	4,200	3
Streets	41,025	33
Police Restoration Fund	41,307	10
Marina Revenue Fund	9,724	6
Surface Water Management Fund	32,944	10
Equipment Rental Fund	1,920	1
Computer Operations Fund	444	1
	\$ 246,106	
Fuel Sale (115% of expense amount)	\$ 258,089	126
Training Center Repairs	\$ 300	
Interest	\$ 323	
	\$ 504,818	
Total 2012 Available Resources	\$ 645,213	
2012 Expenses		(525,761)
2012 Ending Fund Balance		\$ 119,452

CITY OF DES MOINES

2011 BUDGET REQUEST

EQUIPMENT RENTAL-OPERATIONS

		2010	2010	2011	2011	2011	2011	2012	2012	2012	2013
		AMEND	ACTUAL	ADOPTED	AMEND	ACTUAL	EST	DEPT	EXEC	ADOPTED	EST
500.000.052	EQUIPMENT RENTAL OPS					Jan-June	YR TOTAL	REQ	AMEND		
548.60.10	SALARIES & WAGES	123,000	122,646	126,745	126,745	60,682	115,629	131,229	117,150	117,150	119,493
548.60.11	OVERTIME	525	467	525	525	-	525	525	525	525	525
548.60.19	COMP ABSENCE ACCRUAL (GASB 16)	-	(621)	-	-	-	-	-	-	-	-
548.60.10	SUB TOTAL	123,525	122,493	127,270	127,270	60,682	116,154	131,754	117,675	117,675	120,018
548.60.20	PERSONNEL BENEFITS	48,320	46,605	47,221	47,221	25,336	46,891	49,654	42,214	45,339	46,246
548.60.20.90	EMPLOYEE MED. CONTRIBUTION	(796)	(696)	(745)	(745)	(384)	(669)	(715)	(487)	(519)	(529)
548.60.21	UNIFORMS	600	335	600	600	-	600	600	600	600	600
548.60.20	SUB TOTAL	48,124	46,245	47,076	47,076	24,952	46,822	49,539	42,327	45,420	46,316
548.60.31	OPERATING SUPPLIES	62,000	60,740	50,000	50,000	21,931	50,000	50,000	50,000	50,000	50,000
548.60.32.01	UNLEADED FUEL (ISF)	2,388	2,760	2,667	2,667	1,712	3,160	3,507	3,245	3,245	3,310
548.60.32.02	DIESEL FUEL (ISF)	890	104	711	711	67	134	185	185	185	189
548.60.34.01	PURCHASE OF FUEL	163,212	176,285	171,209	213,009	121,056	220,343				
548.60.34.06	FUEL PURCHASED FOR RESALE							171,209	224,425	224,425	228,914
548.60.35	SMALL TOOLS	1,500	1,455	1,500	1,500	477	1,316	1,500	1,500	1,500	1,500
548.60.35.90	SMALL EQP >\$1,000 <\$5,000	2,000	-	2,000	2,000	-	1,000	2,000	2,000	2,000	2,000
548.60.30	SUB TOTAL	231,990	241,344	228,087	269,887	145,243	275,953	228,401	281,355	281,355	285,912
548.60.41	PROFESSIONAL SERVICES	-	-	-	-	45	93	-	-	-	-
548.60.41.02	JANITORIAL SERVICES	735	885	950	950	430	950				
548.60.41.32	JANITORIAL SERVICES							950	950	950	950
548.60.42	COMMUNICATIONS	1,335	639	1,335	1,335	579	1,335	1,335	1,335	1,335	1,335
548.60.43	TRAVEL EXPENSES	250	10	250	250	-	100	250	250	250	250
548.60.44	ADVERTISING	450	-	450	450	-	100				
548.60.44.02	ADVERTISING							450	450	450	450
548.60.45	OPERATING RENTALS & LEASES	250	-	250	250	165	250	250	250	250	250
548.60.46	INSURANCE	950	922	950	950	-	950	950	950	950	950
548.60.47	UTILITIES	3,515	3,627	3,751	3,751	2,225	3,751	3,751	3,751	3,751	3,751
548.60.48	REPAIRS/MAINT.	40,000	40,439	38,000	38,000	15,919	38,000	38,000	38,000	38,000	38,000
548.60.48.01	REPAIRS/MAJOR COLLISION BODY WORK	5,000	2,141	5,000	5,000	-	5,000				
548.60.48.21	REPAIRS/MAJOR MAINTENANCE							5,000	5,000	5,000	5,000
548.60.49	MISCELLANEOUS	1,000	3,785	1,000	1,000	1,198	1,575	1,000	1,000	500	500
548.60.49.02	LAUNDRY	1,800	1,200	1,800	1,800	733	1,500				
548.60.49.20	LAUNDRY							1,800	1,800	1,800	1,800
548.60.49.22	DUES, SCHOOLS, & CONFERENCES									500	500
548.60.75	PRINCIPAL-COPIER CAPITAL LEASE						190		237	237	247
548.60.40	SUB TOTAL	55,285	53,649	53,736	53,736	21,293	53,794	51,936	53,973	53,973	53,983
548.60.91	INTERFUND ADMIN CHARGES-GEN FUND	64,000	64,000	-	-	-	-	-	-	-	-
548.60.99.01	COMPUTER MAINTENANCE	8,770	8,770	9,779	9,779	4,889	9,779	9,779	9,779	9,779	9,975
548.60.99.02	COMPUTER REPLACEMENT	2,991	2,991	2,528	2,528	1,264	2,528	2,528	2,565	2,565	2,616
548.60.99.03	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	1,920	1,958
548.60.99.04	EQUIPMENT REPLACEMENT	-	-	5,463	5,463	2,732	5,463	5,463	-	2,813	2,869
548.60.99.05	INTERFUND INSURANCE	8,726	8,726	9,528	9,528	9,528	9,528	8,811	8,811	8,811	8,987
548.60.99.06	FACILITY REPLACEMENT	1,410	1,410	1,410	1,410	705	1,410	1,410	1,410	1,410	1,410
548.60.90	SUB TOTAL	85,897	85,897	28,708	28,708	19,118	28,708	27,991	22,565	27,298	27,816

CITY OF DES MOINES

2011 BUDGET REQUEST

EQUIPMENT RENTAL-OPERATIONS

		2010	2010	2011	2011	2011	2011	2012	2012	2012	2013
		AMEND	ACTUAL	ADOPTED	AMEND	ACTUAL	EST	DEPT	EXEC	ADOPTED	EST
500.000.052	EQUIPMENT RENTAL OPS					Jan-June	YR TOTAL	REQ	AMEND		
592.48.83	INTEREST-COPIER CAPITAL LEASE						41		40	40	30
594.48.64	EQUIPMENT	-	-	-	-	-		-	-	-	-
SUB TOTAL		-	-	-	-	-	41	-	40	40	30
EQUIPMENT RENTAL - OPERATIONS TOTAL		544,821	549,628	484,877	526,677	271,288	521,472	489,621	517,935	525,761	534,076
508.80.00	ENDING FUND BALANCE	151,765	171,006	110,824	121,601	152,891	140,395	155,593	111,626	119,452	110,699
		696,586	720,633	595,701	648,278	424,179	661,867	645,213	629,561	645,213	644,775

BUDGET NARRATIVE

2012

FUND: **EQUIPMENT RENTAL - OPERATIONS**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
500.000.052.548.60.00.00		EQUIPMENT RENTAL - OPERATIONS			
		SALARIES AND WAGES			
548.60.10	Salaries and Wages	0.05 PBPW Director 0.05 PBPW Administrative Assistant II 0.10 PW-Parks Maintenance Superintendent 0.10 Asst. PW-Parks Maintenance Superintendent 1.00 City Mechanic 0.60 Asst. City Mechanic <u>1.90 FTE's</u>	\$ 131,229	\$ 117,150	\$ 117,150
		NOTE: The remaining 0.40 Asst. City Mechanic is budgeted in the SWM Maintenance division.			
548.60.11	Overtime	Provides for overtime in accomplishment of the mission stated above for a rare requirement to meet unanticipated deadlines.	\$ 525	\$ 525	\$ 525
		TOTAL SALARIES AND WAGES	\$ 131,754	\$ 117,675	\$ 117,675
		PERSONNEL BENEFITS			
548.60.20	Personnel Benefits	Provides for benefits for the staff.	\$ 49,654	\$ 42,214	\$ 45,339
548.60.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (715)	\$ (487)	\$ (519)
548.60.21	Uniforms	Provides uniforms for mechanics.	\$ 600	\$ 600	\$ 600
		TOTAL PERSONNEL BENEFITS	\$ 49,539	\$ 42,327	\$ 45,420
		SUPPLIES			
548.60.31	Operating Supplies	Covers consumable supplies used by the shop such as oil, paint, clean rags, and forms. It also includes repair supplies such as tires, batteries and other vehicle parts.	\$ 50,000	\$ 50,000	\$ 50,000
548.60.32	Fuel	Provides for gas and oil for the vehicle assigned to the mechanic.	\$ 3,692	\$ 3,430	\$ 3,430

BUDGET NARRATIVE

2012

FUND: **EQUIPMENT RENTAL - OPERATIONS**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
500.000.052.548.60.00.00		EQUIPMENT RENTAL - OPERATIONS			
548.60.34.06	Fuel Purchased for Resale	Purchase of fuel to re-sell to the departments that require it to fuel vehicles and equipment.	\$ 171,209	\$ 224,425	\$ 224,425
548.60.35	Small Tools and Supplies	Provides for items under \$1,000.	\$ 1,500	\$ 1,500	\$ 1,500
548.60.35.90	Small Equipment >\$1,000 <\$5,000		\$ 2,000	\$ 2,000	\$ 2,000
		TOTAL SUPPLIES	\$ 228,401	\$ 281,355	\$ 281,355
		OTHER SERVICES AND CHARGES			
548.60.41.32	Janitorial Services	Provides for janitorial services for 20% of the Public Works-Engineering Building.	\$ 950	\$ 950	\$ 950
548.60.42	Communications	Cover long distance telephone calls and faxes. Postage \$ 705 Telephone Line \$ 580 Long Distance \$ 50 <u>\$ 1,335</u>	\$ 1,335	\$ 1,335	\$ 1,335
548.60.43	Travel	Travel associated with specialized classes for the mechanic.	\$ 250	\$ 250	\$ 250
548.60.44.02	Advertising		\$ 450	\$ 450	\$ 450
548.60.45	Operating Leases	Provision for equipment rental too expensive and rarely used.	\$ 250	\$ 250	\$ 250
548.60.46	Insurance		\$ 950	\$ 950	\$ 950

BUDGET NARRATIVE

2012

FUND: **EQUIPMENT RENTAL - OPERATIONS**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
500.000.052.548.60.00.00		EQUIPMENT RENTAL - OPERATIONS			
548.60.47	Utilities	Provides for utilities for 20% of the Public Works-Engineering Bldg: ELECTRIC 2,155 WATER 225 SEWER 240 SWM 522 NATURAL GAS 609 <u>3,751</u>	\$ 3,751	\$ 3,751	\$ 3,751
548.60.48	Repair and Maintenance	Outside repairs of the vehicles that are outside the scope of capabilities of the mechanic and shop: major engine overhaul, transmission repairs, front-end alignments, etc. Covers repairs and maintenance of fueling apparatus at City fueling facility.	\$ 38,000	\$ 38,000	\$ 38,000
548.60.48.21	Repairs/Major Maintenance	Provides for major unanticipated damages resulting from extensive body repairs from collisions.	\$ 5,000	\$ 5,000	\$ 5,000
548.60.49	Miscellaneous	Provides for class tuition, maintenance manuals and recycle cost for oil, tires, etc. \$500 welding class	\$ 1,000	\$ 1,000	\$ 500
548.60.49.20	Laundry	Provides for shop laundry.	\$ 1,800	\$ 1,800	\$ 1,800
548.60.49.22	Dues, Schools, & Conference	Provides for membership dues and training registration fees.	\$ -	\$ -	\$ 500
548.60.75	Principal-Copier Capital Lease		\$ -	\$ 237	\$ 237
TOTAL OTHER SERVICES AND CHARGES			\$ 53,736	\$ 53,973	\$ 53,973

BUDGET NARRATIVE

2012

FUND: **EQUIPMENT RENTAL - OPERATIONS**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
500.000.052.548.60.00.00					
EQUIPMENT RENTAL - OPERATIONS					
INTERFUND SERVICES					
548.60.99.01	Computer Maintenance	Provides for Computer Maintenance.	\$ 9,779	\$ 9,779	\$ 9,779
548.60.99.02	Computer Replacement	Provides for replacement of computer	\$ 2,528	\$ 2,565	\$ 2,565
548.60.99.03	Equipment Maintenance	Provides for the maintenance of vehicles at the City garage.	\$ -	\$ -	\$ 1,920
548.60.99.04	Equipment Replacement	Provides for the replacement of vehicles at the City garage.	\$ 5,463	\$ -	\$ 2,813
548.60.99.05	Interfund Insurance	Provides for proportional share of liability and property	\$ 8,811	\$ 8,811	\$ 8,811
548.60.99.06	Facility Repair & Replacement	Provides for major repairs for City facilities.	\$ 1,410	\$ 1,410	\$ 1,410
TOTAL INTERFUND SERVICES			\$ 27,991	\$ 22,565	\$ 27,298
DEBT SERVICE					
592.48.83	Interest-Copier Capital Lease		\$ -	\$ 40	\$ 40
TOTAL DEBT SERVICE			\$ -	\$ 40	\$ 40
CAPITAL OUTLAY					
594.48.64	Equipment		\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY			\$ -	\$ -	\$ -
RECLASSIFICATION & COST ALLOCATIONS					
597.00.03	Transfer Out		\$ -	\$ -	\$ -
TOTAL EQUIPMENT RENTAL-OPERATIONS			\$ 491,421	\$ 517,935	\$ 525,761
508.80.00	ESTIMATED ENDING FUND BALANCE		\$ 155,593	\$ 111,626	\$ 119,452
TOTAL INCLUDING ENDING FUND BALANCE			\$ 647,013	\$ 629,561	\$ 645,213

