

# 2013 Budget Appendix Adopted Version

Adopted by the City Council  
December 6, 2012

## City Council

Dave Kaplan, Mayor  
Matt Pina, Mayor Pro Tem  
Jeanette Burrage  
Dan Caldwell  
Melissa Musser  
Carmen Scott  
Bob Sheckler

## Administrative Staff

Tony Piasecki	City Manager
Lorri Ericson	Assistant City Manager
Patricia Bosmans	City Attorney
Paula Henderson	Finance Director
George Delgado	Police Chief
Dan Brewer	Acting Public Works Director
Denise Lathrop	Acting Community Development Director
Patrice Thorell	Parks, Recreation, and Senior Services Director
Joe Dusenbury	Harbormaster
Jennefer Johnson	Court Administrator

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ORDINANCE NO. 1558  
APPENDIX A 2013 BUDGET

FINAL	Expenditure	Ending Fund Balance	Total	Revenue	Beginning Fund Balance	Total
<b>ANNUAL APPROPRIATION FUNDS:</b>						
<b>001 General Fund</b>	17,033,493	1,226,802	<b>18,260,295</b>	17,283,243	977,052	<b>18,260,295</b>
<b>101 Street Fund</b>	1,068,102	269,761	<b>1,337,863</b>	1,116,837	221,026	<b>1,337,863</b>
<b>107 Police Drug Seizure Fund</b>	15,000	8,465	<b>23,465</b>	15,006	8,459	<b>23,465</b>
<b>111 Hotel/Motel Tax Fund</b>	17,247	5,691	<b>22,938</b>	17,308	5,630	<b>22,938</b>
<b>211 1995 GO Bond - Police Facility</b>	-	55	<b>55</b>	55	-	<b>55</b>
<b>212 LID Fund</b>	3,719	-	<b>3,719</b>	3,719	-	<b>3,719</b>
<b>219 2008 GO &amp; Ref Bond - Transportation Capital Imprv</b>	314,663	20,804	<b>335,467</b>	314,244	21,223	<b>335,467</b>
<b>220 Miscellaneous Debt Service Fund</b>	87,858	2	<b>87,860</b>	87,858	2	<b>87,860</b>
<b>401 Marina Revenue Fund</b>	4,199,997	1,213,334	<b>5,413,331</b>	4,112,525	1,300,806	<b>5,413,331</b>
<b>403 Marina Repair and Replacement Fund</b>	20,000	305,980	<b>325,980</b>	200	325,780	<b>325,980</b>
<b>450 Surface Water Operations Fund</b>	2,942,393	936,203	<b>3,878,596</b>	2,604,178	1,274,418	<b>3,878,596</b>
<b>500 Equip Rental Operations Fund</b>	532,104	170,726	<b>702,830</b>	569,202	133,628	<b>702,830</b>
<b>501 Equip Rental Replacement Fund</b>	93,000	1,371,832	<b>1,464,832</b>	96,585	1,368,247	<b>1,464,832</b>
<b>506 Facility Repair and Replacement Fund</b>	64,500	61,918	<b>126,418</b>	75,912	50,506	<b>126,418</b>
<b>510 Computer Equipment Operations Fund</b>	524,802	79,748	<b>604,550</b>	479,951	124,599	<b>604,550</b>
<b>511 Computer Equipment Capital Fund</b>	188,939	217,377	<b>406,316</b>	115,593	290,723	<b>406,316</b>
<b>520 Self-Insurance Fund</b>	601,900	11,016	<b>612,916</b>	582,895	30,021	<b>612,916</b>
<b>530 Unemployment Insurance Fund</b>	70,000	178,010	<b>248,010</b>	54,907	193,103	<b>248,010</b>
<b>SUB-TOTAL</b>	<b>27,777,716</b>	<b>6,077,725</b>	<b>33,855,441</b>	<b>27,530,218</b>	<b>6,325,223</b>	<b>33,855,441</b>
<b>CONTINUING APPROPRIATION FUNDS (MEMO ONLY):</b>						
<b>109 Transportation Impact Fee Fund</b>	172,641	166,501	<b>339,142</b>	173,641	165,501	<b>339,142</b>
<b>310 Municipal Capital Improvements Fund</b>	1,620,400	68,615	<b>1,689,015</b>	1,556,282	132,733	<b>1,689,015</b>
<b>319 Transportation Capital Improvement Fund, 2008B</b>	17,306,319	201,724	<b>17,508,043</b>	16,887,570	620,473	<b>17,508,043</b>
<b>406 Marina Depreciation &amp; Improvement Fund, 2008A</b>	706,389	5,241	<b>711,630</b>	484,336	227,294	<b>711,630</b>
<b>451 Surface Water Capital Fund</b>	706,200	903,292	<b>1,609,492</b>	781,669	827,823	<b>1,609,492</b>
<b>SUB-TOTAL</b>	<b>20,511,949</b>	<b>1,345,373</b>	<b>21,857,322</b>	<b>19,883,498</b>	<b>1,973,824</b>	<b>21,857,322</b>
<b>TOTAL APPROPRIATION</b>	<b>48,289,665</b>	<b>7,423,098</b>	<b>55,712,763</b>	<b>47,413,716</b>	<b>8,299,047</b>	<b>55,712,763</b>

City of Des Moines  
2013 Budget Balancing Strategies

Budget Balancing Strategies:	Amount	BASE Excess (Deficit)
<b>Budget Gap</b>		<b>\$ (2,776,307)</b>
Defer 100% Equipment Replacement Assessments	\$ 495,558	
Defer 20% Equipment Maintenance Assessments	58,544	
Defer 50% Computer Eqp Replacement Assessments	60,160	
One-Time Bldg Permits/Dev Fees (to fund staff)	546,899	
Freeze Vacant Bldg Inspector	91,881	
Freeze Vacant Administrative Assistant I Position	77,365	
Freeze/Equivalent Value of Vacant Master Sergeant Position	169,218	
Freeze Vacant Record Specialist Position	63,742	
Freeze 2 Vacant Patrol Officer I Positions (funded by Fines & Forfeits)	-	
Freeze 2 Vacant Patrol Officer II Positions	208,890	
Freeze Vacant Transportation Tech Position	-	
Freeze Vacant Recreation Specialist Position	36,964	
Phase-in of COLA: 1% Jan 1; 1% Jul 1; 0.7% Nov 1	102,646	
Freeze Sr. Planner II (Base Bgt – Reorg to Planner I)	120,627	
<b>Total</b>	<b>\$ 2,032,494</b>	<b>\$ (743,813)</b>
<b>New Revenues:</b>		
Normandy Park Prosecution Services	25,000	
City-Wide Arterial Grant CIP Reimb Parks & Street Mtc Staff	37,000	
Increase Fines & Forfeits (Restore Traffic Unit)	250,000	
Revise CIP Reimbursements	(12,679)	
Revise Franchise Fees Revenue Estimates	47,200	
Increase Trans Benefit District Transfer to the Street Fund	50,847	
Add Arts Commission Contributions Sculpture Foundations (Pads)	20,000	
Increase Property Tax Revenue	26,355	
<b>Total</b>	<b>443,723</b>	<b>(300,090)</b>
<b>New Expenditure Requests/Adjustments:</b>		
Increase Prosecuting Attorney 0.20 FTE/Normandy Park Prosecution Services	18,006	
Increase Paralegal 0.10 FTE/Normandy Park Prosecution Services	6,994	
Increase Paralegal 0.10 FTE for Automated Speed Enforcement Program	13,987	
Reduce Tsf Net Revenues Automated Speed Enforcement Program	(13,987)	
Reduce Tsf Net Revenues Automated Speed Enforcement Prog-Police		
School Traffic Emphasis	(50,000)	
Reallocate Street Maintenance Worker for SWM Traffic Control	(27,566)	
PBPW Admin & Engineering Staffing Changes due to Director Retirement	(118,526)	
Increase Court File Clerk from 0.2 FTE to 0.5 FTE (Traffic Unit)	13,238	
Add Appropriations for Sculpture Foundations (Pads)	20,000	
Increase FTE Allocation Land Use Planner II (Transfer from SWM)	31,398	
Add Appropriation for City Parking Lot Lease (Fisher Property)	7,500	
Reclass Parks & Rec Office Mgr Vacant Position to Admin Assistant	(25,787)	
Add Appropriation for CLASS System On-Line Registration	10,000	
Net Savings from Revised Rates for Medical, Vision, Dental, & L & I	(16,538)	
Add Appropriation for 3 Police Officers Salary Upgrades	16,824	
Eliminate Membership Dues for National League of Cities	(1,935)	
Decrease Aid to Human Services	(2,300)	
<b>Total</b>	<b>(118,692)</b>	<b>(181,398)</b>
<b>Expenditure Cuts:</b>		
Council Recommended Cuts to Legislative Budget	16,741	
Savings from Conducting Accountability Audit Every Other Year	9,600	
Savings from City Currents/Recreation Brochure Production Costs	22,000	
<b>Total</b>	<b>48,341</b>	<b>(133,057)</b>
<b>Reconcile to Recap:</b>		
Use of Remaining One-Time Revenues (Artemis Shift from 2012)	431,542	298,485



CITY OF DES MOINES  
2013 Budget  
Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2012	2013	\$ Chg	% Chg
			Budget	Budget	'12-'13	'12-'13
<b>001</b>	<b>General Fund</b>					
311.00.00	General Property Taxes	Property Taxes - Regular Levy	\$ 2,997,000	\$ 3,618,175	\$ 621,175	20.7%
313.11.00	Retail Sales Taxes	Retail Sales Taxes	1,589,300	1,554,100	(35,200)	-2.2%
313.11.00.01	Retail Sales Taxes	Retail Sales Taxes - One Time	176,222	179,529	3,307	1.9%
	Subtotal Retail Sales Taxes		1,765,522	1,733,629	(31,893)	-1.8%
313.71.00	Retail Sales Taxes/Criminal Justice		589,000	590,000	1,000	0.2%
316.10.00	Business & Occupation Taxes		582,519	573,930	(8,589)	-1.5%
316.10.00.01	Business & Occupation Taxes-One Time		41,883	42,669	786	1.9%
	Subtotal Business & Occupation Taxes		624,402	616,599	(7,803)	-1.2%
316.40.00.41	Utility Taxes	Utility Taxes - Electricity	1,173,500	1,146,500	(27,000)	-2.3%
316.40.00.43	Utility Taxes	Utility Taxes - Natural Gas	455,400	441,650	(13,750)	-3.0%
316.40.00.45	Utility Taxes	Utility Taxes - Solid Waste	216,900	210,400	(6,500)	-3.0%
316.40.00.46	Utility Taxes	Utility Taxes - Cable TV	489,400	468,300	(21,100)	-4.3%
316.40.00.47	Utility Taxes	Utility Taxes - Telephone	858,800	860,000	1,200	0.1%
316.40.00.58	Utility Taxes	Utility Taxes - City Utilities	136,574	141,897	5,323	3.9%
	Subtotal Utility Taxes		3,330,574	3,268,747	(61,827)	-1.9%
316.81.00	Gambling Taxes		23,000	20,000	(3,000)	-13.0%
317.20.00	Leasehold Taxes		100,000	110,000	10,000	10.0%
321.70.00	Licenses and Permits	Amusement Devices	300	300	-	0.0%
321.91.00.01	Licenses and Permits	Franchise Fees - Cable TV	407,800	405,000	(2,800)	-0.7%
321.91.00.02	Licenses and Permits	Franchise Fees - Solid Waste	353,400	470,800	117,400	33.2%
321.91.00.03	Licenses and Permits	Franchise Fees - WD #54	5,000	-	(5,000)	-100.0%
321.91.00.05	Licenses and Permits	Franchise Fees - Highline WD	5,000	5,000	-	0.0%
321.99.00	Licenses and Permits	Business Licenses	150,000	150,000	-	0.0%
322.10.00	Licenses and Permits	Building Permits	346,964	257,087	(89,877)	-25.9%
322.10.00.02	Licenses and Permits	Plumbing Permits	-	50,000	50,000	N/A
322.10.00.03	Licenses and Permits	Mechanical Permits	-	60,000	60,000	N/A
322.10.02	Licenses and Permits	Electrical Permits	-	120,000	120,000	N/A
322.10.10	Licenses and Permits	Building Permits - One Time	579,349	352,386	(226,963)	-39.2%
322.30.00	Licenses and Permits	Animal Licenses	36,700	35,000	(1,700)	-4.6%
322.90.01	Licenses and Permits	Gun Permits	5,000	6,000	1,000	20.0%
322.90.02	Licenses and Permits	Land Clearing Permits	71,438	33,543	(37,895)	-53.0%
322.90.02.01	Licenses and Permits	Land Clearing Permits - One Time	31,336	9,626	(21,710)	-69.3%
	Subtotal Licenses and Permits		1,992,287	1,954,742	(37,545)	-1.9%
331.16.60.70	Federal Shared Revenues	Bureau Justice - BP Vests	3,000	3,500	500	16.7%
333.14.21.80	Federal Shared Revenues	CDBG/Joint Minor Home Repair Prog	25,000	39,552	14,552	58.2%
	Subtotal Federal Shared Revenues		28,000	43,052	15,052	53.8%

CITY OF DES MOINES  
2013 Budget  
Revenue Summary by Fund and Major Revenue Source

			2012	2013	\$ Chg	% Chg
Fund Acct	Source	Source Detail	Budget	Budget	'12-'13	'12-'13
<b>001</b>	<b>General Fund (Continued)</b>					
334.00.30	State Shared Revenues	WA State Archives Local Records Grant	-	-	-	N/A
334.01.20.01	State Shared Revenues	WA AOC-Interpreter Services	4,800	4,836	36	0.8%
334.03.10	State Shared Revenues	DOE-Hazardous Wste Recycling Event	21,949	20,133	(1,816)	-8.3%
334.03.50	State Shared Revenues	WSTC - Police Corp Grant	5,673	5,752	79	1.4%
336.00.98	State Shared Revenues	City Assistance (ESSB 6050)	69,811	50,430	(19,381)	-27.8%
336.01.29	State Shared Revenues	WA AOC-Judicial Salary Contribution	22,200	22,200	-	0.0%
336.06.21	State Shared Revenues	MVET-Criminal Justice/Population	7,420	7,720	300	4.0%
336.06.26	State Shared Revenues	CJ Special Programs	25,228	26,430	1,202	4.8%
336.06.51	State Shared Revenues	DUI Cities	6,500	6,000	(500)	-7.7%
336.06.94	State Shared Revenues	Liquor Excise	148,697	35,000	(113,697)	-76.5%
336.06.95	State Shared Revenues	Liquor Board Profits	183,719	266,400	82,681	45.0%
336.06.96	State Shared Revenues	Liquor License Fees	123,800	-	(123,800)	-100.0%
	Subtotal State Shared Revenues		619,797	444,901	(174,896)	-28.2%
337.07.00	Local Shared Revenues	KC 4Culture/ Arts Commission	7,500	7,500	-	0.0%
337.37.00	Local Shared Revenues	KC Interlocal Recycle Agreement	21,000	20,407	(593)	-2.8%
337.37.02	Local Shared Revenues	Seattle-King County Health Recycling Event	11,200	11,850	650	5.8%
337.37.05	Local Shared Revenues	WASPC-KC Sex Offender Verification	13,048	13,229	181	1.4%
338.21.00	Local Shared Revenues	WA Criminal Justice Ctr-Training Instructor	10,705	-	(10,705)	-100.0%
	Subtotal Local Shared Revenues		63,453	52,986	(10,467)	-16.5%
339.16.71	American Recovery & Reinvestment Act Grants	Recovery Act/COPS Hiring Program Grant	87,300	-	(87,300)	-100.0%
339.47.25	American Recovery & Reinvestment Act Grants	ARRA/Indirect-HHS/CPPW-HEAL Grant	31,346	-	(31,346)	-100.0%
	Subtotal Local Shared Revenues		118,646	-	(118,646)	-100.0%

CITY OF DES MOINES  
2013 Budget  
Revenue Summary by Fund and Major Revenue Source

Fund Acct		Source	Source Detail	2012 Budget	2013 Budget	\$ Chg '12-'13	% Chg '12-'13
<b>001</b>	<b>General Fund (Continued)</b>						
341.43.00	Charges for Services		Admin Fees/Transportation Benefit District	4,000	4,000	-	0.0%
341.43.01	Charges for Services		Lien Search Fees	3,000	4,000	1,000	33.3%
341.49.00	Charges for Services		Normandy Park Court Services	55,000	45,000	(10,000)	-18.2%
341.49.00.01	Charges for Services		Shared Court Costs	-	8,000	8,000	N/A
341.70.01	Charges for Services		Senior Programs	1,500	4,000	2,500	166.7%
341.81.00	Charges for Services		Comm Dev Automation Fee	16,000	16,000	-	0.0%
341.81.00.01	Charges for Services		Photostating	3,000	3,000	-	0.0%
341.82.00	Charges for Services		Street Vacations	5,000	10,000	5,000	100.0%
341.82.00.01	Charges for Services		ROW Permits	135,000	100,000	(35,000)	-25.9%
341.82.00.02	Charges for Services		Engineering Plan Review	49,254	26,386	(22,868)	-46.4%
341.82.00.03	Charges for Services		Engineering Plan Review-One Time	31,562	107,918	76,356	241.9%
341.82.00.04	Charges for Services		Other Engineering Fees & Charges/ Title Reports	5,850	-	(5,850)	-100.0%
341.82.00.05	Charges for Services		Final/Civil Plan Review	-	7,500	7,500	N/A
341.92.00	Charges for Services		DM Pool District/Gov't Services	3,600	15,000	11,400	316.7%
341.95.00.01	Charges for Services		Normandy Park Prosecution Services	-	25,000	25,000	N/A
342.10.00.01	Charges for Services		School Resource Officer-HSD	50,000	50,000	-	0.0%
342.10.00.02	Charges for Services		Auto Theft Task Force-Kent	18,000	18,000	-	0.0%
342.10.00.03	Charges for Services		Fingerprinting	1,000	1,000	-	0.0%
342.10.00.04	Charges for Services		False Alarm Fees	50,000	50,000	-	0.0%
342.10.00.06	Charges for Services		Crime Conv Fee CT	1,450	1,500	50	3.4%
342.10.00.07	Charges for Services		Crime Conv Fee CN	600	600	-	0.0%
342.30.00	Charges for Services		Prisoner Board & Room	50	-	(50)	-100.0%
342.30.00.01	Charges for Services		Booking Fees	100	100	-	0.0%
342.33.00	Charges for Services		Adult Probation Charges	2,000	1,000	(1,000)	-50.0%
342.33.05	Charges for Services		Active Probation Fee	100	-	(100)	-100.0%
342.33.06	Charges for Services		Record Check Fee	46,000	56,000	10,000	21.7%
342.33.07	Charges for Services		Sentence Compliance Fee	47,000	55,000	8,000	17.0%
345.81.01	Charges for Services		Zoning	118,668	116,000	(2,668)	-2.2%
345.81.02	Charges for Services		Zoning-One Time	77,680	-	(77,680)	-100.0%
345.83.00	Charges for Services		Plan Check Fees	225,527	290,107	64,580	28.6%
345.83.00.03	Charges for Services		Plan Check Fees - One Time	127,139	286,313	159,174	125.2%
345.86.00	Charges for Services		SEPA Related Mitigation Fees	12,500	13,228	728	5.8%
346.90.00	Charges for Services		Normandy Park Senior Services	23,490	23,490	-	0.0%
Subtotal Charges for Services				1,114,070	1,338,142	224,072	20.1%

CITY OF DES MOINES  
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Fund Acct	Source	Source Detail	2012	2013	\$ Chg	% Chg
			Budget	Budget	'12-'13	'12-'13
<b>001 General Fund (Continued)</b>						
347.40.00	Culture and Recreation Fees	Arts Commission - Event Admissions	6,200	6,200	-	0.0%
347.90.00	Culture and Recreation Fees	Arts Commission - Other Fees/Art Show Fees	-	-	-	N/A
347.90.01	Culture and Recreation Fees	Arts Commission - Other Fees/Sponsorships	6,300	29,300	23,000	365.1%
347.30.00	Culture and Recreation Fees	Parks - Activity Fees	1,055	1,250	195	18.5%
347.60.01	Culture and Recreation Fees	Parks - Camps	165,000	175,000	10,000	6.1%
347.60.02	Culture and Recreation Fees	Parks - Classes	60,000	65,000	5,000	8.3%
347.60.03	Culture and Recreation Fees	Parks - Leagues	112,000	115,000	3,000	2.7%
347.60.04	Culture and Recreation Fees	Parks - Outreach	306,000	308,000	2,000	0.7%
347.60.05	Culture and Recreation Fees	Parks - Special Events	21,000	18,000	(3,000)	-14.3%
347.60.06	Culture and Recreation Fees	Parks - Youth & Team Basketball	79,000	80,000	1,000	1.3%
347.90.02	Culture and Recreation Fees	Parks - Community Partner Marketing	8,000	9,000	1,000	12.5%
347.30.01	Culture and Recreation Fees	Sr. Programs - Activity Fees	6,400	6,400	-	0.0%
347.40.01	Culture and Recreation Fees	Sr. Programs - Event Admissions	9,000	3,000	(6,000)	-66.7%
347.40.02	Culture and Recreation Fees	Sr. Programs - Sr. Ctr Dances	2,500	500	(2,000)	-80.0%
347.60.01	Culture and Recreation Fees	Sr. Programs - Classes	28,000	25,000	(3,000)	-10.7%
347.60.02	Culture and Recreation Fees	Sr. Programs - Trip/Travel Fees	22,000	29,000	7,000	31.8%
347.90.01	Culture and Recreation Fees	Sr. Programs - Health Programs	1,000	800	(200)	-20.0%
347.90.02	Culture and Recreation Fees	Sr. Programs - Subscriptions	3,155	2,000	(1,155)	-36.6%
Subtotal Culture and Recreation Fees			836,610	873,450	36,840	4.4%
349.00.14	Interfund Service Revenues	CIP Accounting Administration Fees	86,000	88,300	2,300	2.7%
349.00.19.01	Interfund Service Revenues	Marina Fund	618,500	635,200	16,700	2.7%
349.00.19.02	Interfund Service Revenues	Surface Water Management Fund	185,000	190,000	5,000	2.7%
349.00.94	Interfund Service Revenues	CIP Project Manager	93,402	108,371	14,969	16.0%
349.00.95.00	Interfund Service Revenues	Transportation Engineering Fees	210,710	233,273	22,563	10.7%
349.00.95.01	Interfund Service Revenues	Transportation CIP Mtc Support	-	10,360	10,360	N/A
349.00.95.02	Interfund Service Revenues	Transportation CIP Admin Support	8,000	2,000	(6,000)	-75.0%
Subtotal Interfund Service Revenues			1,201,612	1,267,504	65,892	5.5%
350.00.00	Fines and Forfeits		240,000	522,050	282,050	117.5%
354.00.03	Fines and Forfeits	Automated Speed Enforcement Program	440,890	572,500	131,610	29.9%
361.10.00	Interest Earnings		30,000	26,000	(4,000)	-13.3%
362.50.00	Rents and Leases	Cell Tower Lease	16,000	16,937	937	5.9%
362.40.00	Rents and Leases	Beach Park Event Center	66,883	67,094	211	0.3%
362.40.01	Rents and Leases	Facility Rentals	76,577	70,000	(6,577)	-8.6%
362.40.01	Rents and Leases	Facility Rentals - Security Revenues	1,500	5,000	3,500	233.3%
362.40.02	Rents and Leases	Field Rentals	21,000	20,000	(1,000)	-4.8%
362.60.02	Rents and Leases	Sonju Property Rental	10,635	10,635	-	0.0%
Subtotal Rents and Leases			192,595	189,666	(2,929)	-1.5%

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Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2012	2013	\$ Chg	% Chg
			Budget	Budget	'12-'13	'12-'13
<b>001 General Fund (Continued)</b>						
367.00.00	Contributions and Donations	Sr. Programs	3,600	3,650	50	1.4%
367.00.00	Contributions and Donations	Others	400	400	-	0.0%
Subtotal Contributions and Donations			4,000	4,050	50	1.3%
369.90.00	Miscellaneous Revenues	General	30,000	30,000	-	0.0%
369.90.00	Miscellaneous Revenues	Recreation Programs	500	1,400	900	180.0%
369.90.01	Miscellaneous Revenues	Senior Programs	650	650	-	0.0%
369.90.21	Miscellaneous Revenues	Credit Card Convenience Fee	-	-	-	N/A
Subtotal Miscellaneous Revenues			31,150	32,050	900	2.9%
395.10.00	Other Financing Sources	Sale of Fixed Assets	-	-	-	N/A
398.00.00	Insurance Recoveries	L & I Reimbursements	5,000	5,000	-	0.0%
Subtotal Other Financing Sources			5,000	5,000	-	0.0%
397.00.00	Transfers	Transfer-in/Fund 101	-	-	-	N/A
397.00.13	Transfers	Transfer-in/Fund 112 (Levy Lid Lift)	83,393	-	(83,393)	-100.0%
397.00.11	Transfers	Transfer-in/Fund 501 (Equip Rntl Repl Fund)	-	-	-	N/A
Subtotal Transfers			83,393	-	(83,393)	-100.0%
<b>Total General Fund</b>			<b>\$ 16,431,001</b>	<b>\$ 17,283,243</b>	<b>\$ 852,242</b>	<b>5.2%</b>
<b>101 Street Fund</b>						
318.12.00	Parking Taxes		\$ 16,000	\$ 19,000	\$ 3,000	18.8%
336.00.87	State Shared Revenues	Vehicle Fuel Tax	627,732	613,000	(14,732)	-2.3%
344.10.00	Charges for Services	Transportation Benefit District	401,000	451,847	50,847	12.7%
349.00.95	Interfund Service Revenues	Transportation CIP Mtc Support	-	26,640	26,640	N/A
361.10.00	Interest Earnings		350	350	-	0.0%
369.90.01	Miscellaneous Revenues		1,000	1,000	-	0.0%
398.00.00	Insurance Recoveries		5,000	5,000	-	0.0%
<b>Total Street Fund</b>			<b>\$ 1,051,082</b>	<b>\$ 1,116,837</b>	<b>\$ 65,755</b>	<b>6.3%</b>
<b>107 Police Drug Seizure Fund</b>						
361.10.00	Interest Earnings		\$ 26	\$ 6	\$ (20)	-76.9%
369.30.00	Miscellaneous Revenues	Confiscated and Forfeited Property	15,000	15,000	-	0.0%
<b>Total Police Drug Seizure Fund</b>			<b>\$ 15,026</b>	<b>\$ 15,006</b>	<b>\$ (20)</b>	<b>-0.1%</b>
<b>109 Transportation Impact Fee Fund</b>						
345.85.00	Charges for Services	Growth Management Impact Fees	\$ 65,154	\$ 172,641	\$ 107,487	165.0%
361.10.00	Interest Earnings		1,700	1,000	(700)	-41.2%
<b>Total Transportation Impact Fee Fund</b>			<b>\$ 66,854</b>	<b>\$ 173,641</b>	<b>\$ 106,787</b>	<b>159.7%</b>
<b>111 Hotel-Motel Tax Fund</b>						
313.31.00	Hotel-Motel Taxes		\$ 16,027	\$ 17,300	\$ 1,273	7.9%
361.10.00	Interest Earnings		5	8	3	60.0%
<b>Total Hotel-Motel Tax Fund</b>			<b>\$ 16,032</b>	<b>\$ 17,308</b>	<b>\$ 1,276</b>	<b>8.0%</b>

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Revenue Summary by Fund and Major Revenue Source

Fund Acct		Source	Source Detail	2012 Budget	2013 Budget	\$ Chg '12-'13	% Chg '12-'13
<b>112 Police Restoration Fund</b>							
311.00.00	Property Taxes - Regular Levy		Lid Lift Levy	\$ 888,800	\$ -	\$ (888,800)	-100.0%
<b>Total Police Restoration Fund</b>				<b>\$ 888,800</b>	<b>\$ -</b>	<b>\$ (888,800)</b>	<b>-100.0%</b>
<b>211 1995 Unlimited GO - Police Facility Fund</b>							
311.10.00	Property Taxes - Excess Levy			\$ 500	\$ 20	\$ (480)	-96.0%
361.10.00	Interest Earnings			35	35	-	0.0%
<b>Total 1995 Unltd GO - Police Facility Fund</b>				<b>\$ 535</b>	<b>\$ 55</b>	<b>\$ (480)</b>	<b>-89.7%</b>
<b>212 Local Improvement District Fund</b>							
361.10.00	Interest Earnings		LID 1-92-8/Investment Interest	\$ 20	\$ -	\$ (20)	-100.0%
361.10.00	Interest Earnings		LID 1-98-10/Investment Interest	5	-	(5)	-100.0%
361.55.00	Interest Earnings		LID 1-97-9/Assessment Interest	16	-	(16)	-100.0%
361.40.68	Interest Earnings		LID 1-98-10/Assessment Interest	1,029	600	(429)	-41.7%
Subtotal Interest Earnings				1,070	600	(470)	-43.9%
368.00.00	Miscellaneous Revenues		LID 1-97-9/Assessment Principal	181	-	(181)	-100.0%
368.10.00	Miscellaneous Revenues		LID 1-98-10/Assessment Principal	3,564	3,119	(445)	-12.5%
Subtotal Miscellaneous Revenues				3,745	3,119	(626)	-16.7%
<b>Total Local Improvement District Fund</b>				<b>\$ 4,815</b>	<b>\$ 3,719</b>	<b>\$ (1,096)</b>	<b>-22.8%</b>
<b>219 2008 GO &amp; Refunding Bond</b>							
361.10.00	Interest Earnings			\$ 27	\$ 31	\$ 4	14.8%
397.95.00	Transfers		Transfer-in/Fund 319 (Transportation CIP Fund)	200,913	191,563	(9,350)	-4.7%
397.18.00	Transfers		Transfer-in/Fund 310 (MCI Fund)	127,000	122,650	(4,350)	-3.4%
Subtotal Transfers				327,913	314,213	(13,700)	-4.2%
<b>Total 2008 GO &amp; Refunding Bond - Transportation CIP</b>				<b>\$ 327,940</b>	<b>\$ 314,244</b>	<b>\$ (13,696)</b>	<b>-4.2%</b>
<b>220 Miscellaneous Debt Service Fund</b>							
397.95.00	Transfers		PWTF Loan (103)-Pac Hwy Construction	\$ 25,154	\$ 25,035	\$ (119)	-0.5%
397.95.00.02	Transfers		PWTF Loan (104)-Gateway Construction	273,542	34,412	(239,130)	-87.4%
397.43 .18.00	Transfers		Copier Capital Lease	15,263	15,263	0	0.0%
397.xx.00	Transfers		LOCAL Prog-Energy Savings Project	13,482	13,148	(334)	-2.5%
<b>Total Miscellaneous Debt Service Fund</b>				<b>\$ 327,441</b>	<b>\$ 87,858</b>	<b>\$ (239,583)</b>	<b>-73.2%</b>