CITY OF DES MOINES

2011 BUDGET REQUEST

EQUIPMENT RENTAL-REPLACEMENT

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
501.000.000	EQUIP RENTAL-REPLCMNT										
594.13.64	VEHICLE REPLACEMENT-COURT	-	-	-	-	-	-	-	-	-	-
594.18.64	VEHICLE REPLACEMENT-PARKS & REC	-	-	-	-	-	-	-	-	-	-
594.18.64	VEHICLE REPLACEMENT-COMPUTER OPS	-	-	18,000	18,000	-	-	18,000	18,000	21,500	-
594.21.64	VEHICLE REPLACEMENT-POLICE	210,000	137,838	-	-	-	101,000	50,000	50,000	50,000	338,000
594.32.64	VEHICLE REPLACEMENT-ENGR	-	-	-	-	-	-	-	-	-	-
594.42.64	VEHICLE REPLACEMENT-STREETS	105,422	98,845	209,850	209,850	-	-	-	-	-	57,500
594.28.64	VEHICLE REPLACEMENT-PARKS	-	-	60,000	60,000	-	60,000	-	-	-	63,000
594.48.64	VEHICLE REPLACEMENT-EQUIP RENTAL	-	-	45,000	45,000	-	37,328	-	-	-	-
594.48.64.01	EMG RESPONSE EQUIPMENT	39,159	26,430	-	19,672	19,672	19,672	-	-	-	-
594.58.64	VEHICLE REPLACEMENT-PBPW	-	-	-	-	-	-	-	-	-	-
594.75.64	VEHICLE REPLACEMENT-MARINA	-	-	45,000	45,000	-	-	50,000	50,000	50,000	90,000
594.38.64	VEHICLE REPLACEMENT-SWM	-	-	-	-	-	-	-	-	-	140,000
594.XX.64	SUB TOTAL	354,581	263,113	377,850	397,522	19,672	218,000	118,000	118,000	121,500	688,500
	RECLASSIFICATION & COST ALLOCATIONS:										
597.00.00	TRANSFER OUT/FUND 001	-	-	-	-	-	-	-	-	-	-
597.00.00	SUB TOTAL	-	-	-	-	-	-	-	-	-	-
	EQUIPMENT RENTAL - REPLACEMENT TOTAL	354,581	263,113	377,850	397,522	19,672	218,000	118,000	118,000	121,500	688,500
508.80.00	ESTIMATED ENDING BALANCE	1,251,656	1,326,353	1,179,623	1,234,672		1,377,405	1,339,805	1,339,805	1,336,305	1,127,933
		1,606,237	1,589,466	1,557,473	1,632,194	19,672	1,595,405	1,457,805	1,457,805	1,457,805	2,504,933

		2012 Purchases	Deferred Purchases
Police Patrol	Replace 2002 Tahoe	\$ 50,000	
Marina	Replace 1996 Ford F250 Pick-up	25,000	
Marina	Replace 1996 Ford F250 Pick-up	25,000	
IT Department	Replace 1995 Ford Escort	21,500	
		<u>\$ 121,500</u>	<u>\$ -</u>

BUDGET NARRATIVE 2012

FUND: **EQUIPMENT RENTAL REPLACEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
501.000.000.594.00.00.00		EQUIPMENT RENTAL - REPLACEMENT	\$ 1,457,805	\$ 1,457,805	\$ 1,457,805

The Equipment Rental - Replacement budget provides funds for eventual replacement of all City vehicles through the accumulation of yearly charges against all departments that have at least one vehicle. Purchases are made directly out of this fund.

Assessments for the General, Streets, and Lid Lift Funds are deferred in 2012.

2012 Beginning Fund Balance	\$1,377,405
Assessments:	
Marina	29,654
Surface Water Management	35,262
Equipment Maintenance	2,813
Computer Operations	1,250
Interest Revenue	\$ 68,979
Sale of Fixed Assets (Salvage Values)	6,421
Total Available Resources	5,000
Total Available Resources	\$ 1,457,805
Year 2012 Expenditures	(121,500)
2012 Ending Fund Balance	\$ 1,336,305

BUDGET NARRATIVE 2012

FUND: **EQUIPMENT RENTAL REPLACEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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Summary of Cumulative Balances (By Department)

	As of 12/31/2011	Year 2012 Assessment	2012 Interest	2012 Salvage	2012 Expenditures	As of 12/31/2012
Judicial	\$ 35,870	\$ -	\$ 167	\$ -	\$ -	\$ 36,038
Police-Administration	(44,893)	-	(209)	-	-	(45,102)
Police-Detective	64,907	-	303	-	-	65,210
Police-Patrol	78,386	-	365	2,500	(50,000)	31,252
Police-Animal Control	(1,288)	-	(6)	-	-	(1,294)
PBPW-Admin	9,179	-	43	-	-	9,221
All City Buildings	5,389	-	25	-	-	5,414
Engineering	26,713	-	125	-	-	26,837
PBPW Building Division	27,803	-	130	-	-	27,933
PBPW Development Services	13,276	-	62	-	-	13,337
Parks-Maintenance	47,938	-	223	-	-	48,161
Parks-Administration	12,821	-	60	-	-	12,881
Parks-Senior Center	15,777	-	74	-	-	15,850
Streets	207,555	-	968	-	-	208,523
Streets-Signal Replacement	20,314	-	95	-	-	20,408
Police Services Restoration	210,402	-	981	-	-	211,383
Marina	169,939	29,654	792	2,500	(50,000)	152,885
Surface Water Management	443,846	35,262	2,069	-	-	481,177
Equipment Rental Operations	8,292	2,813	39	-	-	11,144
Computer Operations	21,564	1,250	101	-	(21,500)	1,414
Unassigned Balance	3,617	-	16	-	-	3,632
Total	\$ 1,377,405	\$ 68,979	\$ 6,421	\$ 5,000	\$ (121,500)	\$ 1,336,305

BUDGET NARRATIVE 2012

FUND: **EQUIPMENT RENTAL REPLACEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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Summary of Cumulative Balances (By Fund)

	As of 12/31/2011	Year 2012 Assessment	2012 Interest	2012 Salvage	2012 Expenditures	As of 12/31/2012
General Fund	\$ 291,877	\$ -	\$ 1,361	\$ 2,500	\$ (50,000)	\$ 245,738
Streets	227,869	-	1,062	-	-	228,931
Police Services Restoration	210,402	-	981	-	-	211,383
Marina	169,939	29,654	792	2,500	(50,000)	152,885
Surface Water Management	443,846	35,262	2,069	-	-	481,177
Equipment Rental Operations	8,292	2,813	39	-	-	11,144
Computer Operations	21,564	1,250	101	-	(21,500)	1,414
Unassigned Balance	3,617	-	16	-	-	3,632
Total	\$ 1,377,405	\$ 68,979	\$ 6,420	\$ 5,000	\$ (121,500)	\$ 1,336,305

BUDGET NARRATIVE 2012

FUND: **FACILITY REPAIR AND REPLACEMENT**
DEPARTMENT: **FINANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
506.000.000.539.50.00.00	FACILITY REPAIR AND REPLACEMENT FUND		\$ 158,445	\$ 158,445	\$ 158,445

This fund provides a reserve of accumulated funds that are used for repair and replacement of City-owned buildings. The revenue for this fund is generated through assessments charged to each department. The charges are prorated based on the total square footage of City-owned buildings and the amount occupied by each department. In 2012, the charge is \$0.70 per square foot.

2012 Beginning Fund Balance			\$ 48,518
	<u>Sq. Feet</u>	<u>Assessment</u>	
General Fund	97,537	68,276	
Street Fund	5,616	3,931	
Equipment Rental Ops Fund	2,014	1,410	
Computer Operations Fund	510	357	
Surface Water Manage. Fund	2,658	1,861	
Total	108,335		\$ 75,835
Interest			\$ 122
Transfer-in from Fund 211/Police Bldg GO Bonds			\$ 33,970
Total Available Resources			\$ 158,445
Year 2012 Expenditures			\$ (105,500)
2012 Ending Fund Balance			\$ 52,945

	As of 12/31/2011	Year 2012 Assessment	2012 Interest	Transfer-in from Fund 211	2012 Expenditures	As of 12/31/2012
General Fund	\$ 43,682	\$ 68,276	\$ 110	\$ 33,970	\$ (105,500)	\$ 40,538
Street Fund	\$ 2,515	\$ 3,931	\$ 6		\$ -	\$ 6,453
Equipment Rental Ops Fund	\$ 902	\$ 1,410	\$ 2		\$ -	\$ 2,314
Computer Operations Fund	\$ 228	\$ 357	\$ 1		\$ -	\$ 586
Surface Water Manage. Fund	\$ 1,190	\$ 1,861	\$ 3		\$ -	\$ 3,054
	\$ 48,518	\$ 75,835	\$ 122	\$ 33,970	\$ (105,500)	\$ 52,945

CITY OF DES MOINES

2012 BUDGET REQUEST

FACILITY REPAIR AND REPLACEMENT FUND

FACILITY REPAIR AND REPLACEMENT		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 EST
506.000.000											
539.50.3X	SUPPLIES/ SMALL TOOLS AND EQUIPMENT										
539.50.41	PROFESSIONAL SERVICES		177	-	-	-					
539.50.45	OPERATING RENTALS & LEASES					886	886				
539.50.48	REPAIR & MAINTENANCE	4,000	962	-	-	-					
539.50.48.25	Field House Exterior Paint				-			60,000	60,000	40,000	
539.50.48.26	Sonju Exterior Paint				-		15,000	15,000	-		
539.50.48.27	Activity Center Exterior Paint							15,000	-	7,500	
539.50.48.28	Police Building Exterior Paint								40,000	15,000	
594.32.63.01	IMPROVEMENTS-Eng Bldg New Side Sewer Line				-				18,000	18,000	
594.40.62	IMPROVEMENTS-Public Works Service Ctr										
594.40.62	IMPROVEMENTS-Activity Center Main Roof										50,000
594.40.62	IMPROVEMENTS-Sonju Basement Drainage										50,000
594.76.62	IMPROVEMENTS-Demo Sonju Outbuildings										
594.76.62	IMPROVEMENTS-Founder's Lodge Roof										
594.76.62.01	IMPROVEMENTS-Founder's Lodge Misc. Imprv							25,000	25,000	25,000	
594.40.62	IMPROVEMENTS-Engineering Building Roof										
594.19.62	IMPROVEMENTS-City Hall Bldg Outside Stain										
594.50.62	IMPROVEMENTS										
594.50.64	EQUIPMENT										
597.00.00	TRANS TO MARINA REPAIR & REPLACE.	-	-	-	-	-	-				
597.00.00.00	TRANS TO: MCI	-		242,000	220,000	-	220,000				
	FACILITY REPAIR AND REPLACEMENT TOTAL	4,000	1,139	242,000	220,000	886	235,886	115,000	143,000	105,500	100,000
508.80.00	EST. ENDING FUND BALANCE	205,797	208,244	43,478	64,525		48,518	43,445	15,445	52,945	28,780
		209,797	209,384	285,478	284,525	886	284,404	158,445	158,445	158,445	128,780

BUDGET NARRATIVE

2012

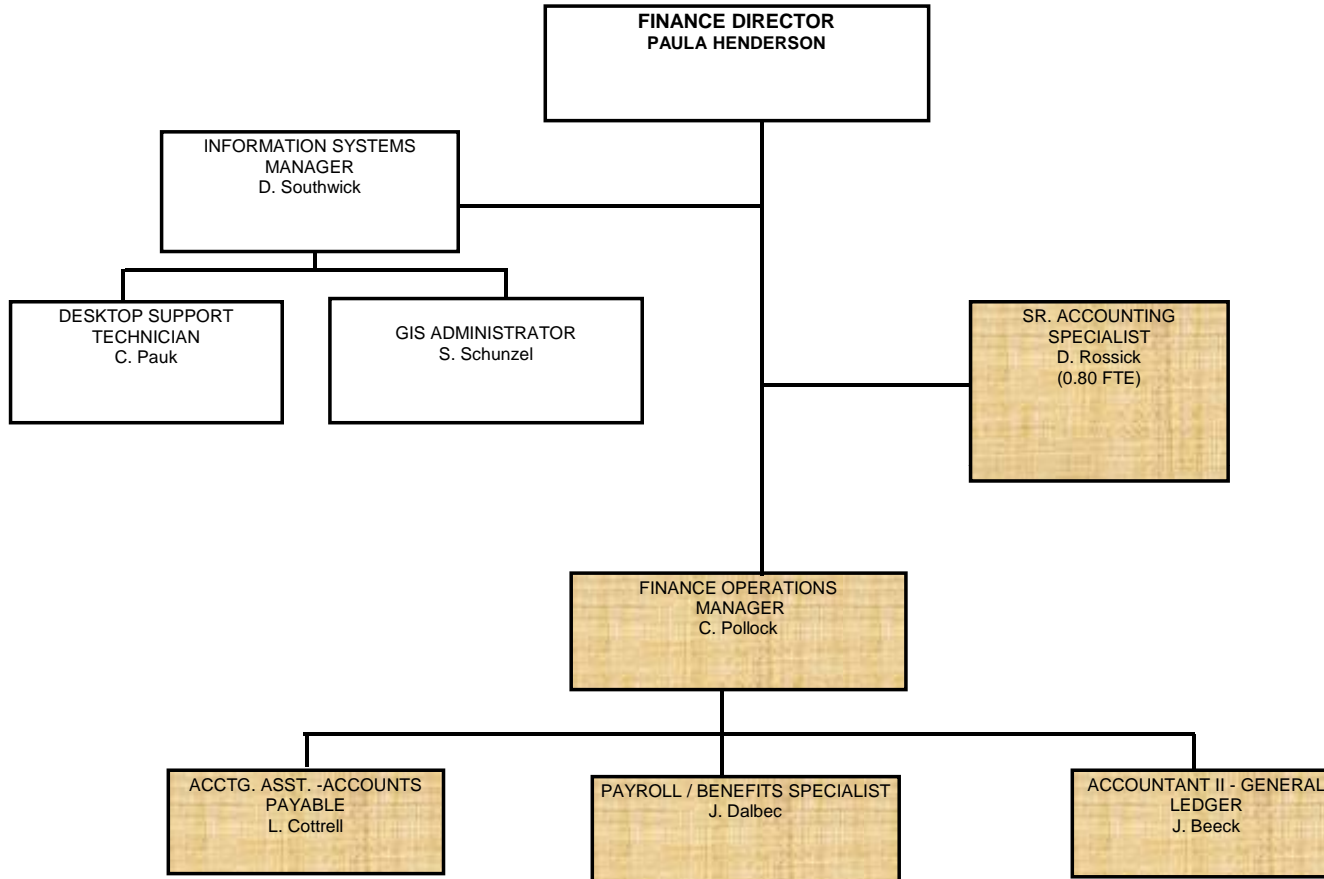
FUND: FACILITY REPAIR AND REPLACEMENT

DEPARTMENT: FINANCE

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
506.000.000.539.50.00.00					
539.50.41	PROFESSIONAL SERVICES	Provides for professional services to evaluate conditions of City buildings.	\$ -	\$ -	\$ -
539.50.45	OPERATING RENTALS & LEASES		\$ -	\$ -	\$ -
539.50.48	REPAIR & MAINTENANCE	Provides for exterior painting of: the Field House, Activity Center, and Police building.	90,000	100,000	62,500
594.40.62	FACILITY IMPROVEMENTS	Provides for City Building Facility Improvements: Engineering building and Founder's Lodge.	\$ 25,000	\$ 43,000	\$ 43,000
594.50.62	IMPROVEMENTS		\$ -	\$ -	\$ -
594.50.64	EQUIPMENT	Provides for the unexpected necessary replacement of fixtures.	\$ -	\$ -	\$ -
597.00.00	TRANS TO: MCI	Provides funding for City-wide Energy Savings & Utility Improvements Project	\$ -	\$ -	\$ -
		TOTAL CAPITAL OUTLAY	\$ 115,000	\$ 143,000	\$ 105,500
508.80.00	Ending Fund Balance		\$ 43,445	\$ 15,445	\$ 52,945
			\$ 158,445	\$ 158,445	\$ 158,445

**CITY OF DES MOINES
FINANCIAL SERVICES
COMPUTER OPERATIONS DIVISION**

Organizational Chart



BUDGET NARRATIVE

2012

FUND: **COMPUTER OPERATIONS**
 DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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510.000.000.518.80.00.00	COMPUTER - OPERATIONS	\$ 545,191	\$ 552,725	\$ 552,726
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This fund provides for the maintenance of all city computer, servers, and networks and includes: (1) software maintenance services; (2) consulting and programming on new projects; (3) maintenance agreements on existing equipment; and (4) recovery of data and replacement of damaged hardware. Sources of revenue are through a \$2,260 per unit charge (PC, printer, WebMSS & CAD terminals, MDC) to each department and a total charge of \$48,546 for software (i.e. Taxtools, Permits Plus, Quadrant Cash Register, Spillman, Class and Marina Management Program software).

2012 Beginning Fund Balance **\$ 79,322**

Assessments:

		Number of Units
General Fund	\$ 346,866	139.2
Streets Fund	\$ 12,900	5.7
Police Restoration Fund	\$ 37,682	14.7
Marina	\$ 36,980	17.0
Surface Water Management	\$ 21,864	7.8
Equipment Rental	\$ 9,779	4.4
Computer Operations	\$ -	4.0
Unassigned assessment	\$ -	0.0
	\$ 466,071	192.8

Transfer-in PermitTrax Maintenance **7,300**

Interest **33**

Total Available Resources **\$ 552,726**

2012 Expenses **\$ (519,412)**

2012 Ending Fund Balance **\$ 33,314**

CITY OF DES MOINES

2012 BUDGET REQUEST

COMPUTER - OPERATIONS

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQ	2012 EXEC AMEND	2012 ADOPTED	2013 DEPT REQUEST
510.000.000	COMPUTER-OPERATIONS										
518.80.10	SALARIES AND WAGES	239,028	235,767	239,028	239,028	119,514	239,028	246,696	246,696	246,696	251,630
518.80.10	SUB TOTAL	239,028	235,767	239,028	239,028	119,514	239,028	246,696	246,696	246,696	251,630
518.80.20	PERSONNEL BENEFITS	90,962	91,276	90,962	90,962	48,682	93,989	93,894	93,894	101,602	103,634
518.80.920.90	EMPLOYEE MED. CONTRIBUTION	(2,631)	(2,908)	(2,631)	(2,631)	(1,609)	(2,902)	(2,587)	(2,587)	(2,761)	(2,816)
518.80.20	SUB TOTAL	88,331	88,367	88,331	88,331	47,072	91,087	91,307	91,307	98,841	100,818
518.80.31	OFFICE SUPPLIES	3,500	2,982	3,500	3,500	2,037	3,600	3,000	3,000	3,000	3,000
518.80.31.01	COMPUTER SUPPLIES	2,750	951	2,750	2,750	1,571	2,750	2,750	2,750	2,750	2,750
518.80.31.15	SOFTWARE & INTERNET	-	2,661	8,750	8,750	570	5,000	8,750	8,750	8,750	8,750
518.80.32.01	UNLEADED FUEL	222	139	222	222	68	190	136	191	191	195
518.80.35	SMALL TOOLS AND EQUIPMENT	3,750	1,599	3,750	3,750	991	3,750	3,000	3,000	3,000	3,000
518.80.30	SUB TOTAL	10,222	8,331	18,972	18,972	5,237	15,290	17,636	17,691	17,691	17,695
518.80.41	PROFESSIONAL SERVICES	11,000	12,375	11,000	11,000	9,081	11,000	12,000	12,000	12,000	12,000
518.80.42	COMMUNICATIONS	13,950	12,971	13,950	13,950	9,382	15,954	14,774	16,592	16,592	16,924
518.80.43	TRAVEL EXPENSES	2,000	-	2,000	2,000	129	200	2,000	2,000	2,000	2,000
518.80.45	OPERATING RENTALS & LEASES	-	84	-	-	77	1,408	-	-	-	-
518.80.48.00	MAINTENANCE AGREEMENTS	94,408	88,991	94,408	94,408	62,313	84,408				
518.80.48.15	MAINTENANCE AGREEMENTS							92,312	92,312	92,312	92,312
518.80.48.50	REPAIR & MAINTENANCE:	7,000	7,392	7,000	7,000	3,019	7,000	6,000	6,000	6,000	6,000
518.80.49	MISCELLANEOUS	3,000	939	3,000	3,000	565	1,500	1,500	1,500	1,500	1,500
518.80.49.01	DUES, TRAINING, & CONFERENCES	5,500	2,112	5,500	5,500	533	1,500				
518.80.49.22	DUES, SCHOOLS, & CONFERENCES							5,000	5,000	5,000	5,000
518.80.75	PRINCIPAL-COPIER CAPITAL LEASE						190		237	237	247
518.80.40	SUB TOTAL	136,858	124,864	136,858	136,858	85,097	123,160	133,586	135,641	135,641	135,983
518.80.91.00	INTERFUND ADMIN CHRGS-GENERAL FUND	-	28,000	-	-	-	-	-	-	-	-
518.80.99.02	COMPUTER REPLACEMENT	2,936	3,618	2,936	2,936	1,468	2,936	2,322	2,322	2,322	2,368
518.80.99.03	EQUIPMENT MAINTENANCE	900	900	900	900	450	900	900	900	900	918
518.80.99.05	INTERFUND INSURANCE	12,911	13,152	12,911	12,911	12,911	12,911	11,924	11,924	11,924	12,162
518.80.99.06	FACILITY REPLACEMENT	357	357	357	357	179	357	357	357	357	364
518.80.90	SUB TOTAL	17,104	46,027	17,104	17,104	15,007	17,104	15,503	15,503	15,503	15,813
592.18.83	INTEREST-COPIER CAPITAL LEASE	-	-	-	-	-	41		40	40	30
594.18.64	INTERNET & SOFTWARE UPGRADES	10,000	6,129	10,000	10,000	-	7,000	5,000	5,000	5,000	5,000
	SUB TOTAL	10,000	6,129	10,000	10,000	-	7,041	5,000	5,040	5,040	5,030
	COMPUTER-OPERATIONS TOTAL	501,543	509,485	510,293	510,293	271,928	492,710	509,728	511,878	519,412	526,969
508.80.00	ENDING FUND BALANCE	56,010	83,620	56,010	72,039		79,322	35,463	40,847	33,314	507,274
		557,553	593,105	566,303	582,332	271,928	572,032	545,191	552,725	552,726	1,034,242

BUDGET NARRATIVE

2012

FUND: **COMPUTER OPERATIONS**

DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
510.000.000.518.80.00.00		COMPUTER - OPERATIONS			
		SALARIES AND WAGES			
518.80.10	Salaries and Wages	Provides for the following personnel:	\$ 246,696	\$ 246,696	\$ 246,696
		1.0 Information Systems Manager			
		1.0 GIS Administrator			
		1.0 Desktop Support Technician			
		<u>3.0 FTE's</u>			
		TOTAL SALARIES AND WAGES	\$ 246,696	\$ 246,696	\$ 246,696
		PERSONNEL BENEFITS			
518.80.20	Personnel Benefits	Provides for personnel benefits for the above.	\$ 93,894	\$ 93,894	\$ 101,602
518.80.920.90	Employee Med. Contribution		\$ (2,587)	\$ (2,587)	\$ (2,761)
		TOTAL PERSONNEL BENEFITS	\$ 91,307	\$ 91,307	\$ 98,841

BUDGET NARRATIVE

2012

FUND: **COMPUTER OPERATIONS**

DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
510.000.000.518.80.00.00					
		COMPUTER - OPERATIONS			
		SUPPLIES			
518.80.31	Office Supplies	Provides general office supplies.	\$ 3,000	\$ 3,000	\$ 3,000
518.80.31.01	Computer Supplies	Provides for computer supplies.	\$ 2,750	\$ 2,750	\$ 2,750
518.80.31.02	Software	Provides for core software upgrades and licensing. Windows 7 License	\$ 8,750	\$ 8,750	\$ 8,750
518.80.32.01	Unleaded Fuel		\$ 136	\$ 191	\$ 191
518.80.35	Small Tools and Equip	Provides for purchase of non-capitalized equipment.	\$ 3,000	\$ 3,000	\$ 3,000
		TOTAL SUPPLIES	\$ 17,636	\$ 17,691	\$ 17,691
		OTHER SERVICES AND CHARGES			
518.80.41	Professional Services	Provides for consulting and programming maintenance services for all City Departments.	\$ 12,000	\$ 12,000	\$ 12,000
518.80.42	Communications	Long Distance	\$ 24		
		Postage/Shipping	\$ 420		
		Internet (I-Net)	\$ 16,148		
			<u>\$ 16,592</u>		
518.80.43	Travel Expenses	Computer Seminars/Conferences	\$ 2,000	\$ 2,000	\$ 2,000

BUDGET NARRATIVE

2012

FUND: **COMPUTER OPERATIONS**

DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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510.000.000.518.80.00.00

COMPUTER - OPERATIONS

518.80.48.15	Maintenance Agreements	Provides for hardware & software annual maintenance agreements:			
		Finance Eden	\$	92,312	\$ 92,312
		Police/City Hall POS			\$ 92,312
		Business License System			92,312
		Payroll System			
		Hard Drive Maintenance Utility			
		Desktop & Server Anti-Virus			
		Internet Firewall			
		Network Hardware Maintenance			
		GIS Software (ArcInfo, ArcView)			
		Server Backup			
		Phone/Voicemail System			
		PEG Channel/Council Video System			
		Anti-SPAM Service			
		Email Search & Retrieval			
		Police Records System			
		Police Records Server			
		Permit System			
		Parks Registration/Facilities System			
		Police Policy Mgmt System			
		DOL Access System			
		PW Fuel System			
		Webserver SSL Certificates			
		GIS Ortho Software			
		Police In-Car Video Systems			
			\$	92,312	\$ 92,312

BUDGET NARRATIVE 2012

FUND: **COMPUTER OPERATIONS**
DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
510.000.000.518.80.00.00					
		COMPUTER - OPERATIONS			
518.80.48.50	Repairs & Maintenance		\$ 6,000	\$ 6,000	\$ 6,000
518.80.49	Miscellaneous	Provides for miscellaneous dues, memberships, testing, and other items not budgeted elsewhere.	\$ 1,500	\$ 1,500	\$ 1,500
518.80.49.22	Dues, Schools, & Conference	Provides for conferences, seminars and training GIS Seminars/conference - \$ 2,500 Exchange 2010 Training - \$ 2,500 <u>\$ 5,000</u>	\$ 5,000	\$ 5,000	\$ 5,000
		TOTAL OTHER SERVICES AND CHARGES	\$ 133,586	\$ 135,404	\$ 135,404
		INTERFUND SERVICES			
518.80.99.02	Computer Replacement	Provides for replacement of computer hardware.	\$ 2,322	\$ 2,322	\$ 2,322
518.80.99.03	Equipment Maintenance	Provides for the replacement of vehicles at the City garage.	\$ 900	\$ 900	\$ 900
518.80.99.05	Interfund Insurance	Provides for proportional share of liability and property insurance.	\$ 11,924	\$ 11,924	\$ 11,924
518.80.99.02	Facility Replacement	Provides for major repairs for City facilities.	\$ 357	\$ 357	\$ 357
		TOTAL INTERFUND SERVICES	\$ 15,503	\$ 15,503	\$ 15,503
		DEBT SERVICE			
518.80.75	Principal-Copier Capital Lease		\$ -	\$ 237	\$ 237
592.18.83	Interest-Copier Capital Lease		\$ -	\$ 40	\$ 40
		TOTAL DEBT SERVICE	\$ -	\$ 277	\$ 277

BUDGET NARRATIVE

2012

FUND: **COMPUTER OPERATIONS**

DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
510.000.000.518.80.00.00		COMPUTER - OPERATIONS			
		CAPITAL OUTLAY			
594.18.64	Equipment	Internet & Software Upgrades The 2012 level provides for the website monthly hosting and maintenance.	\$ 5,000	\$ 5,000	\$ 5,000
		TOTAL EQUIPMENT	\$ 5,000	\$ 5,000	\$ 5,000
		TOTAL COMPUTER OPERATIONS	\$ 509,728	\$ 511,878	\$ 519,412
508.80.00	Ending Fund Balance		\$ 35,463	\$ 40,847	\$ 33,314
		TOTAL INCLUDING ENDING FUND BALANCE	\$ 545,191	\$ 552,725	\$ 552,726

CITY OF DES MOINES

2012 BUDGET REQUEST

COMPUTER - REPLACEMENT

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 DEPT REQUEST
511.000.000	COMPUTER-REPLACEMENT										
519.19.35	SMALL TOOLS & EQUIPMENT	57,800	28,769	35,000	35,000	20,985	27,585	40,500	40,500	40,500	41,310
519.19.35.90	SMALL EQP >1,000 <\$5,000	15,000	27,520	16,100	16,100	2,413	25,500	17,400	17,400	17,400	17,748
594.18.64	CAPITAL OUTLAY*	107,700	33,264	126,378	126,378	52,113	126,378	122,600	122,600	122,600	125,052
597.43.00	TRANSFER-OUT/FUND 510	8,624	8,624	8,930	8,930	0	6,789	7,300	7,300	7,300	7,446
	COMPUTER REPLACEMENT TOTAL	189,124	98,176	186,408	186,408	75,511	186,252	187,800	187,800	187,800	191,556
508.80.00	ESTIMATED ENDING BALANCE	249,385	340,272	229,708	266,425		262,641	168,355	168,355	168,355	129,068
		438,509	438,448	416,116	452,833	75,511	448,893	356,155	356,155	356,155	320,624

* 2012 Capital Outlay

Phone System Upgrade	\$ 68,000
Network Server Virtualization & Storage Area Network	\$ 47,000
4-post full height rack enclosures	\$ 1,800
4-post half-height sound insulated rack enclosure	\$ 2,600
Replace/Upgrade network cabling in Eng Bldg	\$ 3,200

Total Capital Outlay **\$ 122,600**

BUDGET NARRATIVE

2012

FUND: **COMPUTER EQUIPMENT CAPITAL**
 DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
511.000.000.594.18.00.00	COMPUTER - REPLACEMENT		\$ 356,155	\$ 356,155	\$ 356,155

This fund accumulates resources for the eventual replacement of all City-owned computers and printers by assessing a per unit charge (PC, printer) to each department.