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Fund Acct	Source	Source Detail	2012	2013	\$ Chg	% Chg
			Budget	Budget	'12-'13	'12-'13
<b>310 Municipal Capital Improvements Fund</b>						
311.10.00	Property Taxes	King County-Parks Levy/DM Creek Trail	\$ 55,000	\$ 50,000	\$ (5,000)	-9.1%
318.34.00	Real Estate Excise Taxes	First Quarter %	250,000	250,000	-	0.0%
318.35.00	Real Estate Excise Taxes	Second Quarter %	250,000	250,000	0	0.0%
Subtotal Real Estate Excise Taxes			500,000	500,000	0	0.0%
334.06.90	State Shared Revenues	WA Heritage Funds/Dining Hall	-	750,000	750,000	N/A
Subtotal State Shared Revenues			-	750,000	750,000	N/A
345.81.01	Charges for Services	Park-in-Lieu Fees	20,000	10,000	(10,000)	-50.0%
361.10.00	Interest Earnings		1,400	500	(900)	-64.3%
367.00.08	Contributions and Donations	Banners/Readerboards	-	162,510	162,510	N/A
369.40.00	Judgments & Settlements	DMBP-Rehab/Auditorium	20,000	-	(20,000)	-100.0%
369.90.23	Miscellaneous Revenues	Keyless Entry System	-	83,272	83,272	N/A
<b>Total Municipal Capital Improvement Fund</b>			<b>\$ 596,400</b>	<b>\$ 1,556,282</b>	<b>\$ 959,882</b>	<b>160.9%</b>
<b>319 Transportation Capital Improvement Fund</b>						
331.20.20	Federal Shared Revenues	BRAC/ N Twin Bridge Footing Repairs	\$ 80,000	\$ -	\$ (80,000)	-100.0%
331.20.20	Federal Shared Revenues	BRAC/ N Twin Bridge Seismic Retrofit	80,000	-	(80,000)	-100.0%
333.14.21	Federal Shared Revenues	CDBG/S 216th St. Impr/Ph 4	-	-	-	N/A
333.20.20.09	Federal Shared Revenues	BRAC/ Saltwater State Park Bridge	-	510,933	510,933	N/A
333.20.20.10	Federal Shared Revenues	HSIP/Traffic Safety Program	250,000	-	(250,000)	-100.0%
333.20.20.12	Federal Shared Revenues	STP/ 24th Ave S Improvement	-	3,000,000	3,000,000	N/A
333.20.20.13	Federal Shared Revenues	CMAQ/ Barnes Creek Trail	-	300,000	300,000	N/A
Subtotal Federal Shared Revenues			410,000	3,810,933	3,400,933	829.5%

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			2012	2013	\$ Chg	% Chg
Fund Acct	Source	Source Detail	Budget	Budget	'12-'13	'12-'13
<b>319 Transportation Capital Improvement Fund (Continued)</b>						
334.03.50	State Shared Revenues	WTSC/Traffic Safety Program	7,500	-	(7,500)	-100.0%
334.03.80.09	State Shared Revenues	TIB/24th Ave S Impr	3,000,000	-	(3,000,000)	-100.0%
334.03.80.10	State Shared Revenues	TIB/S 216th St Impr Segment 2	1,660,000	4,000,000	2,340,000	141.0%
334.03.80.11	State Shared Revenues	Alt TIB/216th St Impr Segment 2	540,000	-	(540,000)	-100.0%
334.03.80.12	State Shared Revenues	TIB/ MVD & S 240th RAB	-	168,245	168,245	N/A
Subtotal State Shared Revenues			5,207,500	4,168,245	(1,039,255)	-20.0%
337.06.00	Local Shared Revenues	POS ROW Agreement	-	-	-	N/A
337.02.00	Local Shared Revenues	KC Metro/ S 216th St Impr Segment 2	-	20,000	20,000	N/A
337.09.01	Local Shared Revenues	KC Conservation/Barnes Creek Trail	550,000	478,877	(71,123)	-12.9%
337.10.00.01	Local Shared Revenues	Highline Water District/ 24th Ave S Impr	463,575	701,622	238,047	51.4%
337.10.00.02	Local Shared Revenues	Highline Water District/S 216th St Impr-Segment 2	15,000	267,789	252,789	1685.3%
337.11.00	Local Shared Revenues	Midway Sewer District/ 24th Ave S Impr	324,116	207,753	(116,363)	-35.9%
Subtotal Local Shared Revenues			1,352,691	1,676,041	323,350	23.9%
345.81.03.01	Charges for Services	In-lieu Fees/24th Ave. South Improvements	1,800,000	3,500,000	1,700,000	94.4%
345.81.03.02	Charges for Services	In-Lieu Fees/S 216th St Impr-Segment 2	2,000,000	2,500,000	500,000	25.0%
Subtotal Charges for Services			3,800,000	6,000,000	2,200,000	57.9%
361.10.00	Interest Earnings		2,100	4,600	2,500	119.0%
367.00.19.11	Contributions and Donations	PSE/24th Ave S Impr Proj	65,967	74,787	8,820	13.4%
367.00.19.12	Contributions and Donations	Qwest/24th Ave S Impr Proj	63,351	-	(63,351)	-100.0%
367.00.19.13	Contributions and Donations	Comcast/24th Ave S Impr Proj	86,575	84,938	(1,637)	-1.9%
367.00.19.15	Contributions and Donations	Qwest/S 216th St Improvements-Segment 2	40,510	62,689	22,179	54.7%
367.00.19.16	Contributions and Donations	Comcast/S 216th St Improvements-Segment 2	55,235	198,977	143,742	260.2%
Subtotal Contributions & Donations			311,638	421,391	109,753	35.2%
397.95.00	Transfers	Transfer-in/LID Funds	4,066	3,719	(347)	-8.5%
397.21.00	Transfers	ASE/Traffic Safety Program	300,000	210,000	(90,000)	-30.0%
397.95.00	Transfers	Transfer-in/Transportation Impact Fee Fund	391,317	172,641	(218,676)	-55.9%
397.95.00.01	Transfers	Transfer-in/MCI Funds	520,000	420,000	(100,000)	-19.2%
Subtotal Transfers			1,215,383	806,360	(409,023)	-33.7%
<b>Total Transportation Capital Improvement Fund</b>			<b>\$ 12,299,312</b>	<b>\$ 16,887,570</b>	<b>\$ 4,588,258</b>	<b>37.3%</b>



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Fund Acct	Source	Source Detail	2012	2013	\$ Chg	% Chg
			Budget	Budget	'12-'13	'12-'13
<b>401 Marina Revenue Fund</b>						
341.70.00.01	Charges for Services	Vending/Bait/Ice/Propane	\$ 7,750	\$ 8,619	\$ 869	11.2%
341.70.00.04	Charges for Services	Miscellaneous Sales	5,000	3,162	(1,838)	-36.8%
343.30.00	Charges for Services	Electricity	90,000	113,400	23,400	26.0%
344.50.00.05	Charges for Services	Unleaded Fuel Sales	550,864	522,450	(28,414)	-5.2%
344.50.00.06	Charges for Services	Diesel Fuel Sales	654,528	664,900	10,372	1.6%
344.50.00.07	Charges for Services	Propane Fuel Sales	-	1,827	1,827	N/A
Subtotal Charges for Services			1,308,142	1,314,358	6,216	0.5%
347.30.03	Culture and Recreation Fees	Launching Fees	5,750	4,590	(1,160)	-20.2%
347.30.04	Culture and Recreation Fees	Miscellaneous Services	-	4,500	4,500	N/A
347.90.00	Culture and Recreation Fees	Special Events	10,000	8,282	(1,718)	-17.2%
Subtotal Culture and Recreation Fees			15,750	17,372	1,622	10.3%
349.00.75	Interfund Service Revenues	Marina CIP	100,440	22,500	(77,940)	-77.6%
354.00.00	Fines and Forfeits	Parking Fines	3,750	5,100	1,350	36.0%
359.00.00.06	Fines and Forfeits	Waiting List Forfeitures	500	408	(92)	-18.4%
359.00.00.07	Fines and Forfeits	Moorage-Late Fees	13,000	13,260	260	2.0%
Subtotal Fines and Forfeits			17,250	18,768	1,518	8.8%
361.10.00	Interest Earnings		7,250	7,140	(110)	-1.5%
362.20.03	Rents and Leases	Travel Lift Equipment Rental Fee	7,343	7,490	147	2.0%
362.30.00	Rents and Leases	Parking Fees	61,000	94,190	33,190	54.4%
362.40.00.20	Rents and Leases	Overnight Moorage	65,000	77,025	12,025	18.5%
362.40.00.21	Rents and Leases	Overnight Shared Moorage	2,500	2,568	68	2.7%
362.50.00	Rents and Leases	Storage Fees	27,500	24,990	(2,510)	-9.1%
362.50.00.01	Rents and Leases	Monthly Moorage	2,206,930	2,236,814	29,884	1.4%
362.50.00.02	Rents and Leases	Dry Storage	133,845	146,321	12,476	9.3%
362.50.00.03	Rents and Leases	Winter Moorage	27,000	23,108	(3,892)	-14.4%
362.50.00.05	Rents and Leases	Lockers	9,000	9,435	435	4.8%
362.50.00.06	Rents and Leases	Leases	90,000	94,860	4,860	5.4%
362.50.00.07	Rents and Leases	Sub-Lease Revenue	9,000	5,100	(3,900)	-43.3%
362.90.01	Rents and Leases	Waiting List Admin Fee	4,500	4,896	396	8.8%
362.90.02	Rents and Leases	Building Maintenance Fee	3,288	3,354	66	2.0%
362.90.03	Rents and Leases	Travel Lift Equipment Maintenance Fee	2,192	2,236	44	2.0%
Subtotal Rents and Leases			2,649,098	2,732,387	83,289	3.1%
369.90.03	Miscellaneous Revenues	Keycard Sales	2,500	-	(2,500)	-100.0%
<b>Total Marina Revenue Fund</b>			<b>\$ 4,100,430</b>	<b>\$ 4,112,525</b>	<b>\$ 12,095</b>	<b>0.3%</b>
<b>403 Marina Repair &amp; Replacement Fund</b>						
361.10.00	Interest Earnings		\$ 1,873	\$ 200	\$ (1,673)	-89.3%
397.71.06	Transfers	Transfer-in/Fund 401 (Marina Revenue Fund)	-	-	-	N/A
<b>Total Marina Repair &amp; Replacement Fund</b>			<b>\$ 1,873</b>	<b>\$ 200</b>	<b>\$ (1,673)</b>	<b>-89.3%</b>

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Fund Acct		Source	Source Detail	2012 Budget	2013 Budget	\$ Chg '12-'13	% Chg '12-'13
<b>404 Marina Depreciation &amp; Improvement Fund</b>							
361.10.00	Interest Earnings			\$ 5	\$ -	\$ (5)	-100.0%
397.71.06	Transfers	Transfer-in/Fund 401 (Debt Service-2002)		329,915	-	(329,915)	-100.0%
397.71.06	Transfers	Transfer-in/Fund 401 (Marina Revenue Fund)		-	-	0	N/A
<b>Total Marina Depreciation &amp; Improvement Fund</b>				<b>\$ 329,920</b>	<b>\$ -</b>	<b>\$ (329,920)</b>	<b>-100.0%</b>
<b>406 Marina Depreciation &amp; Improvement Fund, 2008A</b>							
361.10.00	Interest Earnings			\$ 1,995	\$ 1,300	\$ (695)	-34.8%
397.71.06	Transfers	Transfer-in/Fund 401 (Debt Service-2008)		440,036	483,036	43,000	9.8%
397.71.06	Transfers	Transfer-in/Fund 401 (Capital Contributions)		165,000	-	(165,000)	-100.0%
<b>Total Marina Depreciation &amp; Improvement Fund</b>				<b>\$ 607,031</b>	<b>\$ 484,336</b>	<b>\$ (122,695)</b>	<b>-20.2%</b>
<b>450 Surface Water Mgmt Operations Fund</b>							
343.10.00	Charges for Services	Engineering Plan Review		47,388	45,836	(1,552)	-3.3%
343.10.00.01	Charges for Services	Storm Drainage Fees		2,276,235	2,364,945	88,710	3.9%
343.10.00.03	Charges for Services	Storm Drainage Fees (Utility Taxes)		136,574	141,897	5,323	3.9%
343.10.00.04	Charges for Services	Storm Drainage Fees (Mid-year Service Fee)		5,000	5,000	-	0.0%
Subtotal Charges for Services				2,465,197	2,557,678	92,481	3.8%
349.00.38	Interfund Service Revenues	SWM - CIP Reimbursement		30,000	30,000	-	0.0%
361.10.00	Interest Earnings			3,500	3,500	-	0.0%
369.90.00	Miscellaneous Revenues			10,000	13,000	3,000	30.0%
<b>Total Surface Water Mgmt Operations Fund</b>				<b>\$ 2,508,697</b>	<b>\$ 2,604,178</b>	<b>\$ 95,481</b>	<b>3.8%</b>
<b>451 Surface Water Mgmt Capital Improv Fund</b>							
337.09.01	Local Shared Revenues	King Conservation District		\$ 15,300	\$ -	\$ (15,300)	-100.0%
338.95.10	Local Shared Revenues	Highline Water District/Barnes Crk 223rd Culvert		30,000	-	(30,000)	-100.0%
Subtotal Local Shared Revenues				45,300	-	(45,300)	-100.0%
345.86.00	Charges for Services	Development Mitigation Fees		-	-	-	N/A
Subtotal Charges for Services				-	-	0	N/A
361.10.00	Interest Earnings			5,500	4,600	(900)	-16.4%
379.00.00	Capital Contributions	Storm Drainage Hook-Up Fees		75,000	75,000	0	0.0%
397.31.00	Transfers	Transfer-in/Fd 450 (SWM Operations Fd)		682,871	702,069	19,198	2.8%
<b>Total Surface Water Mgmt Capital Improv Fund</b>				<b>\$ 808,671</b>	<b>\$ 781,669</b>	<b>\$ (27,002)</b>	<b>-3.3%</b>
<b>500 Equipment Rental Operations Fund</b>							
344.30.00	Charges for Services	Repair Charges-External/Training Center Repairs		\$ 300	\$ -	\$ (300)	-100.0%
344.50.00	Charges for Services	Fuel		258,089	282,073	23,984	9.3%
Subtotal Charges for Services				258,389	282,073	23,684	9.2%
349.00.99	Interfund Revenues			246,106	286,920	40,814	16.6%
361.10.00	Interest Earnings			323	209	(114)	-35.3%
395.20.00	Other Financing Sources	Insurance Recoveries		-	-	-	N/A
<b>Total Equipment Rental Operations Fund</b>				<b>\$ 504,818</b>	<b>\$ 569,202</b>	<b>\$ 64,384</b>	<b>12.8%</b>

CITY OF DES MOINES  
2013 Budget  
Revenue Summary by Fund and Major Revenue Source

Fund Acct	Source	Source Detail	2012	2013	\$ Chg	% Chg
			Budget	Budget	'12-'13	'12-'13
<b>501 Equipment Rental Replacement Fund</b>						
349.00.99	Interfund Revenues		\$ 68,979	\$ 86,446	\$ 17,467	25.3%
361.10.00	Interest Earnings		6,421	6,139	(282)	-4.4%
395.40.00	Other Financing Sources	Disposal of Fixed Assets	5,000	4,000	(1,000)	-20.0%
<b>Total Equipment Rental Replacement Fund</b>			<b>\$ 80,400</b>	<b>\$ 96,585</b>	<b>\$ 16,185</b>	<b>20.1%</b>
<b>506 Facility Repair &amp; Replacement Fund</b>						
349.00.99	Interfund Revenues		\$ 75,835	\$ 75,835	\$ -	0.0%
361.10.00	Interest Earnings		122	77	(45)	-36.9%
397.21.00	Transfers	Transfer-in/Fund 211	33,970	-	(33,970)	-100.0%
<b>Total Facility Repair &amp; Replacement Fund</b>			<b>\$ 109,927</b>	<b>\$ 75,912</b>	<b>\$ (34,015)</b>	<b>-136.9%</b>
<b>510 Computer Equipment Operations Fund</b>						
349.00.99	Interfund Revenues		\$ 466,071	\$ 460,046	\$ (6,025)	-1.3%
361.10.00	Interest Earnings		33	66	33	100.0%
397.10.22	Transfers	Transfer-in/Fund 511	7,300	19,839	12,539	171.8%
<b>Total Computer Equipment Operations Fund</b>			<b>\$ 473,404</b>	<b>\$ 479,951</b>	<b>\$ 6,547</b>	<b>270.5%</b>
<b>511 Computer Equipment Replacement Fund</b>						
349.00.99	Interfund Revenues		\$ 67,760	\$ 89,849	\$ 22,089	32.6%
361.10.00	Interest Earnings		754	744	(10)	-1.3%
397.18 .58	Transfers	Transfer-in/Fund 001	25,000	25,000	-	0.0%
<b>Total Computer Equipment Replacement Fund</b>			<b>\$ 93,514</b>	<b>\$ 115,593</b>	<b>\$ 22,079</b>	<b>23.6%</b>
<b>520 Self-Insurance Fund</b>						
341.47.00	Charges for Services	AWC Wrkr Comp Retro Prgm	\$ 5,500	\$ 5,500	\$ -	0.0%
349.00.99	Interfund Revenues		580,514	577,351	(3,163)	-0.5%
361.10.00	Interest Earnings		325	44	(281)	-86.5%
398.00.00	Other Financing Sources	Insurance Recov/Employee Settlement Agrmnt	-	-	-	N/A
<b>Total Self-Insurance Fund</b>			<b>\$ 586,339</b>	<b>\$ 582,895</b>	<b>\$ (3,444)</b>	<b>-0.6%</b>
<b>530 Unemployment Compensation Fund</b>						
349.00.99	Interfund Revenues		\$ 55,512	\$ 54,538	\$ (974)	(0)
361.10.00	Interest Earnings		331	369	38	0
<b>Total Unemployment Compensation Fund</b>			<b>\$ 55,843</b>	<b>\$ 54,907</b>	<b>\$ (936)</b>	<b>-1.7%</b>
<b>GROSS TOTAL REVENUES</b>			<b>\$ 42,286,105</b>	<b>\$ 47,413,716</b>	<b>\$ 5,130,611</b>	<b>12.1%</b>
Less Interfund Revenues & Transfers			6,531,051	5,416,004	(1,115,047)	-17.1%
<b>NET TOTAL REVENUES</b>			<b>\$ 35,755,054</b>	<b>\$ 41,997,712</b>	<b>\$ 6,242,658</b>	<b>17.5%</b>

CITY OF DES MOINES  
2013 Budget  
Revenue Summary - All Funds

Source	2012 Budget	2013 Budget	\$ Chg '12-'13	% Chg '12-'13
Property Taxes - Regular Levy	\$ 2,997,000	\$ 3,618,175	\$ 621,175	20.7%
Property Taxes - Excess Levy	500	20	(480)	-96.0%
Property Taxes - Lid Lift Levy	888,800	-	(888,800)	-100.0%
Property Taxes - King County Parks Levy	55,000	50,000	(5,000)	-9.1%
Retail Sales Taxes	1,765,522	1,733,629	(31,893)	-1.8%
Retail Sales Taxes/Local Criminal Justice	589,000	590,000	1,000	0.2%
Hotel-Motel Taxes	16,027	17,300	1,273	7.9%
Business & Occupation Taxes	624,402	616,599	(7,803)	-1.2%
Utility Taxes	3,330,574	3,268,747	(61,827)	-1.9%
Gambling Taxes	23,000	20,000	(3,000)	-13.0%
Leasehold Taxes	100,000	110,000	10,000	10.0%
Parking Taxes	16,000	19,000	3,000	18.8%
Real Estate Excise Taxes	500,000	500,000	-	0.0%
Licenses and Permits	1,992,287	1,954,742	(37,545)	-1.9%
Federal Shared Revenues	438,000	3,853,985	3,415,985	779.9%
State Shared Revenues	6,455,029	5,976,146	(478,883)	-7.4%
Local Shared Revenues	1,461,444	1,729,027	267,583	18.3%
American Recovery & Reinvestment Act Grants	118,646	-	(118,646)	-100.0%
Charges for Services	9,437,452	12,132,239	2,694,787	28.6%
Culture and Recreation Fees	852,360	890,822	38,462	4.5%
Interfund Service Revenues	1,332,052	1,346,644	14,592	1.1%
Interfund Revenues	1,560,777	1,630,985	70,208	4.5%
Fines and Forfeits	698,140	1,113,318	415,178	59.5%
Interest Earnings	65,145	57,518	(7,627)	-11.7%
Rents and Leases	2,841,693	2,922,053	80,360	2.8%
Contributions and Donations	315,638	587,951	272,313	86.3%
Miscellaneous Revenues	83,395	147,441	64,046	76.8%
Capital Contributions	75,000	75,000	-	0.0%
Other Financing Sources	5,000	4,000	(1,000)	-20.0%
Insurance Recoveries	10,000	10,000	-	0.0%
Transfers	3,638,222	2,438,375	(1,199,847)	-33.0%
<b>GROSS TOTAL REVENUES</b>	<b>\$ 42,286,105</b>	<b>\$ 47,413,716</b>	<b>\$ 5,127,611</b>	<b>12.1%</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.100.021.511.00.00.00</b>		<b>LEGISLATIVE</b>	<b>\$ 176,728</b>	<b>\$ 176,718</b>	<b>\$ 92,990</b>

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 expenditures directly associated with support of the City Council.

CITY OF DES MOINES

2013 BUDGET REQUEST

LEGISLATIVE

001.100.021 LEGISLATIVE		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Y-T-D	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
511.30.41.22	PROF SERV-CODE UPDATE	6,500	5,965	6,500	6,500	895	5,848	6,500	6,500	6,500
* 511.30.41.46	OFFICIAL PUBLICATION SERVICES	1,100	1,259	1,100	1,100	444	1,200	1,100	1,100	1,100
511.30.40	<b>SUB TOTAL</b>	7,600	7,224	7,600	7,600	1,339	7,048	7,600	7,600	7,600
511.60.10.00	SALARIES & WAGES	74,000	62,200	74,000	74,000	35,700	69,250	74,000	74,000	68,425
511.60.10	<b>SUB TOTAL</b>	74,000	62,200	74,000	74,000	35,700	69,250	74,000	74,000	68,425
511.60.20.00	PERSONNEL BENEFITS	5,785	4,917	5,822	5,822	3,152	6,233	6,645	6,635	6,220
511.60.20	<b>SUB TOTAL</b>	5,785	4,917	5,822	5,822	3,152	6,233	6,645	6,635	6,220
511.60.31.00	OFFICE AND OPERATING SUPPLIES	2,000	949	2,000	2,000	1,210	1,545	2,000	2,000	2,000
511.60.35.00	SMALL TOOLS & EQUIPMENT	0	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
511.60.30	<b>SUB TOTAL</b>	2,000	949	2,000	2,000	1,210	1,545	2,000	2,000	2,000
511.60.41.00	PROFESSIONAL SERVICES	3,741	0	11,741	11,741	0	0	11,741	11,741	5,000
511.60.41.01	PROFESSIONAL SERVICES/RCAA	8,000	0	0	0	0	0	0	0	0
511.60.42.00	COMMUNICATIONS	1,000	683	1,000	1,000	68	68	1,000	1,000	1,000
511.60.43.00	TRAVEL EXPENSES	4,000	533	4,000	4,000	289	484	4,000	4,000	500
511.60.49.00	MISCELLANEOUS	500	720	500	500	544	669	500	500	500
511.60.49.22	DUES, SCHOOLS, AND CONFERENCES	1,000	340	1,000	1,000	275	480	1,000	1,000	500
511.60.40	<b>SUB TOTAL</b>	18,241	2,275	18,241	18,241	1,176	1,701	18,241	18,241	7,500
511.60.51.07	DES MOINES FOOD BANK		150							
511.70.51.45	KC ELECTION COSTS	0	0	28,000	28,000	0	18,098	28,000	28,000	28,000
** 514.40.51.45	ELECTION COSTS	0	0	0	0	0	0	0	0	(28,000)
511.80.51.46	VOTER REGISTRATION COSTS	35,425	38,501	38,997	38,997	38,351	38,351	38,997	38,997	38,997
** 514.90.51.46	VOTER REGISTRATION COSTS	0	0	0	0	0	0	0	0	(38,997)
511.70 80.51	<b>SUB TOTAL</b>	35,425	38,651	66,997	66,997	38,351	56,449	66,997	66,997	0
511.70.99.05	INTERFUND INSURANCE	1,681	1,681	1,426	1,426	1,426	1,426	1,245	1,245	1,245
511.70.99	<b>SUB TOTAL</b>	1,681	1,681	1,426	1,426	1,426	1,426	1,245	1,245	1,245
594.11.64	CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-
<b>LEGISLATIVE TOTAL</b>		144,732	117,898	176,086	176,086	82,353	143,652	176,728	176,718	92,990

\* New Account Code for Official Publication Services per State Auditor's Office

\*\* Moved to New Division: 165 and Recoded to New Account Code per State Auditor's Office

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.100.021</b>		<b>LEGISLATIVE</b>			
511.30.41.22	Professional Serv-Code Update	Provides for the DMMC update.	\$ 6,500	\$ 6,500	\$ 6,500
511.30.41.46	Official Publication Services	Publishing of all ordinances and any other legal notices.	\$ 1,100	\$ 1,100	\$ 1,100
		<b>TOTAL PUBLICATIONS</b>	<b>\$ 7,600</b>	<b>\$ 7,600</b>	<b>\$ 7,600</b>
		<b>SALARIES AND WAGES</b>			
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 <b>COUNCIL AMEND: Cut # of paid meetings (7)</b> * 6 Councilmembers \$250 per meeting x 40 = \$60,000 <b>COUNCIL AMEND: Cut # of paid meetings for Mayor Pro-tem (6)</b> <b>COUNCIL AMEND: Cut # of paid meetings 1 Councilmember (6.5)</b>	\$ 74,000	\$ 74,000	\$ 74,000
					\$ (2,450)
					\$ (1,500)
					\$ (1,625)
		<b>TOTAL SALARIES</b>	<b>\$ 74,000</b>	<b>\$ 74,000</b>	<b>\$ 68,425</b>
		<b>PERSONNEL BENEFITS</b>			
511.60.20	Personnel Benefits	Provides for Social Security, Medicare, and L & I (Workmen's Compensation) contributions for Councilmembers.	\$ 6,645	\$ 6,635	\$ 6,220
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 6,645</b>	<b>\$ 6,635</b>	<b>\$ 6,220</b>
		<b>SUPPLIES</b>			
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.	\$ -	\$ -	\$ -
		<b>TOTAL SUPPLIES</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>

**BUDGET NARRATIVE**  
**2013**

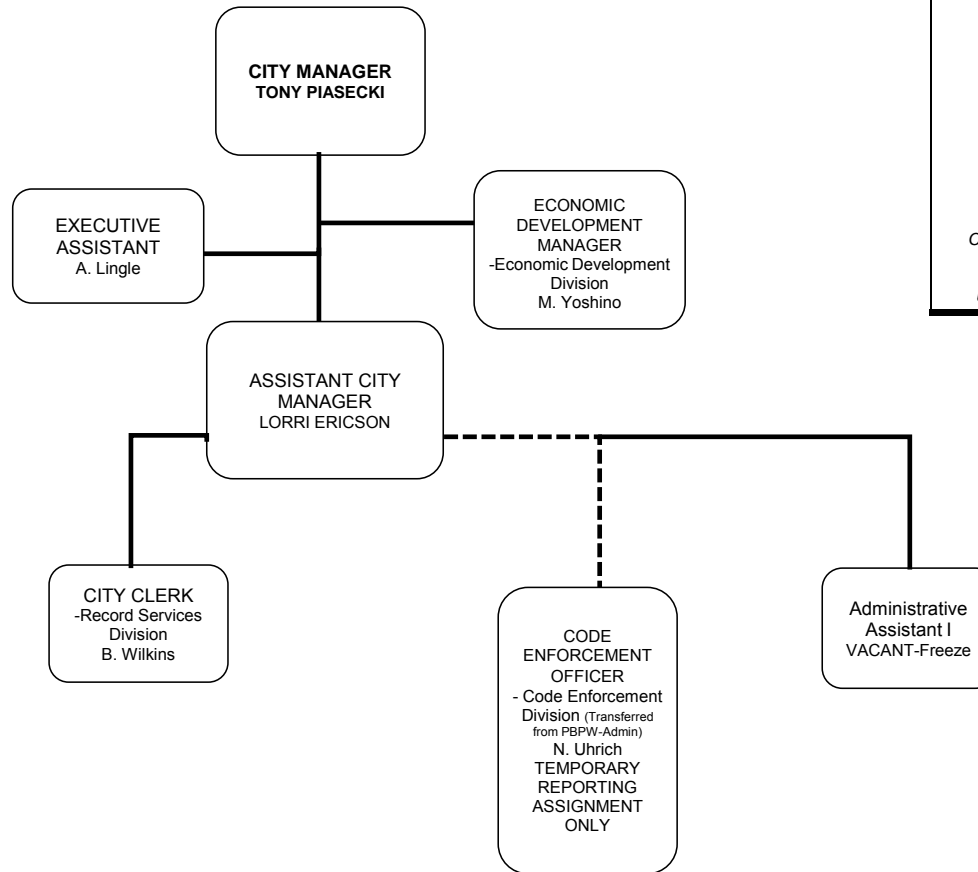
FUND: **GENERAL**  
DEPARTMENT: **LEGISLATIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.100.021</b>		<b>LEGISLATIVE</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
511.60.41	Professional Services	Provides for services as needed by Council.	\$ 11,741	\$ 11,741	\$ 11,741
		<b>COUNCIL AMEND: Cut</b>			\$ (6,741)
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
		<b>COUNCIL AMEND: Cut</b>			\$ (3,500)
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	\$ 500
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 18,241</b>	<b>\$ 18,241</b>	<b>\$ 7,500</b>
		<b>INTERGOVERNMENTAL SERVICES</b>			
511.70.51.45	Election Costs	King County election charges.	\$ 28,000	\$ 28,000	\$ 28,000
		<b>Moved to Division: 165</b>	\$ -	\$ -	\$ (28,000)
511.80.51.46	Voter Registration Costs	Voter registration fees assessed by King County.	\$ 38,997	\$ 38,997	\$ 38,997
		<b>Moved to Division: 165</b>	\$ -	\$ -	\$ (38,997)
		<b>TOTAL INTERGOVERNMENTAL SERVICES</b>	<b>\$ 66,997</b>	<b>\$ 66,997</b>	<b>\$ -</b>
		<b>INTERFUND PAYMENTS</b>			
511.70.99.05	Interfund Insurance	Provides for a transfer to the City's self-insurance fund to cover insurance expenses.	\$ 1,245	\$ 1,245	\$ 1,245
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 1,245</b>	<b>\$ 1,245</b>	<b>\$ 1,245</b>
		<b>TOTAL LEGISLATIVE</b>	<b>\$ 176,728</b>	<b>\$ 176,718</b>	<b>\$ 92,990</b>



**CITY OF DES MOINES  
EXECUTIVE**

Organizational Chart



Department/Divisions

- |                                       |
|---------------------------------------|
| <i>City Manager</i>                   |
| <i>Hearing Examiner Services</i>      |
| <i>Economic Development</i>           |
| <i>Public Defender</i>                |
| <i>Record Services</i>                |
| <i>Personnel Services</i>             |
| <b>Central Services</b>               |
| <i>Detention Activities</i>           |
| <i>Community Information Services</i> |
| <i>Risk Management</i>                |
| <i>Unemployment Compensation</i>      |

**BUDGET NARRATIVE**

**2013**

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

Account No.	Narrative	Departmental Request	Executive Amendment	Adopted
	<b>EXECUTIVE</b>	<b>\$ 1,741,666</b>	<b>\$ 1,661,674</b>	<b>\$ 1,646,286</b>
<b>001.140.023.513.10</b>	<b>Executive</b>	<b>\$ 652,889</b>	<b>\$ 651,283</b>	<b>\$ 494,402</b>
	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.			
<b>001.141.023.558.60</b>	<b>Hearing Examiner Services</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 11,000</b>
	The Hearing Examiner Services is a contract professional services responsible for conducting administrative or quasi-judicial hearings. As established in Municipal Code of the City, the Hearing Examiner shall interpret, analyze, and review administrative decisions and matters concerning land use regulation.			
<b>001.145.023.558.70</b>	<b>Economic Development</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,016</b>
	The Economic Development Division assists in fostering economic growth in the City.			
<b>001.150.023.515.91</b>	<b>Public Defender</b>	<b>\$ 124,400</b>	<b>\$ 124,400</b>	<b>\$ 124,400</b>
	The Public Defender services is a contract public defense services responsible for providing high-quality legal representation to indigent criminal defendants.			

**BUDGET NARRATIVE**

**2013**

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

Account No.	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.180.023.514.21</b>	<p><b>Record Services</b></p> <p>Records Services is a City Clerk function, which consists of preparing City Council packets, recording of Council meeting minutes and tracking of legislative policy development. The City Clerk's office is custodian of all of the City's legal documents, including ordinances and resolutions, and processes public records requests.</p>	<b>\$ 207,215</b>	<b>\$ 129,190</b>	<b>\$ 128,109</b>
<b>001.230.023.518.10</b>	<p><b>Personnel Services</b></p> <p>This budget section accounts for the expenses associated with personnel administration such as employee negotiations, employee recognition programs, general training expenses, labor-related legal fees, OSHA safety compliance, health benefits billing administration fees, and associated personnel services provided to all City departments.</p>	<b>\$ 84,571</b>	<b>\$ 84,210</b>	<b>\$ 84,210</b>
<b>001.240.023.518.70</b>	<p><b>Printing and Duplicating Services</b></p> <p>Printing and Duplicating Services provides for all the supplies and maintenance for the multifunction copier equipment at City Hall that is shared by administration divisions (Executive, City Clerk, and Finance). This copier has fax, scanner, and printer capabilities.</p>	<b>\$ 7,766</b>	<b>\$ 7,766</b>	<b>\$ 7,766</b>
<b>001.280.023.518.90</b>	<p><b>Communication</b></p> <p>Communication budget provides for the monthly telephone line costs for the entire City Hall Complex. It also provides for the cost of postage for the City and for the maintenance of the postage machine.</p>	<b>\$ 49,020</b>	<b>\$ 49,020</b>	<b>\$ 63,938</b>

**BUDGET NARRATIVE**

**2013**

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

Account No.	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.400.023.523.21</b>	<b>Jail Services</b>  The Jail Services budget includes contracting for jail services with SCORE starting September 1, 2011.	<u>\$ 578,305</u>	<u>\$ 578,305</u>	<u>\$ 578,305</u>
<b>001.550.023.557.20</b>	<b>Community Information Services</b>  Community Information Services informs the community via video and print. It broadcasts video tapings of City Council meetings on the cable public access channel and on the City's website. It also mails the 'City Currents' newsletter to all postal recipients and prints and distributes announcements of neighborhood meetings and similar informational items.	<u>\$ 22,500</u>	<u>\$ 22,500</u>	<u>\$ 14,140</u>

CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Y-T-D	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>001.140.023 EXECUTIVE</b>										
* 558.60.41.47	SALARIES & WAGES	393,772	399,483	423,006	423,006	208,080	418,916	448,590	448,590	443,873
* 558.70.10	SALARIES & WAGES	-	-	-	-	-	-	-	-	(92,000)
513.10.11	OVERTIME	-	-	-	-	-	-	-	-	-
513.10.10	<b>SUB TOTAL</b>	<b>393,772</b>	<b>399,483</b>	<b>423,006</b>	<b>423,006</b>	<b>208,080</b>	<b>418,916</b>	<b>448,590</b>	<b>448,590</b>	<b>351,873</b>
513.10.20	PERSONNEL BENEFITS	104,744	105,658	144,056	144,056	70,456	137,521	152,589	152,509	151,362
* 558.70.20	PERSONNEL BENEFITS	-	-	-	-	-	-	-	-	(39,770)
513.10.20.90	EE MED. CONTRIBUTION	(1,202)	(1,257)	(2,139)	(2,139)	(1,188)	(2,376)	(2,580)	(2,580)	(2,581)
* 558.70.20.90	EE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	1,295
513.10.20	<b>SUB TOTAL</b>	<b>103,542</b>	<b>104,401</b>	<b>141,917</b>	<b>141,917</b>	<b>69,268</b>	<b>135,145</b>	<b>150,009</b>	<b>149,929</b>	<b>110,306</b>
513.10.31	OFFICE AND OPERATING SUPPLIES	1,600	3,918	1,600	1,600	1,086	2,465	1,600	1,600	1,600
* 558.70.31	OFFICE AND OPERATING SUPPLIES	-	-	-	-	-	-	-	-	(625)
513.10.35	SMALL TOOLS	400	-	400	400	-	-	400	400	400
513.10.30	<b>SUB TOTAL</b>	<b>2,000</b>	<b>3,918</b>	<b>2,000</b>	<b>2,000</b>	<b>1,086</b>	<b>2,465</b>	<b>2,000</b>	<b>2,000</b>	<b>1,375</b>
513.10.41	PROFESSIONAL SERVICES	15,000	4,077	15,000	15,000	2,097	5,500	15,000	15,000	15,000
** 558.60.41	HEARING EXAMINER SERVICES	-	-	-	-	-	-	-	-	(11,000)
* 558.70.41	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	(1,000)
513.10.42	COMMUNICATIONS	1,400	171	1,400	1,400	207	265	1,400	1,400	1,400
* 558.70.42	COMMUNICATIONS	-	-	-	-	-	-	-	-	(350)
513.10.43	TRAVEL EXPENSES	1,830	311	1,150	1,150	274	425	1,150	1,150	1,150
* 558.70.43	TRAVEL EXPENSES	-	-	-	-	-	-	-	-	(100)
513.10.49	MISCELLANEOUS	2,950	4,168	1,070	1,070	176	411	1,070	1,070	1,070
513.10.49.22	DUES, SCHOOLS, & CONFERENCES	-	178	2,560	2,560	2,751	4,170	2,560	2,560	2,560
* 558.70.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	-	-	-	-	-	-	(250)
513.10.40	<b>SUB TOTAL</b>	<b>21,180</b>	<b>8,905</b>	<b>21,180</b>	<b>21,180</b>	<b>5,505</b>	<b>10,771</b>	<b>21,180</b>	<b>21,180</b>	<b>8,480</b>
513.10.99.01	COMPUTER MAINTENANCE	11,300	11,300	11,300	11,300	5,650	11,300	11,300	11,300	11,300
* 558.70.99.01	COMPUTER MAINTENANCE	-	-	-	-	-	-	-	-	(2,260)
513.10.99.02	COMPUTER REPLACEMENT	1,036	1,036	913	913	457	913	3,053	1,527	1,527
* 558.70.99.02	COMPUTER REPLACEMENT	-	-	-	-	-	-	-	-	(279)
513.10.99.05	INTERFUND INSURANCE	12,877	12,877	10,908	10,908	10,908	10,908	16,757	16,757	16,757
* 558.70.99.05	INTERFUND INSURANCE	-	-	-	-	-	-	-	-	(4,677)
513.10.99	<b>SUB TOTAL</b>	<b>25,213</b>	<b>25,213</b>	<b>23,121</b>	<b>23,121</b>	<b>17,015</b>	<b>23,121</b>	<b>31,110</b>	<b>29,584</b>	<b>22,368</b>
594.13.64	EQUIPMENT		-	-		-	-	-	-	-
594.13.60	<b>SUB TOTAL</b>		-	-		-	-	-	-	-
<b>EXECUTIVE TOTAL</b>		<b>545,707</b>	<b>541,920</b>	<b>611,224</b>	<b>611,224</b>	<b>300,953</b>	<b>590,418</b>	<b>652,889</b>	<b>651,283</b>	<b>494,402</b>

\* New Account Code for Economic Development per State Auditor's Office & Expenditures Related to Economic Development Moved to New Division : 145

\*\* New Account Code for Hearing Examiner Services per State Auditor's Office & Professional Services for Hearing Examiner Services Moved to New Division: 141

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.140.023.513.10.00.00 EXECUTIVE</b>					
<b>SALARIES AND WAGES</b>					
513.10.10	Salaries	1.0 City Manager (CM)	\$ 448,590	\$ 448,590	\$ 443,873
		1.0 Assistant City Manager (ACM)			
		1.0 Economic Development Mgr			
		(1.0) <b>Eco Dev Mgr Moved to New Division: 145</b>			\$ (92,000)
		<u>1.0</u> Executive Assistant			
		3.0 FTE's			
<b>TOTAL SALARIES</b>			<b>\$ 448,590</b>	<b>\$ 448,590</b>	<b>\$ 351,873</b>
<b>PERSONNEL BENEFITS</b>					
513.10.20	Personnel Benefits	Provides personnel benefits including:	\$ 152,589	\$ 152,509	\$ 151,362
		Transportation Allowance (CM & ACM)	\$9,600		
		Add'l payroll benefits for transportation allowance	\$1,625		
513.10.20.90	Employee Medical Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	(2,580)	(2,580)	(2,581)
<b>Eco Dev Mgr Moved to New Division: 145</b>					<b>\$ (38,475)</b>
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 150,009</b>	<b>\$ 149,929</b>	<b>\$ 110,306</b>
<b>SUPPLIES</b>					
513.10.31	Office Supplies	Cost of stationery, business cards, tapes, publications, printer supplies and pictures.	\$ 1,600	\$ 1,600	\$ 1,600
<b>Economic Development Office Supplies Moved to New Division: 145</b>					<b>\$ (625)</b>
513.10.35	Small Tools	Miscellaneous small office equipment and furnishings.	400	400	400
<b>TOTAL SUPPLIES</b>			<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 1,375</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.140.023.513.10.00.00 EXECUTIVE</b>					
<b>OTHER SERVICES AND CHARGES</b>					
513.10.41	Professional Services	Provides for hearing examiner services.	\$ 15,000	\$ 15,000	\$ 15,000
		<b>Hearing Examiner Services Moved to New Division: 141</b>			\$ (11,000)
		<b>Economic Development Professional Services Moved to New Division: 145</b>			\$ (1,000)
513.10.42	Communication	Long distance charges	1,400	1,400	1,400
		<b>Economic Development Communication Moved to New Division: 145</b>			(350)
513.10.43	Travel	Provides for travel to training seminars & conferences, such as:	1,150	1,150	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		
		<b>Economic Development Travel Expenses Moved to New Division: 145</b>			(100)
			<u>\$ (100)</u>		
			<u>\$ 1,050</u>		
513.10.49	Miscellaneous	Provides for minor expenses not budgeted elsewhere: subscriptions, etc.	1,070	1,070	1,070
		Newspaper subscriptions	\$ 390		
		Dinner and lunch meetings such as Suburban Cities, King County Officials, Chamber of Commerce, etc.	\$ 680		

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.140.023.513.10.00.00 EXECUTIVE</b>					
513.10.49	Dues, Schools, & Conferences	Provides for seminar & conference fees, and membership dues: 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 <b>Economic Development Training Moved to New Division: 145</b> \$ (250) <u>\$ 2,310</u>	2,560	2,560	2,560
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 21,180</b>	<b>\$ 21,180</b>	<b>\$ 8,480</b>
<b>INTERFUND PAYMENTS</b>					
513.10.99.01	Computer Maintenance	Provides for maintenance of computers and printers.  <b>Economic Development Computer Maintenance Assessment Moved to New Division: 145</b>	\$ 11,300	\$ 11,300	\$ 11,300
					\$ (2,260)
513.10.99.02	Computer Replacement	Provides for allocated cost for shared server, computers, EDEN Financial System, & network infrastructure upgrades.  <b>Economic Development Computer Replacement Assessment Moved to New Division: 145</b>	\$ 3,053	\$ 1,527	\$ 1,527
					\$ (279)
513.10.99.05	Interfund Insurance	Provides for a transfer to the City's self-insurance fund to cover insurance expenses.  <b>Economic Development Interfund Insurance Assessment Moved to New Division: 145</b>	\$ 16,757	\$ 16,757	\$ 16,757
					\$ (4,677)
<b>TOTAL INTERFUND PAYMENTS</b>			<b>\$ 31,110</b>	<b>\$ 29,584</b>	<b>\$ 22,368</b>



# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.140.023.513.10.00.00</b>		<b>EXECUTIVE</b>			
		<b>CAPITAL OUTLAY</b>			
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL EXECUTIVE</b>	<b>\$ 652,889</b>	<b>\$ 651,283</b>	<b>\$ 494,402</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE  
HEARING EXAMINER SERVICES

EXECUTIVE HEARING EXAMINER SERVICES		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Y-T-D	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
* 001.141.023	EXECUTIVE HEARING EXAMINER SERVICES									
** 558.60.41.47	HEARING EXAMINER SERVICES	15,000	4,077	15,000	15,000	2,097	5,500	15,000	15,000	11,000
558.60.40	<b>SUB TOTAL</b>	15,000	4,077	15,000	15,000	2,097	5,500	15,000	15,000	11,000
	<b>HEARING EXAMINER SERVICES TOTAL</b>	15,000	4,077	15,000	15,000	2,097	5,500	15,000	15,000	11,000

\* 001.141 is New Division for Hearing Services

\*\* New Account Code for Hearing Services per State Auditor's Office

## BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION: **Hearing Examiner**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.141.023.558.60.00.00</b>		<b>HEARING EXAMINER SERVICES</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
558.60.41.47	Hearing Examiner Services	Provides for hearing examiner services.	\$ 15,000	\$ 15,000	\$ 11,000
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 11,000</b>
		<b>TOTAL HEARING EXAMINER SERVICES</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 11,000</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE  
ECONOMIC DEVELOPMENT

EXECUTIVE ECONOMIC DEVELOPMENT		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Y-T-D	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
* 001.145.023										
** 558.70.10.00	SALARIES & WAGES									92,000
558.70.10	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	92,000
** 558.70.20	PERSONNEL BENEFITS									39,770
** 558.70.20.90	EE MED. CONTRIBUTION									(1,295)
558.70.20	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	38,475
** 558.70.31	OFFICE AND OPERATING SUPPLIES									625
558.70.30	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	625
** 558.70.41	PROFESSIONAL SERVICES									1,000
** 558.70.42	COMMUNICATIONS									350
** 558.70.43	TRAVEL EXPENSES									100
** 558.70.49.22	DUES, SCHOOLS, & CONFERENCES									250
558.70.40	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	1,700
** 558.70.99.01	COMPUTER MAINTENANCE									2,260
= 558.70.99.02	COMPUTER REPLACEMENT									279
** 558.70.99.05	INTERFUND INSURANCE									4,677
558.70.99	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	7,216
<b>ECONOMIC DEVELOPMENT TOTAL</b>		-	-	-	-	-	-	-	-	140,016

\* 001.145 is New Division for Economic Development

\*\* New Account Code for Economic Development per State Auditor's Office

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION: **Economic Development**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.145.023.558.70.00.00</b>					
<b>ECONOMIC DEVELOPMENT</b>					
<b>SALARIES AND WAGES</b>					
558.70.10	Salaries	1.0 Economic Development Manager 1.0 FTE	\$ -	\$ -	\$ 92,000
<b>TOTAL SALARIES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 92,000</b>
<b>PERSONNEL BENEFITS</b>					
558.70.20	Personnel Benefits	Provides personnel benefits for Economic Development Mgr.	\$ -	\$ -	\$ 39,770
558.70.20.90	Employee Medical Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.			(1,295)
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,475</b>
<b>SUPPLIES</b>					
558.70.31	Office Supplies	Cost of stationery, business cards, and other supplies as needed.	\$ -	\$ -	\$ 625
<b>TOTAL SUPPLIES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 625</b>
<b>OTHER SERVICES AND CHARGES</b>					
558.70.41	Professional Services	Provides for professional services as needed.	\$ -	\$ -	\$ 1,000
558.70.42	Communication	Long distance charges.			350
558.70.43	Travel	Provides for travel to training seminars & conferences.			100
558.70.49.22	Dues, Schools, & Conferences	Provides for seminar & conference fees, and membership dues.			250
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,700</b>

## BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION: **Economic Development**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.145.023.558.70.00.00</b>					
<b>ECONOMIC DEVELOPMENT</b>					
<b>INTERFUND PAYMENTS</b>					
558.70.99.01	Computer Maintenance	Provides for maintenance of computers and printers.	\$ -	\$ -	\$ 2,260
558.70.99.02	Computer Replacement	Provides for allocated cost for shared server, computers, EDEN Financial System, & network infrastructure upgrades.	\$ -	\$ -	\$ 279
558.70.99.05	Interfund Insurance	Provides for a transfer to the City's self-insurance fund to cover insurance expenses.	\$ -	\$ -	\$ 4,677
<b>TOTAL INTERFUND PAYMENTS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,216</b>
<b>CAPITAL OUTLAY</b>					
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,016</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE  
PUBLIC DEFENDER

001.150.023 EXECUTIVE PUBLIC DEFENDER		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 DEPT REQ ADJSTD	2013 EXEC AMEND	2013 ADOPTED
* 515.91.41.05	PROF. SERVICES-PUBLIC DEFENDER	110,000	108,399	95,000	95,000	54,375	107,500	95,000	110,000	110,000	110,000
* 515.91.41.06	PROF. SERVICES-VIDEO ARRAIGNMENT	14,400	14,400	14,400	14,400	6,000	14,400	14,400	14,400	14,400	14,400
515.91.40	<b>SUB TOTAL</b>	<b>124,400</b>	122,799	109,400	109,400	60,375	121,900	109,400	124,400	124,400	124,400
	<b>PUBLIC DEFENDER TOTAL</b>	<b>124,400</b>	122,799	109,400	109,400	60,375	121,900	109,400	124,400	124,400	124,400

\* New Account Number for Public Defender Services per State Auditor's Office

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.150.023.515.91</b>		<b>PUBLIC DEFENDER</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
515.91.41	Professional Services	Provides for the following contract professional services: Public Defenders for indigent defendants Video Arraignment Public Defender and Other Services	\$ 124,400	\$ 124,400	\$ 124,400
			\$ 110,000		
			\$ 14,400		
			<u>\$ 124,400</u>		
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 124,400</b>	<b>\$ 124,400</b>	<b>\$ 124,400</b>
		<b>TOTAL PUBLIC DEFENDER</b>	<b>\$ 124,400</b>	<b>\$ 124,400</b>	<b>\$ 124,400</b>



CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE  
RECORDS SERVICES

001.180.023 RECORDS SERVICES		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Y-T-D	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
* 514.21.10	SALARIES & WAGES	104,559	108,192	126,510	126,510	62,801	112,040	136,153	84,252	83,364
* 514.21.11	OVERTIME	0	0	0	0	117	117	0	0	0
514.21.10	<b>SUB TOTAL</b>	104,559	108,192	126,510	126,510	62,918	112,157	136,153	84,252	83,364
* 514.21.20	PERSONNEL BENEFITS	41,397	40,864	46,942	46,942	22,938	36,302	48,412	22,928	22,735
* 514.21.20.90	EMPLOYEE MED CONTRIBUTION	(535)	(622)	(622)	(622)	(300)	(425)	(651)	(651)	(651)
514.21.20	<b>SUB TOTAL</b>	40,862	40,242	46,320	46,320	22,638	35,877	47,761	22,277	22,084
* 514.21.31	OFFICE & OPERATING SUPPLIES	1,266	2,993	2,500	2,500	759	1,769	2,500	2,500	2,500
* 514.21.35	SMALL TOOLS & EQUIPMENT	300	0	300	300	0	0	300	300	300
514.21.30	<b>SUB TOTAL</b>	1,566	2,993	2,800	2,800	759	1,769	2,800	2,800	2,800
* 514.21.41	PROFESSIONAL SERVICES	3,500	1,790	0	0	0	0	0	0	0
* 514.21.41.42	PROF SERV-RECORD STORAGE	0	3,528	5,500	5,500	1,972	5,271	5,500	5,500	5,500
* 514.21.41.45	ADVERTISING	100	138	100	100	0	100	100	100	100
* 514.21.42	COMMUNICATIONS	40	0	40	40	0	0	40	40	40
* 514.21.43	TRAVEL EXPENSES	0	0	0	0	0	0	0	0	0
* 514.21.49	MISCELLANEOUS	700	495	100	100	0	0	100	100	100
* 514.21.49.22	DUES, SCHOOLS, & CONFERENCES	0	0	600	600	290	465	600	600	600
514.21.40	<b>SUB TOTAL</b>	4,340	5,951	6,340	6,340	2,262	5,836	6,340	6,340	6,340
* 514.21.99.01	COMPUTER MAINTENANCE	6,780	6,780	4,520	4,520	1,883	4,520	4,520	4,520	4,520
* 514.21.99.02	COMPUTER REPLACEMENT	623	623	382	382	159	382	1,280	640	640
* 514.21.99.05	INTERFUND INSURANCE	7,044	7,044	5,966	5,966	5,966	5,966	8,361	8,361	8,361
514.21.99	<b>SUB TOTAL</b>	14,447	14,447	10,868	10,868	8,009	10,868	14,161	13,521	13,521
594.14.64	EQUIPMENT	0	0	8,700	8,700	9,264	9,264	0	0	0
594.14.60	<b>SUB TOTAL</b>	0	0	8,700	8,700	9,263.70	9,264.00	0	0	0
<b>TOTAL RECORDS SERVICES</b>		165,774	171,824	201,538	201,538	105,850	175,771	207,215	129,190	128,109

\* New Account Code for Expenditures of City Clerk per State Auditor's Office

**BUDGET NARRATIVE**  
**2013**

FUND: **GENERAL**  
DEPARTMENT: **EXECUTIVE**  
DIVISION: **Records Services**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.180.023.514.21.00.00</b>		<b>RECORD SERVICES</b>			
		<b>SALARIES AND WAGES</b>			
514.21.10	Salaries and Wages	1.0 City Clerk	\$ 136,153	\$ 84,252	\$ 83,364
		<del>1.0</del> Administrative Assistant I-VACANT (on hiring freeze status)			
		_____ 1.0 FTE			
		<b>TOTAL SALARIES</b>	<b>\$ 136,153</b>	<b>\$ 84,252</b>	<b>\$ 83,364</b>
		<b>PERSONNEL BENEFITS</b>			
514.21.20	Personnel Benefits	Provides for personnel benefits for the City Clerk and Administrative Assistant I.	\$ 48,412	\$ 22,928	\$ 22,735
514.21.20.90	Employee Medical Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (651)	\$ (651)	\$ (651)
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 47,761</b>	<b>\$ 22,277</b>	<b>\$ 22,084</b>
		<b>SUPPLIES</b>			
514.21.31	Office Supplies	Provides for general office supplies and forms such as business license forms.	\$ 2,500	\$ 2,500	\$ 2,500
514.21.35	Small Tools and Equipment	Provides for purchase or replacement of small non-capitalized items such as calculators.	\$ 300	\$ 300	\$ 300
		<b>TOTAL SUPPLIES</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION: **Records Services**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.180.023.514.21.00.00</b>					
		<b>RECORD SERVICES</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
514.21.41.42	Prof Serv-Record Storage	Provides for archive services and off site storage for non-financial City records.	\$ 5,500	\$ 5,500	\$ 5,500
514.21.41.45	Advertising	Provides for any miscellaneous advertising.	\$ 100	\$ 100	\$ 100
514.21.42	Communications	Provides for long distance telephone charges.	\$ 40	\$ 40	\$ 40
514.21.43	Travel	For City Clerk training and certification courses.	\$ -	\$ -	\$ -
514.21.49	Miscellaneous	Provides for other miscellaneous expenses, such as filing fees.	\$ 100	\$ 100	\$ 100
514.21.49.22	Dues, Schools, & Conferences	Provides for membership dues and registration fees for conferences and seminars.	\$ 600	\$ 600	\$ 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	\$ -		
			<u>\$ 600</u>		
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 6,340</b>	<b>\$ 6,340</b>	<b>\$ 6,340</b>
		<b>INTERFUND SERVICES</b>			
514.21.99.01	Computer Maintenance	Provides for maintenance of two computers.	\$ 4,520	\$ 4,520	\$ 4,520
514.21.99.02	Computer Replacement	Provides for replacement of two computers.	\$ 1,280	\$ 640	\$ 640
514.21.99.05	Interfund Insurance	Provides for a transfer to the City's self-insurance fund to cover insurance expenses.	\$ 8,361	\$ 8,361	\$ 8,361
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 14,161</b>	<b>\$ 13,521</b>	<b>\$ 13,521</b>

**BUDGET NARRATIVE**  
**2013**

FUND: **GENERAL**  
DEPARTMENT: **EXECUTIVE**  
DIVISION: **Records Services**

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.180.023.514.21.00.00</b>	<b>RECORD SERVICES</b>			
	<b>CAPITAL OUTLAY</b>			
594.14.64	Equipment	\$ -	\$ -	\$ -
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL RECORD SERVICES</b>	<b>\$ 207,215</b>	<b>\$ 129,190</b>	<b>\$ 128,109</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE  
PERSONNEL SERVICES

001.230.023 PERSONNEL SERVICES		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Y-T-D	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
* 518.10.10	SALARIES & WAGES	0	0	0	0	0	0	0	0	0
* 518.10.11	OVERTIME	0	0	0	0	1,613	1,613	0	0	0
518.10.10	<b>SUB TOTAL</b>	0	0	0	0	1,613	1,613	0	0	0
* 518.10.20	PERSONNEL BENEFITS	0	5	0	0	254	254	0	0	0
* 518.10.20.90	EMPLOYEE MED CONTRIBUTION	0	0	0	0	0	0	0	0	0
518.10.20	<b>SUB TOTAL</b>	0	5	0	0	254	254	0	0	0
* 518.10.31	OFFICE & OPERATING SUPPLIES	1,700	1,064	1,700	1,700	1,102	1,700	1,700	1,700	1,700
* 518.10.35	SMALL TOOLS & EQUIPMENT	0	293	0	0	0	0	0	0	0
* 518.10.35.90	SMALL EQUIPMENT >\$1,000 <\$5,000	0	2,883	0	0	0	0	0	0	0
518.10.30	<b>SUB TOTAL</b>	1,700	4,240	1,700	1,700	1,102	1,700	1,700	1,700	1,700
* 518.10.41	PROFESSIONAL SERVICES	9,100	10,736	22,765	76,390	31,980	71,648	76,390	76,390	76,390
* 518.10.42	COMMUNICATIONS	370	95	250	250	48	114	250	250	250
* 518.10.43	TRAVEL EXPENSES	314	0	314	314	0	0	314	314	314
* 518.10.49	MISCELLANEOUS	2,935	6,530	1,485	1,485	935	1,135	1,485	1,485	1,485
* 518.10.49.22	DUES, SCHOOLS, & CONFERENCES			1,450	1,450	110	435	1,450	1,450	1,450
518.10.40	<b>SUB TOTAL</b>	12,719	17,361	26,264	79,889	33,073	73,332	79,889	79,889	79,889
* 518.10.99.01	COMPUTER MAINTENANCE	2,260	2,260	2,260	2,260	942	2,260	2,260	2,260	2,260
* 518.10.99.02	COMPUTER REPLACEMENT	245	245	216	216	90	216	722	361	361
* 518.10.99.05	INTERFUND INSURANCE	0	0	0	0	0	0	0	0	0
518.10.90	<b>SUB TOTAL</b>	2,505	2,505	2,476	2,476	1,032	2,476	2,982	2,621	2,621
594.16.64	EQUIPMENT	0	0	0	0	0	0	0	0	0
594.16.60	<b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	0
<b>PERSONNEL SERVICES TOTAL</b>		16,924	24,110	30,440	84,065	37,074	79,375	84,571	84,210	84,210

\* New Account Code for Personnel Services

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION: **Personnel Services**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.230.023.518.10.00.00</b>		<b>PERSONNEL SERVICES</b>			
		<b>SALARIES AND WAGES</b>			
518.10.10	Salaries and Wages	Provides for the following personnel: <del>1.0 FTE Human Resources Specialist</del>	\$ -	\$ -	\$ -
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>PERSONNEL BENEFITS</b>			
518.10.20	Personnel Benefits	Provides for personnel benefits.	\$ -	\$ -	\$ -
518.10.20.90	Employee Medical Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ -	\$ -	\$ -
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>SUPPLIES</b>			
518.10.31	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
518.10.35	Small Tools & Equipment	Provides for purchase of miscellaneous equipment.	\$ -	\$ -	\$ -
		<b>TOTAL SUPPLIES</b>	<b>\$ 1,700</b>	<b>\$ 1,700</b>	<b>\$ 1,700</b>

## BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION: **Personnel Services**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.230.023.518.10.00.00</b>		<b>PERSONNEL SERVICES</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
518.10.41	Professional Services	Contingency for outside counsel on labor or personnel disputes and fees for in-service training seminars and professional services.	\$ 76,390	\$ 76,390	\$ 76,390
		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	<u>\$ 67,290</u>		
			<u>\$ 76,390</u>		
518.10.42	Communications	Provides for Long Distance and Courier Service.	\$ 250	\$ 250	\$ 250
		Long Distance	\$ 50		
		Courier Service	<u>\$ 200</u>		
			<u>\$ 250</u>		
518.10.43	Travel	Meeting Travel and Conferences	\$ 314	\$ 314	\$ 314
518.10.49	Miscellaneous	Provides for other miscellaneous expenses, such as:	\$ 1,485	\$ 1,485	\$ 1,485
		CDL Drug and Alcohol Testing	\$ 900		
		AWC Police Benefit Survey	\$ 85		
		Employment Law Newsletter	\$ 300		
		Defibrillator Renewal	\$ -		
		Miscellaneous	\$ 200		