The General, Streets, and Lid Lift funds are assessed at 30% and the other funds (Marina, SWM, and Equipment Rental) are assessed at 100% in 2012.

2012 Beginning Fund Balance	\$	262,641	
		2012	
		<u>Assessments</u>	Number of Units
General Fund	\$	30,697	139.2
Streets Fund		983	5.7
Police Restoration Fund		4,022	14.7
Marina		22,845	17.0
Surface Water Management		4,326	7.8
Equipment Rental		2,565	4.4
Computer Operations		<u>2,322</u>	4.0
Total Assessments		67,760	<u>192.8</u>
Interest		754	
Transfers for Automation Fees		15,000	
Transfers for Phone System Replacement		<u>10,000</u>	
Total Available Resources	\$	356,155	
Year 2012 Expenditures		<u>(187,800)</u>	
2012 Ending Fund Balance	\$	<u>168,355</u>	

BUDGET NARRATIVE 2012

FUND: **SELF INSURANCE**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
520.000.046.514.70.00.00	SELF INSURANCE FUND		\$ 771,497	\$ 771,497	\$ 728,789

This fund was created by Ordinance 608 in 1984. The purpose of the fund is to create a reserve to pay for claims or judgments against the City where insurance does not exist; repair or replacement of City property that is damaged or destroyed and not covered by insurance; modifications, repairs or replacement of City property when the City Manager determines that immediate action is necessary to prevent injuries to persons or property; and risk management training.

Resolution 637 stipulates that the City Manager is to assess all City Departments insurance costs in the amount of the annual estimated insurance cost plus 20%. For 2012, the City Manager recommended reducing the 20% to 10% as a budget balancing strategy for the General, Street and Levy Lid Lift Funds. In 2012, the estimated insurance cost is \$519,163 and the total assessment for all City departments is \$580,514.

2012 Beginning Fund Balance		\$ 142,450
2012 Department Assessments	\$ 580,514	
2012 AWC Wrkr Comp Retro Payment	\$ 5,500	
Insurance Recovery	\$ -	
Interest	\$ 325	\$ 586,339
Total Available Resources		\$ 728,789
2012 Expenses		\$ (639,938)
2012 Ending Fund Balance		\$ 88,851

CITY OF DES MOINES

2012 BUDGET REQUEST

SELF INSURANCE FUND

520.000.046 SELF INSURANCE FUND		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
514.70.41	PROFESSIONAL SVC	-	-	-	-	4,533	4,533	-	-	-	-
514.70.46	INSURANCE EXPENSE	589,335	582,522	562,013	562,013	561,397	561,397	519,163	519,163	519,163	532,142
514.71.91	INTERFUND ADMIN CHGS-GEN FND	15,000	15,000	-	-	-	-	-	-	-	-
514.76.46	AWC WRKR COMP RETRO RATING	16,400	13,538	16,400	16,400	10,537	10,537				
514.76.46.02	AWC WRKR COMP RETRO RATING							13,275	13,275	13,275	13,275
015.046											
514.70.41	GROUND WATER MONITORING	90,500	35,197	107,500	107,500	17,989	69,336				
514.70.41.27	PROF SERV-GRND WATER MONITORING							107,500	107,500	107,500	107,500
100.000.70											
514.78.10	SALARY & WAGES	10,000	10,000	-	-	-	-	-	-	-	-
514.78.20	BENEFITS	840	840	-	-	-	-	-	-	-	-
514.78.41.01	PROFESSIONAL SERVICES	-	2,011	-	-	-	-	-	-	-	-
514.78.49	SETTLEMENTS	114,813	107,000	-	-	-	-	-	-	-	-
SELF INSURANCE TOTAL		836,888	766,109	685,913	685,913	594,455	645,803	639,938	639,938	639,938	652,917
508.80.00	ENDING FUND BALANCE	26,373	96,011	55,460	90,282		142,450	131,559	131,559	88,851	80,268
		863,261	862,119	741,373	776,195	594,455	788,253	771,497	771,497	728,789	733,184

BUDGET NARRATIVE 2012

FUND: **SELF INSURANCE**
DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
520.000.046.514.70.00.00		SELF INSURANCE FUND			
514.70.46	Insurance Expense	To cover WCIA liability insurance, public officials bond, and insurance at the Marina to include hull insurance and protection and indemnity.	\$ 519,163	\$ 519,163	\$ 519,163
		WCIA			
		Auto Physical damage	\$ 19,402		
		Boiler and Machinery	3,156		
		Crime/Fidelity Bond	1,961		
		Liability	438,225		
		Property	56,608		
		Total Insurance Expense	\$ 519,352		
				Allocated to diff depts based on L & I worked hours	
		* Based on 2012 WCIA Liability Rate Estimate = 7.088% decrease			
514.70.41	Professional Services	To pay for outplacement assistance.	-	-	-
514.70.41.27	Ground Water Monitoring	To pay for the monitoring of ground water due to fuel tank leaks at the Engineering Building.	\$ 107,500	\$ 107,500	\$ 107,500
514.76.46.02	AWC Worker Comp Retro Rating Prog	Provides for AWC Workers Compensation Retro Rating payment based on AWC's estimate for 2012.	\$ 13,275	\$ 13,275	\$ 13,275
		TOTAL SELF INSURANCE FUND	\$ 639,938	\$ 639,938	\$ 639,938
508.80.00	Ending Fund Balance		\$ 131,559	\$ 131,559	\$ 88,851
		TOTAL INCLUDING ENDING FUND BALANCE	\$ 771,497	\$ 771,497	\$ 728,789

BUDGET NARRATIVE 2012

FUND: **UNEMPLOYMENT COMPENSATION**
DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
530.000.045.500.00.00.00		UNEMPLOYMENT COMPENSATION FUND	\$ 183,268	\$ 211,388	\$ 211,388

This fund was established by Ordinance 879 in 1991. The purpose of the fund is to build a reserve for the payment of unemployment compensation claims. Ordinance 879 provides the following formula to maintain an optimum reserve:

Number of City employees (full time equivalents) x 5% x annual maximum unemployment benefits x 3 years + the average annual payout for the last 10 years. [max unemp benefits defined below]

The formula results in the following calculation:

Average Number of Employees	x Percent	= Annual Max Unemp Per Employee	x Years	+ Ann. Pay Out
126	5%	\$ 26,489	3	\$ 25,029

Annual Maximum Unemployment Compensation (AMUC): \$527,317

AMUC is determined by taking the last four quarters salary expense divided by each quarter's FTEs, summing the two highest and dividing by 2, then multiplying the answer by 4% resulting in the average weekly maximum benefit which can be drawn for a period of 30 weeks.

	<u>Gross Salaries</u>	<u>FTE</u>	<u>Avg Qtr Sal</u>	<u>Sum High 2</u>	<u>Sum/2</u>
Quarter 3 '10	\$ 2,744,476	135	\$ 20,357	\$ 44,149	\$ 22,074
Quarter 4 '10	\$ 2,681,271	117	\$ 22,912		
Quarter 1 '11	\$ 2,668,474	128	\$ 20,893	<u>Weekly Benft</u>	<u>Max Pay Period</u>
Quarter 2 '11	\$ 2,677,763	126	\$ 21,237	883	\$ 26,489

Department assessments for 2012 are 0.5% of gross salaries.

Assessments in prior years were 0.25% of gross salaries.

Council may at its discretion, transfer money out this fund for uses it deems appropriate.

BUDGET NARRATIVE 2012

FUND: **UNEMPLOYMENT COMPENSATION**
DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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530.000.045.500.00.00.00 UNEMPLOYMENT COMPENSATION FUND

Resources Available

2011 Beginning Fund Balance			\$	224,444
2011 Department Assessments			\$	26,608
2011 Interest Earnings			\$	375
				<u>\$ 26,983</u>
Total Available Resources			\$	251,427
2011 Expenses			\$	(95,882)
2011 Ending Fund Balance			\$	155,545
2012 Department Assessments			\$	55,512
2012 Interest Earnings			\$	331
				<u>\$ 55,843</u>
Total Available Resources			\$	211,388
2012 Expenses			\$	(100,000)
2012 Ending Fund Balance			\$	<u>111,388</u>

CITY OF DES MOINES

2012 BUDGET REQUEST

UNEMPLOYMENT COMPENSATION FUND

UNEMPLOYMENT COMPENSATION FUND		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
530.000.045	UNEMPLOYMENT COMPENSATION FUND										
517.70.49	EXPENSES	100,000	90,466	100,000	100,000	39,212	95,882	100,000	100,000	100,000	75,000
	UNEMPLOYMENT COMPENSATION TOTAL	100,000	90,466	100,000	100,000	39,212	95,882	100,000	100,000	100,000	75,000
508.80.00	ENDING FUND BALANCE	221,154	224,444	143,731	152,391		155,545	83,268	111,388	111,388	74,288
		321,154	314,910	243,731	252,391	39,212	251,427	183,268	211,388	211,388	149,288

BUDGET NARRATIVE

2012

FUND: **UNEMPLOYMENT COMPENSATION**

DEPARTMENT: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
530.000.045		UNEMPLOYMENT COMPENSATION FUND			
517.70.49	Unemployment Claims	\$100,000 has been budgeted to cover anticipated unemployment claims. The following is a 15-year history of claims payments:	\$ 100,000	\$ 100,000	\$ 100,000
		2010 \$ 90,466			
		2009 \$ 114,425			
		2008 \$ 15,239			
		2007 \$ 3,798			
		2006 \$ 6,665			
		2005 \$ 31,170			
		2004 \$ 7,584			
		2003 \$ 11,072			
		2002 \$ 22,885			
		2001 \$ 19,150			
		2000 \$ 18,304			
		1999 \$ 24,971			
		1998 \$ 26,150			
		1997 \$ 8,795			
		1996 \$ 10,160			
		TOTAL UNEMPLOYMENT COMPENSATION	\$ 100,000	\$ 100,000	\$ 100,000
508.80.00	Ending Fund Balance	If unemployment claims hold to the budgeted amount or less this fund will be self sustaining for the current FTE level and prevailing interest rates.	\$ 83,268	\$ 111,388	\$ 111,388
		TOTAL INCLUDING ENDING FUND BALANCE	\$ 183,268	\$ 211,388	\$ 211,388

BUDGET NARRATIVE 2012

FUND: **MUNICIPAL CAPITAL IMPROVEMENT**
 DEPARTMENT: **FUND 310**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
310.000.000.500.00.00.00	MUNICIPAL CAPITAL IMPROVEMENTS		\$ 755,128	\$ 755,128	\$ 842,597

Municipal Capital Improvement revenue is generated through a 0.5 percent tax on real estate sold within Des Moines and a transfer from the General Fund whenever excess one-time revenues are available. In addition, various county, state and federal grant revenues are utilized to pay for expenditures. These expenditures are for local improvements including those listed in RCW 35.40.040. For a more complete description of the capital projects, refer to the 2012-2017 six-year Capital Improvement Plan.

CITY OF DES MOINES

2012 BUDGET REQUEST

MUNICIPAL CAPITAL IMPROVEMENT

MUNICIPAL CAPITAL IMPROVEMENT	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 YR-END EST	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
310.047.000.594.76.63.01 FIELD HS PARK & PLAYGRD REPAIR/REPL	896	902		-	-	-				
310.047.000.594.76.63.04 BEACH PARK PLAYGROUND REPAIR & REPLACEMENT										188,125
310.047.000.594.76.63.05 PARKSIDE PARK PLAYGROUND REPAIR & REPLACE										360,889
310.050.100.594.76.62.00 DM BEACH PARK REHAB-AUDITORIUM	1,112,905	903,106	719,171	553,565	466,077	553,565	145,000	145,000	145,000	
310.050.200.594.76.62.01 DM BEACH PARK REHAB-DINING HALL	115,932	66,800	371,106	371,106	1,849	371,106	750	750	750	1,285,750
310.050.200.594.76.62.02 DMBP REHAB-PICNIC SHELTER	-	1,303								636,750
310.050.400.594.76.62.03 DM BEACH PARK REHAB-SUN HOME LODGE	-	8,178			-	-				1,282,500
310.050.400.594.76.62.04 DM BEACH PARK REHAB-RESTROOM BLDG	-	1,452			-	-				562,300
310.050.400.594.76.62.05 DM BEACH PARK REHAB-FOUNDERS LODGE REPAIRS	-				-	-				997,000
310.050.400.594.76.62.06 DM BEACH PARK REHAB-AUDITORIUM ROOF REPL	-	-	-	-	-	-	-	-	-	93,375
310.050.400.594.76.62.07 DM BEACH PARK-CARLSON HOUSE REHAB										256,665
310.050.400.594.76.62.08 DM BEACH PARK-TURF REPAIR & IRRIGATION PROJ										150,150
310.050.400.594.76.62.09 DM BEACH PARK-ROADSIDE CABIN REHAB										84,520
310.050.400.594.76.62.10 DM BEACH PARK-ROADWAY & PARKING OVERLAYS										227,125
310.050.400.594.76.62.11 DM BEACH PARK-SPORTS CABIN REHAB										65,512
310.050.400.594.76.62.12 DM BEACH PARK-UNDERGROUND UTILITIES										151,500
310.050.400.594.76.62.13 DM BEACH PARK-REPLACE WOODEN BRIDGE										50,300
310.050.400.594.76.62.14 DM BEACH PARK-CARETAKERS CABIN REHAB										77,890
310.050.400.594.76.62.15 DM BEACH PARK-INTERIM REPAIRS										31,650
310.051.000.594.76.63.00 DM CREEK (URBAN) TRAIL IMPRV (Tsf to Trans CIP Fd)	100,000	-	100,000	-	-	100,000	200,000	200,000	200,000	
310.052.000.594.73.62.00 GRANDSTAND RESTORATION	557,479	340,200	189,997	50,484	50,484	50,484				
310.053.000.594.76.63.00 FIELD HS PARK BALLFIELD EXPANSION	74,473	97,684		-	-	-				
310.331.000.594.73.63.00 BEACH PARK/JAN 2009 MUDSLIDE	170,000	5,422	379,000	543,578	77,101	543,578				
310.700.000.594.19.63.01 CITY-WIDE ENERGY SAVINGS & UTILITY IMPR	-		440,000	440,000		440,000				
310.700.000.594.73.62.01 DM FIELD HOUSE RENOVATION	74,383	8,881	21,099	109,383	73,422	109,383				
310.700.000.594.76.63.01 PARKS AND RECREATION MASTER PLAN	21,537	-		-	50,461	-				
310.700.000.594.76.63.03 DM CREEK TRAIL WTRFRNT DWNTWN CONNECTIONS	769,212	663,280		105,932	76,837	105,932				
310.700.000.594.76.63.05 ENTRYWAY SIGNAGE-WATERFRONT DISTRICT	-									126,610
310.800.000.597.00.00.06 TSF TO FUND 219 - 2008 GO REFUNDING BONDS	135,050	134,732	131,050	131,050	15,407	130,944	126,750	126,750	126,750	122,750
310.800.000.597.42.00.03 TSF TO TRANSPORTATION CAPITAL IMPRV FUND	200,000	200,000	250,000	350,000	41,667	250,000	200,000	200,000	300,000	300,000
TOTAL MUNICIPAL CAPITAL IMP.	3,331,867	2,431,941	2,601,423	2,655,098	853,305	2,654,992	672,500	672,500	772,500	7,051,361
310.850.000.508.80.00.00 ENDING FUND BALANCE	43,368	866,065	256,828	269,969		246,197	82,628	82,628	70,097	128,122
TOTAL MCI FUND	3,375,235	3,298,006	2,858,251	2,925,067	853,305	2,901,189	755,128	755,128	842,597	7,179,483

BUDGET NARRATIVE 2012

FUND: **MUNICIPAL CAPITAL IMPROVEMENT**
DEPARTMENT: **FUND 310**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
310.000.000.000.00.00.00		MUNICIPAL CAPITAL IMPROVEMENT			
310.050.100.594.76.62.00	DM BEACH PARK REHAB-AUDITORIUM	Historic Preservation "Community Heritage" improvements: Rehabilitation of the Auditorium. This project completes the Beach Park Auditorium and pays for project over runs and delays caused by two differernt project contractors.	\$ 145,000	\$ 145,000	\$ 145,000
310.050.200.594.76.62.01	DM BEACH PARK REHAB-DINING HALL	Historic Preservation "Community Heritage" improvements: Rehabilitation of the Dining Hall. This project will provide for funds for Dining Hall construction.	\$ 750	\$ 750	\$ 750
310.051.000.594.76.63.00	DM CREEK (URBAN) TRAIL IMPRV (Tsf to Trans CIP Fd)	This project is for Des Moines Creek Trail and Barnes Creek/SR 509 ROW trail connectors as identified in the 2010 Parks Master Plan. The funds will be used to match outside funding from KC Conservation Futures and/or RCO Grant	\$ 200,000	\$ 200,000	\$ 200,000
310.800.000.597.00.00.06	Tsf to Fund 219	Transfer to Fund 219 - Refunding Debt Service for the City Hall South Wing Remodel.	\$ 126,750	\$ 126,750	\$ 126,750
310.800.000.597.42.00.03	Tsf To Transportation Capital Imprv Fund		\$ 200,000	\$ 200,000	\$ 300,000
TOTAL EXPENDITURES MUNICIPAL CAPITAL IMPROVEMENTS			\$ 672,500	\$ 672,500	\$ 772,500
310.850.000.508.80.00.00	ENDING FUND BALANCE		\$ 82,628	\$ 82,628	\$ 70,097
TOTAL EXPENDITURES AND ENDING FUND BALANCE			\$ 755,128	\$ 755,128	\$ 842,597

BUDGET NARRATIVE 2012

FUND: **TRANSPORTATION CAPITAL IMPROVEMENT FUND**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Departmental Request	Executive Amendment	Adopted
319.000.000.595.00.00.00	TRANSPORTATION CAPITAL IMPROVEMENT FUND	\$ 12,857,220	\$ 12,857,220	\$ 13,009,032

The Transportation Capital Improvement Fund was created with Ordinance No. 1444 authorizing the sale of bonds to fund transportation projects. The Transportation Capital Improvement Fund will be used to account for the planning, design and capital expenditures within the City's transportation infrastructure. Additional revenues include unrestricted fuel taxes when available, real estate excise taxes, and various Federal, state, and local grants.

Note: For a more detailed discussion of the following expenditures, refer to the City's six-year (2012 to 2017) Capital Improvement Plan.

CITY OF DES MOINES

2011 BUDGET REQUEST

TRANSPORTATION CAPITAL IMPRV FUND

		2010	2010	2011	2011	2011	2011	2012	2012	2012	2013
		AMENDED	ACTUAL	ADOPTED	AMENDED	ACTUAL	EST	DEPT	EXEC	ADOPTED	EST
319.XXX.000	TRANSPORTATION CAPITAL IMPRV FUND					Jan-June	YR TOTAL	REQUEST	AMEND		
319.100.000.595.XX.63.00	Pavement Management Program	275,000	138,088		-	119	350				
319.114.000.595.XX.65.00	Transportation Comp Plan Update	-	5,192			-					
319.131.000.595.XX.63.01	24th Ave S. Improvements (DM Transportation Gateway)	2,487,728	651,337	960,579	1,458,604	599,393	1,343,474	5,871,291	5,871,291	5,856,291	2,641,168
319.132.000.595.XX.63.00	North Twin Bridge Footings Repair	747,588	608,893	254,970	453,104	535,778	678,389	80,000	80,000	80,000	
319.205.000.595.XX.63.05	16th Ave South Improvements - Segment A	27,500	-	27,500	27,500			27,500	27,500	27,500	101,339
319.322.000.595.XX.63.00	North Twin Bridge Seismic Retrofit	1,437,642	1,107,979	422,718	722,859	211,378	355,500	80,000	80,000	80,000	
319.326.000.595.XX.63.00	Saltwater St Pk Bridge Seismic Retrofit	-	86			-					
319.332.000.595.XX.63.00	South 216th St. Project PH1 (I5 to 24th)	312,933	208,829	180,800	183,471	66,575	183,471	125,000	125,000	125,000	360,000
319.333.000.595.XX.63.00	South 216th St. Project PH2 (19th to 24th)	1,473,928	313,899	384,079	648,572	337,092	1,428,811	4,339,291	4,339,291	4,324,291	2,106,829
319.335.000.595.XX.63.00	South 216th St. Project PH4	2,891,506	1,306,511	1,395,578	1,416,156	267,517	1,468,790				
319.336.000.595.XX.63.00	South 224th St Improvements	-	-	326,163	326,163	-		326,163	326,163	326,163	
319.345.000.595.20.61.00	Barnes Creek Trail/SR 509 Right-of-Way Study	30,000		1,125,000	1,128,700	3,120	1,440,000	770,000	770,000	770,000	560,000
319.601.000.595.XX.63.00	Intelligent Transportation System (ITS)	126,478	23,946	50,000	50,000	4,916	50,000				
319.602.000.595.64.63.00	School Zones Flashing Beacons			35,000	35,000		36,310				
319.603.000.595.64.63.00	Traffic Safety Program							557,500	557,500	557,500	300,000
319.800.000.597.40.00.03	Transfer-Out/220.102/PWTF-P Hwy Const	25,390		25,154	25,273	25,272	25,272	25,154	25,154	25,154	25,036
319.800.000.597.40.00.04	Transfer-Out to Fund 219/2008 GO Bonds Debt Service	192,913	192,784	274,326	194,513	52,301	194,513	200,912	200,912	200,912	191,913
319.800.000.597.40.00.05	Transfer-Out to Fund 220/PWTF Loan DM Gateway	190,698	190,698	194,513	274,326	274,111	274,110	273,542	273,542	273,542	272,188
319.800.000.597.40.17.00	Transfer-Out to Fund 001/Surplus ROW Proceeds				63,733						
	TRANSPORTATION CAPITAL IMPRV TOTAL	\$ 10,219,304	\$ 4,748,243	\$ 5,656,380	\$ 7,007,974	\$ 2,377,571	\$ 7,478,990	\$ 12,676,353	\$ 12,676,353	\$ 12,646,353	\$ 6,558,473
319.899.000.508.80.00.00	ENDING FUND BALANCE	\$ 2,441,105	\$ 142,068	\$ 544,505	\$ 537,909		\$ 709,720	\$ 180,867	\$ 180,867	\$ 362,679	\$ 5,064
	TOTAL TRANSPORTATION CAPITAL IMPRV	\$ 12,660,409	\$ 4,890,311	\$ 6,200,885	\$ 7,545,883	\$ 2,377,571	\$ 8,188,710	\$ 12,857,220	\$ 12,857,220	\$ 13,009,032	\$ 6,563,537

BUDGET NARRATIVE

2012

FUND: **TRANSPORATION CAPITAL IMPROVEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
319.000.000.000.00.00.00		TRANSPORTATION CAPITAL IMPROVEMENT			
319.131.000.595.XX63.01	24th Ave S. Improvements (DM Transportation Gateway)	Reconstruct roadway to five-lane cross section with pedestrian facilities along 24th Avenue South as identified in the City's Comprehensive Transportation Plan and the six-year Transportation Improvement Plan.	\$ 5,871,291	\$ 5,871,291	\$ 5,856,291
319.132.000.595.XX.63.00	North Twin Bridge Footings Repair	Provide permanent footing repairs for the North Twin Bridge on 16th Avenue South.	\$ 80,000	\$ 80,000	\$ 80,000
319.205.000.595.XX.63.05	16th Ave South Improvements - Segment A	Install curbs, gutters, sidewalks, enclosed drainage system, and bike lanes along both sides of the street. Improve the existing lighting and install left turn lanes.	\$ 27,500	\$ 27,500	\$ 27,500
319.322.000.595.XX.63.00	North Twin Bridge Seismic Retrofit	Needed improvements include seismic retrofitting, painting, pedestrian improvements, and guardrail of the bridge, if feasible.	\$ 80,000	\$ 80,000	\$ 80,000
319.332.000.595.XX.63.00	South 216th St. Project PH1 (I5 to 24th)	Widen roadway to provide additional turn lanes where needed.	\$ 125,000	\$ 125,000	\$ 125,000
319.333.000.595.XX.63.00	South 216th St. Project PH2 (19th to 24th)	Widen roadway to provide a continuous center turn lane, bike lanes, curb, gutter, and sidewalks, and other improvements by others.	\$ 4,339,291	\$ 4,339,291	\$ 4,324,291
319.336.000.595.XX.63.00	South 224th St Improvements	Provide for the design of improvements consistent with the Pacific Ridge Neighborhood Improvement Plan.	\$ 326,163	\$ 326,163	\$ 326,163
319.345.000.595.20.61.00	Barnes Creek Trail/SR 509 Right-of-Way Study	Provide study to identify the highest and best use of the SR 509 right-of-way, and submit a proposal to the WSDOT.	\$ 770,000	\$ 770,000	\$ 770,000

BUDGET NARRATIVE

2012

FUND: **TRANSPORATION CAPITAL IMPROVEMENT**
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
319.000.000.000.00.00.00					
TRANSPORTATION CAPITAL IMPROVEMENT					
319.603.000.595.64.63.00	Traffic Safety Program	This program provides for the construction of various citywide roadway safety-related capital improvements as identified through engineering analysis.	\$ 557,500	\$ 557,500	\$ 557,500
319.800.000.597.40.00.03	Transfer-Out/220.102/PWTF-P Hwy Const	Debt Service for the Public Works Trust Fund Loan for the Pacific Highway pre-construction phase of the project.	\$ 25,154	\$ 25,154	\$ 25,154
319.800.000.597.40.00.04	Transfer-Out to Fund 219/2008 GO Bonds Debt Service	Debt Service for the 2008 G.O. Bonds.	\$ 200,912	\$ 200,912	\$ 200,912
319.800.000.597.40.00.05	Transfer-Out to Fund 220/PWTF Loan DM Gateway	Debt Service for the Public Works Trust Fund Loan for the design phase of the Des Moines Gateway projects.	\$ 273,542	\$ 273,542	\$ 273,542
TOTAL EXPENDITURES TRANSPORTATION CAPITAL IMPRV FUND			\$ 12,676,352	\$ 12,676,353	\$ 12,646,353
319.899.000.508.80.00.00	ENDING FUND	This is the estimated Ending Fund Balance	\$ 180,867	\$ 180,867	\$ 362,679
TOTAL EXPENDITURES AND ENDING FUND BALANCE			\$ 12,857,219	\$ 12,857,220	\$ 13,009,032

BUDGET NARRATIVE 2012

FUND: **MARINA DEPRECIATION AND IMPROVEMENT FUND**
 DEPARTMENT: **MARINA FUND 404**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
404.000.019.594.00.00.00	MARINA DEPRECIATION AND IMPROVEMENT FUND		\$ 333,979	\$ 333,979	\$ 333,979

This Fund was created in 1983 by Ordinance 576. This ordinance permits excess funds to be deposited into the Depreciation and Improvement fund for improving, restoring or providing additional Marina facilities.