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION: **Personnel Services**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.230.023.518.10.00.00</b>			<b>PERSONNEL SERVICES</b>		
518.10.49.22	Dues, Schools, & Conferences	Provides for dues, conferences and seminars, employee training:	\$ 1,450	\$ 1,450	\$ 1,450
		CPR/First Aid Training	\$ 500		
		WAPELRA Membership/Conf Registration	\$ 250		
		Labor Institute Registration	\$ 200		
		Safety Board Training	\$ 500		
			<u>\$ 1,450</u>		
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 79,889</b>	<b>\$ 79,889</b>	<b>\$ 79,889</b>
<b>INTERFUND SERVICES</b>					
518.10.99.01	Computer Maintenance	Provides for computer hardware maintenance.	\$ 2,260	\$ 2,260	\$ 2,260
518.10.99.02	Computer Replacement	Provides for computer hardware replacement.	\$ 722	\$ 361	\$ 361
518.10.99.05	Interfund Insurance	Contribution to the Self Insurance Fund.	\$ -	\$ -	\$ -
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 2,982</b>	<b>\$ 2,621</b>	<b>\$ 2,621</b>
		<b>CAPITAL OUTLAY</b>		\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 84,571</b>	<b>\$ 84,210</b>	<b>\$ 84,210</b>



CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE  
PRINTING & DUPLICATION SERVICES

001.240.023 CENTRAL SERVICES PRINTING & DUPLICATING		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
518.70.31	OFFICE & OPERATING SUPPLIES	2,000	-	2,000	2,000	-	-	2,000	2,000	2,000
518.70.35	SMALL TOOLS & EQUIPMENT	0	-	-	0	-	-	-	-	-
518.70.30	<b>SUB TOTAL</b>	2,000	-	2,000	2,000	-	-	2,000	2,000	2,000
518.70.45.02	COPIER LEASE	5,013	3,523	5,013	5,013	3,284	5,389	5,766	5,766	5,766
518.70.40	<b>SUB TOTAL</b>	5,013	3,523	5,013	5,013	3,284	5,389	5,766	5,766	5,766
594.18.64	EQUIPMENT	-	68,685	-	-	-	-	-	-	-
594.18.60	<b>SUB TOTAL</b>	-	68,685	-	-	-	-	-	-	-
<b>TOTAL PRINTING &amp; DUPLICATION</b>		7,013	72,207	7,013	7,013	3,284	5,389	7,766	7,766	7,766

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION: **PRINTING AND DUPLICATION SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.240.023.518.70.00.00</b>		<b>PRINTING AND DUPLICATION SERVICES</b>			
		<b>SUPPLIES</b>			
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
		<b>TOTAL SUPPLIES</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
		<b>OTHER SERVICES AND CHARGES</b>			
518.70.45.02	Copier Lease	Provides for operating cost per copy at City Hall. Copiers Northwest Sharp (Lease reclassified as Capital Lease - \$2,517)	\$ 5,766	\$ 5,766	\$ 5,766
		<u>\$ 5,766</u>			
		<b>Note:</b> Sharp copier is leased with Wells Fargo Financing and will expire in 1/31/2016.			
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 5,766</b>	<b>\$ 5,766</b>	<b>\$ 5,766</b>
		<b>TOTAL PRINTING AND DUPLICATING</b>	<b>\$ 7,766</b>	<b>\$ 7,766</b>	<b>\$ 7,766</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE COMMUNICATIONS

001.280.023 CENTRAL SERVICES COMMUNICATIONS		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
* 518.90.31	SUPPLIES	2,500	1,454	2,500	2,500	170	1,625	2,500	2,500	2,500
* 518.90.35	SMALL TOOLS & EQUIPMENT	0	0	0	0	0	0	0	0	0
* 518.90.35.90	SMALL EQUIPMENT >\$1,000 <\$5,000	0	0	0	0	0	0	0	0	0
* 518.90.42	COMMUNICATIONS	35,100	23,687	33,100	33,100	12,813	29,115	33,100	33,100	33,100
* 518.90.45	OPERATING LEASES & RENTALS	2,850	2,988	3,264	3,264	1,562	3,197	3,420	3,420	3,420
* 518.90.48	REPAIR & MAINTENANCE	0	0	0	0	0	0	0	0	0
* 518.90.49	MISCELLANEOUS	0	0	0	0	0	0	0	0	0
518.90.40	<b>SUB TOTAL</b>	40,450	28,129	38,864	38,864	14,544	33,937	39,020	39,020	39,020
* 597.18.00	TRANSFER-OUT/FUND 511 **	10,000	10,000	10,000	10,000	0	10,000	10,000	10,000	10,000
597.00.00		10,000	10,000	10,000	10,000	0	10,000	10,000	10,000	10,000
<b>001.280.050 NON-DEPARTMENTAL</b>										
* 597.18.00	TRANSFER-OUT/FUND 220 COPIER LEASE	0	0	0	0	0	0	0	0	14,918
597.00.00	<b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	14,918
<b>TOTAL COMMUNICATIONS</b>		50,450	38,129	48,864	48,864	14,544	43,937	49,020	49,020	63,938
<b>CENTRAL SERVICES TOTAL:</b>		57,463	110,337	55,877	55,877	17,828	49,326	56,786	56,786	71,704

\* New Account Code for Communications per State Auditor's Office

\*\* 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

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION **COMMUNICATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.280.023.528.80.00.00</b>		<b>COMMUNICATIONS</b>			
		<b>SUPPLIES</b>			
518.90.31	Supplies	Postage tapes and ink cartridges for the postage meter.	\$ 2,500	\$ 2,500	\$ 2,500
518.90.35	Small Tools & Equip	Provides for the replacement of telephones (refurbished) and uninterrupted service in the event existing phones cease to function.	\$ -	\$ -	\$ -
		<b>TOTAL SUPPLIES</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
		<b>OTHER SERVICES AND CHARGES</b>			
518.90.42	Communications	Provides funding for citywide communications charges:	\$ 33,100	\$ 33,100	\$ 33,100
		Telephone Lines	\$ 14,515		
		Postage	\$ 18,225		
		MRSC Hosted Web Site	\$ 360		
		<u>\$ 33,100</u>			
518.90.45	Operating Leases & Rentals	Provides for lease of postage machine at City Hall.	\$ 3,420	\$ 3,420	\$ 3,420
518.90.48	Repair and Maintenance	Provides for repairs to city telecommunication system.	\$ -	\$ -	\$ -
518.90.49	Miscellaneous	Provides for unanticipated expenses.	\$ -	\$ -	\$ -
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 36,520</b>	<b>\$ 36,520</b>	<b>\$ 36,520</b>

**BUDGET NARRATIVE**  
**2013**

FUND: **GENERAL**  
DEPARTMENT: **EXECUTIVE**  
DIVISION: **COMMUNICATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSFERS</b>					
597.18.00	Transfer-out/Fund 511	<p>\$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.</p> <p>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.</p>	\$ 10,000	\$ 10,000	\$ 10,000
001.280.050.597.18	Transfer-out/Fund 220 Copier Lease	Transfer-out to Fund 220 for copier lease payment.	\$ -	\$ -	\$ 14,918
<b>TOTAL TRANSFERS</b>			<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 24,918</b>
<b>TOTAL COMMUNICATIONS</b>			<b>\$ 49,020</b>	<b>\$ 49,020</b>	<b>\$ 63,938</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

JAIL SERVICES

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>001.400.023</b>	<b>JAIL SERVICES</b>									
523.10.49.40	JAIL ADVISORY GROUP (JAG) MEMBER.		1,077	-						
523.21.41.00	JAIL PROF SERVICES (HOME DETENTION)		17,076	25,000	25,000	-	-	-		
523.60.51.44	SCORE-MISDEMEANOR MAINTENANCE	210,319	179,860	275,000	504,412	252,206	504,412	293,387	293,387	293,387
*	<b>523.50.51.54 SCORE-HOST CITY FEE</b>				148,744	87,016	148,744	269,918	269,918	269,918
598.23.52.01	SCORE CAPITAL CONTRIBUTIONS	382,610	357,760	148,744	-	0	-	-	-	-
523.60.51.00	<b>SUB TOTAL</b>	592,929	555,773	448,744	678,156	339,222	653,156	563,305	563,305	563,305
<b>001.400.030</b>										
523.60.51.00	KC-MISDEMEANOR BOOKINGS	45,000	33,363	-	-	-	-	-	-	-
523.60.51.02	KC-MISDEMEANOR MAINTENANCE	125,000	119,087	-	-	-	-	-	-	-
030.523.60.51.00	<b>SUB TOTAL</b>	170,000	152,450	-	-	-	-	-	-	-
<b>001.400.040</b>										
523.60.51.00	OKANOGAN-MISDEMEANOR BOOKINGS	-	2,767	-	-	-	-	-	-	-
523.60.51.02	OKANOGAN-MISDEMEANOR MAINTENANCE	25,000	3,111	-	-	-	-	-	-	-
050.523.60.51.00	<b>SUB TOTAL</b>	25,000	5,878	-	-	-	-	-	-	-
523.60.51.00	RENTON-MISDEMEANOR BOOKINGS	-	-	-	-	-	-	-	-	-
523.60.51.02	RENTON-MISDEMEANOR MAINTENANCE	-	1,601	-	-	-	-	-	-	-
523.21.51.53	RENTON-HOME DETENTION MONITORING	-	-	-	-	6,855	15,000	15,000	15,000	15,000
060.523.60.51.00	<b>SUB TOTAL</b>	-	1,601	-	-	6,855	15,000	15,000	15,000	15,000
<b>001.400.070</b>										
523.60.51.02	ENUMCLAW-MISDEMEANOR MAINTENANCE	-	780	-	-	-	-	-	-	-
060.523.60.51.00	<b>SUB TOTAL</b>	-	780	-	-	-	-	-	-	-
<b>001.400.080</b>										
523.60.51.00	FIFE-MISDEMEANOR BOOKINGS	25,000	3,867	-	-	20	20	-	-	-
523.60.51.02	FIFE-MISDEMEANOR MAINTENANCE	2,400	31,980	-	-	130	130	-	-	-
060.523.60.51.00	<b>SUB TOTAL</b>	27,400	35,847	-	-	150	150	-	-	-
<b>001.400.110</b>										
523.60.51.02	ISSAQUAH-MISDEMEANOR MAINTENANCE	-	14,261	-	-	-	-	-	-	-
060.523.60.51.02	<b>SUB TOTAL</b>	-	14,261	-	-	-	-	-	-	-
<b>001.400.120</b>										
523.60.51.02	KITSAP-MISDEMEANOR MAINTENANCE	25,000	-	-	-	-	-	-	-	-
060.523.60.51.02	<b>SUB TOTAL</b>	25,000	-	-	-	-	-	-	-	-
<b>001.400.130</b>										
523.60.51.02	PUYALLUP-MISDEMEANOR MAINTENANCE	-	4,373	-	-	-	-	-	-	-
060.523.60.51.02	<b>SUB TOTAL</b>	-	4,373	-	-	-	-	-	-	-
<b>JAIL SERVICES TOTAL</b>		840,329	770,963	448,744	678,156	346,227	668,306	578,305	578,305	578,305

\* New Account Code per State Auditor's Office

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION **JAIL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.400.023.523</b>		<b>JAIL SERVICES</b>			
		<b>ADMINISTRATION</b>			
523.21.41.00	Jail Prof Services (Home Detention)	Provides for home monitoring security services	\$ -	\$ -	\$ -
523.60.51.44	SCORE-MISDEMEANOR MAINTENANCE		\$ 293,387	\$ 293,387	\$ 293,387
523.50.51.54	SCORE-HOST CITY FEE		\$ 269,918	\$ 269,918	\$ 269,918
		<b>TOTAL ADMINISTRATION</b>	<b>\$ 563,305</b>	<b>\$ 563,305</b>	<b>\$ 563,305</b>
		<b>RENTON MUNICIPAL</b>			
523.21.51.53	RENTON-HOME DETENTION MONITORING	Provides for home monitoring security services	\$ 15,000	\$ 15,000	\$ 15,000
		<b>TOTAL RENTON MUNICIPAL</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
		<b>TOTAL JAIL SERVICES</b>	<b>\$ 578,305</b>	<b>\$ 578,305</b>	<b>\$ 578,305</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE  
COMMUNITY INFORMATION SERVICES

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
001.550.023	COMMUNITY INFO. SERVICES									
557.20.41.24	PROF SERV-CABLE CONSULTANT	3,000	240	3,000	3,000	-		3,000	3,000	3,000
557.20.41.30	PROF SERV-CC VIDEO TAPE	4,500	3,500	5,000	5,000	1,400	5,000	5,000	5,000	5,000
557.20.41.39	PROF SERV-NEWSLETTER	14,000	10,151	9,000	9,000	2,728	9,000	9,000	9,000	640
557.20.42	COMMUNICATIONS	10,000	4,842	5,500	5,500	1,783	5,205	5,500	5,500	5,500
557.20.40	<b>SUB TOTAL</b>	31,500	18,734	22,500	22,500	5,911	19,205	22,500	22,500	14,140
594.57.64	EQUIPMENT		-	-		-	-	-	-	-
	<b>COMMUNITY INFO. TOTAL</b>	31,500	18,734	22,500	22,500	5,911	19,205	22,500	22,500	14,140

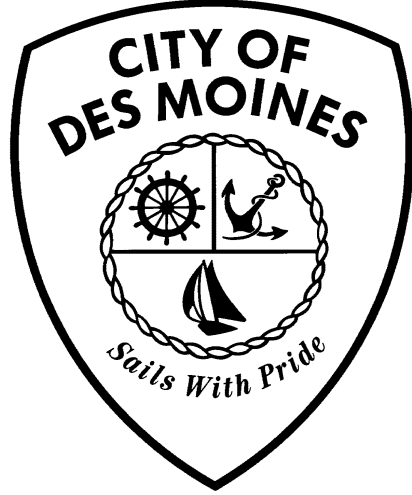


# BUDGET NARRATIVE

2013

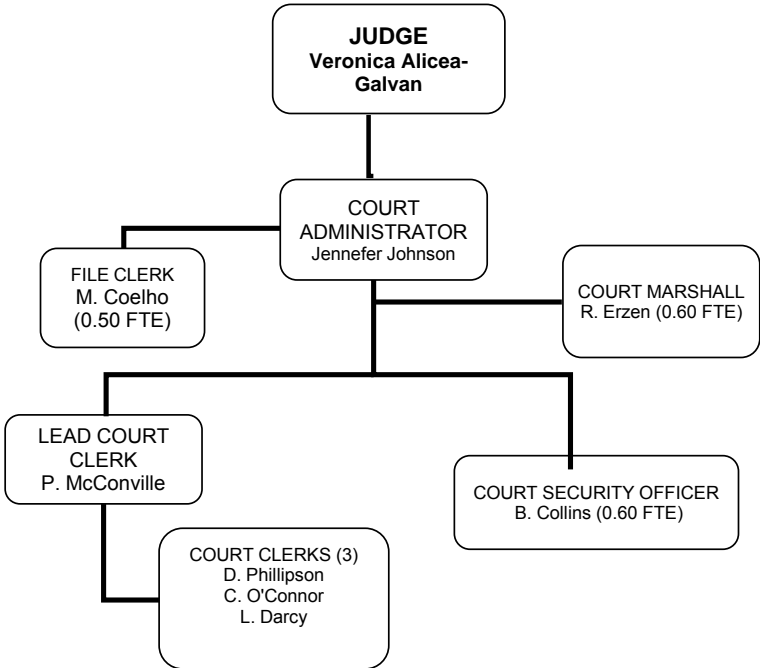
FUND: **GENERAL**  
 DEPARTMENT: **EXECUTIVE**  
 DIVISION: **COMMUNITY INFORMATION SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.550.023.557.20.00.00</b>		<b>COMMUNITY INFORMATION SERVICES</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
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. <b>COUNCIL Amend:</b> 'City Currents' will be published externally and the publishing services will be paid for by business advertisements.	\$ 9,000	\$ 9,000	\$ 640
557.20.42	Communications	Provides for bulk rate postage for newsletters, public information and the "City Currents" as follows: City Currents- 3 issues per year \$5,205 Miscellaneous mailings (e.g., "fireworks prohibited") \$295 <u>\$5,500</u>	\$ 5,500	\$ 5,500	\$ 5,500
<b>TOTAL COMMUNITY INFORMATION SERVICES</b>			<b>\$ 22,500</b>	<b>\$ 22,500</b>	<b>\$ 14,140</b>



**CITY OF DES MOINES**  
**JUDICIAL**

Organizational Chart



Department/Divisions

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

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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<b>001.120.022.512.50.00.00</b>	<b>JUDICIAL</b>	<b>\$ 758,847</b>	<b>\$ 750,126</b>	<b>\$ 743,179</b>
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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.

	2012 (Budget)	2013 (Budget)
<b>Municipal Court Revenues Include:</b>		
WA State Grants-AOC for:		
Court computers	\$ -	\$ -
Interpreting Services Reimbursement	\$ 4,800	\$ 4,836
WA Sate Grant-Office of Public Defense	\$ -	\$ -
Normandy Park Court Services	\$ 55,000	\$ 45,000
* Fines and Forfeitures	\$ 240,000	\$ 522,050
Probation Fees	\$ 2,100	\$ 1,000
Court Costs	\$ 95,200	\$ 113,200
	<b>\$ 397,100</b>	<b>\$ 686,086</b>

<b>Trial Court Improvement Revenue Includes:</b>		
WA State Grant-AOC for full-time elected municipal court judge		
	<b>\$ 22,200</b>	<b>\$ 22,200</b>

\* 2013 Fines & Forfeitures include \$250,000 Revenues from Restoring PD Traffic Unit

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 Y-E Est Finance	2013 DEPT REQUEST	2013 DEPT REQ Adjusted	2013 EXEC AMEND	2013 ADOPTED
<b>001.120.022</b>	<b>MUNICIPAL COURT</b>											
512.50.10	SALARIES & WAGES	472,096	475,922	488,661	488,661	226,887	453,774	473,816	478,625	476,459	476,459	470,463
512.50.11	OVERTIME	300	379	300	300	0	0	0	300	300	300	300
512.50.10	<b>SUB TOTAL</b>	<b>472,396</b>	476,301	488,961	488,961	226,887	453,774	473,816	478,925	476,759	476,759	470,763
512.50.20	PERSONNEL BENEFITS	145,616	147,435	176,347	176,347	83,421	167,584	170,582	180,066	173,339	173,075	172,126
512.50.20.90	EE MED. CONTRIBUTION	(3,180)	(3,361)	(3,447)	(3,447)	(2,083)	(3,447)	(4,167)	(4,793)	(3,803)	(3,803)	(3,805)
512.50.21	UNIFORMS	1,000	2,560	1,000	1,000	479	1,000	971	1,000	1,000	1,000	1,000
512.50.20	<b>SUB TOTAL</b>	<b>143,436</b>	146,634	173,900	173,900	81,817	165,137	167,386	176,273	170,536	170,272	169,321
512.50.31	OFFICE AND OPERATING SUPPLIES	12,775	12,443	12,775	12,775	6,139	12,775	12,900	12,775	12,775	12,775	12,775
512.50.32.01	UNLEADED FUEL (ISF)	5,481	4,095	4,836	4,836	1,131	2,511	3,301	2,500	3,433	3,433	3,433
512.50.35	SMALL TOOLS & EQUIP	750	821	750	750	897	950	1,338	750	750	750	750
512.50.35.90	SMALL EQP >\$1,000 <\$5,000	0	4,295	0	0	0	0	0	0	0	0	0
512.50.30	<b>SUB TOTAL</b>	<b>19,006</b>	21,654	18,361	18,361	8,167	16,236	17,539	16,025	16,958	16,958	16,958
512.50.41	PROFESSIONAL SERVICES	3,000	18,675	0	40,000	40,000	40,000	40,000	0	0	0	0
512.50.41.03	JUDGE PRO-TEM	12,500	4,725	7,000	7,000	4,725	7,000	8,775	7,000	7,000	7,000	7,000
512.50.41.04	INTERPRETING SERVICES	3,500	15,678	8,500	8,500	8,402	11,000	14,035	8,500	8,500	8,500	8,500
512.50.41.07	MESSENGER SERVICE	0	0	0	0	80	0	80	0	0	0	0
512.50.41.08	SHREDDING SERVICES	1,500	1,287	1,500	1,500	644	1,300	1,300	1,300	1,300	1,300	1,300
512.50.41.42	RECORD STORAGE	0	1,308	1,500	1,500	873	1,000	2,300	1,500	1,500	1,500	1,500
512.50.41.43	SECURITY SERVICES	0	0	2,000	2,000	8,188	10,000	9,588	2,000	2,000	2,000	2,000
* 512.50.41.45	ADVERTISING	500	1,011	500	500	0	0	-	500	500	500	500
512.50.42	COMMUNICATIONS	1,289	1,258	1,287	1,287	498	800	1,450	1,287	1,287	1,287	1,287
512.50.43	TRAVEL EXPENSES	784	1,919	784	784	2,491	3,000	3,450	784	784	784	784
512.50.45.02	COPIER LEASE	3,500	3,829	3,500	3,500	2,094	4,100	4,127	3,500	3,500	3,500	3,500
512.50.48	REPAIRS & MAINTENANCE	2,000	2,935	2,000	2,000	0	500	500	500	500	500	500
512.50.49	MISCELLANEOUS	1,275	2,408	300	300	0	300	300	300	300	300	300
512.50.49.05	CREDIT CARD FEES	3,200	2,120	3,200	3,200	2,114	3,200	4,575	3,200	3,200	3,200	3,200
512.50.49.20	LAUNDRY	0	0	0	0	8	0	8	0	0	0	0
512.50.49.22	DUES, SCHOOLS, & CONFERENCES	0	0	2,000	2,000	1,270	2,000	1,270	2,000	2,000	2,000	2,000
512.50.49.90	JURY FEES	3,700	1,579	2,675	2,675	1,076	2,675	1,850	2,675	2,675	2,675	2,675
512.50.40	<b>SUB TOTAL</b>	<b>36,748</b>	58,730	36,746	76,746	72,463	86,875	93,608	35,046	35,046	35,046	35,046
512.50.99.01	COMPUTER MAINTENANCE	18,080	18,080	18,080	18,080	9,040	18,080	18,080	18,080	18,080	18,080	18,080
512.50.99.02	COMPUTER REPLACEMENT	739	739	648	648	324	648	648	2,164	2,164	1,082	1,082
512.50.99.03	EQUIPMENT MAINTENANCE	2,250	2,250	3,040	3,040	1,520	3,040	3,040	4,500	4,500	3,600	3,600
512.50.99.04	EQUIPMENT REPLACEMENT	0	0	0	0	0	0	0	6,475	6,475	0	0
512.50.99.05	INSURANCE	32,271	32,271	27,335	27,335	27,335	27,335	27,335	28,329	28,329	28,329	28,329
	<b>SUB TOTAL</b>	<b>53,340</b>	53,340	49,103	49,103	38,219	49,103	49,103	59,548	59,548	51,091	51,091
594.12.64	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0
	<b>MUNICIPAL COURT TOTAL</b>	<b>724,926</b>	756,660	767,071	807,071	427,553	771,125	801,452	765,817	758,847	750,126	743,179

\* New Account Code per State Auditor's Office

**BUDGET NARRATIVE**  
**2013**

FUND: **GENERAL**  
DEPARTMENT: **JUDICIAL**  
DIVISION: **MUNICIPAL COURT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.120.022.512.50.00.00</b>		<b>MUNICIPAL COURT</b>			
<b>SALARIES AND WAGES</b>					
512.50.10	Salaries & Wages	0.80 Judge	\$ 476,459	\$ 476,459	\$ 470,463
		-0.06 Judge Assigned to Automated Speed Enforcement Prog			
		1.00 Court Administrator			
		1.00 Lead Court Clerk			
		3.00 Court Clerks			
		-0.60 Court Clerk Assigned to Automated Speed Enforcement Prog			
		0.50 File Clerk Increased FTE from 0.20 to 0.30 FTE			
		-0.30 File Clerk Assigned to Automated Speed Enforcement Prog			
		0.60 Court Marshall			
		0.60 Court Security Officer			
		-0.06 Court Security Officer Assigned to Automated Speed Enforcement Prog			\$ -
		<b>6.480 FTE's</b>			
512.50.11	Overtime	Overtime for staff results from extended court calendars, magistrate hearings, and jury trials.	\$ 300	\$ 300	\$ 300
<b>TOTAL SALARIES AND WAGES</b>			<b>\$ 476,759</b>	<b>\$ 476,759</b>	<b>\$ 470,763</b>
<b>PERSONNEL BENEFITS</b>					
512.50.20	Benefits	Personnel benefits associated with all staff.	\$ 173,339	\$ 173,075	\$ 172,126
512.50.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (3,803)	\$ (3,803)	\$ (3,805)
512.50.21	Uniforms	Provides uniforms for the Court Marhsall and Court Security Officer.	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 170,536</b>	<b>\$ 170,272</b>	<b>\$ 169,321</b>

## BUDGET NARRATIVE 2013

FUND: **GENERAL**  
 DEPARTMENT: **JUDICIAL**  
 DIVISION: **MUNICIPAL COURT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.120.022.512.50.00.00</b>		<b>MUNICIPAL COURT</b>			
		<b>SUPPLIES</b>			
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		\$ 3,433	\$ 3,433	\$ 3,433
512.50.35	Small Tools & Equipment	Provides for small office equipment that may need to be replaced.	\$ 750	\$ 750	\$ 750
		<b>TOTAL SUPPLIES</b>	<b>\$ 16,958</b>	<b>\$ 16,958</b>	<b>\$ 16,958</b>
		<b>OTHER SERVICES AND CHARGES</b>			
512.50.41	Professional Services	Provides for contract professional services as follows:	\$ 20,300	\$ 20,300	\$ 20,300
		Pro tem services for judge/magistrate	\$ 7,000		
		Interpreting Services	\$ 8,500		
		Security Services	\$ 2,000		
		Document Shredding Services	\$ 1,300		
		Record Storage	\$ 1,500		
			<u>\$ 20,300</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**  
**2013**

FUND: **GENERAL**  
DEPARTMENT: **JUDICIAL**  
DIVISION: **MUNICIPAL COURT**

Account No.	Title	Narrative		Departmental Request	Executive Amendment	Adopted
<b>001.120.022.512.50.00.00</b>		<b>MUNICIPAL COURT</b>				
512.50.42	Communications	Telephone Line	\$ 560	\$ 1,287	\$ 1,287	\$ 1,287
		MDC aircard	\$ 459			
		Long Distance	\$ 230			
		Postage	\$ 38			
			<u>\$ 1,287</u>			
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			
			<u>\$ 784</u>			
512.50.41.45	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.		\$ 500	\$ 500	\$ 500
512.50.49	Miscellaneous	Provides other miscellaneous charges such as:		\$ 300	\$ 300	\$ 300
		Witness fees	\$ 200			
		Other miscellaneous expenses	\$ 100			
			<u>\$ 300</u>			
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	\$ 2,000	\$ 2,000
512.50.49.90	Jury Fees	Reimburses individuals for jury duty time.		\$ 2,675	\$ 2,675	\$ 2,675
		<b>TOTAL OTHER SERVICES AND CHARGES</b>		<b>\$ 35,046</b>	<b>\$ 35,046</b>	<b>\$ 35,046</b>



**BUDGET NARRATIVE**  
**2013**

FUND: **GENERAL**  
DEPARTMENT: **JUDICIAL**  
DIVISION: **MUNICIPAL COURT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.120.022.512.50.00.00</b>		<b>MUNICIPAL COURT</b>			
		<b>INTERFUND SERVICES</b>			
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.	\$ 2,164	\$ 1,082	\$ 1,082
512.50.99.03	Equipment Maintenance	Provides for maintenance of jail transport vehicle by City mechanic.	\$ 4,500	\$ 3,600	\$ 3,600
512.50.99.04	Equipment Replacement	Provides for replacement of reserved jail transport vehicle.	\$ 6,475	\$ -	\$ -
512.50.99.05	Insurance	Transfer to the Self Insurance Fund based on workers' hours.	\$ 28,329	\$ 28,329	\$ 28,329
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 59,548</b>	<b>\$ 51,091</b>	<b>\$ 51,091</b>
		<b>CAPITAL OUTLAY</b>			
594.13.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL MUNICIPAL COURT</b>	<b>\$ 758,847</b>	<b>\$ 750,126</b>	<b>\$ 743,179</b>

## BUDGET NARRATIVE 2013

FUND: **GENERAL**  
 DEPARTMENT: **JUDICIAL**  
 DIVISION: **TRIAL COURT IMPROVEMENT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.120.022.512.50.00.00</b>	<b>TRIAL COURT IMPROVEMENT</b>		<b>\$ 38,474</b>	<b>\$ 38,470</b>	<b>\$ 37,778</b>

Established to account for Trial Court Funding (E2SSB 5454) of 0.20 FTE Judge, thus allowing for a full-time judge. Eligibility requires judicial elections and judicial salary of 95% of a District Court judges' salary.