CITY OF DES MOINES

2012 BUDGET REQUEST

MARINA DEPRECIATION AND IMPROVEMENT FUND

		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
404.000.000	MARINA DEPRECIATION AND IMPROVEMENT FUND 404										
404.000.000	DEBT SERVICE AND TRANSFERS										
582.79.71.00	PRINCIPAL-2002 GO BONDS	190,000	190,000	195,000	195,000	-	195,000	205,000	205,000	205,000	215,000
592.79.83.00	INTEREST-2002 GO BONDS	140,190	140,190	115,440	132,590	66,295	132,590	124,595	124,595	124,595	116,190
592.79.85.00	MISC-2002/2008 GO BONDS	320	304	320	320	302	302	320	320	320	320
597.79.55.01	TRANSFER-OUT/FUND 401 (Debt Reserve)	-	-	-	-	-	-	-	-	-	-
SUBTOTAL		330,510	330,495	310,760	327,910	66,597	327,892	329,915	329,915	329,915	331,510
TOTAL DEPR AND IMPROVEMENT FUND 404		\$ 330,510	\$ 330,494	\$ 310,760	\$ 327,910	\$ 66,597	\$ 327,892	\$ 329,915	\$ 329,915	\$ 329,915	\$ 331,510
508.80.00.00	ENDING FUND BALANCE	\$ -	\$ 4,053	\$ 20,918	\$ 5,513	\$ -	\$ 4,059	\$ 4,064	\$ 4,064	\$ 4,064	\$ 4,069
TOTAL DEPRECIATION & IMPROVEMENT		\$ 330,510	\$ 334,547	\$ 331,678	\$ 333,423	\$ 66,597	\$ 331,951	\$ 333,979	\$ 333,979	\$ 333,979	\$ 335,579

BUDGET NARRATIVE 2012

FUND: **MARINA DEPRECIATION AND IMPROVEMENT FUND**
 DEPARTMENT: **MARINA FUND 404**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
404.000.019.594.00.00.00	MARINA DEPRECIATION AND IMPROVEMENT FUND				
	DEBT SERVICE				
404.000.000.582.79.71.00	PRINCIPAL-2002 GO BONDS		\$ 205,000	\$ 205,000	\$ 205,000
404.000.000.592.79.83.00	INTEREST-2002 GO BONDS		124,595	124,595	124,595
404.000.000.592.79.85.00	MISC-2002/2008 GO BONDS		320	320	320
404.000.000.597.79.55.01	TRANSFER-OUT/FUND 401 (Debt Reserve)		-	-	-
	TOTAL DEBT SERVICE & INTERFUND SERVICES		\$ 329,915	\$ 329,915	\$ 329,915
404.000.019.594.00.00.00	DEPRECIATION AND IMPROVEMENT				
	TOTAL MARINA IMPROVEMENT PROJECTS		\$ -	\$ -	\$ -
	TOTAL MARINA DEPRECIATION AND IMPROVEMENT EXPENDITURES		\$ 329,915	\$ 329,915	\$ 329,915
404.000.019.508.80.00.00	Ending Fund Balance		\$ 4,064	\$ 4,064	\$ 4,064
	TOTAL MARINA DEPRECIATION AND IMPROVEMENT FUND		\$ 333,979	\$ 333,979	\$ 333,979

BUDGET NARRATIVE

2012

FUND: **MARINA DEPRECIATION AND IMPROVEMENT FUND, 2008 BONDS**

DEPARTMENT: **MARINA FUND 406**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
406.000.000.594.00.00.00	MARINA DEPRECIATION AND IMPROVEMENT FUND, 2008		\$ 805,889	\$ 805,889	\$ 805,889

This Fund was created in 2008 by Ordinance 1445 authorizing the issuance of limited tax obligation bonds to fund improvements at the Marina identified in the updated Marina Master Plan. The 2008 bonds represent the second of a series of three bond issues that will provide funding for the Marina

CITY OF DES MOINES

2012 BUDGET REQUEST

MARINA DEPRECIATION AND IMPROVEMENT FUND - 2008 BONDS

	2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 EST YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
406.000.000	MARINA DEPRECIATION AND IMPROVEMENT FUND 406									
406.441.000	NORTH MARINA RENOVATION PROJECTS									
594.79.61.00	49,184	90,805	-	-	27,631	27,631	-	-	-	-
594.79.63.01	4,047,963	1,990,858	-	-	74,274	74,273	-	-	-	-
594.79.63.02		644,978	-	-	6,938	6,938	-	-	-	-
594.79.63.03	-	185,295	-	-	12,334	26,110	-	-	-	-
SUBTOTAL	4,097,147	2,911,937	-	-	121,177	134,952	-	-	-	-
406.44X.000	MISC CAPITAL PROJECTS									
594.79.41.01										
594.79.61.00	40,000	56,157	-	-	4,196	4,196	-	-	-	-
594.79.61.01	643,769	1,019,208	-	-	23,237	23,237	-	-	-	-
594.79.61.03	-	130,324	-	-	679	679	-	-	-	-
594.79.63.00	60,000	-	-	-	-	-	-	-	-	-
594.79.63.01	40,000	-	-	-	-	-	29,218	29,218	29,218	-
594.79.63.02	-	-	-	-	-	-	-	-	-	-
594.79.63.03	-	119,445	-	-	27,924	31,824	-	-	-	-
594.79.63.05	30,000	-	-	-	-	-	-	-	-	-
594.79.63.06	10,000	-	-	-	-	-	-	-	-	-
594.79.62.00	-	-	150,000	150,000	220	13,000	161,250	161,250	161,250	80,000
594.79.64.00	-	-	65,000	65,000	39,523	42,083	-	-	-	-
594.79.63.09	-	-	1,022,991	1,022,991	-	25,442	-	-	-	-
594.79.62.00	-	-	30,000	30,000	-	-	30,000	30,000	30,000	-
594.79.62.00	-	-	32,850	32,850	-	32,850	-	-	-	-
594.79.62.00	-	-	-	-	-	-	21,635	21,635	21,635	21,635
594.79.64.01	-	7,137	-	-	-	-	-	-	-	-
594.79.62.00	-	-	-	-	-	-	41,250	41,250	41,250	-
594.79.62.00	-	-	-	-	-	-	41,250	41,250	41,250	-
594.79.62.00	-	-	-	-	-	-	41,250	41,250	41,250	-
SUBTOTAL	823,769	1,332,271	1,300,841	1,300,841	95,779	173,311	365,853	365,853	365,853	101,635
406.000.000	DEBT SERVICE AND TRANSFERS									
582.79.71.02	75,000	75,000	125,000	125,000	-	125,000	175,000	175,000	175,000	225,000
592.79.83.01	272,716	272,716	286,866	269,716	134,858	269,716	264,716	264,716	264,716	257,716
592.79.85.01	320	304	320	320	302	302	320	320	320	320
SUBTOTAL	348,036	348,020	412,186	395,036	135,160	395,018	440,036	440,036	440,036	483,036
	\$ 5,268,952	\$ 4,595,609	\$ 1,713,027	\$ 1,695,877	\$ 352,116	\$ 703,281	\$ 805,889	\$ 805,889	\$ 805,889	\$ 584,671
508.80.00.00	\$ 528,812	\$ 542,468	\$ 93,367	\$ 14,711	\$ -	\$ 238,203	\$ 39,345	\$ 39,345	\$ 39,345	\$ 139,106
	\$ 5,797,764	\$ 5,138,077	\$ 1,806,394	\$ 1,710,588	\$ 352,116	\$ 941,484	\$ 845,234	\$ 845,234	\$ 845,234	\$ 723,777

BUDGET NARRATIVE 2012

FUND: **MARINA DEPRECIATION AND IMPROVEMENT FUND, 2008 Bonds**
 DEPARTMENT: **MARINA FUND 406**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
406.000.000.594.00.00.00	MARINA DEPRECIATION AND IMPROVEMENT FUND - 2008 BONDS				
	DEBT SERVICE				
406.000.000.582.79.71.02	PRINCIPAL-2008 BONDS		\$ 175,000	\$ 175,000	\$ 175,000
406.000.000.592.79.83.01	INTEREST-2008 BONDS		\$ 264,716	\$ 264,716	\$ 264,716
406.000.000.597.79.85.01	FISCAL AGENT FEES-2008 GO BONDS		\$ 320	\$ 320	\$ 320
	TOTAL DEBT SERVICE & INTERFUND SERVICES		\$ 440,036	\$ 440,036	\$ 440,036
406.000.000.594.00.00.00	DEPRECIATION AND IMPROVEMENT				
406.440.594.79.63.01	SECURITY CAMERA PROJECT	This project would provide for the installation of four more security cameras in the Marina.	\$ 29,218	\$ 29,218	\$ 29,218
406.442.594.79.62.00	RECONFIGURE SMALL DOCKS	This project would eliminate E Dock and reconfigure D, F, G & H Docks with the goal of reducing the amount of 20 and 24 foot slips and creating more 32 and 36 foot slips. This project will be accomplished in two phases. The first phase will take place in 2011/2012 as part of a multi-project design and permitting effort and will consist of a feasibility study, design and permitting of the project. The actual reconfiguration would be a second phase, which would take place in 2012.	\$ 161,250	\$ 161,250	\$ 161,250
406.444.594.79.62.00	SOUTH LOT RESTROOM PROJECT	Replace aging tenant restroom and shower facility and also provide public toilet facility.	\$ 30,000	\$ 30,000	\$ 30,000

BUDGET NARRATIVE 2012

FUND: **MARINA DEPRECIATION AND IMPROVEMENT FUND, 2008 Bonds**
DEPARTMENT: **MARINA FUND 406**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
406.000.000.594.00.00.00	MARINA DEPRECIATION AND IMPROVEMENT FUND - 2008 BONDS				
406.447.594.79.62.00	REDONDO RAMP BOARDING FLOATS	Replace two of the original boarding floats at the Redondo Boat Ramp.	\$ 21,635	\$ 21,635	\$ 21,635
406.448.594.79.62.00	FISHING PIER RENOVATIONS	Renovate and enlarge the Public Fishing Pier, replace the public restrooms, enlarge the plaza area, replace the timber bulkhead in that area with a steel sheet pile wall with a concrete cap, install a breakwater wall to protect the Marina entrance and basin.	\$ 41,250	\$ 41,250	\$ 41,250
406.449.594.79.62.00	NEW BREAKWATER AT MARINA ENTRANCE	This project would replace the existing Timber Breakwater with a new structure similar in design but located close to the Public Fishing Pier where it can protect the entire Marina Entrance Channel area.	\$ 41,250	\$ 41,250	\$ 41,250
406.450.594.79.62.00	TIMBER BREAKWATER REMOVAL	This project would remove the existing Timber Breakwater and the rock rubble mound that is on both sides of it. A float system and ramp would be installed in the same area and portions of the timber bulkhead would be replaced with a steel sheetpile/concrete cap wall.	\$ 41,250	\$ 41,250	\$ 41,250
TOTAL MARINA IMPROVEMENT PROJECTS			\$ 365,853	\$ 365,853	\$ 365,853
TOTAL MARINA DEPRECIATION AND IMPROVEMENT, 2008 BONDS EXPENDITURES			\$ 805,889	\$ 805,889	\$ 805,889
406.000.000.508.80.00.00	Ending Fund Balance		\$ 39,345	\$ 39,345	\$ 39,345
TOTAL MARINA DEPRECIATION AND IMPROVEMENT FUND, 2008 BONDS			\$ 845,234	\$ 845,234	\$ 845,234

BUDGET NARRATIVE 2012

FUND: **SURFACE WATER CAPITAL**
DEPARTMENT: **FUND 451**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
451.000.000.500.00.00.00	SURFACE WATER MANAGEMENT - CAPITAL		\$ 1,689,112	\$ 1,689,112	\$ 1,689,112

Surface Water Management Capital revenue results from dedicating a portion of SWM charges to capital improvements. Grants also are utilized to fund expenditures. These expenditures consist of capital projects and related studies and engineering necessary to control and prevent flooding, erosion, sedimentation and water quality degradation; acquire land; protect streamways and wetlands; accommodate future urban growth, correct water problems and safeguard public safety; prevent property damage and improve water quality. For specific descriptions of the capital projects, refer to the six-year Capital Improvement Plan.

CITY OF DES MOINES

2012 BUDGET REQUEST

SURFACE WATER MANAGEMENT
CAPITAL

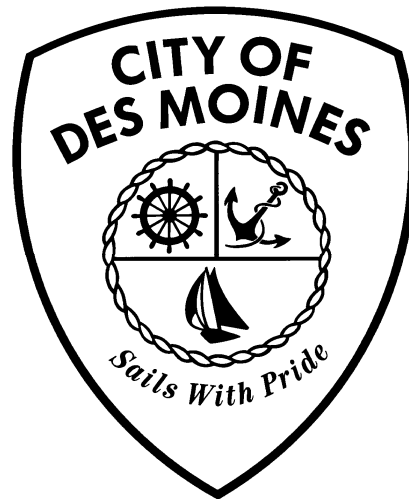
		2010 AMEND	2010 ACTUAL	2011 ADOPTED	2011 AMEND	2011 ACTUAL Jan-June	2011 ESTIMATE YR TOTAL	2012 DEPT REQUEST	2012 EXEC AMEND	2012 ADOPTED	2013 ESTIMATE
451.000.000	SURFACE WATER CAPITAL										
451.804.000.595.40.63.00	BARNES CREEK /KDM RD CULVERT		172			88	88				106,280
451.804.000.595.40.63.01	BARNES CREEK DETENTION FACILITY	1,023,838	76,349	997,200	1,043,779	24,542	71,770				
451.806.000.595.40.63.00	DES MOINES CREEK BASIN PROJECTS	4,000	5,055	4,000	4,000	2,750	5,797	6,000	6,000	6,000	6,000
451.806.000.595.40.63.01	LOWER DM CREEK CHANNEL MODIFICATIONS	762,598	595,502	178,000	420,090	30,662	420,090				
451.812.000.595.40.63.00	DMMD PIPELINE S. 212th to S. 213th	131,900	1,094		-			29,000	29,000	29,000	144,500
451.813.000.595.40.63.00	NORTH HILL ELEMENTARY - 4th AVE PIPELINE REPL	30,928	31,136		-	-					
451.814.000.595.40.63.00	250TH PIPELINE REPLACEMENT	133,574	85,790		-	-					
451.815.000.595.40.63.00	REDONDO CREEK CULVERT REPLACEMENT			430,000	550,000	35,144	546,100				
451.818.000.595.40.63.00	REDONDO HEIGHTS CULVERT REPLACEMENT						69,500	330,000	330,000	330,000	
451.819.000.595.40.63.00	216TH PLACE CULVERT REPLACEMENT							35,100	35,100	35,100	139,200
451.820.000.595.40.63.00	BARNES CREEK 223RD CULVERT REPLACEMENT							343,000	343,000	343,000	
	SWM - CAPITAL TOTAL	\$ 2,086,838	\$ 795,098	\$ 1,609,200	\$ 2,017,869	\$ 93,186	\$ 1,113,345	\$ 743,100	\$ 743,100	\$ 743,100	\$ 395,980
451.000.000.508.80.00.00	ENDING FUND BALANCE	133,394	1,324,051	153,049	12,912	-	880,441	946,012	946,012	946,012	1,406,201
	SWM - CAPITAL TOTAL	\$ 2,220,232	\$ 2,119,149	\$ 1,762,249	\$ 2,030,781	\$ 93,186	\$ 1,993,786	\$ 1,689,112	\$ 1,689,112	\$ 1,689,112	\$ 1,802,181

BUDGET NARRATIVE 2012

FUND: SURFACE WATER CAPITAL
DEPARTMENT: FUND 451

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
451.000.000.500.00.00.00	SURFACE WATER MANAGEMENT				
451.804.000.595.40.63.01	BARNES CREEK DETENTION FACILITY	This project constructs a regional 5.0-acre-foot biofiltration wetland and detention facility.	\$ -	\$ -	\$ -
451.806.000.595.40.63.00	DES MOINES CREEK BASIN PROJECTS	This project will develop a flow augmentation well and habitat improvements along Des Moines Creek.	\$ 6,000	\$ 6,000	\$ 6,000
451.812.000.595.40.63.00	DMMD PIPELINE S. 212th to S. 213th	This project will replace 350 feet of existing storm drainage and ditches with 18-inch pipe.	\$ 29,000	\$ 29,000	\$ 29,000
451.818.000.595.40.63.00	REDONDO HEIGHTS CULVERT REPLACEMENT	This project will replace existing 36-inch and 18-inch pipe with approximately 400 feet of 36-inch pipe and 250 feet of 18-inch pipe.	\$ 330,000	\$ 330,000	\$ 330,000
451.819.000.595.40.63.00	216TH PLACE CULVERT REPLACEMENT	This project will replace existing 18-inch corrugated metal pipe with 400 feet of 24-inch pipe.	\$ 35,100	\$ 35,100	\$ 35,100
451.820.000.595.40.63.00	BARNES CREEK 223RD CULVERT REPLACEMENT	This project will replace the Barnes Creek culvert at 223rd Street with a 10 wide 4 foot high box culvert.	\$ 343,000	\$ 343,000	\$ 343,000
TOTAL SURFACE WATER MANAGEMENT CAPITAL FUND			\$ 743,100	\$ 743,100	\$ 743,100
451.000.000.508.80.00.00	Ending Fund Balance		\$ 946,012	\$ 946,012	\$ 946,012
TOTAL SURFACE WATER MANAGEMENT CAPITAL FUND			\$ 1,689,112	\$ 1,689,112	\$ 1,689,112

2012 Budget



CITY OF DES MOINES

Staffing Comparisons by Department

	2009 Budget	2010 Budget	2011 Budget	2012 Budget	2009 Budget	2010 Budget	2011 Budget	2012 Budget	2009 Budget	2010 Budget	2011 Budget	2012 Budget	% chg '11-'12
Executive:													
City Manager	3.00	3.00	4.00	4.00					3.00	3.00	4.00	4.00	0.0%
Record Services Personnel	1.60	1.60	1.60	2.00					1.60	1.60	1.60	2.00	25.0%
Total Executive	4.60	4.60	5.60	6.00	0.00	0.00	0.00	0.00	4.60	4.60	5.60	6.00	30.4%
Judicial:													
Municipal Court	7.20	7.40	7.22	7.40					7.20	7.40	7.22	7.40	2.5%
Municipal Court-assigned to ASE	0.00	0.00	0.00	-0.30					-	-	-	-0.30	N/A
Total Judicial	7.20	7.40	7.22	7.10	0.00	0.00	0.00	0.00	7.20	7.40	7.22	7.10	-1.4%
Finance:													
Financial Services	5.80	5.80	5.80	5.80					5.80	5.80	5.80	5.80	0.0%
Computer Operations					3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.0%
Total Finance	5.80	5.80	5.80	5.80	3.00	3.00	3.00	3.00	8.80	8.80	8.80	8.80	0.0%
Legal:													
Legal	4.20	4.20	4.20	4.00					4.20	4.20	4.20	4.00	-4.8%
Domestic Violence									-	-	-	0.00	N/A
Total Legal	4.20	4.20	4.20	4.00	0.00	0.00	0.00	0.00	4.20	4.20	4.20	4.00	-4.8%
Law Enforcement:													
Administration	12.50	12.00	12.00	12.00	1.00	1.00	1.00	1.00	13.50	13.00	13.00	13.00	0.0%
Administration-assigned to ASE	0.00	0.00	0.00	-0.19					-	-	-	-0.19	N/A
Detective	5.80	5.80	5.80	5.80	0.20	0.20	0.20	-	6.00	6.00	6.00	5.80	-3.3%
Patrol	28.00	21.00	20.00	20.00					28.00	21.00	20.00	20.00	0.0%
Patrol- tsf from Levy Lid Lift				1.00								1.00	N/A
Patrol-assigned to ASE	0.00	0.00	0.00	-0.13					-	-	-	-0.13	N/A
Crime-free Housing	1.50			-					1.50	-	-	0.00	N/A
Automated Speed Enforcement (ASE)				0.63								0.63	N/A
Animal Control	1.00	1.00	1.00	1.00					1.00	1.00	1.00	1.00	0.0%
Levy Lid Lift - Patrol					10.00	9.00	9.00	9.00	10.00	9.00	9.00	9.00	0.0%
Levy Lid Lift - Patrol (tsf to Gen Fund)								-1.00	-	-	-	-1.00	N/A
Total Law Enforcement	48.80	39.80	38.80	40.12	11.20	10.20	10.20	9.00	60.00	50.00	49.00	49.12	0.2%
Planning/Building/Public Works:													
Administration	3.03	3.25	3.25	3.25					3.03	3.25	3.25	3.25	0.0%
All City Buildings	1.00	1.10	1.10	1.20					1.00	1.10	1.10	1.20	9.1%
Engineering Services	5.05	4.85	4.95	5.05					5.05	4.85	4.95	5.05	2.0%
Engineering Services-assigned to ASE				-0.02					-	-	-	-0.02	N/A
Joint Minor Home Repair Prog				0.10					-	-	-	0.10	N/A
Building Division	6.00	7.00	7.00	6.00					6.00	7.00	7.00	6.00	-14.3%
Bldg Div-Bldg Inspector for Artemis Hotel				1.00					-	-	-	1.00	N/A
Plan Development	1.00	1.00	1.00	1.00					1.00	1.00	1.00	1.00	0.0%
Development Services	2.80	2.80	3.00	3.00					2.80	2.80	3.00	3.00	0.0%
Development Services-tsf to SWM				-0.40				0.40				0.00	N/A
Parks Maintenance Operations	6.10	5.54	5.54	3.80					6.10	5.54	5.54	3.80	-31.4%
Street	3.40	4.65	4.55	4.60					3.40	4.65	4.55	4.60	1.1%
Surface Water Management					11.47	11.17	11.17	11.00	11.47	11.17	11.17	11.00	-1.5%
Equipment Rental					2.10	2.20	2.20	1.90	2.10	2.20	2.20	1.90	-13.6%
Total Planning/Building/Public Works	28.38	30.19	30.39	28.58	13.57	13.37	13.37	13.30	41.95	43.55	43.75	41.88	-4.3%

CITY OF DES MOINES

Staffing Comparisons by Department

	2009 Budget	2010 Budget	2011 Budget	2012 Budget	2009 Budget	2010 Budget	2011 Budget	2012 Budget	2009 Budget	2010 Budget	2011 Budget	2012 Budget	% chg '11-'12
<i>Parks, Recreation & Senior Services:</i>													
Administration	2.30	1.80	1.80	1.80					2.30	1.80	1.80	1.80	0.0%
Arts Commission-Recreation Specialist				0.20					-	-	-	0.20	N/A
HEAL Prog	0.00	0.00	1.00	1.00					-	-	1.00	1.00	0.0%
<i>Recreation Programs</i>	13.312	12.908	14.50	15.80					13.31	12.91	14.50	15.80	9.0%
Senior Services	2.00	2.00	2.00	2.00					2.00	2.00	2.00	2.00	0.0%
Senior Programs	0.50	0.50	0.70	0.70					0.50	0.50	0.70	0.70	0.0%
<i>Total Parks, Recreation & Senior Services</i>	18.11	17.21	20.00	21.51	0.00	0.00	0.00	0.00	18.11	17.21	20.00	21.51	7.5%
<i>Marina:</i>													
Administration					3.55	3.55	3.55	2.60	3.55	3.55	3.55	2.60	-26.8%
Service					6.685	6.126	7.126	6.526	6.69	6.13	7.13	6.526	-8.4%
Maintenance					2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.0%
<i>Total Marina</i>	0.00	0.00	0.00	0.00	12.24	11.68	12.68	11.13	12.24	11.68	12.68	11.13	-12.2%
TOTAL	117.10	109.20	112.01	113.11	40.01	38.24	39.24	36.43	157.10	147.44	151.25	149.53	-1.1%

Staff totals based on full-time equivalents. A full-time equivalent position equals 2,080 hours per year.

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GRADE	POSITION TITLE	# OF EMPL (FTE)	STEP A		STEP B		STEP C		STEP D		STEP E	
			Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary
CITY MANAGER												
M43	CITY MANAGER	1	10,746	128,952	11,283	135,396	11,847	142,164	12,439	149,268	13,061	156,732
JUDGE												
41	JUDGE	1	10,230	122,760	10,742	128,904	11,279	135,348	11,843	142,116	12,435	149,220
NON-UNION												
38	CHIEF OF POLICE	1	9,094	109,128	9,549	114,588	10,026	120,312	10,527	126,324	11,053	132,636
	PLANNING, BLDG & PUBLIC WORKS DIR.	1										
	CITY ATTORNEY	1										
	FINANCE DIRECTOR	1										
	ASST. CITY MANAGER	1										
37	PARKS, RECREATION & SR SERV. DIR.	1	8,745	104,940	9,182	110,184	9,641	115,692	10,123	121,476	10,629	127,548
36			8,660	103,920	9,093	109,116	9,548	114,576	10,025	120,300	10,526	126,312
35			8,327	99,924	8,743	104,916	9,180	110,160	9,639	115,668	10,121	121,452
PMA 34	COMMANDER	2					9,171	110,052	9,630	115,560	10,112	121,344
34	ASST. DIR. TRANSPORTATION & ENGRNG	1	8,007	96,084	8,407	100,884	8,827	105,924	9,268	111,216	9,731	116,772
	ASST. DIR. UTILITIES & ENVIRON. ENGR.	1										
33	HARBORMASTER	1	7,472	89,664	7,849	94,188	8,241	98,892	8,653	103,836	9,086	109,032
32	ASSOCIATE TRANSPORTATION ENGR	1	7,403	88,836	7,773	93,276	8,162	97,944	8,570	102,840	8,999	107,988
31			7,118	85,416	7,474	89,688	7,848	94,176	8,240	98,880	8,652	103,824
30	INFO SYSTEMS MANAGER	1	6,844	82,128	7,186	86,232	7,545	90,540	7,922	95,064	8,318	99,816
	FINANCE OPERATIONS MANAGER	1										
	BUILDING OFFICIAL	1										
	ECONOMIC DEVELOPMENT MANAGER	1										
30	COURT ADMINISTRATOR	1	6,645	79,740	6,977	83,724	7,326	87,912	7,692	92,304	8,077	96,924
29			6,581	78,972	6,910	82,920	7,256	87,072	7,619	91,428	8,000	96,000
28	DEVELOPMENT SERVICES MANAGER	1	6,328	75,936	6,644	79,728	6,976	83,712	7,325	87,900	7,691	92,292
	CIP PROJECT MANAGER	1										
	PLANNING MANAGER	1										
27			6,084	73,008	6,388	76,656	6,707	80,484	7,042	84,504	7,394	88,728