CITY OF DES MOINES

2013 BUDGET REQUEST

JUDICIAL  
TRIAL COURT IMPROVEMENT ACCOUNT

001.125.022 TRIAL COURT IMPROVEMENT ACCOUNT		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
512.50.10	SALARIES & WAGES	27,535	27,535	28,342	28,342	14,174	28,342	28,342	28,342	27,776
512.50.10	<b>SUB TOTAL</b>	27,535	27,535	28,342	28,342	14,174	28,342	28,342	28,342	27,776
512.50.20	PERSONNEL BENEFITS	8,249	8,249	9,576	9,576	4,288	9,576	9,571	9,567	9,441
512.50.20.90	EE MED. CONTRIBUTION	-	-	(246)	(246)	-	-	(259)	(259)	(259)
512.50.20	<b>SUB TOTAL</b>	8,249	8,249	9,330	9,330	4,288	9,576	9,312	9,308	9,182
512.50.99.05	INTERFUND INSURANCE	-	849	721	721	721	721	820	820	820
512.50.99	<b>SUB TOTAL</b>	-	849	721	721	721	721	820	820	820
<b>TRIAL COURT IMPRV ACCT TOTAL</b>		35,784	36,633	38,393	38,393	19,183	38,639	38,474	38,470	37,778

## BUDGET NARRATIVE

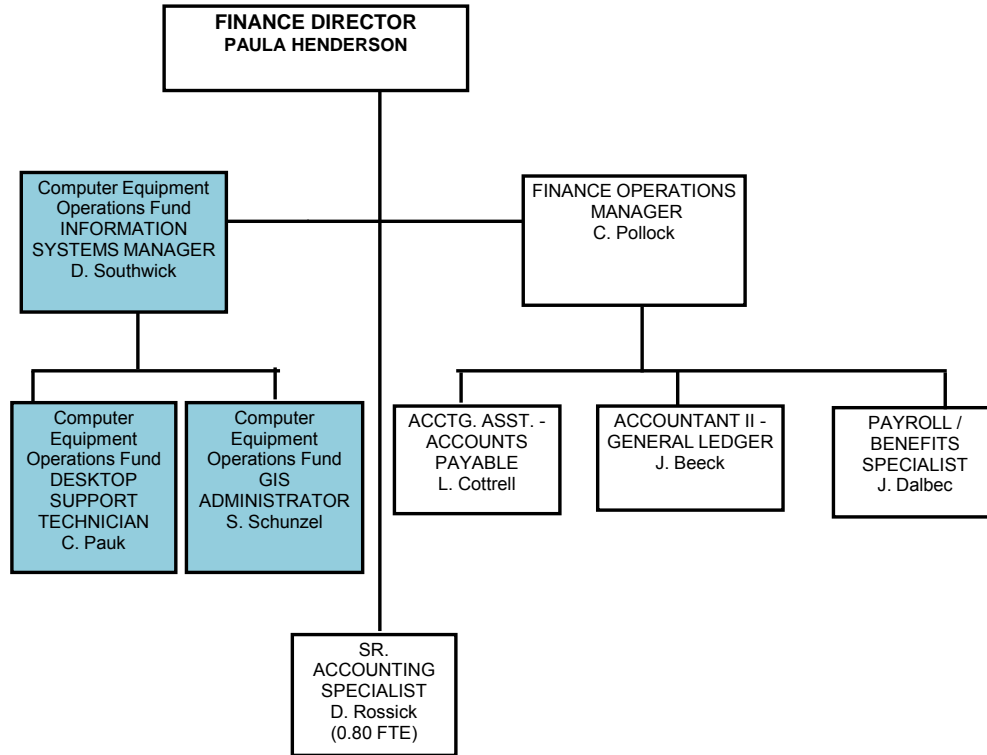
2013

FUND: **GENERAL**  
 DEPARTMENT: **JUDICIAL**  
 DIVISION: **TRIAL COURT IMPROVEMENT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.125.022.512.50.00.00</b>		<b>TRIAL COURT IMPROVEMENT</b>			
		<b>SALARIES AND WAGES</b>			
512.50.10	Salaries & Wages	0.20 Judge	\$ 28,342	\$ 28,342	\$ 27,776
<b>TOTAL SALARIES AND WAGES</b>			<b><u>\$ 28,342</u></b>	<b><u>\$ 28,342</u></b>	<b><u>\$ 27,776</u></b>
		<b>PERSONNEL BENEFITS</b>			
512.50.20	Benefits	Personnel benefits associated with 0.20 FTE Judge	\$ 9,571	\$ 9,567	\$ 9,441
512.50.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (259)	\$ (259)	\$ (259)
<b>TOTAL PERSONNEL BENEFITS</b>			<b><u>\$ 9,312</u></b>	<b><u>\$ 9,308</u></b>	<b><u>\$ 9,182</u></b>
		<b>INTERFUND SERVICES</b>			
512.50.99.05	Interfund Insurance	Transfer to the Self Insurance Fund based on workers' hours.	\$ 820	\$ 820	\$ 820
<b>TOTAL INTERFUND SERVICES</b>			<b><u>\$ 820</u></b>	<b><u>\$ 820</u></b>	<b><u>\$ 820</u></b>
<b>TOTAL TRIAL COURT IMPROVEMENT ACCOUNT</b>			<b><u>\$ 38,474</u></b>	<b><u>\$ 38,470</u></b>	<b><u>\$ 37,778</u></b>

CITY OF DES MOINES  
FINANCE

Organizational Chart



Department/Divisions

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

**BUDGET NARRATIVE**

**2013**

FUND: **GENERAL**

DEPARTMENT: **FINANCE**

Account No.	Narrative	Departmental Request	Executive Amendment	Adopted
<b>FINANCE</b>		<b>\$ 920,086</b>	<b>\$ 907,758</b>	<b>\$ 968,190</b>
<b>001.160.024.514.20</b>	<b>Financial Services</b>	<b>\$ 874,643</b>	<b>\$ 862,315</b>	<b>\$ 855,700</b>
	<p>The Financial Services section assists the City Manager in preparing the annual operating budget and the six-year Capital Improvement Plan. Other Financial Services functions include: financial reporting, payroll services to all City employees, accounts payable, treasury, debt administration, grant administration, and other general accounting services.</p>			
<b>001.165.024.514.30</b>	<b>Recording and Election Activities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,047</b>
	<p>This section includes expenditures for recording of deeds, election costs, and voter registration costs.</p>			
<b>001.170.024.566.42</b>	<b>King County Detox Program</b>	<b>\$ 5,827</b>	<b>\$ 5,827</b>	<b>\$ 5,827</b>
	<p>This program provides for the City's support of the King County Mental Health, Chemical Abuse &amp; Dependency Services Division, as required by State law.</p>			

**BUDGET NARRATIVE**

**2013**

FUND: **GENERAL**

DEPARTMENT: **FINANCE**

Account No.	Narrative	Departmental Request	Executive Amendment	Adopted
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<b>001.440.050.522.20</b>	<b>Fire Suppression and Prevention</b>	<b>\$ 26,176</b>	<b>\$ 26,176</b>	<b>\$ 26,176</b>
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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.

<b>001.460.050.553.70</b>	<b>Pollution Control</b>	<b>\$ 13,440</b>	<b>\$ 13,440</b>	<b>\$ 13,440</b>
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This budget provides for the City's proportionate share of the Puget Sound Air Pollution Control Agency's cost, as required by State law.

CITY OF DES MOINES

2013 BUDGET REQUEST

FINANCE  
FINANCIAL SERVICES

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>001.160.024</b>	<b>FINANCIAL SERVICES</b>									
514.20.10	SALARIES & WAGES	468,506	470,096	483,480	483,480	242,301	484,303	496,668	496,668	491,476
514.20.11	OVERTIME	2,000	3,214	2,000	2,000	0	2,000	2,000	2,000	2,000
514.20.10	<b>SUB TOTAL</b>	<b>470,506</b>	473,310	485,480	485,480	242,301	486,303	498,668	498,668	493,476
514.20.20	PERSONNEL BENEFITS	160,236	161,468	178,004	178,004	87,198	169,469	182,996	182,879	181,457
514.20.20.90	EE MED. CONTRIBUTION	(3,759)	(3,794)	(3,370)	(3,370)	(1,634)	(3,268)	(3,549)	(3,549)	(3,550)
514.20.20	<b>SUB TOTAL</b>	<b>156,477</b>	157,674	174,634	174,634	85,564	166,201	179,447	179,330	177,907
514.20.31	OFFICE & OPERATING SUPPLIES	3,000	5,522	3,000	3,000	1,737	4,395	3,000	3,000	3,000
514.20.35.00	SMALL TOOLS & EQUIPMENT	250	0	250	250	0	0	250	250	250
514.20.30	<b>SUB TOTAL</b>	<b>3,250</b>	5,522	3,250	3,250	1,737	4,395	3,250	3,250	3,250
514.20.41	PROFESSIONAL SERVICES	33,800	25,657	33,800	33,800	8,560	21,350	33,800	33,800	33,800
514.20.41.02	PROF. SVCS/ADP PAYROLL	24,762	22,154	26,651	26,651	10,979	25,184	26,651	26,651	26,651
514.20.41.04	PROF. SVCS/ARMOR CAR SERVICE	3,350	3,513	0	0	0	0	0	0	0
* 514.20.41.23	PROF SERV-STATE AUDIT	42,000	36,861	42,000	42,000	0	38,893	42,000	32,400	32,400
514.20.41.34	PROF. SVCS/MICROFLEX-SALES TAX	2,000	404	2,000	2,000	159	425	2,000	2,000	2,000
514.20.41.35	PROF. SVCS/MICROFLEX-BUS LIC	1,500	450	1,500	1,500	300	460	1,500	1,500	1,500
514.20.41.36	PROF. SVCS/MICROFLEX-B&O AUDIT	8,700	8,597	8,700	8,700	(186)	3,575	8,700	8,700	8,700
514.20.41.38	PROF. SVCS/ARMOR CAR SERVICE	0	0	3,675	3,675	1,280	3,928	3,675	3,675	3,675
514.20.41.40	PROF. SVCS/NET ASSETS	2,500	1,112	2,500	2,500	560	1,824	2,500	2,500	2,500
* 514.20.41.45	ADVERTISING	500	0	500	500	-	-	500	500	500
514.20.42	COMMUNICATIONS	818	910	1,346	1,346	767	1,819	1,346	1,346	1,346
514.20.43	TRAVEL	350	164	350	350	84	175	350	350	350
* 514.20.44.03	B & O TAXES-STATE	120	12	120	120	115	130	120	120	120
514.20.49	MISCELLANEOUS	3,260	2,394	260	260	306	521	260	260	260
514.20.49.01	BANK CHARGES	14,000	13,507	0	0	0	0	0	0	0
514.20.49.02	PRINTING	500	0	0	0	0	0	0	0	0
514.20.49.05	CREDIT CARD FEES	420	380	420	420	170	320	420	420	420
514.20.49.22	DUES, SCHOOLS, & CONFERENCES	0	450	3,000	3,000	1,355	1,405	3,000	3,000	3,000
514.20.49.23	MISC BANK FEES	0	0	16,850	16,850	3,556	9,620	16,850	16,850	16,850
514.20.49.25	PRINTING AND BINDING	0	0	500	500	0	0	500	500	500
514.20.49.99	A/P HOLDING ACCOUNT	0	547	-	0	(165)	(25)	0	0	0
514.20.40	<b>SUB TOTAL</b>	<b>138,580</b>	117,113	144,172	144,172	27,840	109,604	144,172	134,572	134,572



CITY OF DES MOINES

2013 BUDGET REQUEST

FINANCE  
FINANCIAL SERVICES

001.160.024 FINANCIAL SERVICES		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
514.20.99.01	COMPUTER MAINTENANCE	22,760	22,760	20,500	20,500	8,542	20,500	20,500	20,500	20,500
514.20.99.02	COMPUTER REPLACEMENT	1,999	1,999	1,563	1,563	651	1,563	5,222	2,611	2,611
514.20.99.05	INTERFUND INSURANCE	23,394	23,394	19,814	19,814	19,814	19,814	23,384	23,384	23,384
514.00.90	<b>SUB TOTAL</b>	<b>48,153</b>	48,153	41,877	41,877	29,007	41,877	49,106	46,495	46,495
594.14.64	EQUIPMENT	0	0	0	0	0	0	0	0	0
594.14.60	<b>SUB TOTAL</b>	<b>0</b>	0	0	0	0	0	0	0	0
<b>TOTAL FINANCIAL SERVICES</b>		<b>816,966</b>	801,773	849,413	849,413	386,449	808,380	874,643	862,315	855,700

\* New Account Code per State Auditor's Office

## BUDGET NARRATIVE 2013

FUND: **GENERAL**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.160.024.514.20.00.00</b>		<b>FINANCIAL SERVICES</b>			
		<b>SALARIES AND WAGES</b>			
514.20.10	Salaries and Wages	1.00 Finance Director 1.00 Finance Operations Manager 1.00 Accountant II - General Ledger 1.00 Payroll/ Benefits Specialist 1.00 Accounting Assistant - Accounts Payable <u>0.80</u> Senior Accounting Specialist 5.80 FTE's	\$ 496,668	\$ 496,668	\$ 491,476
		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
		<b>TOTAL SALARIES</b>	<b>\$ 498,668</b>	<b>\$ 498,668</b>	<b>\$ 493,476</b>
		<b>PERSONNEL BENEFITS</b>			
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 \$488	\$ 182,996	\$ 182,879	\$ 181,457
514.20.20.90	Employee Medical Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (3,549)	\$ (3,549)	\$ (3,550)
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 179,447</b>	<b>\$ 179,330</b>	<b>\$ 177,907</b>

## BUDGET NARRATIVE 2013

FUND: **GENERAL**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.160.024.514.20.00.00</b>		<b>FINANCIAL SERVICES</b>			
		<b>SUPPLIES</b>			
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
		<b>TOTAL SUPPLIES</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>
		<b>OTHER SERVICES AND CHARGES</b>			
514.20.41	Professional Services	Investment safekeeping - custody services with Bank of New York B&O Tax administration Special Project Assistance \$ 1,800 \$ 22,000 \$ 10,000 <u>\$ 33,800</u>	\$ 33,800	\$ 33,800	\$ 33,800
514.20.41.02	Prof Services/ADP	ADP Payroll Services @ approximately \$2,221/month.	\$ 26,651	\$ 26,651	\$ 26,651
514.20.41.23	Prof Serv-State Audit	Provides for the cost of the City's annual State audit.	\$ 42,000	\$ 32,400	\$ 32,400
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 2013

FUND: **GENERAL**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.160.024.514.20.00.00</b>		<b>FINANCIAL SERVICES</b>			
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
514.20.41.45	Advertising	Notices of Public Hearings and employment postings.	\$ 500	\$ 500	\$ 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
514.20.44.03	B & O Taxes	Provides for State's B & O tax payments.	\$ 120	\$ 120	\$ 120

## BUDGET NARRATIVE 2013

FUND: **GENERAL**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.160.024.514.20.00.00</b>		<b>FINANCIAL SERVICES</b>			
514.20.49	Miscellaneous	Provides for subscriptions to: <b>Publications:</b> AICPA Accting. Research Assoc (GASB)           \$    235 Governing   \$     25 <u>          </u> <u>          </u> \$    260	\$       260	\$       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 conferences and other training seminars: <b>Dues:</b> WSCPA   \$    235 AICPA    \$    200 GFOA - Finance Director                             \$    230 Assoc of Gov't Accountants-Finance Director     \$     65 WFOA - Finance Director                            \$     50 <b>Conferences:</b> Washington Finance Officers Assoc.             \$    325 Govt. Acctng. & Auditing Conference             \$    305 Government Finance Officers' Assoc.             \$    250 <b>Training:</b> Fin Director CPE (24 hrs per yr @ \$35/hr)       \$    840 Fin Ops Manager GFOA                              \$       - Staff Conferences/Software Training             \$    500	\$    3,000	\$    3,000	\$    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 2013

FUND: **GENERAL**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **FINANCIAL SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.160.024.514.20.00.00</b>		<b>FINANCIAL SERVICES</b>			
514.20.49.25	Printing and Binding	Printing for Budget & Financial Report Covers	\$ 500	\$ 500	\$ 500
514.20.49.99	A/P Holding Account		\$ -	\$ -	\$ -
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 144,172</b>	<b>\$ 134,572</b>	<b>\$ 134,572</b>
		<b>INTERFUND SERVICES</b>			
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.	\$ 5,222	\$ 2,611	\$ 2,611
514.20.99.05	Interfund Insurance	Each department pays its share of insurance based on employee hours worked.	\$ 23,384	\$ 23,384	\$ 23,384
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 49,106</b>	<b>\$ 46,495</b>	<b>\$ 46,495</b>
		<b>TOTAL FINANCIAL SERVICES</b>	<b>\$ 874,643</b>	<b>\$ 862,315</b>	<b>\$ 855,700</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

FINANCE  
RECORDING & ELECTION ACTIVITIES

	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Y-T-D	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>* 001.165.024</b> <b>RECORDING AND ELECTION ACTIVITIES</b>									
**514.30.51.47      COUNTY RECORDING SERVICES	0	0	0	0	0	0	0	0	50
**514.40.51.45      ELECTION COSTS	0	0	0	0	0	0	0	0	28,000
**514.90.51.46      VOTER REGISTRATION COSTS	0	0	0	0	0	0	0	0	38,997
<b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	67,047
<b>LEGISLATIVE TOTAL</b>	0	0	0	0	0	0	0	0	67,047

\* 001.165 is New Division for Recording and Election Activities

\*\* New Account Code per State Auditor's Office

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **RECORDING AND ELECTION ACTIVITIES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.165.024.514.30.00.00</b>			<b>RECORDING</b>		
<b>INTERGOVERNMENTAL SERVICES</b>					
514.30.51.47	County Recording Services	Provides for recording of dees and certifying of records related to land transactions.	\$ -	\$ -	\$ 50
<b>TOTAL INTERGOVERNMENTAL SERVICES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50</b>
<b>001.165.024.514.40.00.00</b>			<b>ELECTION SERVICES</b>		
<b>INTERGOVERNMENTAL SERVICES</b>					
514.40.51.45	Election Services	King County election charges.	\$ -	\$ -	\$ 28,000
<b>TOTAL INTERGOVERNMENTAL SERVICES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,000</b>
<b>001.165.024.514.90.00.00</b>			<b>VOTER REGISTRATION SERVICES</b>		
<b>INTERGOVERNMENTAL SERVICES</b>					
514.90.51.46	Voter Registration Services	Voter registration fees assessed by King County.	\$ -	\$ -	\$ 38,997
<b>TOTAL INTERGOVERNMENTAL SERVICES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,997</b>
<b>TOTAL RECORDING AND ELECTION ACTIVITIES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,047</b>



# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **KING COUNTY DETOX PROGRAM**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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**Sources of Revenue:**

2% Liquor Profits RCW 66.08:	\$	5,328	\$	5,328	\$	5,328
2% Liquor Excise Tax RCW 82.08.170		499		499		499
	\$	5,827	\$	5,827	\$	5,827

001.170.024	FINANCIAL SERVICES KING COUNTY DETOX PROGRAM	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
* 566.42.51.43	KING COUNTY DETOX PROGRAM	7,217	5,359	6,648	6,648	1,667	8,079	5,827	5,827	5,827
566.42.51.00	<b>SUB TOTAL</b>	7,217	5,359	6,648	6,648	1,667	8,079	5,827	5,827	5,827
	<b>TOTAL KING COUNTY DETOX PROGRAM</b>	7,217	5,359	6,648	6,648	1,667	8,079	5,827	5,827	5,827

Liquor Board Profits	214,990	206,825	183,719	183,719	161,629	296,206	266,409	266,409	266,409
Liquor Excise Taxes	145,800	145,103	148,697	148,697	73,370	107,738	24,948	24,948	24,948
	360,790	351,928	332,416	332,416	234,999	403,944	291,357	291,357	291,357
2% allocated to KC Detoxification	7,216	7,034	6,648	6,648	4,821	8,079	5,827	5,827	5,827

\* New Account Code per State Auditor's Office

CITY OF DES MOINES

2013 BUDGET REQUEST

FINANCE  
FIRE SUPPRESSION & PREVENTION

001.440.050 FIRE SUPPRESSION & PREVENTION		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
* 522.20.51.50	FIRE SUPPRESSION-SO. KING FIRE & RESCUE	12,018	11,488	12,018	12,018	5,130	10,260	9,676	9,676	9,676
* 522.30.51.51	FIRE INVESTIGATION-KING COUNTY	16,189	16,189	16,500	16,500	16,625	16,625	16,500	16,500	16,500
<b>FIRE CONTROL TOTAL</b>		28,207	27,677	28,518	28,518	21,755	26,885	26,176	26,176	26,176

\* New Account Code per State Auditor's Office

**CITY OF DES MOINES**

**2013 BUDGET REQUEST**

**FINANCE  
POLLUTION CONTROL**

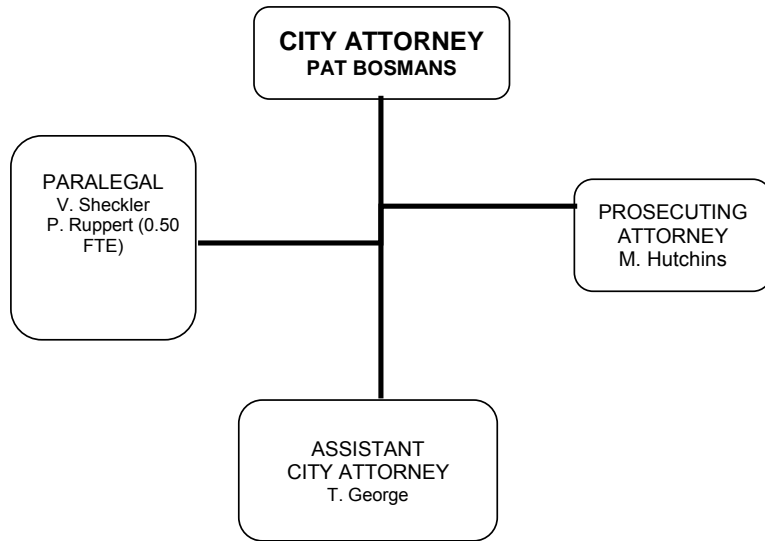
<b>001.460.050 POLLUTION CONTROL</b>		<b>2011 AMEND</b>	<b>2011 ACTUAL</b>	<b>2012 ADOPTED</b>	<b>2012 AMEND</b>	<b>2012 ACTUAL Jan-June</b>	<b>2012 EST YR TOTAL</b>	<b>2013 DEPT REQUEST</b>	<b>2013 EXEC AMEND</b>	<b>2013 ADOPTED</b>
*	553.70.51.52 POLLUTION CONTROL-CLEAN AIR	16,402	13,312	13,525	13,525	13,525	13,525	13,440	13,440	13,440
	<b>POLLUTION CONTROL TOTAL</b>	16,402	13,312	13,525	13,525	13,525	13,525	13,440	13,440	13,440

\* New Account Code for Pollution Control per State Auditor's Office

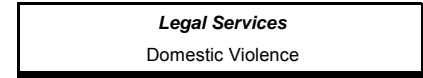
**CITY OF DES MOINES  
LEGAL SERVICES**

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Organizational Chart



Department/Divisions



## BUDGET NARRATIVE

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

**2013**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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**001.220.026.515.30.00.00**

**LEGAL DEPARTMENT**

	<b>\$ 572,562</b>		<b>\$ 570,649</b>		<b>\$ 565,451</b>
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**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

2013 BUDGET REQUEST

LEGAL

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 NEW REQ	2013 EXEC AMEND	2013 ADOPTED
<b>001.220.026</b>	<b>LEGAL</b>										
* 515.30.10	SALARIES	321,400	299,010	341,064	341,064	180,064	341,064	359,232	19,908	379,140	376,470
515.30.10	<b>SUB TOTAL</b>	<b>321,400</b>	299,010	341,064	341,064	180,064	341,064	359,232	19,908	379,140	376,470
* 515.30.20	PERSONNEL BENEFITS	91,869	95,246	120,379	120,379	59,970	120,379	124,416	5,092	129,428	126,901
* 515.30.20.90	EE MED. CONTRIBUTION	(1,429)	(1,924)	(1,840)	(1,840)	(892)	(1,840)	(1,937)		(1,937)	(1,938)
515.30.20	<b>SUB TOTAL</b>	<b>90,440</b>	93,321	118,539	118,539	59,079	118,539	122,479	5,092	127,491	124,963
* 515.30.31	OFFICE & OPERATING SUPPLIES	7,100	8,286	7,100	7,100	3,205	7,100	7,100		7,100	7,100
* 515.30.35	SMALL EQUIPMENT	0	256	-	0	0	0	-		-	-
515.30.30	<b>SUB TOTAL</b>	<b>7,100</b>	8,542	7,100	7,100	3,205	7,100	7,100	-	7,100	7,100
* 515.30.41	PROFESSIONAL SERVICES	15,467	31,259	15,467	15,467	17,187	31,235	15,467		15,467	15,467
* 515.30.42	COMMUNICATIONS	200	212	200	200	99	200	200		200	200
* 515.30.43	TRAVEL EXPENSES	2,615	1,599	2,615	2,615	967	1,700	2,615		2,615	2,615
* 515.30.45.02	COPIER LEASE	883	955	1,620	1,620	1,278	1,620	1,620		1,620	1,620
* 515.30.49	MISCELLANEOUS	2,800	1,869	1,150	650	251	650	1,700		1,700	1,700
* 515.30.49.22	DUES, SCHOOLS, & CONFERENCES			1,650	2,150	2,109	2,150	1,100		1,100	1,100
515.30.40	<b>SUB TOTAL</b>	<b>21,965</b>	35,894	22,702	22,702	21,891	37,555	22,702	0	22,702	22,702
* 515.30.99.01	COMPUTER MAINTENANCE	13,560	13,560	13,560	13,560	5,650	13,560	13,560		13,560	13,560
* 515.30.99.02	COMPUTER REPLACEMENT	1,243	1,243	1,096	1,096	457	1,096	3,665		1,832	1,832
* 515.30.99.05	INTERFUND INSURANCE	18,752	18,752	15,883	15,883	15,883	15,883	18,824		18,824	18,824
515.30.90	<b>SUB TOTAL</b>	<b>33,555</b>	33,555	30,539	30,539	21,990	30,539	36,049	-	34,216	34,216
594.14.64	EQUIPMENT	-	-	-	-	-	-	-		-	-
594.14.60	<b>SUB TOTAL</b>	<b>-</b>	-	-	-	-	-	-	-	-	-
<b>LEGAL TOTAL:</b>		<b>474,460</b>	470,322	519,944	519,944	286,228	534,797	547,562	25,000	570,649	565,451
* New Account Code for Legal Services per State Auditor's Office											

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.220.026.515.30.00.00</b>		<b>LEGAL DEPARTMENT</b>				
		<b>SALARIES AND WAGES</b>				
515.30.10	Salaries & Wages	1.0 City Attorney	\$ 356,215	\$ -	\$ 379,140	\$ 376,470
		1.0 Assistant City Attorney				
		1.0 Paralegal				
		0.8 Prosecuting Attorney Salary upgrade to 20D	3017			
		0.2 Prosecuting Attorney Increase hours for increased caseloads		\$ 13,994		
		0.2 Paralegal				
		0.1 Paralegal Increase hours for Prosecutor & litigation support		\$ 5,914		
		0.2 Paralegal		\$ 11,844		
		(0.2) Paralegal Hours Assigned to Automated Speed		\$ (11,844)		
		<u>4.3 FTE's Enforcement Prog</u>				
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 359,232</b>	<b>\$ 19,908</b>	<b>\$ 379,140</b>	<b>\$ 376,470</b>
		<b>PERSONNEL BENEFITS</b>				
515.30.20	Personnel Benefits	Provides for benefits for legal staff, including:	\$ 124,416		\$ 129,428	\$ 126,901
		Transportation Allowance (City Attorney) \$3,600				
		Add'l payroll benefits for transportation allowance \$610				
		0.2 Prosecuting Attorney Increase for increased caseloads		\$ 4,100		
		0.1 Paralegal		\$ 992		
515.30.20.90	Employee Med Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	(1,937)		(1,937)	(1,938)
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 122,479</b>	<b>\$ 5,092</b>	<b>\$ 127,491</b>	<b>\$ 124,963</b>



# BUDGET NARRATIVE

2013

FUND: **GENERAL**

DEPARTMENT: **LEGAL**

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.220.026.515.30.00.00</b>		<b>LEGAL DEPARTMENT</b>				
		<b>SUPPLIES</b>				
515.30.31	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
515.30.35	Small Tools & Equipment	This account covers costs for various communications items, recording equipment, and other small items used by legal staff.	\$ -		\$ -	\$ -
		<b>TOTAL SUPPLIES</b>	<b>\$ 7,100</b>	<b>\$ -</b>	<b>\$ 7,100</b>	<b>\$ 7,100</b>
		<b>OTHER SERVICES AND CHARGES</b>				
515.30.41	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>			
515.30.42	Communications	Monthly long distance and messenger service.	\$ 200	\$ -	\$ 200	\$ 200
		Long Distance	\$ 180			
		Messenger Service	\$ 20			
			<u>\$ 200</u>			

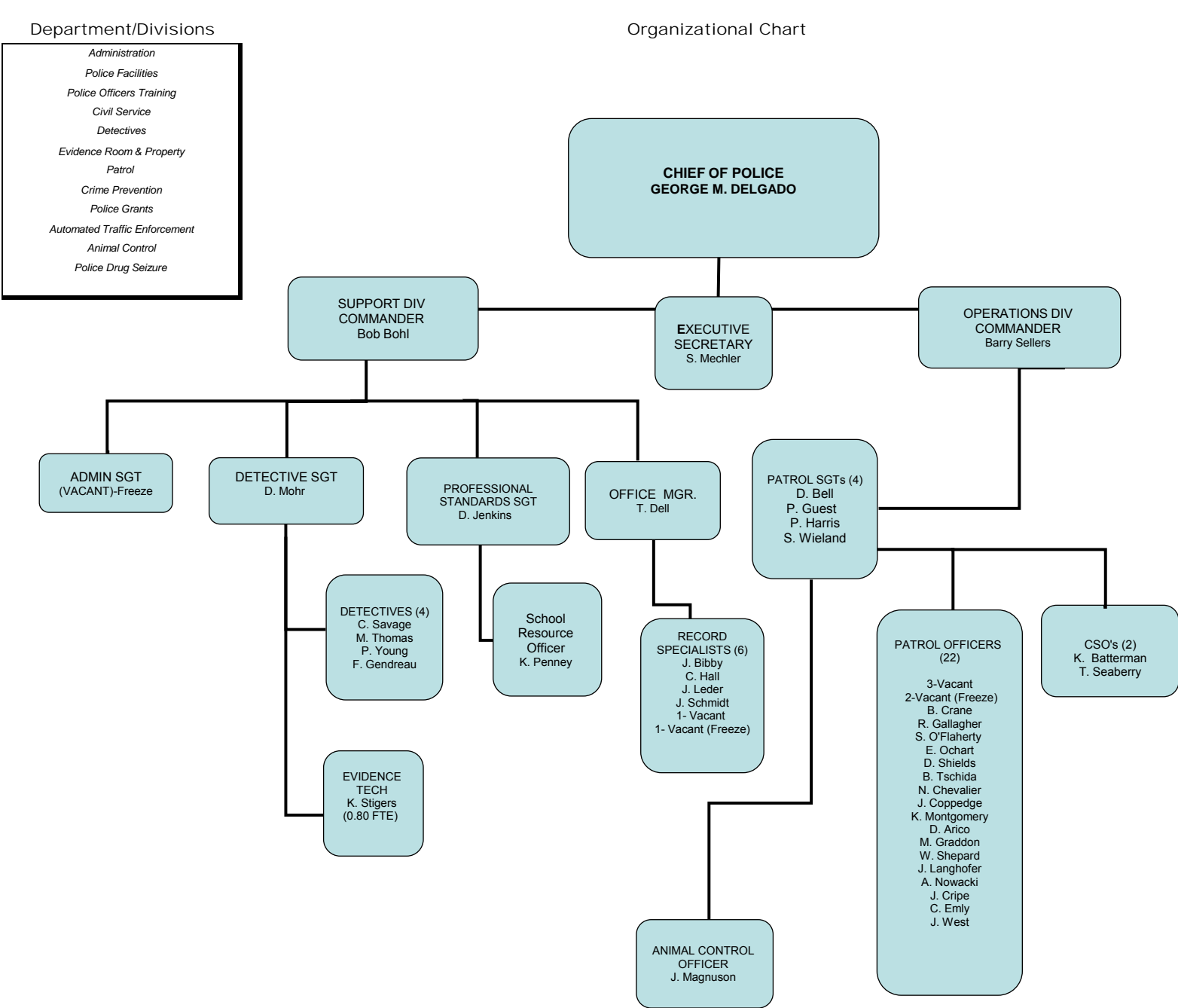
# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.220.026.515.30.00.00</b>		<b>LEGAL DEPARTMENT</b>				
515.30.43	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
515.30.45.02	Copier Lease	Provides for operating cost per copy. Lease of copier is reclassified as capital lease.	\$ 1,620	\$ -	\$ 1,620	\$ 1,620
515.30.49	Miscellaneous	Provides for other miscellaneous expenses, such as subscriptions to legal periodicals and printing.	\$ 1,700	\$ -	\$ 1,700	\$ 1,700
515.30.49.22	Dues, Schools, & Conferences	This account covers Washington State Bar dues for staff attorneys and CLE registration costs.	\$ 1,100	\$ -	\$ 1,100	\$ 1,100
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 22,702</b>	<b>\$ -</b>	<b>\$ 22,702</b>	<b>\$ 22,702</b>
		<b>INTERFUND SERVICES</b>				
515.30.99.01	Computer Maintenance	Provides maintenance for the legal computers and printer.	\$ 13,560	\$ -	\$ 13,560	\$ 13,560
515.30.99.02	Computer Replacement	Provides for replacement of the computers and printer.	\$ 3,665	\$ -	\$ 1,832	\$ 1,832
515.30.99.05	Interfund Insurance	Provides for a transfer to the City's self-insurance fund to cover insurance expenses.	\$ 18,824	\$ -	\$ 18,824	\$ 18,824
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 36,049</b>	<b>\$ -</b>	<b>\$ 34,216</b>	<b>\$ 34,216</b>
		<b>TOTAL LEGAL DEPARTMENT</b>	<b>\$ 547,562</b>	<b>\$ 25,000</b>	<b>\$ 570,649</b>	<b>\$ 565,451</b>

**CITY OF DES MOINES  
LAW ENFORCEMENT**



## BUDGET NARRATIVE 2013

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

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
<b>LAW ENFORCEMENT</b>		<u>\$ 8,840,120</u>	<u>\$ 8,350,243</u>	<u>\$ 8,044,994</u>
<b>001.340.030.521.10</b>	<b>Administrative Division</b>	<u>\$ 2,479,751</u>	<u>\$ 2,373,854</u>	<u>\$ 1,341,770</u>
	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.			
<b>001.341.030.517.20</b>	<b>Retiree Benefit Payments</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 78,735</u>
	This budget for this Division includes all benefit payments only to the retirees, such as LEOFF I.			
<b>001.342.030.521.5x</b>	<b>Police Facilities</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 118,562</u>
	This Division's budget includes rent, repairs, operation and maintenance of police main building and Redondo police station used for law enforcement purposes.			
<b>001.344.030.521.40</b>	<b>Police Officers Training</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,344</u>
	The budget for Police Officers Training Division includes expenditures related to training for Police Officers. It also includes formal basic training for Recruits.			

## BUDGET NARRATIVE 2013

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

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.345.030.521.10</b>	<b>Civil Service</b> The Civil Service Division is responsible for administering the personnel rules and policies of the Police Department's civil employees.	<b>\$ 9,527</b>	<b>\$ 9,526</b>	<b>\$ 9,394</b>
<b>001.350.030.521.21</b>	<b>Detective Division</b> 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.	<b>\$ 971,475</b>	<b>\$ 939,333</b>	<b>\$ 852,420</b>
<b>001.355.030.521.80</b>	<b>Property and Evidence Room</b> The Property and Evidence Room Division is responsible for holding of evidence and property.	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,388</b>
<b>001.360.030.521.22</b>	<b>Patrol Division</b> 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.	<b>\$ 4,844,200</b>	<b>\$ 4,507,060</b>	<b>\$ 4,592,775</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.365.030.521.30</b>	<b>Crime Prevention</b>  This Crime Prevention unit manages the community-related activities, such as the safe-walk-to-school program, neighborhood watch associations, etc. It is also responsible for the development of crime bulletins.	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 224,350</u>
<b>001.380.030.521.2x .70</b>	<b>Police Grants</b>  This division accounts for all expenditures associated with grants awarded to the Police Department.	<u>\$ 32,089</u>	<u>\$ 32,092</u>	<u>\$ 32,091</u>
<b>001.385.030.521.70</b>	<b>Automated Traffic Enforcement Program</b>  City Council authorized program at Woodmont Elementary School and Midway Elementary/ Pacific Middle School for installing speed cameras to address traffic safety in school zone.	<u>\$ 363,321</u>	<u>\$ 359,737</u>	<u>\$ 531,465</u>
<b>001.540.030.554.30</b>	<b>Animal Control</b>  This unit patrols for animals at large, investigates animal-related complaints, prepares cases for court and ensures that animal owners comply with Municipal Ordinances.	<u>\$ 139,758</u>	<u>\$ 128,640</u>	<u>\$ 127,700</u>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
ADMINISTRATIVE

001.340.030 POLICE - ADMINISTRATIVE DIVISION		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR-END	2012 EST YR-END	2013 DEPT REQ	2013 DPT REQ ADJSTD	2013 NEW REQ	2013 EXEC AMEND	2013 ADOPTED
521.10.10	SALARIES & WAGES	828,111	790,404	889,890	889,890	370,447	814,295	750,540	993,071	981,426		981,426	813,838
521.10.10.10	HOLIDAY PAY-OUT	8,356	17,545	13,279	13,279	2,387	13,279	18,403	9,026	9,026		9,026	6,700
521.10.11	OVERTIME	30,000	45,391	30,000	30,000	30,682	35,440	68,435	50,000	30,000		30,000	19,000
521.10.11.02	OVERTIME TRAINING	-	-	-	-	-	-	-	1,000	1,000	17,500	1,000	1,000
521.10.10	<b>SUB TOTAL</b>	866,467	853,340	933,169	933,169	403,517	863,014	837,378	1,053,097	1,021,452	17,500	1,021,452	840,538
521.10.20	PERSONNEL BENEFITS	292,192	291,509	339,528	339,528	130,657	302,601	270,458	384,533	367,880	2,500	367,771	289,762
521.10.20.02	L&I BENEFITS-VOLUNTEERS	75	-	75	75	-	75	75	75	75		75	75
521.10.20.16	LEOFF 1 RETIREES BENEFITS	81,535	79,694	75,000	75,000	35,150	70,300	72,500	82,500	78,735		78,735	78,735
* 517.20.29	<b>LEOFF 1 RETIREES BENEFITS</b>												(78,735)
521.10.20.90	EMPLOYEE MED. CONTRIBUTION	(4,653)	(6,909)	(7,995)	(7,995)	(2,754)	(7,183)	(5,484)	(8,561)	(8,083)		(8,083)	(5,497)
521.10.21	UNIFORMS	4,000	2,635	4,000	4,000	3,561	4,000	7,685	4,000	4,000		4,000	4,000
521.10.24	NON-UNIFORM CLOTHING ALLOW	5,580	2,015	5,580	5,580	1,659	5,580	2,555	5,580	5,580		5,580	5,580
521.10.20	<b>SUB TOTAL</b>	378,729	368,944	416,188	416,188	168,273	375,373	347,789	468,127	448,187	2,500	448,078	293,920
521.10.31	OFFICE & OPERATING SUPPLIES	21,365	13,941	16,365	16,365	4,761	15,650	13,801	16,865	16,365	500	16,365	14,865
521.50.31	<b>OFFICE &amp; OPERATING SUPPLIES</b>	-	-	-	-	-	-	-	-	-		-	(2,300)
*** 521.51.31	<b>OFFICE &amp; OPERATING SUPPLIES</b>												(350)
521.10.32.01	UNLEADED FUEL	7,044	6,809	7,009	7,009	3,920	9,541	7,476	9,798	7,775		7,775	7,775
521.10.32.03	UNLEADED FUEL (OUTSIDE)	500	517	500	500	343	500	615	500	640		640	640
521.10.35	SMALL TOOLS & EQUIPMENT	4,000	1,938	3,000	3,000	815	2,500	1,500	3,500	3,000	500	3,000	3,000
*** 521.50.35	<b>SMALL TOOLS &amp; EQUIPMENT</b>	-	-	-	-	-	-	-	-	-		-	(1,100)
*** 521.51.35	<b>SMALL TOOLS &amp; EQUIPMENT</b>												(100)
521.10.35.90	SMALL TOOLS >\$1,000 <\$5,000	-	-	-	-	-	-	-	2,840	-	2,840	-	-
521.10.35.15	REDONDO SQ EQUIPT/FURNITURE	-	-	-	-	-	-	-	-	-		-	-
521.10.30	<b>SUB TOTAL</b>	32,909	23,205	26,874	26,874	9,839	28,191	23,392	33,503	27,780	3,840	27,780	22,430
521.10.41	PROFESSIONAL SERVICES	50,000	57,263	38,000	38,000	18,833	38,000	35,619	46,500	38,000	8,500	38,000	35,000
*** 521.50.41	<b>PROFESSIONAL SERVICES</b>	-	-	-	-	-	-	-	-	-		-	(475)
521.10.41.08	PROF SERV-SHREDDING	-	439	2,000	2,000	370	1,500	858	2,000	2,000		2,000	2,000
521.10.41.29	MGT RECRUITMENT SEARCH (Chief)	-	-	15,000	15,000	3,298	15,000	7,371	-	-		-	-
521.10.41.31	DISPATCH SERVICES	545,000	438,187	463,516	463,516	291,965	583,930	549,761	613,127	577,249		577,249	577,249
** 521.22.41.31	<b>DISPATCH SERVICES</b>												(577,249)
521.10.41.32	JANITORIAL SERVICES	25,000	21,300	25,000	25,000	10,650	21,300	21,300	27,500	25,000		25,000	25,000
*** 521.50.41.32	<b>JANITORIAL SERVICES</b>												(22,780)
*** 521.51.41.32	<b>JANITORIAL SERVICES</b>												(2,220)
521.10.41.42	PROF SERV-RECORD STORAGE	-	2,603	10,000	10,000	1,659	3,500	6,082	10,000	10,000		10,000	10,000
**** 521.10.41.45	<b>ADVERTISING</b>	2,270	175	2,270	2,270	-	2,270	1,500	2,270	2,270		2,270	2,270
521.10.42	COMMUNICATIONS	22,835	10,029	21,411	21,411	4,243	8,750	9,544	14,611	9,922		9,922	12,922
*** 521.51.42	<b>COMMUNICATIONS</b>												(3,000)
521.10.43	TRAVEL EXPENSES	1,569	1,624	1,569	1,569	812	1,569	2,700	1,569	1,569		1,569	1,569
521.10.45	OPERATING RENTALS & LEASES	3,500	2,048	3,500	3,500	1,367	3,500	2,733	3,500	3,500		3,500	3,500
521.10.45.02	COPIER LEASE	2,554	2,378	2,554	2,554	2,565	2,554	3,505	2,554	2,554		2,554	2,554
521.10.47	UTILITIES	58,591	53,913	59,630	59,630	29,191	59,630	54,524	67,739	56,160		56,160	56,160
*** 521.50.47	<b>UTILITIES</b>												(53,160)
*** 521.51.47	<b>UTILITIES</b>												(3,000)
521.10.48	REPAIR & MAINTENANCE	14,000	18,214	14,000	14,000	6,666	14,000	12,915	14,000	14,000		14,000	13,000
*** 521.50.48	<b>REPAIR &amp; MAINTENANCE</b>												(10,000)
521.10.49	MISCELLANEOUS	1,845	5,293	1,902	1,902	548	1,902	1,500	1,902	1,902		1,902	1,902
521.10.49.05	CREDIT CARD FEES	725	636	725	725	444	725	730	725	725		725	725

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
ADMINISTRATIVE

001.340.030 POLICE - ADMINISTRATIVE DIVISION		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR-END	2012 EST YR-END	2013 DEPT REQ	2013 DPT REQ ADJSTD	2013 NEW REQ	2013 EXEC AMEND	2013 ADOPTED
521.10.49.20	LAUNDRY	3,500	2,757	3,000	3,000	1,271	3,000	3,100	3,000	3,000		3,000	3,000
521.10.49.22	DUES,SCHOOLS,CONFERENCES	3,725	3,461	3,725	3,725	2,726	3,725	4,633	6,000	3,725	2,275	3,725	3,725
*****	521.40.49.22 DUES,SCHOOLS,CONFERENCES												(1,800)
<b>SUB TOTAL</b>		735,114	620,320	667,802	667,802	376,606	764,855	718,375	816,997	751,576	10,775	751,576	76,892
521.10.99.01	COMPUTER MAINTENANCE	39,608	39,608	33,725	33,725	16,862	33,725	33,725	42,550	42,550		42,550	42,550
521.10.99.02	COMPUTER REPLACEMENT	3,668	3,668	2,892	2,892	1,446	2,892	2,892	11,334	11,334		5,667	5,666
521.10.99.03	EQUIPMENT MAINTENANCE	6,750	6,750	1,400	1,400	700	1,400	1,400	13,500	13,500		10,800	10,800
521.10.99.04	EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	62,806	62,806		-	-
521.10.99.05	INSURANCE	53,818	53,818	45,585	45,585	45,585	45,585	45,585	48,974	48,974		48,974	48,974
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	16,977
***	521.50.99.06 FACILITY REP AND REPLACEMENT												(15,605)
***	521.51.99.06 FACILITY REP AND REPLACEMENT												(1,372)
521.10.90	<b>SUB TOTAL</b>	120,821	120,821	100,579	100,579	73,082	100,579	100,579	196,141	196,141	-	124,968	107,990
594.21.64	IMPROVEMENTS:	-											
594.21.64.01	COMPUTER EQUIPMENT												
594.21.60	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADMINISTRATIVE DIVISION TOTAL:</b>		2,134,040	1,986,631	2,144,612	2,144,612	1,031,317	2,132,011	2,027,513	2,567,865	2,445,136	34,615	2,373,854	1,341,770

- \* New Account Code for Benefit payments related only to LEOFF 1 Retirees per State Auditor's Office and Moved to New Division: **341-RETIREE BENEFIT PAYMENTS**
- \*\* Moved to: **PATROL**
- \*\*\* New Account Code for Expenditures Related to Police Buildings and Sub-station per State Auditor's Office and Moved to New Division: **342-POLICE FACILITIES**
- \*\*\*\* New Account Code for Advertising per State Auditor's Office
- \*\*\*\*\* New Account Code for Expenditures Related to Police Officer's Training: **344-POLICE TRAINING**



**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.340.030.521.10.00.00</b>		<b>ADMINISTRATION</b>				
		<b>SALARIES AND WAGES</b>				
521.10.10	Salaries & Wages	Provides for personnel to perform administrative functions, clerical functions, and command field operations.	\$ 981,426	\$ -	\$ 981,426	\$ 924,036
		1.00 Chief of Police				
		2.00 Commanders				
		2.00 Master Police Sgts (Admin and Prof. Standards) assigned to Administration				
		-1.00 Master Police Sgt Moved to Patrol Operations <b>EXEC AMEND:</b> Freeze Position in 2013				\$ (110,198)
		-0.12 Master Police Sgt (130 hrs. assigned to ATS Prog)				
		<b>1.00 Executive Secretary</b> <b>Transferred from Lid Lift Fund</b>				
		1.00 Office Manager				
		5.00 Records Specialists				
		<del>4.00</del> Records Specialists <b>EXEC AMEND:</b> Freeze Position in				
		<del>0.25</del> Records Specialist (260 hrs. assigned to ATS Prog)				
		10.63 FTE's				
521.10.10.10	Holiday Pay-Out	Provides for maximum holiday pay cash-out of 40 hrs per Sergeant and Commander. <b>NOTE:</b> Starts funding for additional 40 hours per Commander in accordance with the Police Management Association Labor Agreement - January 13, 2011.	9,026	-	9,026	6,700
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 one Master Police Sergeant who are assigned to Administration.	30,000		30,000	19,000
		Request for increase is based upon actual usage due to backfill vacant positions and to offset the additional duties and responsibilities on staff due to unfilled administration positions.		-		
521.10.11.02	Overtime Training	Provides for overtime for mandatory training for six Record Specialists and one Office Manager in ACCESS, First Aid, bloodborne and airborne pathogens, defensive driving, CPR, LEIRA qualifications, and other training mandated by the state. Reduced due to ability to adjust schedules to conduct training.	1,000	17,500	1,000	1,000
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 1,021,452</b>	<b>\$ 17,500</b>	<b>\$ 1,021,452</b>	<b>\$ 840,538</b>

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.340.030.521.10.00.00</b>		<b>ADMINISTRATION</b>				
		<b>PERSONNEL BENEFITS</b>				
521.10.20	Personnel Benefits	Provides for personnel benefits for persons assigned to Administrative division. This includes 3 command personnel, Executive Secretary, Office Manager, 6 Record Specialists, and 1 Sergeant assigned to Professional Standards.	\$ 367,880	\$ 2,500	\$ 367,771	\$ 289,762
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.	78,735	-	78,735	78,735
		Moved to New Division: <b>341</b>				(78,735)
521.10.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	(8,083)	-	(8,083)	(5,497)
521.10.21	Uniforms	Provides uniforms for 12 FTE's, including volunteers.	4,000	-	4,000	4,000
521.10.24	Non-Uniform Clothing Allow	Provides clothing for 3 Command personnel and 1 Sergeant assigned to Professional Standards.	5,580	-	5,580	5,580
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 448,187</b>	<b>\$ 2,500</b>	<b>\$ 448,078</b>	<b>\$ 293,920</b>
		<b>SUPPLIES</b>				
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.	\$ 16,365	\$ 500	\$ 16,365	\$ 14,865
		Moved to New Division: <b>342</b>				\$ (2,650)
521.10.32.01	Unleaded Fuel	Provides for fuel cost of vehicles assigned to the Administrative Division.	7,775	-	7,775	7,775
521.10.32.03	Unleaded Fuel-Outside	Provides for fuel purchased outside of the city.	640	-	640	640

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.340.030.521.10.00.00</b>		<b>ADMINISTRATION</b>				
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	3,340	3,000	3,000
		Redondo Square police substation moved to New Division: <b>342</b>				(1,100)
		Police Main Building moved to New Division: <b>342</b>				(100)
		<b>TOTAL SUPPLIES</b>	<b>\$ 27,780</b>	<b>\$ 3,840</b>	<b>\$ 27,780</b>	<b>\$ 22,430</b>
		<b>OTHER SERVICES AND CHARGES</b>				
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.	\$ 38,000	\$ 8,500	\$ 38,000	\$ 35,000
		Moved to New Division: <b>342</b>	\$ -	\$ -		\$ (475)
521.10.41.08	Prof Serv-Shredding	Provides for document shredding services.	2,000	-	2,000	2,000
521.10.41.31	Dispatch Services	Provides for contract services with Valley Communications Center for 911 call dispatch services.	577,249	-	577,249	577,249
		Moved to New Division: <b>PATROL</b>				(577,249)
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
		Moved to New Division: <b>342</b>				(25,000)
521.10.41.42	Prof Serv-Record Storage	Provides for police records offsite storage services.	10,000	-	10,000	10,000

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.340.030.521.10.00.00</b>		<b>ADMINISTRATION</b>				
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).  Long Distance \$ 300 Cell Phones/Pagers/Pay Phone \$ 6,126 Laptop Connection Aircards \$ 497 Postage \$ 3,000 <u>\$ 9,922</u> Moved to New Division: <b>342</b>	9,922	-	9,922	12,922
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
521.10.41.45	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 \$ 80 Electric \$ 46,594 Water \$ 3,696 Sewer \$ 562 Surface Water Management \$ 5,227 <u>\$ 56,160</u> Moved to New Division: <b>342</b>	56,160	-	56,160	56,160
						(3,000)
						(56,160)

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.340.030.521.10.00.00</b>		<b>ADMINISTRATION</b>				
521.10.48	Repair and Maintenance	Provides for routine maintenance and unexpected small repairs to equipment. Amount reflects a maintenance agreement on the emergency generator at the police facility.	14,000	-	14,000	13,000
		Moved to New Division: <b>342</b>				(10,000)
521.10.49	Miscellaneous	Provides for printing, neighborhood surveys, emergency management and other special service flyers.	1,902	-	1,902	1,902
521.10.49.05	Credit Card Fees	Bank charges for processing merchant credit card payments.	725	-	725	725
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.  Request is for training in critical/high risk areas including but not limited to leadership, planning, risk management, and police accountability.	3,725		3,725	3,725
				2,275		
		<ol style="list-style-type: none"> <li>1. WA Assoc. of Sheriffs and Police Chiefs - dues for Chief. and commanders</li> <li>2. Law Enforcement Information &amp; Records Assoc. - Dues for 6 records personnel</li> <li>3. International Assoc. of Chiefs of Police - dues for Chief</li> <li>4. WA Assoc. of Sheriffs and Police Chiefs spring/fall conference fees - 2 attendees</li> <li>5. International Assoc. of Chiefs of Police conference fees for Chief</li> <li>6. Law Enforcement Information &amp; Records Assoc. spring/fall conference fees - 2 attendees</li> <li>7. FBI National Academy Associates Conference Fees</li> <li>8. LEIRA Conference dues for Record Specialists</li> </ol>				
		Moved to New Division: <b>344</b>				\$ (1,800)
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 751,576</b>	<b>\$ 10,775</b>	<b>\$ 751,576</b>	<b>\$ 76,892</b>

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.340.030.521.10.00.00</b>		<b>ADMINISTRATION</b>				
		<b>INTERFUND SERVICES</b>				
521.10.99.01	Computer Maintenance	Provides for department's share of interfund maintenance costs for administrative computers.	\$ 42,550	\$ -	\$ 42,550	\$ 42,550
521.10.99.02	Computer Replacement	Provides for department's share of interfund replacement costs for administrative computers.	11,334	-	5,667	5,666
521.10.99.03	Equipment Maintenance	Provides for department's share of interfund maintenance costs for administrative vehicles.	13,500	-	10,800	10,800
521.10.99.04	Equipment Replacement	Provides for department's share of interfund replacement costs for administrative vehicles.	62,806	-	-	-
521.10.99.05	Insurance	Provides for department's share of interfund administrative insurance costs.	48,974	-	48,974	48,974
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
		Moved to New Division: <b>342</b>				(16,977)
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 196,141</b>	<b>\$ -</b>	<b>\$ 124,968</b>	<b>\$ 107,990</b>
		<b>CAPITAL OUTLAYS</b>				
594.21.64	Equipment		\$ -	\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAYS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL ADMINISTRATIVE DIVISION</b>	<b>\$ 2,445,136</b>	<b>\$ 34,615</b>	<b>\$ 2,373,854</b>	<b>\$ 1,341,770</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
RETIREE BENEFIT PAYMENTS

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR-END	2012 EST YR-END	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
*	<b>001.341.030</b> POLICE - LEOFF 1 RETIREES										
**	517.20.29 PERSONNEL BENEFITS-LEOFF 1 RETIREES										78,735
	517.20.20 SUB TOTAL	-	-	-	-	-	-	-	-	-	78,735
	LEOFF 1 RETIREES TOTAL:	-	-	-	-	-	-	-	-	-	78,735

\* 001.341 is New Division for Benefit Payments to Retirees

\*\* New Account Code for Benefits related to Retirees per State Auditor's Office

**BUDGET NARRATIVE  
2013**

FUND: **GENERAL**  
 DEPARTMENT: **LAW ENFORCEMENT**  
 DIVISION: **LEOFF I RETIREES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.341.030.517.20.00.00</b>					
<b>RETIREE BENEFIT PAYMENTS</b>					
<b>PERSONNEL BENEFITS</b>					
517.20.29.00	Personnel Benefits-LEOFF I Retirees	This covers Leoff I long-term care annual premium and health insurance premium for the Leoff I retirees.	-	-	78,735
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,735</b>
<b>TOTAL LEOFF I RETIREES DIVISION</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,735</b>



CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
POLICE FACILITIES

POLICE - FACILITIES: MAIN BUILDING			2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR-END	2012 EST YR-END	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
* 001.342.030	POLICE - FACILITIES: MAIN BUILDING											
** 521.50.31	OFFICE & OPERATING SUPPLIES											2,300
** 521.50.35	SMALL TOOLS & EQUIPMENT											200
** 521.50.35.90	SMALL TOOLS >\$1,000 <\$5,000											-
521.50.30	<b>SUB TOTAL</b>		-	-	-	-	-	-	-	-	-	2,500
** 521.50.41	PROFESSIONAL SERVICES											475
** 521.50.41.32	JANITORIAL SERVICES											22,780
** 521.50.47	UTILITIES											53,160
** 521.50.48	REPAIR & MAINTENANCE											10,000
** 521.50.49	MISCELLANEOUS											-
	<b>SUB TOTAL</b>		-	-	-	-	-	-	-	-	-	86,415
** 521.50.99.06	FACILITY REP AND REPLACEMENT											15,605
521.50.90	<b>SUB TOTAL</b>		-	-	-	-	-	-	-	-	-	15,605
** 594.21.62	IMPROVEMENTS:											
594.21.60	<b>SUB TOTAL</b>		-	-	-	-	-	-	-	-	-	-
	<b>POLICE MAIN BUILDING TOTAL:</b>		-	-	-	-	-	-	-	-	-	104,520

\* 001.342 is New Division for Police Facilities

\*\* New Account Code per State Auditor's Office for Police Facilities: Main Building

**BUDGET NARRATIVE  
2013**

FUND: **GENERAL**  
DEPARTMENT: **LAW ENFORCEMENT**  
DIVISION: **POLICE FACILITIES: MAIN BUILDING**

Account No.	Title		Departmental Request	Executive Amendment	Adopted
<b>001.342.030.521.50.00.00</b>		<b>POLICE FACILITIES: MAIN BUILDING</b>			
		<b>SUPPLIES</b>			
521.50.31	Office and Operating Supplies	Provides for PD main building maintenance supplies such as: janitorial supplies, light bulbs, etc.	\$ -	\$ -	\$ 2,300
521.50.35	Small Tools	Provides small tools for PD main building maintenance including power and hand tools, etc.	-	-	200
		<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>
		<b>OTHER SERVICES AND CHARGES</b>			
521.50.41	Professional Services	Provides for security alarm monitoring services.	\$ -	\$ -	\$ 475
521.50.41.32	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.	\$ -	\$ -	\$ 22,780
521.50.47	Utilities	Provides for utility and SWM payments at police facility.	\$ -	\$ -	\$ 53,160
		Electric			\$ 43,594
		Water			\$ 3,696
		Sewer			\$ 563
		Surface Water Management			\$ 5,227
		Cable			\$ 80
					<u>\$ 53,160</u>
521.50.48	Repair and Maintenance	Provides for routine maintenance, such as: pest control, HVAC, & burglar alarm system. Amount reflects a maintenance agreement on the emergency generator at the police facility.	-	-	10,000
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 86,415</b>

**BUDGET NARRATIVE  
2013**

FUND: **GENERAL**  
 DEPARTMENT: **LAW ENFORCEMENT**  
 DIVISION: **POLICE FACILITIES: MAIN BUILDING**

Account No.	Title		Departmental Request	Executive Amendment	Adopted
<b>001.342.030.521.50.00.00</b>		<b>POLICE FACILITIES: MAIN BUILDING</b>			
		<b>INTERFUND SERVICES</b>			
521.50.99.06	Facility Repair & Replacement	Provides for department's share of interfund maintenance for new police building.	-	-	15,605
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,605</b>
		<b>CAPITAL OUTLAYS</b>			
594.21.62	Improvements		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAYS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL POLICE MAIN BUILDING DIVISION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 104,520</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
POLICE FACILITIES: POLICE SUBSTATION

			2011	2011	2012	2012	2012	2012	2013	2013	2013	
			AMEND	ACTUAL	ADOPTED	AMEND	ACTUAL Jan-June	EST YR-END	EST YR-END	DEPT REQ	EXEC AMEND	ADOPTED
<b>*</b>	<b>001.342.030</b>	<b>POLICE - FACILITIES: SUB-STATION</b>										
**	521.51.31	OFFICE & OPERATING SUPPLIES										350
**	521.51.35	SMALL TOOLS & EQUIPMENT										1,100
**	521.51.35.90	SMALL TOOLS >\$1,000 <\$5,000										-
	521.51.30	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	1,450
**	521.51.41	PROFESSIONAL SERVICES										-
**	521.51.41.32	JANITORIAL SERVICES										2,220
**	521.51.42	COMMUNICATION										3,700
**	521.51.47	UTILITIES										3,000
**	521.51.48	REPAIR & MAINTENANCE										2,300
**	521.51.49	MISCELLANEOUS										-
		<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	11,220
**	521.51.99.06	FACILITY REP AND REPLACEMENT										1,372
	521.51.90	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	1,372
**	594.21.62	IMPROVEMENTS:										
	594.21.60	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	-
		<b>POLICE SUB-STATION FACILITY TOTAL:</b>	-	-	-	-	-	-	-	-	-	14,042

\* 001.342 is New Division for Police Facilities

\*\* New Account Code per State Auditor's Office for Police Facilities: Police Substation

**BUDGET NARRATIVE  
2013**

FUND: **GENERAL**  
 DEPARTMENT: **LAW ENFORCEMENT**  
 DIVISION: **POLICE FACILITIES: POLICE SUBSTATION**

Account No.	Title		Departmental Request	Executive Amendment	Adopted
<b>001.342.030.521.51.00.00</b>		<b>POLICE FACILITIES: POLICE SUBSTATION</b>			
		<b>SUPPLIES</b>			
521.51.31	Office and Operating Supplies	Provides for Redondo Sub-station maintenance supplies such as: janitorial supplies, etc.	\$	-	\$ 350
521.51.35	Small Tools	Provides small tools for Police Substation facility maintenance including power and hand tools, etc.		-	1,100
		<b>TOTAL SUPPLIES</b>	<b>\$</b>	<b>-</b>	<b>\$ 1,450</b>
		<b>OTHER SERVICES AND CHARGES</b>			
521.51.41	Professional Services	Provides for security alarm monitoring services.	\$	-	\$ -
521.51.41.32	Janitorial Services	Provides for janitorial services for police substation facility. Includes floor maintenance, monthly stripping and waxing.	\$	-	\$ 2,220
521.51.42	Communications	Provides for security cameras at Police Sub-station facility.	\$	-	\$ 3,700
521.51.47	Utilities	Provides for electricity & natural gas utility payments at police substation facility.	\$	-	\$ 3,000
		Electric			\$ 2,100
		Natural Gas			\$ 900
					<u>\$ 3,000</u>
521.51.48	Repair and Maintenance	Provides for routine maintenance and unexpected small repairs to Substation facility.		-	2,300
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$</b>	<b>-</b>	<b>\$ 11,220</b>