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GRADE	POSITION TITLE	# OF EMPL (FTE)	STEP A		STEP B		STEP C		STEP D		STEP E	
			Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary
NON-UNION (Continued)												
26	ASSISTANT CITY ATTORNEY	1	5,850	70,200	6,143	73,716	6,450	77,400	6,773	81,276	7,112	85,344
	PUBLIC WORKS & PARKS MAINTENANCE SUPERINTENDENT	1										
25	SENIOR SERVICES MANAGER	1	5,625	67,500	5,906	70,872	6,201	74,412	6,511	78,132	6,837	82,044
	CITY CLERK	1										
	GIS ADMINISTRATOR	1										
	CIVIL ENGINEER I	1										
	SENIOR PLANNER	1										
24			5,409	64,908	5,679	68,148	5,963	71,556	6,261	75,132	6,574	78,888
23	ASST BUILDING OFFICIAL-LEAD ELECTRICAL/BLDG INSPECTOR	1	5,201	62,412	5,461	65,532	5,734	68,808	6,021	72,252	6,322	75,864
	ENGINEERING INSPECTOR	1										
22	CODE ENFORCEMENT OFFICER	1	5,001	60,012	5,251	63,012	5,514	66,168	5,790	69,480	6,080	72,960
	LAND USE PLANNER II	1										
21	COMBO BUILDING INSPECTOR	1	4,809	57,708	5,049	60,588	5,301	63,612	5,566	66,792	5,844	70,128
	BUILDING INSPECTOR/PLANS EXAMINER	1										
	SENIOR ACCOUNTING SPECIALIST	0.80										
	ACCOUNTANT II-GENERAL LEDGER	1										
20	"ARTEMIS HOTEL" BUILDING INSPECTOR - Limited term	1	4,624	55,488	4,855	58,260	5,098	61,176	5,353	64,236	5,621	67,452
	ENGINEERING/TRAFFIC TECHNICIAN	1										
	TRANSPORTATION TECHNICIAN	1										
	ENGINEERING TECHNICIAN (SWM)	2										
	EXECUTIVE ASSISTANT	1										
	PROSECUTING ATTORNEY	0.8										
	PARALEGAL	1.2										

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GRADE	POSITION TITLE	# OF EMPL (FTE)	STEP A		STEP B		STEP C		STEP D		STEP E	
			Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary
NON-UNION (Continued)												
19	HARBOR LEAD	1	4,446	53,352	4,668	56,016	4,901	58,812	5,146	61,752	5,403	64,836
	MARINA SERVICE MANAGER	1										
	MARINA OFFICE MANAGER	1										
	LEAD COURT CLERK	1										
	POLICY ANALYST-HEAL Program	1										
	RECREATION COORDINATOR-Recreation Program	2										
	OFFICE MANAGER-Recreation Program	1										
	RECREATION COORDINATOR-Senior Center	1										
	DESKTOP SUPPORT TECHNICIAN	1										
	PAYROLL BENEFITS SPECIALIST	1										
	OFFICE MANAGER-PD	1										
18	COURT SECURITY OFFICER	0.60	4,275	51,300	4,489	53,868	4,713	56,556	4,949	59,388	5,196	62,352
	COURT MARSHALL	0.60										
17	MECHANIC	1	4,110	49,320	4,316	51,792	4,532	54,384	4,759	57,108	4,997	59,964
	ENGINEERING AIDE (SWM)	1										
	ACCOUNTING ASST-ACCTS PAYABLE	1										
	ADMINISTRATIVE ASSISTANT II-PBPW	0.80										
	ADMINISTRATIVE ASSISSTANT II-Parks & Recreation	0.80										
16			3,952	47,424	4,150	49,800	4,358	52,296	4,576	54,912	4,805	57,660
15	PERMIT COORDINATOR	1	3,800	45,600	3,990	47,880	4,190	50,280	4,400	52,800	4,620	55,440
14	ASSISTANT MECHANIC	1	3,654	43,848	3,837	46,044	4,029	48,348	4,230	50,760	4,442	53,304
	PERMIT SPECIALIST II	1										
13	SENIOR SECRETARY-PD	1	3,514	42,168	3,690	44,280	3,875	46,500	4,069	48,828	4,272	51,264
	ADMINISTRATIVE ASSISTANT I	1										
	COURT CLERK	3										
	EVIDENCE TECHNICIAN	0.80										
12	RECORDS SPECIALIST	6	3,378	40,536	3,547	42,564	3,724	44,688	3,910	46,920	4,106	49,272
11	MARINA OFFICE ASSISTAN/EVENT SPECIALIST	1	3,249	38,988	3,411	40,932	3,582	42,984	3,761	45,132	3,949	47,388
	JOINT MINOR HOME REPAIR PROG	0.10										
10			3,124	37,488	3,280	39,360	3,444	41,328	3,616	43,392	3,797	45,564

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GRADE	POSITION TITLE	# OF EMPL (FTE)	STEP A		STEP B		STEP C		STEP D		STEP E	
			Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary
NON-UNION (Continued)												
9			3,003	36,036	3,153	37,836	3,311	39,732	3,477	41,724	3,651	43,812
8			2,888	34,656	3,032	36,384	3,184	38,208	3,343	40,116	3,510	42,120
7	COURT FILE CLERK	0.20	2,777	33,324	2,916	34,992	3,062	36,744	3,215	38,580	3,376	40,512
6			2,670	32,040	2,804	33,648	2,944	35,328	3,091	37,092	3,246	38,952
5	SENIOR CENTER PROGRAMMER	0.50	2,567	30,804	2,695	32,340	2,830	33,960	2,972	35,664	3,121	37,452
	RECREATION SPECIALIST-Arts Commission	0.20										
	RECREATION SPECIALIST-Recreation Program	0.76										
	RECREATION SPECIALIST-Beach Park Event Ctr	0.76										
4			2,469	29,628	2,592	31,104	2,722	32,664	2,858	34,296	3,001	36,012
3			2,374	28,488	2,493	29,916	2,618	31,416	2,749	32,988	2,886	34,632
2	PARKS OPERATIONS MAINTENANCE WORKER/PART-TIME	1	2,282	27,384	2,396	28,752	2,516	30,192	2,642	31,704	2,774	33,288
1			2,195	26,340	2,305	27,660	2,420	29,040	2,541	30,492	2,668	32,016
g			2,110	25,320	2,216	26,592	2,327	27,924	2,443	29,316	2,565	30,780
f			2,029	24,348	2,130	25,560	2,237	26,844	2,349	28,188	2,466	29,592
e			1,951	23,412	2,049	24,588	2,151	25,812	2,259	27,108	2,372	28,464
d			1,876	22,512	1,970	23,640	2,069	24,828	2,172	26,064	2,281	27,372
c			1,804	21,648	1,894	22,728	1,989	23,868	2,088	25,056	2,192	26,304
b			1,734	20,808	1,821	21,852	1,912	22,944	2,008	24,096	2,108	25,296
a			1,668	20,016	1,751	21,012	1,839	22,068	1,931	23,172	2,028	24,336

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GRADE	POSITION TITLE	# OF EMPL (FTE)	STEP A		STEP B		STEP C		STEP D		STEP E	
			Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary
UNION - LOCAL NO. 763												
T21	ASST. PUBLIC WORKS & PARKS MTC SUPERINTENDENT	1	4,966	59,592	5,214	62,568	5,475	65,700	5,749	68,988	6,036	72,432
T18	SENIOR PUBLIC WORKS MTC (SWM)	2	4,415	52,980	4,636	55,632	4,868	58,416	5,111	61,332	5,367	64,404
	SENIOR PUBLIC WORKS MTC	1										
T17	FACILITY MAINTENANCE WORKER	1	4,245	50,940	4,457	53,484	4,680	56,160	4,914	58,968	5,160	61,920
T16	TRAFFIC CONTROL SPECIALIST	1	4,082	48,984	4,286	51,432	4,500	54,000	4,725	56,700	4,961	59,532
T15	PUBLIC WORKS MAINTENANCE WORKER	2	3,925	47,100	4,121	49,452	4,327	51,924	4,543	54,516	4,770	57,240
	PUBLIC WORKS MAINTENANCE WORKER (SWM)	3										
	PARKS MAINTENANCE WORKER	2										
	HARBOR ATTENDANT	4										
T14	PUBLIC WORKS MAINTENANCE WORKER	-	3,774	45,288	3,963	47,556	4,161	49,932	4,369	52,428	4,587	55,044

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2012 CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES

GRADE	POSITION TITLE	# OF EMPL (FTE)	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
PART-TIME REGULAR/SEASONAL TEMPORARY									
I	RECREATION AIDE	1.633	\$ 9.04						
II	RECREATION LEADER I RECREATION ATTENDANT I	4.347 1.737	\$ 9.04	\$ 9.04	\$ 9.50	\$ 10.00	\$ 10.50	\$ 11.00	\$ 11.50
III	RECREATION LEADER II RECREATION ATTENDANT II	0.515 1.074	\$ 10.00	\$ 10.50	\$ 11.00	\$ 11.50	\$ 12.00	\$ 12.50	\$ 13.00
IV	RECREATION LEADER III RECREATION ATTENDANT III	1.268 0.709	\$ 11.50	\$ 12.25	\$ 13.00	\$ 13.75	\$ 14.50	\$ 15.25	\$ 16.00
V	INSTRUCTORS	0.2	Hourly Rate: \$10 - \$50 per hour						
VI	PROJECT SPECIFIC WORK		Hourly Rate: \$10 - \$75 per hour						
VII	INTERN		Stipend						
VIII	LANDSCAPING SPECIALIST/HARBOR AIDE/SEASONAL	2.126	\$ 12.00	\$ 12.75	\$ 13.50	\$ 14.25	\$ 15.00	\$ 15.75	\$ 16.25

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GRADE	POSITION TITLE	# OF EMPL (FTE)	STEP A		STEP B		STEP C		STEP D		STEP E		STEP F	
			Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary
POLICE GUILD														
P30	MASTER POLICE SERGEANT I	7					7,655	91,860	8,038	96,456	8,440	101,280	8,609	103,308
	MASTER POLICE SERGEANT I/DETECTIVE	1												
P29	MASTER POLICE SERGEANT						7,361	88,332	7,729	92,748	8,115	97,380		
P27	MASTER POLICE OFFICER III	10			6,481	77,772	6,805	81,660	7,145	85,740	7,502	90,024		
	MASTER POLICE OFFICER/DETECTIVE	3												
P26	MASTER POLICE OFFICER II	4			6,233	74,796	6,545	78,540	6,872	82,464	7,216	86,592	7,360	88,320
	MASTER POLICE OFFICER/DETECTIVE	1												
P25	MASTER POLICE OFFICER	4					6,293	75,516	6,608	79,296	6,938	83,256	7,077	84,924
	MASTER POLICE OFFICER/DETECTIVE	-												
P22	POLICE OFFICER II	2					5,593	67,116	5,873	70,476	6,167	74,004		
P21	MASTER ANIMAL CONTROL OFFICER	1					5,170	62,040	5,429	65,148	5,700	68,400		
P20	POLICE OFFICER I	2	4,508	54,096	4,733	56,796	4,970	59,640	5,219	62,628	5,480	65,760		
P20	MASTER ANIMAL CONTROL OFFICER												5,590	67,080
P18	MASTER COMMUNITY SERV OFFICER II	1	4,168	50,016	4,376	52,512	4,595	55,140	4,825	57,900	5,066	60,792		
P17	MASTER COMMUNITY SERV OFFICER I						4,419	53,028	4,640	55,680	4,872	58,464	4,969	59,628
P16	COMMUNITY SERVICE OFFICER	1	3,855	46,260	4,048	48,576	4,250	51,000	4,463	53,556	4,686	56,232		
	ANIMAL CONTROL OFFICER													

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2012 CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES - Continued

ADDITIONAL COMPENSATION

DESCRIPTION	COMPENSATION
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ALL EMPLOYEES

SAFETY COMMITTEE	Per Quarter	
Representative	\$200.00	
Alternate Representative	\$100.00	
COMPUTER SUPPORT	2% of base wages while supporting computer services (Police Department Only)	<i>Minimum No. of</i>
WORKING AT A HIGHER CLASSIFICATION		<i>Days to Qualify:</i>
Non-Union	1st step of the higher pay range, or a 1 step pay increase, whichever is higher	5 Days
Union - Local No. 763	1st step of the higher pay range, or a 1 step pay increase, whichever is higher	3 Days
Police Guild	5% of base pay, or the 1st step in the supervisory classification, whichever is higher	1 Full Shift
DEFERRED COMPENSATION (Social Security Replacement - 401A)		
Non-Union	5.00 % of gross wages	
Union - Local No. 763	5.00 % of gross wages	
Police Guild	6.52 % of gross wages	

NON - UNION

DEFERRED COMPENSATION (457)	1.52% of gross wages	
<small>(For those non-union employees qualifying for social security replacement)</small>		

UNION - LOCAL NO. 763

STANDBY STATUS		
Per Non-Working Hour On Call	\$1.00 per Hour	
UNION CALLBACK COMPENSATION	1-1/2 x hrly rate with a 2 hour minimum	

DEFERRED COMPENSATION (457)
The City cashes and deposits 1 or 2 hours of sick leave, depending on sick leave balances, to a 457 Deferred Compensation plan for Teamsters Union employees.

CITY OF DES MOINES
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ADDITIONAL COMPENSATION

DESCRIPTION	COMPENSATION
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POLICE GUILD

POLICE EDUCATIONAL INCENTIVE PAY SCHEDULE

AA or AS Degree	2.5% of base wages
BA or BS Degree	4.0% of base wages
MA, MS, or MPA Degree	5.0% of base wages

POLICE TRAINING OFFICER'S INCENTIVE PAY

5% of hourly rate

(To qualify, a training officer must have an active assigned trainee a minimum of 24 hours per qualifying pay period or must have an active assigned training reserve officer a minimum of 12 hours per qualifying pay period.)

POLICE STANDBY STATUS

Per Non-Working Hour On Call \$10.00 per Hour

EMERGENCY CALL-BACK

1-1/2 x hrly rate with a 3 hour minimum

(Called back to work in an emergency, more that one (1) hour before or one-half hour after normal duty hours.)

COURT APPEARANCE, TRAINING, OR MANDATORY MEETINGS

Outside normal schedule 1-1/2 x hrly rate with a 3 hour minimum

DEFERRED COMPENSATION (457)

The City cashes and deposits 2 or 3 hours of sick leave, depending on sick leave balances, to a 457 Deferred Compensation plan for Police Guild employees.

Based on the following schedule:

Sick Leave Bal.	No. of Hours
Over 300	3
From 200 to 299	2

POLICE PATROL

Patrol schedule consists of an 8 day work week, with 4 days on and 4 days off. Each workday is 12 hours in duration, resulting in a total of 2,190 hours scheduled per year. Because of this, each employee assigned to a 12 hour schedule receives an additional 55 hours of leave (Kelly time) every 6 months (Jan 1 - Jun 30 and Jul 1 - Dec 31).