**BUDGET NARRATIVE  
2013**

FUND: **GENERAL**  
 DEPARTMENT: **LAW ENFORCEMENT**  
 DIVISION: **POLICE FACILITIES: POLICE SUBSTATION**

Account No.	Title		Departmental Request	Executive Amendment	Adopted
<b>001.342.030.521.51.00.00</b>		<b>POLICE FACILITIES: POLICE SUBSTATION</b>			
		<b>INTERFUND SERVICES</b>			
521.51.99.06	Facility Repair & Replacement	Provides for division's share of interfund maintenance for Police Substation.	-	-	1,372
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,372</b>
		<b>CAPITAL OUTLAYS</b>			
594.21.62	Improvements		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAYS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL POLICE SUBSTATION FACILITY DIVISION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,042</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
POLICE OFFICERS TRAINING

* 001.344.030 POLICE - TRAINING			2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR-END	2012 EST YR-END	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
**	521.40.10	SALARIES & WAGES										-
**	521.40.11	OVERTIME TRAINING										46,375
	521.40.10	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	46,375
**	521.40.20	PERSONNEL BENEFITS										6,694
	521.40.20	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	6,694
**	521.40.43	TRAVEL EXPENSES										
**	521.40.49	MISCELLANEOUS										
**	521.40.49.22	DUES,SCHOOLS,CONFERENCES										5,300
		<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	5,300
**	521.40.99.05	INTERFUND INSURANCE										1,975
	521.40.90	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	1,975
		<b>POLICE OFFICERS TRAINING TOTAL:</b>	-	-	-	-	-	-	-	-	-	60,344

\* 001.344 is New Division for Police Officers Training  
 \*\* New Account Code for Activities Related to Training for Policer Officers Only per State Auditor's Office

**BUDGET NARRATIVE  
2013**

FUND: **GENERAL**  
DEPARTMENT: **LAW ENFORCEMENT**  
DIVISION: **POLICE OFFICERS TRAINING**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.344.030.521.40.00.00</b>		<b>POLICE OFFICERS TRAINING</b>			
		<b>SALARIES AND WAGES</b>			
521.40.10	Salaries & Wages	Provides pay for mandatory training for police officers. Training includes: first aid, bloodborne and airborne pathogens, breathalyzer, defensive tactics, firearms qualifications, instructor 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 recovery system.	\$ -	\$ -	\$ -
521.40.11	Overtime Training	Provides overtime pay for mandatory training for police officers.	\$ -	\$ -	\$ 46,375
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,375</b>
		<b>PERSONNEL BENEFITS</b>			
521.40.20	Personnel Benefits	Provides for personnel benefits associated with mandatory training.	\$ -	\$ -	\$ 6,694
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,694</b>



**BUDGET NARRATIVE  
2013**

FUND: **GENERAL**  
DEPARTMENT: **LAW ENFORCEMENT**  
DIVISION: **POLICE OFFICERS TRAINING**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.344.030.521.40.00.00</b>		<b>POLICE OFFICERS TRAINING</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
521.40.43	Travel	Provides for lodging, meals, per diem, and other costs associated with mandatory training.	\$ -	\$ -	\$ -
521.40.49	Miscellaneous	Provides for other miscellaneous costs related to mandatory training.	\$ -	\$ -	\$ -
521.40.49.22	Dues, Schools, and Conferences	Provides for fees and tuition, dues and membership associated with training. These funds are necessary to maintain training standards.	\$ -	\$ -	\$ 5,300
		<ol style="list-style-type: none"> <li>1. National Assoc. of Traffic Investigators, dues for three.</li> <li>2. Tactical Training Fees for four personnel.</li> <li>3. Firearms Instructors Assoc., dues for three.</li> <li>4. Glock Armorers School, tuition for one.</li> <li>5. Glock Instructors course, tuition for one.</li> <li>6. Shotgun Armorers course, tuition for one.</li> <li>7. Bicycle instructor, tuition for one.</li> <li>8. Bicycle Patrol, tuition for four personnel.</li> <li>9. Internet Crime training tuition and membership fees.</li> <li>10. Child Exploitation training.</li> <li>11. Computer Crimes training fees.</li> <li>12. NW Crime Intelligence dues for two.</li> <li>13. Reid Interview course tuition for two.</li> <li>14. Advanced Homicide Investigation course tuition for two.</li> <li>15. NW Fraud Investigators Assoc. dues for one.</li> </ol>			
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,300</b>
		<b>INTERFUND SERVICES</b>			
521.40.99.05	Insurance	Provides for Division's share of interfund administrative insurance costs.	\$ -	\$ -	\$ 1,975
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,975</b>
		<b>TOTAL POLICE OFFICERS TRAINING DIVISION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,344</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
CIVIL SERVICE

001.345.030 POLICE - CIVIL SERVICE DIVISION		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
521.10.11	OVERTIME	10,197	4,496	5,530	5,530	7,369	9,250	11,550	5,813	5,813	5,697
521.10.10	<b>SUB TOTAL</b>	10,197	4,496	5,530	5,530	7,369	9,250	11,550	5,813	5,813	5,697
521.10.20	PERSONNEL BENEFITS	1,611	706	997	997	1,192	1,480	1,869	1,010	1,009	993
521.10.20	<b>SUB TOTAL</b>	1,611	706	997	997	1,192	1,480	1,869	1,010	1,009	993
521.10.31.00	OPERATING SUPPLIES	2,000	-	2,000	2,000	329	1,000	704	2,000	2,000	2,000
521.10.35.90	SMALL EQUIPMENT >\$1,000 <\$5,000	-	-	-	-	-	-	-	-	-	-
521.10.30	<b>SUB TOTAL</b>	2,000	-	2,000	2,000	329	1,000	704	2,000	2,000	2,000
521.10.41	PROFESSIONAL SERVICES		-	-	-	1,391	1,800	1,391	-	-	-
521.10.42	COMMUNICATION		-	-	-	11	20	11	-	-	-
521.10.45	OPERATING RENTALS & LEASES		-	-	-	110	150	110	-	-	-
521.10.49	MISCELLANEOUS	500	4,925	500	500	-	-	500	500	500	500
521.10.40	<b>SUB TOTAL</b>	500	4,925	500	500	1,513	1,970	2,012	500	500	500
539.10.99.05	INTERFUND INSURANCE	222	222	187	187	187	187	187	204	204	204
539.10.90	<b>SUB TOTAL</b>	222	222	187	187	187	187	187	204	204	204
<b>CIVIL SERVICE DIVISION TOTAL:</b>		14,530	10,349	9,214	9,214	10,590	13,887	16,322	9,527	9,526	9,394

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.345.030.521.10.00.00</b>					
		<b>CIVIL SERVICE</b>			
		<b>SALARIES AND WAGES</b>			
521.10.11	Overtime	Provides for overtime for Civil Service, testing applicants and attending regular meetings.	\$ 5,813	\$ 5,813	\$ 5,697
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 5,813</b>	<b>\$ 5,813</b>	<b>\$ 5,697</b>
		<b>PERSONNEL BENEFITS</b>			
521.10.20	Personnel Benefits		\$ 1,010	\$ 1,009	\$ 993
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 1,010</b>	<b>\$ 1,009</b>	<b>\$ 993</b>
		<b>SUPPLIES</b>			
521.10.31.00	Office & Operating Supplies	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 copy papers, files, binders, etc.			
			\$ -	\$ -	\$ -
		<b>TOTAL SUPPLIES</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
		<b>OTHER SERVICES AND CHARGES</b>			
521.10.41.05	Professional Services	Provides for civil service hearing tests for civil service positions cost.	\$ -	\$ -	\$ -
521.10.49.00	Miscellaneous	Provides for miscellaneous items not budgeted elsewhere.	\$ 500	\$ 500	\$ 500
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
		<b>INTERFUND SERVICES</b>			
539.10.99.05	Interfund Insurance	Provides for department's share of interfund administrative insurance costs.	\$ 204	\$ 204	\$ 204
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 204</b>	<b>\$ 204</b>	<b>\$ 204</b>
		<b>TOTAL CIVIL SERVICE DIVISION</b>	<b>\$ 9,527</b>	<b>\$ 9,526</b>	<b>\$ 9,394</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
DETECTIVE DIVISION

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>001.350.030 DETECTIVE DIVISION</b>											
* 521.21.10	SALARIES & WAGES	500,361	487,277	504,688	504,688	232,845	504,688	490,565	532,101	532,101	526,472
* <b>521.80.10</b>	<b>SALARIES &amp; WAGES</b>	-	-	-	-	-	-	-	-	-	(43,632)
521.21.10.10	HOLIDAY PAY-OUT	8,858	6,766	8,917	8,917	-	8,917	8,917	9,384	9,384	9,285
521.21.11	OVERTIME	50,000	41,541	50,000	50,000	12,567	50,000	43,500	50,000	50,000	50,000
* <b>521.80.11</b>	<b>OVERTIME</b>										(600)
521.21.11.02	OVERTIME TRAINING	3,805	1,562	3,805	3,805	757	3,805	1,500	3,805	3,805	3,805
** 521.21.11.02	<b>OVERTIME TRAINING</b>	-	-	-	-	-	-	-	-	-	(3,805)
521.21.10	<b>SUB TOTAL</b>	563,024	537,146	567,410	567,410	246,169	567,410	544,482	595,290	595,290	541,525
* 521.21.20	PERSONNEL BENEFITS	210,336	203,860	216,332	216,332	96,558	216,332	204,539	227,746	227,783	226,091
* <b>521.80.20</b>	<b>PERSONNEL BENEFITS</b>										(20,623)
521.21.20.90	EMPLOYEE MED. CONTRIBUTION	(5,991)	(6,349)	(6,143)	(6,143)	(2,681)	(6,143)	(5,660)	(6,472)	(6,472)	(6,476)
* <b>521.80.20.90</b>	<b>EMPLOYEE MED. CONTRIBUTION</b>										326
521.21.21	UNIFORMS	2,000	2,358	2,000	2,000	733	2,000	3,755	2,000	2,000	2,000
521.21.24	NON-UNIFORM CLOTHING ALLOWANCE	5,231	3,240	5,231	5,231	907	5,231	3,250	5,505	5,505	5,505
521.21.20	<b>SUB TOTAL</b>	211,576	203,110	217,420	217,420	95,517	217,420	205,884	228,779	228,816	206,823
* 521.21.31	OFFICE & OPERATING SUPPLIES	6,650	8,334	6,650	6,650	2,698	6,650	6,650	6,650	6,650	6,650
* <b>521.80.31</b>	<b>OFFICE &amp; OPERATING SUPPLIES</b>										(1,170)
521.21.32.01	UNLEADED FUEL (ISF)	11,014	10,717	11,062	11,062	4,920	9,594	10,403	10,819	10,819	10,819
521.21.32.03	UNLEADED FUEL (OUTSIDE)	125	-	125	125	-	125	-	125	125	125
521.21.35	SMALL TOOLS & EQUIPMENT	2,500	2,570	2,500	2,500	145	2,500	1,150	2,500	2,500	2,500
521.21.35.01	SM TOOLS & EQUIPMENT-EVIDENCE RM	500	269	500	500	-	500	500	500	500	500
* <b>521.80.35</b>	<b>SM TOOLS &amp; EQUIPMENT-EVIDENCE RM</b>	-	-	-	-	-	-	-	-	-	(500)
521.21.30	<b>SUB TOTAL</b>	20,789	21,890	20,837	20,837	7,763	19,369	18,703	20,594	20,594	18,924
521.21.41	PROFESSIONAL SERVICES	3,500	4,032	3,400	3,400	1,292	3,400	2,846	3,400	3,400	3,400
521.21.41.08	PROF SERVICES-SHREDDING		99	100	100	-	100	100	100	100	100
521.21.42	COMMUNICATIONS	6,000	5,179	6,820	6,820	2,315	4,850	5,559	6,466	6,466	6,330
* <b>521.80.42</b>	<b>COMMUNICATIONS</b>										(50)
521.21.43	TRAVEL	1,569	1,231	1,569	1,569	104	1,569	488	1,569	1,569	1,569
* <b>521.80.43</b>	<b>TRAVEL</b>										(250)
521.21.45	OPERATING RENTALS & LEASES	2,500	1,250	2,500	2,500	-	1,750	-	2,500	2,500	1,500
521.21.45.02	COPIER LEASE	346	64	346	346	625	346	232	300	300	300
521.21.48	REPAIR & MAINTENANCE	1,000	342	1,000	1,000	350	1,000	833	1,000	1,000	1,000
521.21.48.16	REPAIR & MTC-EVIDENCE ROOM	1,000	-	1,000	1,000	-	1,000	-	1,000	1,000	1,000
* <b>521.80.48</b>	<b>REPAIR &amp; MTC-EVIDENCE ROOM</b>	-	-	-	-	-	-	-	-	-	(1,000)
521.21.49	MISCELLANEOUS	330	3,039	330	330	-	330	-	330	330	330
521.21.49.20	LAUNDRY	3,500	3,947	3,500	3,500	1,504	3,500	3,827	3,500	3,500	3,500
521.21.49.22	DUES, SCHOOLS, CONFERENCES	1,800	155	1,800	1,800	1,128	1,800	1,800	1,800	1,800	1,800
* <b>521.80.49.22</b>	<b>DUES, SCHOOLS, CONFERENCES</b>										(350)
521.21.49.26	INVESTIGATIVE ACCOUNT	3,000	12	3,000	3,000	-	3,000	3,000	3,000	3,000	3,000
521.21.40	<b>SUB TOTAL</b>	24,545	19,349	25,365	25,365	7,319	22,645	18,685	24,965	24,965	22,179

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
DETECTIVE DIVISION

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>001.350.030</b>	<b>DETECTIVE DIVISION</b>										
521.21.99.01	COMPUTER MAINTENANCE	19,321	19,321	19,910	19,910	9,955	19,910	19,910	19,909	19,909	19,909
*	<b>521.80.99.02</b>										(2,942)
521.21.99.02	COMPUTER REPLACEMENT	1,462	1,462	1,322	1,322	661	1,322	1,322	4,422	2,211	2,211
*	<b>521.80.99.03</b>										(279)
521.21.99.03	EQUIPMENT MAINTENANCE	12,750	12,750	10,912	10,912	5,456	10,912	10,912	27,000	21,600	21,600
521.21.99.04	EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	24,568	-	-
521.21.99.05	INTERFUND INSURANCE	24,952	24,952	21,902	21,902	21,902	21,902	21,902	25,948	25,948	25,948
*	<b>521.80.99.06</b>										(3,478)
521.21.90	<b>SUB TOTAL</b>	<b>58,485</b>	<b>58,485</b>	<b>54,046</b>	<b>54,046</b>	<b>37,974</b>	<b>54,046</b>	<b>54,046</b>	<b>101,847</b>	<b>69,668</b>	<b>62,969</b>
594.21.62.01	EVIDENCE ROOM IMPROV	-	-	-	-	-	-	-	-	-	-
*	<b>594.21.62</b>										
594.21.64.02	EQUIPMENT-VEHICLE	-	-	-	-	-	-	-	-	-	-
594.21.60	<b>SUB TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DETECTIVE DIVISION TOTAL:</b>		<b>878,419</b>	<b>839,980</b>	<b>885,078</b>	<b>885,078</b>	<b>394,742</b>	<b>880,890</b>	<b>841,800</b>	<b>971,475</b>	<b>939,333</b>	<b>852,420</b>

\* New Account Code for Expenditures Related to Property & Evidence Room per State Auditor's Office and Moved to New Division: **355-PROPERTY & EVIDENCE ROOM**

\*\* Moved to New Division: **344-POLICE OFFICERS TRAINING** and recoded to New Account Code for Activities Related to Police Officers Training per State Auditor's Office

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.350.030.521.21.00.00</b>		<b>DETECTIVE</b>			
		<b>SALARIES AND WAGES</b>			
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 0.8 Evidence Technician -0.8 Evidence Technician Moved to New Division: <b>355</b> <hr style="width: 20%; margin-left: 0;"/> 5.0 FTEs	\$ 532,101	\$ 532,101	\$ 526,472
					\$ (43,632)
521.21.10.10	Holiday Pay-out	Provides for holiday pay cash-out of 40 hrs per detective officer.	\$ 9,384	\$ 9,384	\$ 9,285
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.  Evidence Technician Overtime Moved to New Division: <b>355</b>	\$ 50,000	\$ 50,000	\$ 50,000
					\$ (600)
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
		Moved to New Division: <b>344</b>	\$ -	\$ -	\$ (3,805)
<b>TOTAL SALARIES AND WAGES</b>			<b>\$ 595,290</b>	<b>\$ 595,290</b>	<b>\$ 541,525</b>
		<b>PERSONNEL BENEFITS</b>			
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 (\$8,054).  Evidence Technician Moved to New Division: <b>355</b>	\$ 227,746	\$ 227,783	\$ 226,091
					\$ (20,623)
521.21.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.  Evidence Technician Moved to New Division: <b>355</b>	\$ (6,472)	\$ (6,472)	\$ (6,476)
					\$ 326

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.350.030.521.21.00.00</b>		<b>DETECTIVE</b>			
521.21.21	Uniforms	Provides uniforms as needed for detective division.	\$ 2,000	\$ 2,000	\$ 2,000
521.21.24	Non-Uniform Clothing Allowance	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.	\$ 5,505	\$ 5,505	\$ 5,505
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 228,779</b>	<b>\$ 228,816</b>	<b>\$ 206,823</b>
<b>SUPPLIES</b>					
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
Evidence Room Supplies Moved to New Division: <b>355</b>					
521.21.32	Fuel	Provides for fuel for operating vehicles assigned to the Detective Division.	\$ 10,944	\$ 10,944	\$ 10,944
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
Evidence Room Small Tools Moved to New Division: <b>355</b>					
<b>TOTAL SUPPLIES</b>			<b>\$ 20,594</b>	<b>\$ 20,594</b>	<b>\$ 18,924</b>
<b>OTHER SERVICES AND CHARGES</b>					
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

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.350.030.521.21.00.00</b>		<b>DETECTIVE</b>			
521.21.42	Communications	Provides for pagers for sergeant and on-call detectives, cellular airtime, long distance and telephone lines.	\$ 6,466	\$ 6,466	\$ 6,330
		Telephone Lines	\$ 540		
		Long Distance	\$ 240		
		Cell Phones/Pagers	\$ 5,622		
		Postage	\$ 65		
			<u>\$ 6,466</u>		
		Evidence Tech Communications Line Item Moved to New Division: <b>355</b>			\$ (50)
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			
		Evidence Tech Travel Expenses Moved to New Division: <b>355</b>			\$ (250)
521.21.45	Operating Rental and Leases	Provides for Ident-I-Kit rental and storage space for seized vehicles.	\$ 2,500	\$ 2,500	\$ 1,500
521.21.45.02	Copier Lease	Provides for lease of copier in detective work area.	\$ 300	\$ 300	\$ 300
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
		Moved to New Division: <b>355</b>			\$ (1,000)
521.21.49	Miscellaneous	Provides for developing of basic crime scene photos and enlarging photographs for court.	\$ 330	\$ 330	\$ 330



# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.350.030.521.21.00.00</b>		<b>DETECTIVE</b>			
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
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 Evidence Tech Training Registration Fees Moved to New Division: <b>355</b>	\$ 1,800	\$ 1,800	\$ 1,800
					\$ (350)
521.21.49.26	Investigative Account		\$ 3,000	\$ 3,000	\$ 3,000
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 24,965</b>	<b>\$ 24,965</b>	<b>\$ 22,179</b>
<b>INTERFUND SERVICES</b>					
521.21.99.01	Computer Maintenance	Provides for division's share of interfund maintenance costs of detective computers and printer. Moved to New Division: <b>355</b>	\$ 19,909	\$ 19,909	\$ 19,909
					\$ (2,942)
521.21.99.02	Computer Replacement	Provides for division's share of interfund replacement costs of detective computers and printer. Moved to New Division: <b>355</b>	\$ 4,422	\$ 2,211	\$ 2,211
					\$ (279)
521.21.99.03	Equipment Maintenance	Provides for division's share of interfund maintenance of Detective vehicles.	\$ 27,000	\$ 21,600	\$ 21,600
521.21.99.04	Equipment Replacement	Provides for division's share of interfund replacement costs of detective vehicles.	\$ 24,568	\$ -	\$ -
521.21.99.05	Interfund Insurance	Provides for division's share of interfund insurance costs. Moved to New Division: <b>355</b>	\$ 25,948	\$ 25,948	\$ 25,948
					\$ (3,478)
<b>TOTAL INTERFUND SERVICES</b>			<b>\$ 101,847</b>	<b>\$ 69,668</b>	<b>\$ 62,969</b>

**BUDGET NARRATIVE**  
2013

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

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.350.030.521.21.00.00</b>	<b>DETECTIVE</b>			
	<b>CAPITAL OUTLAYS</b>			
594.21.64.02	Equipment-Vehicle	\$ -	\$ -	\$ -
	<b>TOTAL CAPITAL OUTLAYS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL DETECTIVE DIVISION</b>	<b>\$ 971,475</b>	<b>\$ 939,333</b>	<b>\$ 852,420</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
PROPERTY & EVIDENCE ROOM

001.355.030 PROPERTY & EVIDENCE ROOM DIVISION			2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
*	521.80.10	SALARIES & WAGES										43,632
*	521.80.11	OVERTIME										1,560
	521.80.10	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	45,192
*	521.80.20	PERSONNEL BENEFITS										20,623
*	521.80.20.90	EMPLOYEE MED. CONTRIBUTION										(326)
	521.80.21	UNIFORMS										-
	521.80.20	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	20,297
*	521.80.31	OFFICE & OPERATING SUPPLIES										1,170
	521.80.32.01	UNLEADED FUEL (ISF)										-
	521.80.35	SM TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	500
	521.80.30	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	1,670
	521.80.41	PROFESSIONAL SERVICES										-
*	521.80.42	COMMUNICATIONS										50
*	521.80.43	TRAVEL										250
*	521.80.48	REPAIR & MAINTENANCE										1,000
	521.80.49	MISCELLANEOUS										-
*	521.80.49.22	DUES, SCHOOLS, CONFERENCES										350
	521.80.40	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	1,650
*	521.80.99.02	COMPUTER MAINTENANCE										2,942
*	521.80.99.03	COMPUTER REPLACEMENT										279
*	521.80.99.06	INTERFUND INSURANCE										3,358
	521.80.90	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	6,579
*	594.21.62	EVIDENCE ROOM IMPROV										
	594.21.60	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	-
<b>PROPERTY &amp; EVIDENCE ROOM DIVISION TOTAL:</b>			-	-	-	-	-	-	-	-	-	75,388

\* New Account Code for Expenditures Related to Property & Evidence Room per State Auditor's Office

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **LAW ENFORCEMENT**  
 DIVISION: **PROPERTY & EVIDENCE ROOM**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.355.030.521.80.00.00</b>		<b>PROPERTY &amp; EVIDENCE ROOM</b>			
		<b>SALARIES AND WAGES</b>			
521.80.10	Salaries & Wages	Provides for personnel to perform investigative functions, crime scene investigations, evidence processing and storage, and related duties. <u>0.8</u> Evidence Technician 0.8 FTE	\$ -	\$ -	\$ 43,632
521.80.11	Overtime	Provides for overtime for crime scene call-out, court, special details, etc. Normal overtime due to excessive work loads and call-outs.	\$ -	\$ -	\$ 1,560
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,192</b>
		<b>PERSONNEL BENEFITS</b>			
521.80.20	Personnel Benefits	Provides for personnel benefits for Evidence Technician. This also covers benefits associated with overtime (\$214).	\$ -	\$ -	\$ 20,623
521.80.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ -	\$ -	\$ (326)
521.80.21	Uniforms	Provides uniforms as needed for evidence technician staff.	\$ -	\$ -	\$ -
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,297</b>
		<b>SUPPLIES</b>			
521.80.31	Office and Operating Supplies	Provides for purchase of supplies needed to perform property and evidence room services. Video and audio tapes, film, evidence processing and bloodborne pathogens supplies.	\$ -	\$ -	\$ 1,170
521.80.35	Small Tools & Equipment-Evidence Room		\$ -	\$ -	\$ 500
		<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,670</b>

## BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **LAW ENFORCEMENT**  
 DIVISION: **PROPERTY & EVIDENCE ROOM**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.355.030.521.80.00.00</b>		<b>PROPERTY &amp; EVIDENCE ROOM</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
521.80.41	Professional Services	Provides for photo processing of major crime scenes, polygraph examinations, DNA analysis, interpreters, employment security searches, financial traces, courier services, and towing.	\$ -	\$ -	\$ -
521.80.42	Communications	Provides for long distance calls and postage.	\$ -	\$ -	\$ 50
		Long Distance			\$ 20
		Postage			\$ 30
					<u>\$ 50</u>
521.80.43	Travel	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars.	\$ -	\$ -	\$ 250
521.80.48.16	Repair and Maintenance	Provides for unexpected small repairs & maintenance in the Evidence Room.	\$ -	\$ -	\$ 1,000
521.80.49	Miscellaneous	Provides for developing of basic crime scene photos and enlarging photographs for court.	\$ -	\$ -	\$ -
521.80.49.22	Dues, Schools, and Conferences	Provides for fees and tuition, dues and membership associated with training.	\$ -	\$ -	\$ 350
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,650</b>

## BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **LAW ENFORCEMENT**  
 DIVISION: **PROPERTY & EVIDENCE ROOM**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.355.030.521.80.00.00</b>		<b>PROPERTY &amp; EVIDENCE ROOM</b>			
		<b>INTERFUND SERVICES</b>			
521.80.99.01	Computer Maintenance	Provides for division's share of interfund maintenance costs of computers and printer.	\$ -	\$ -	\$ 2,942
521.80.99.02	Computer Replacement	Provides for division's share of interfund replacement costs of computers and printer.	\$ -	\$ -	\$ 279
521.80.99.05	Interfund Insurance	Provides for division's share of interfund insurance costs.	\$ -	\$ -	\$ 3,358
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,579</b>
		<b>CAPITAL OUTLAYS</b>			
594.21.62.01	Evidence Room Improvements		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAYS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL PROPERTY AND EVIDENCE ROOM DIVISION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,388</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
PATROL DIVISION

		2011	2011	2012	2012	2012	2012	2012	2013	2013	2013	2013	2013
		AMEND	ACTUAL	ADOPTED	AMEND	ACTUAL	EST	EST	DEPT	DPT REQ	NEW	EXEC	ADOPTED
001.360.030	PATROL DIVISION					Jan-June	YR TOTAL	YR TOTAL	REQ	ADJSTD	REQUEST	AMEND	
	521.22.10 SALARIES & WAGES	1,489,773	1,368,779	1,510,171	1,510,171	700,665	1,510,171	1,424,604	2,419,848	2,419,848		2,419,848	2,267,925
*	<b>521.30.10 SALARIES &amp; WAGES</b>	0	0	0	0	0	0	0	0	0		0	(122,506)
	521.22.10.03 SALARIES-SCHOOL RESOURCE OFF	87,228	88,839	78,759	78,759	45,272	78,759	91,410	82,441	71,069		71,069	70,316
	521.22.10.10 HOLIDAY PAY-OUT	28,649	20,476	29,041	29,041	-	29,041	29,041	46,536	46,536		46,536	43,614
*	<b>521.30.10.10 HOLIDAY PAY-OUT</b>	0	0	0	0	-	0	0	0	0		0	(2,356)
	521.22.10.13 HOLIDAY PAY-OUT-SCHOOL RES OFF	1,677	1,719	1,741	1,741	-	1,741	1,775	1,822	1,822		1,822	1,803
	521.22.11 OVERTIME	150,707	117,299	144,839	144,839	55,549	144,839	127,500	224,138	224,138		224,138	235,138
*	<b>521.30.11 OVERTIME</b>	0	0	0	0	0	0	0	0	0		0	(7,000)
	521.22.11.02 OVERTIME TRAINING	27,000	42,771	24,500	24,500	39,686	24,500	58,000	44,970	44,970	47,800	44,970	44,970
**	<b>521.40.11.02 OVERTIME TRAINING</b>	0	0	0	0	0	0	0	0	0		0	(44,970)
	521.22.11.02 OVERTIME-SCH RSR OFFICER	10,675	11,008	10,675	10,675	1,896	10,675	7,125	10,675	10,675		10,675	10,675
	<b>SUB TOTAL</b>	<b>1,795,709</b>	<b>1,650,891</b>	<b>1,799,726</b>	<b>1,799,726</b>	<b>843,069</b>	<b>1,799,726</b>	<b>1,739,455</b>	<b>2,830,430</b>	<b>2,819,058</b>	<b>47,800</b>	<b>2,819,058</b>	<b>2,497,609</b>
	521.22.20 PERSONNEL BENEFITS	609,158	559,489	593,828	593,828	281,924	593,828	571,712	1,048,605	1,022,191	7,200	1,022,491	961,557
*	<b>521.30.20 PERSONNEL BENEFITS</b>	0	0	0	0	0	0	0	0	0		0	(66,604)
	521.22.20.02 L&I BENEFITS-RESERVE OFFICERS	3,500	0	3,500	3,500	0	3,500	0	3,500	3,500		3,500	3,500
	521.22.20.03 PERSONNEL BEN-SCHOOL RES OFF	40,344	40,607	36,542	36,542	18,794	36,542	38,454	39,721	30,907		30,915	30,692
	521.22.20.90 EMPLOYEE MED. CONTR	(17,735)	(17,017)	(15,668)	(15,668)	(7,316)	(15,668)	(14,904)	(28,403)	(28,115)		(28,115)	(26,846)
*	<b>521.30.20.90 EMPLOYEE MED. CONTR</b>												1,295
	521.22.21 UNIFORMS-PATROL	36,000	9,053	20,000	20,000	8,495	20,000	27,735	20,000	20,000		20,000	20,000
*	<b>521.30.21 UNIFORMS-PATROL</b>												(1,000)
	<b>SUB TOTAL</b>	<b>671,267</b>	<b>592,133</b>	<b>638,202</b>	<b>638,202</b>	<b>301,898</b>	<b>638,202</b>	<b>622,997</b>	<b>1,083,423</b>	<b>1,048,483</b>	<b>7,200</b>	<b>1,048,791</b>	<b>922,594</b>
	521.22.31 OFFICE & OPER SUPPLIES	17,000	34,909	17,000	17,000	15,708	17,000	34,230	18,000	18,000		18,000	18,000
	521.22.32.01 UNLEADED FUEL (ISF)	75,094	81,102	77,841	77,841	50,222	99,261	94,278	127,543	127,200		127,200	127,200
*	<b>521.30.32.01 UNLEADED FUEL (ISF)</b>	0	0	0	0	0	0	0	0	0		0	(3,000)
	521.22.32.02 DIESEL FUEL (ISF)	713	1,343	1,343	1,343	0	1,343	568	583	583		583	583
	521.22.32.03 UNLEADED FUEL (OUTSIDE)	5,500	137	5,500	5,500	0	550	85	7,500	7,500		7,500	7,500
	521.22.35 SMALL TOOLS & EQUIPMENT	40,000	11,793	25,000	25,000	2,888	20,000	8,694	25,000	25,000		25,000	22,000
	521.22.35.90 SMALL EQP > \$1,000 < \$5,000	0	-	-	0	0	0	0	-	-		-	-
	<b>SUB TOTAL</b>	<b>138,307</b>	<b>129,284</b>	<b>126,684</b>	<b>126,684</b>	<b>68,818</b>	<b>138,154</b>	<b>137,855</b>	<b>178,626</b>	<b>178,283</b>	<b>0</b>	<b>178,283</b>	<b>172,283</b>
	521.22.41 PROFESSIONAL SERVICES	15,000	13,026	14,900	14,900	7,247	13,750	14,450	15,900	15,900		15,900	15,900
	521.22.41.08 PROF SERVICES-SHREDDING		50	100	100	0	50	100	100	100		100	100
***	<b>521.22.41.31 DISPATCH SERVICES</b>	0	0	0	0	0	0	0	0	0		0	577,249
****	<b>521.22.41.45 ADVERTISING</b>	3,000		3,000	3,000	-	1,500	3,000	3,000	3,000		3,000	3,000
	521.22.42 COMMUNICATIONS	26,508	31,550	28,595	28,595	13,721	27,163	29,634	35,832	32,520		32,520	32,520
*	<b>521.30.42 COMMUNICATIONS</b>												(1,400)
	521.22.43 TRAVEL	5,230	2,563	5,230	5,230	1,078	5,230	3,575	10,230	10,230		10,230	10,230
*	<b>521.30.43 TRAVEL</b>	0	0	0	0	-	-	-	0	0		0	(175)
	521.22.45 OPER RENTALS & LEASES	8,000	1,604	5,000	5,000	0	3,000	1,500	5,000	5,000		5,000	4,000
	521.22.48 REPAIR & MAINTENANCE	8,000	12,986	8,000	8,000	4,834	8,000	10,707	8,000	8,000		8,000	8,000
*****	<b>521.51.48 REPAIR &amp; MAINTENANCE</b>												(1,000)
	521.22.48.18 SUB-STATION MAINTENANCE	-	-	-	-	-	-	-	2,100	2,100		2,100	2,100
*****	<b>521.51.48.18 SUB-STATION MAINTENANCE</b>												(2,100)
	521.22.49 MISCELLANEOUS	3,730	962	3,730	3,730	0	3,500	500	4,230	4,230		4,230	4,230
	521.22.49.20 LAUNDRY	5,725	3,074	3,725	3,725	1,606	3,300	3,682	6,725	6,725		6,725	6,725
*	<b>521.30.49.20 LAUNDRY</b>												(250)
	521.22.49.22 DUES, SCHOOLS & CONFERENCES	8,947	7,724	8,947	8,947	2,155	8,947	8,947	8,447	8,447		8,447	8,447
*	<b>521.30.49.22 DUES, SCHOOLS &amp; CONFERENCES</b>	0	0	0	0	0	0	0	0	0		0	(725)
**	<b>521.40.49.22 DUES, SCHOOLS &amp; CONFERENCES</b>												(3,500)
	<b>SUB TOTAL</b>	<b>84,140</b>	<b>73,539</b>	<b>81,227</b>	<b>81,227</b>	<b>30,640</b>	<b>74,440</b>	<b>76,095</b>	<b>99,564</b>	<b>96,252</b>	<b>0</b>	<b>96,252</b>	<b>663,351</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
PATROL DIVISION

001.360.030 PATROL DIVISION		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 EST YR TOTAL	2013 DEPT REQ	2013 DPT REQ ADJSTD	2013 NEW REQUEST	2013 EXEC AMEND	2013 ADOPTED
521.22.99.01	COMPUTER MAINTENANCE	97,466	97,466	97,466	97,466	48,733	97,466	97,466	128,675	128,675		128,675	128,675
*	<b>521.30.99.02</b> COMPUTER MAINTENANCE	0	0	0	0	0	0	0	0	0		0	(5,884)
521.22.99.02	COMPUTER REPLACEMENT	12,222	12,222	10,710	10,710	5,355	10,710	10,710	47,892	47,892		23,946	23,946
*	<b>521.30.99.03</b> COMPUTER REPLACEMENT	0	0	0	0	0	0	0	0	0		0	(557)
521.22.99.03	EQUIPMENT MAINTENANCE	39,000	39,000	62,400	62,400	31,200	62,400	62,400	123,000	123,000		98,400	98,400
*	<b>521.30.99.04</b> EQUIPMENT MAINTENANCE	0	0	0	0	0	0	0	0	0		0	(10,500)
521.22.99.04	EQUIPMENT REPLACEMENT	70,075	70,706	0	0	0	0	0	198,082	198,082		0	0
*	<b>521.30.99.05</b> EQUIPMENT REPLACEMENT	0	0	0	0	0	0	0	0	0		0	0
521.22.99.05	INTERFUND INSURANCE	104,341	104,341	88,387	88,387	88,387	88,387	88,387	113,655	113,655		113,655	113,655
*	<b>521.30.99.05</b> INTERFUND INSURANCE	0	0	0	0	0	0	0	0	0		0	(8,942)
**	<b>521.40.99.05</b> INTERFUND INSURANCE												(1,855)
521.22.99	<b>SUB TOTAL</b>	323,104	323,735	258,963	258,963	173,675	258,963	258,963	611,304	611,304	0	364,676	336,938
594.21.64	EQUIPMENT	0	0	0	0	0	0	0	-	-	35,820	-	-
594.21.60	<b>SUB TOTAL</b>	0	0	0	0	0	0	0	-	-	35,820	-	-
	<b>PATROL DIVISION TOTAL</b>	3,012,527	2,769,580	2,904,802	2,904,802	1,418,100	2,909,485	2,835,365	4,803,346	4,753,380	90,820	4,507,060	4,592,775

- \* Moved to New Division: **365-CRIME PREVENTION** and recoded to New Account Code for Activities Related to Crime Prevention per State Auditor's Office
- \*\* Moved to New Division: **344-POLICE OFFICERS TRAINING** and recoded to New Account Code for Activities Related to Police Officers Training per State Auditor's Office
- \*\*\* Moved from PD Administration
- \*\*\*\* New Account Code for Advertising per State Auditor's Office
- \*\*\*\*\* Moved to New Division: **342-POLICE FACILITIES** and recoded to New Account Code for Expenditures Related to Police Facilities per State Auditor's Office



## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.360.030.521.22.00.00</b>		<b>PATROL</b>				
		<b>SALARIES AND WAGES</b>				
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.	\$ 2,419,848	\$ -	\$ 2,419,848	\$ 2,267,925
		4.0 Sergeants				
		11.0 Officers				
		2.0 Vacant Positions				
		<del>2.0</del> Vacant Positions				
		<b>EXEC AMEND:</b> Freeze Positions in 2013				
		1.0 Officer transfer from Levy Lid Lift in 2012				
		4.0 Officers transfer from Levy Lid Lift in 2013				
		2.0 CSO's transfer from Lid Lift in 2013				
		-2.0 CSO's moved to New Division: <b>365</b>				\$ (122,506)
		2.0 Officers transfer from COPS Hiring Recovery prog				
		<u>24.0</u> FTE's				
521.22.10.03	Salaries-School Resource Off	This position is funded through an interlocal agreement with the <u>Highline School District until June 1, 2013.</u>	71,069	-	71,069	70,316
		1.00 Officer				
		-0.25 520 hours assigned to ATS Program				
		<u>0.75</u> FTE				
521.22.10.10	Holiday Pay-Out	Provides for maximum holiday pay cash-out of 40 hrs per Patrol officer & CSO.	46,536	-	46,536	43,614
		Moved to New Division: <b>365</b>				(2,356)
521.22.10.13	Holiday Pay-Out-School Res Off	Provides for maximum holiday pay cash-out of 40 hrs for school resource officer.	1,822	-	1,822	1,803

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.360.030.521.22.00.00</b>			<b>PATROL</b>			
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.	224,138	-	224,138	235,138
		Moved to New Division: <b>365</b>				(7,000)
521.22.11.02	Overtime Training	Provides overtime pay for mandatory training for 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.	44,970		44,970	44,970
		Moved to New Division: <b>344</b>				(44,970)
		Request is based on actual usage and need to meet basic industry standards as well as mandates by federal, state, local, and insurance authority directives.				
		<b>EXEC AMEND: Not Approved</b>		47,800		
521.22.11.02	Overtime-Sch Rsr Officer	Provides for overtime for school resource officer.	10,675	-	10,675	10,675
<b>TOTAL SALARIES AND WAGES</b>			<b>\$ 2,819,058</b>	<b>\$ 47,800</b>	<b>\$ 2,819,058</b>	<b>\$ 2,497,609</b>
<b>PERSONNEL BENEFITS</b>						
521.22.20	Personnel Benefits	Provides for personnel benefits for police officers and community service officers assigned to the Patrol Division.	\$ 1,022,191		\$ 1,022,491	\$ 961,557
		<b>EXEC AMEND: Not Approved</b>		\$ 7,200		
		Moved to New Division: <b>365</b>				(66,604)
521.22.20.03	Personnel Ben-School Res Off	Provides for personnel benefits for the School Resource Officer.	30,907	-	30,915	30,692

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.360.030.521.22.00.00</b>		<b>PATROL</b>				
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.	(28,115)	-	(28,115)	(26,846)
		Moved to New Division: <b>365</b>				1,295
521.22.21	Uniforms-Patrol	Provides uniforms for Sergeants, Police Officers, & CSO's assigned to the Patrol Division and uniforms for the reserve officers. This is determined by collective bargaining agreement.	20,000	-	20,000	20,000
		Moved to New Division: <b>365</b>				(1,000)
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 1,048,483</b>	<b>\$ 7,200</b>	<b>\$ 1,048,791</b>	<b>\$ 922,594</b>
		<b>SUPPLIES</b>				
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.	\$ 18,000	\$ -	\$ 18,000	\$ 18,000
521.22.32.01	Unleaded Fuel (Isf)	Provides for unleaded gas to operate vehicles assigned to the Patrol Division.	127,200	-	127,200	127,200
		Moved to New Division: <b>365</b>				(3,000)
521.22.32.02	Diesel Fuel (Isf)	Provides for diesel gas to operate vehicles assigned to the Patrol Division.	583	-	583	583
521.22.32.03	Unleaded Fuel (Outside)	Provides for outside fuel to operate vehicles assigned to the Patrol Division.	7,500	-	7,500	7,500

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.360.030.521.22.00.00</b>		<b>PATROL</b>				
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.	25,000	-	25,000	22,000
<b>TOTAL SUPPLIES</b>			<b>\$ 178,283</b>	<b>\$ -</b>	<b>\$ 178,283</b>	<b>\$ 172,283</b>
<b>OTHER SERVICES AND CHARGES</b>						
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.	\$ 15,900	\$ -	\$ 15,900	\$ 15,900
521.22.41.08	Professional Services- Shredding	Provides for document shredding services.	\$ 100		\$ 100	\$ 100
521.22.41.31	Dispatch Services	Provides for contract services with Valley Communications Center for 911 call dispatch services.				\$ 577,249
521.22.41.45	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
521.22.42	Communications	Provides for telephone lines, long distance phone charges and cellular air time for staff.	32,520		32,520	32,520
		Also provides for Aircards in police patrol vehicles for communicating with Valley Comm.		-		
		Moved to New Division: <b>365</b>				(1,400)
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.	10,230	-	10,230	10,230
		Moved to New Division: <b>365</b>				(175)

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.360.030.521.22.00.00</b>		<b>PATROL</b>				
521.22.45	Oper Rentals & Leases	Provides for leasing one Identi-Kit and a shredder.	5,000	-	5,000	4,000
521.22.48	Repair & Maintenance	Provides for routine maintenance and unexpected small repairs to Patrol Division equipment.	8,000	-	8,000	8,000
		Moved to New Division: <b>342</b>				(1,000)
521.22.48.18	Sub-Station Maintenance	Provides for routine maintenance and unexpected small repairs to Sub-station facility.	2,100	-	2,100	2,100
		Moved to New Division: <b>342</b>				(2,100)
521.22.49	Miscellaneous	Provides for printing, cost of photo developing for court and emergency phone lines for victims.	4,230	-	4,230	4,230
521.22.49.20	Laundry	Provides for uniform cleaning for patrol unit personnel.	6,725	-	6,725	6,725
		Moved to New Division: <b>365</b>				(250)
521.22.49.22	Dues, Schools & Conferences	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.	8,447		8,447	8,447
		Moved to New Division: <b>365</b>				(725)
		Moved to New Division: <b>344</b>				(3,500)
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 96,252</b>	<b>\$ -</b>	<b>\$ 96,252</b>	<b>\$ 663,351</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
<b>001.360.030.521.22.00.00</b>		<b>PATROL</b>				
		<b>INTERFUND SERVICES</b>				
521.22.99.01	Computer Maintenance	Provides for division's share of interfund maintenance costs for Patrol computers.	\$ 128,675	\$ -	\$ 128,675	\$ 128,675
		Moved to New Division: <b>365</b>				\$ (5,884)
521.22.99.02	Computer Replacement	Provides for division's share of interfund replacement costs for Patrol computers.	\$ 47,892	\$ -	\$ 23,946	\$ 23,946
		Moved to New Division: <b>365</b>				\$ (557)
521.22.99.03	Equipment Maintenance	Provides for division's share of interfund replacement costs for Patrol vehicles.	\$ 123,000	\$ -	\$ 98,400	\$ 98,400
		Moved to New Division: <b>365</b>				\$ (10,500)
521.22.99.04	Equipment Replacement	Provides for division's share of interfund replacement costs for Patrol vehicles.	\$ 198,082	\$ -	\$ -	\$ -
521.22.99.05	Interfund Insurance	Provides for Patrol Division's contribution to the City's self-insurance fund.	\$ 113,655	\$ -	\$ 113,655	\$ 113,655
		Moved to New Division: <b>365</b>				\$ (8,942)
		Moved to New Division: <b>344</b>				\$ (1,855)
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 611,304</b>	<b>\$ -</b>	<b>\$ 364,676</b>	<b>\$ 336,938</b>
		<b>CAPITAL OUTLAYS</b>				
594.21.64	Equipment	Purchase of 6 new in-car video cameras to replace the worn-out existing in-car video cameras. <b>EXEC AMEND: Not Approved</b>	\$ -	\$ 35,820	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAYS</b>	<b>\$ -</b>	<b>\$ 35,820</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL PATROL DIVISION</b>	<b>\$ 4,753,380</b>	<b>\$ 90,820</b>	<b>\$ 4,507,060</b>	<b>\$ 4,592,775</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
CRIME PREVENTION

	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>* 001.365.030 CRIME PREVENTION</b>										
** 521.30.10 SALARIES & WAGES										122,506
** 521.30.10.10 HOLIDAY PAY-OUT										2,356
** 521.30.11 OVERTIME										7,000
** 521.30.11.02 OVERTIME TRAINING										1,440
521.30.10 <b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	0	133,302
** 521.30.20 PERSONNEL BENEFITS										59,910
** 521.30.20.90 EMPLOYEE MED. CONTRIBUTION										(1,295)
** 521.30.21 UNIFORMS										1,000
521.30.20 <b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	0	59,615
** 521.30.31 OPERATING SUPPLIES										0
** 521.30.32.01 UNLEADED FUEL (ISF)										3,000
** 521.30.35 SMALL TOOLS/MINOR EQUIP.										0
521.30.30 <b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	0	3,000
** 521.30.41 PROFESSIONAL SERVICES										0
** 521.30.42 COMMUNICATIONS										1,400
** 521.30.43 TRAVEL										175
** 521.30.49 MISCELLANEOUS										0
** 521.30.49.20 LAUNDRY										250
** 521.30.49.22 DUES, SCHOOLS, CONF.										725
521.30.40 <b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	0	2,550
** 521.30.99.01 COMPUTER INTERFUND MAINTENANCE										5,884
** 521.30.99.02 COMPUTER INTERFUND REPLACEMENT										557
** 521.30.99.03 EQUIPMENT RENTAL MAINTENANCE										10,500
** 521.30.99.04 EQUIPMENT RENTAL REPLACEMENT										0
** 521.30.99.05 INTERFUND INSURANCE										8,942
521.30.90 <b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	0	25,883
594.39.64 EQUIPMENT	0	0	0	0	-	-	-	-	-	-
594.39.60 <b>SUB TOTAL</b>	0	0	0	0	-	-	-	-	-	-
<b>CRIME PREVENTION TOTAL</b>	0	0	0	0	0	0	0	0	0	224,350

\* 001.365 is New Division for Crime Prevention

\*\* New Account Code for Crime Prevention per State Auditor's Office

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **LAW ENFORCEMENT**  
 DIVISION: **CRIME PREVENTION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.365.030.521.30</b>					
<b>CRIME PREVENTION</b>					
<b>SALARIES AND WAGES</b>					
521.30.10	Salaries & Wages	Provides for 2.0 FTE'S Community Service Officers (CSO's).	\$ -	\$ -	\$ 122,506
521.30.10.10	Holiday Pay-Out	Provides for maximum holiday pay cash-out of 40 hours.	\$ -	\$ -	\$ 2,356
521.30.11	Overtime	Provides for overtime for due to excessive work loads.	\$ -	\$ -	\$ 7,000
521.30.11.02	Overtime Training	Provides overtime pay for 2 CSO's training in first aid, bloodborne and airborne pathogens, defensive driving and other training mandated by the State.	\$ -	\$ -	\$ 1,440
<b>TOTAL SALARIES AND WAGES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,302</b>
<b>PERSONNEL BENEFITS</b>					
521.30.20	Personnel Benefits	Provides payroll benefits for 2 CSO's.	\$ -	\$ -	\$ 59,910
521.30.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ -	\$ -	\$ (1,295)
521.30.21	Uniforms	Provides uniforms for 2 CSO's.	\$ -	\$ -	\$ 1,000
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,615</b>
<b>SUPPLIES</b>					
521.30.31	Operating Supplies	Provides for purchase of supplies needed to perform crime prevention services.	\$ -	\$ -	\$ -
521.30.32.01	Fuel	Provides for fuel for operating vehicles assigned to Crime Prevention Division.	\$ -	\$ -	\$ 3,000
521.30.35	Small Tools/Minor Equip.	Provides for purchase of small equipment.	\$ -	\$ -	\$ -
<b>TOTAL SUPPLIES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>



# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **LAW ENFORCEMENT**  
 DIVISION: **CRIME PREVENTION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.365.030.521.30</b>		<b>CRIME PREVENTION</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
521.30.41	Professional Services	Provides for other professional services related to crime prevention services.	\$ -	\$ -	\$ -
521.30.42	Communications	Provides for cellular air time for 2 CSO's.	\$ -	\$ -	\$ 1,400
521.30.43	Travel	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars.	\$ -	\$ -	\$ 175
521.30.49	Miscellaneous	Provides for printing and other miscellaneous expenses.	\$ -	\$ -	\$ -
521.30.49.20	Laundry	Provides for uniform cleaning of 2 CSO's.	\$ -	\$ -	\$ 250
521.30.49.20	Dues, Schools, Conf.	Provides for fees and tuition, dues and memberships associated with training.	\$ -	\$ -	\$ 725
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,550</b>
		<b>INTERFUND SERVICES</b>			
521.30.99.01	Computer Interfund Maintenance	Provides for maintenance of computers for the community service officers.	\$ -	\$ -	\$ 5,884
521.30.99.02	Computer Interfund Replacement	Provides for replacement of computers for the community service officers.	\$ -	\$ -	\$ 557
521.30.99.03	Equipment Rental Maintenance	Provides for Crime Prevention Division's share of interfund maintenance for the Community Service Officers' vehicles.	\$ -	\$ -	\$ 10,500
521.30.99.04	Equipment Rental Replacement	Provides for Crime Prevention Division's share of replacement costs for the Community Service Officers' vehicles.	\$ -	\$ -	\$ -
521.30.99.05	Interfund Insurance	Crime Prevention Division's contribution to the Self Insurance Fund.	\$ -	\$ -	\$ 8,942
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,883</b>
		<b>TOTAL CRIME PREVENTION DIVISION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 224,350</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

LAW ENFORCEMENT  
POLICE GRANTS

	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>001.380.030 POLICE GRANTS</b>									
<b>521.23.00 BUREAU OF JUSTICE</b>									
521.23.21 UNIFORMS-BULLET PROOF VESTS	6,000	7,348	6,000	6,000	1,725	7,145	7,000	7,000	7,000
521.23.35 SMALL TOOLS & EQP-VESTS	-	-	-	-	-	-	-	-	-
<b>SUB TOTAL</b>	<b>6,000</b>	<b>7,348</b>	<b>6,000</b>	<b>6,000</b>	<b>1,725</b>	<b>7,145</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>521.70.00.00 PUBLIC HEALTH/KING COUNTY WTSC</b>									
521.70.11.00 OVERTIME	-	1,087	-	-	-	-	-	-	-
521.70.20.00 PERSONNEL BENEFITS	-	164	-	-	-	-	-	-	-
<b>SUB TOTAL</b>	<b>-</b>	<b>1,251</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>001.380.003 WA TRAFFIC SAFETY COMMISSION</b>									
521.70.11.30 OVERTIME CLICK-IT OR TICKET	5,000	-	5,000	5,000	-	2,500	7,000	7,000	7,000
521.70.20.30 PERSONNEL BENEFITS CLICK IT OR TICKET	673	-	753	753	-	375	1,052	1,053	1,052
521.70.35 SMALL TOOLS & EQUIPMENT	-	-	-	8,820	-	8,820	-	-	-
521.70.64.00 WTSC GRANT/EQUIPMENT	-	-	-	-	-	-	-	-	-
<b>SUB TOTAL</b>	<b>5,673</b>	<b>-</b>	<b>5,753</b>	<b>14,573</b>	<b>-</b>	<b>11,695</b>	<b>8,052</b>	<b>8,053</b>	<b>8,052</b>
<b>521.24.00 WASPC/SEX OFFENDER VERIFICATION</b>									
521.24.11.00 OVERTIME-WASPC/SEX OFFNDR VERIF	7,500	9,440	11,500	11,500	5,888	10,091	14,811	14,811	14,811
521.24.20.00 BENEFITS-WASPC/SEX OFFNDR VERIF	1,010	1,414	1,732	1,732	869	1,489	2,226	2,228	2,228
521.24.35.00 SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-
521.24.35.90 SMALL EQP < \$1,000 > \$5,000	-	-	-	-	-	-	-	-	-
<b>SUB TOTAL</b>	<b>8,510</b>	<b>10,854</b>	<b>13,232</b>	<b>13,232</b>	<b>6,757</b>	<b>11,580</b>	<b>17,037</b>	<b>17,039</b>	<b>17,039</b>
<b>001.380.005 WA AUTO THEFT PREVENTION AUTHORITY</b>									
521.22.31.00 SUPPLIES	-	684	-	-	-	-	-	-	-
521.22.35.00 SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-
521.22.35.90 SMALL EQP < \$1,000 > \$5,000	-	-	-	-	-	-	-	-	-
521.22.35.90 COMMUNICATIONS	-	-	-	-	-	-	-	-	-
<b>SUB TOTAL</b>	<b>-</b>	<b>684</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>001.380.007 COPS HIRING RECOVERY PROGRAM</b>									
521.22.10.00 SALARY	163,345	165,068	172,644	172,644	86,344	174,040	-	-	-
521.22.10.10 HOLIDAY PAY-OUT	3,141	-	3,320	3,320	-	3,320	-	-	-
521.22.11.00 OVERTIME	15,000	11,029	15,000	15,000	4,826	11,601	-	-	-
521.22.11.02 OVERTIME-TRAINING	-	-	-	-	-	-	-	-	-
521.22.20.00 PERSONNEL BENEFITS	73,876	73,799	71,486	71,486	37,448	74,550	-	-	-
521.22.20.90 DEPENDENT MEDICAL EE CONTRIBUTION	(2,547)	(2,598)	(2,151)	(2,151)	(1,192)	(2,383)	-	-	-
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	-	-	-	-	-	-	-	-	-
<b>SUB TOTAL</b>	<b>252,815</b>	<b>247,298</b>	<b>260,299</b>	<b>260,299</b>	<b>127,425</b>	<b>261,128</b>	<b>-</b>	<b>-</b>	<b>-</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

LAW ENFORCEMENT  
POLICE GRANTS

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>001.380.030</b>	<b>POLICE GRANTS</b>									
<b>001.380.010</b>	<b>RECOV ACT/ED BYRNE(JAG)/PD TECH UPGRADE</b>									
521.22.35.90	SMALL EQP < \$1,000 > \$5,000	-	-	-			-			
594.21.64.00	EQUIPMENT-Police Training Room Tech Upgrade	-	-	-			-			
001.380.008	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-
<b>001.380.011</b>	<b>BUREAU JUSTICE ASSIST(JAG) FY 10/EQP</b>									
521.22.35.00	SMALL TOOLS & EQUIPMENT	-		-			-			
521.22.35.90	SMALL EQP < \$1,000 > \$5,000	-	7,749	-			-			
001.380.008	<b>SUB TOTAL</b>	-	7,749	-	-	-	-	-	-	-
<b>TOTAL POLICE GRANTS</b>		<b>272,998</b>	<b>275,183</b>	<b>285,284</b>	<b>294,104</b>	<b>135,907</b>	<b>291,548</b>	<b>32,089</b>	<b>32,092</b>	<b>32,091</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.380.030.521.2X.00.00</b>		<b>POLICE GRANTS</b>			
<b>521.23.00</b>		<b>BUREAU OF JUSTICE</b>			
		<b>BULLET PROOF VESTS</b>			
521.23.21	Uniforms	\$7,000 for 10 bullet proof vest @ \$1,000 each, of which one-half (\$3,500) will be reimbursed to the City through a grant from the Federal Bureau of Justice.	\$ 7,000	\$ 7,000	\$ 7,000
		<b>TOTAL BULLET PROOF VESTS</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
<b>521.70.00</b>		<b>WASHINGTON TRAFFIC SAFETY COMMISSION</b>			
521.70.11.30	Overtime		\$ 7,000	\$ 7,000	\$ 7,000
521.70.20.30	Personnel Benefits CLICK IT OR TICKET		\$ 1,052	\$ 1,053	\$ 1,052
521.70.64.00	WTSC Grant/Equipment		\$ -	\$ -	\$ -
		<b>TOTAL WTSC</b>	<b>\$ 8,052</b>	<b>\$ 8,053</b>	<b>\$ 8,052</b>
<b>521.24.00</b>		<b>WASPC/SEX OFFENDER VERIFICATION</b>			
521.24.11.00	Overtime	Provides for overtime hours.	\$ 14,811	\$ 14,811	\$ 14,811
521.24.20.00	Personnel Benefits	Provides for the benefits associated with overtime.	\$ 2,226	\$ 2,228	\$ 2,228
521.24.35	Small Tools & Equipment		\$ -	\$ -	\$ -
521.24.35.90	Small Equipment < \$1,000 > \$5,000		\$ -	\$ -	\$ -
		<b>TOTAL WASPC/SEX OFFENDER VERIFICATION</b>	<b>\$ 17,037</b>	<b>\$ 17,039</b>	<b>\$ 17,039</b>
		<b>TOTAL POLICE GRANTS</b>	<b>\$ 32,089</b>	<b>\$ 32,092</b>	<b>\$ 32,091</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

LAW ENFORCEMENT  
AUTOMATED SPEED ENFORCEMENT PROGRAM

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>001.385.030</b>	<b>AUTOMATED SPEED ENFORCEMENT</b>									
521.70.10.00	SALARIES	\$ -	\$ 612	\$ 39,336	\$ 39,336	\$ 12,434	\$ 27,744	\$ 93,037	\$ 90,886	\$ 112,363
521.70.20.00	BENEFITS		217	6,927	6,927	4,155	8,253	38,810	37,377	41,615
521.70.31.00	OPERATING SUPPLIES									
521.70.35.xx	SMALL TOOLS/MINOR EQUIP.									
521.70.41.xx	PROFESSIONAL SERVICES	28,500	9,500	93,000	93,000	47,500	114,000	228,000	228,000	228,000
521.70.42	COMMUNICATIONS									
521.70.43	TRAVEL									
521.70.48	REPAIR & MAINTENANCE			500	500	-		1,000	1,000	1,000
521.70.49	MISCELLANEOUS			1,237	1,237	-		2,474	2,474	2,474
521.70.xx.xx										
521.70.00	<b>SUB TOTAL</b>	<b>28,500</b>	<b>10,329</b>	<b>141,000</b>	<b>141,000</b>	<b>64,089</b>	<b>149,997</b>	<b>363,321</b>	<b>359,737</b>	<b>385,452</b>
597.21	TRANSFER OUT/FUND 319			-	-	-	-	-	-	146,013
597.21.00	<b>SUB TOTAL</b>	<b>57,000</b>	<b>19,829</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>146,013</b>
	<b>TOTAL AUTOMATED SPEED ENFORCEMENT PROGRAM</b>	<b>28,500</b>	<b>10,329</b>	<b>141,000</b>	<b>141,000</b>	<b>64,089</b>	<b>149,997</b>	<b>363,321</b>	<b>359,737</b>	<b>531,465</b>

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.385.030.521.70.00.00</b>		<b>AUTOMATED TRAFFIC ENFORCEMENT PROGRAM</b>			
521.70.10	Salaries & Wages	Provides salaries for the following personnel: 0.60 Court Clerk 0.06 Judge 0.06 Court Security 0.30 Court File Clerk 0.25 Record Specialist 0.25 School Resource Police Officer 0.12 Master Police Sergeant 0.02 Associate Transportation Engr <u>1.66</u> FTE's	\$ 93,037	\$ 90,886	\$ 112,363
521.70.20	Personnel Benefits	Provides payroll benefits for automated traffic enforcement program personnel.	\$ 38,810	\$ 37,377	\$ 41,615
521.70.35	Small Tools/Minor Equipment		-	-	-
521.70.41	Professional Services		\$ 228,000	\$ 228,000	\$ 228,000
521.70.42	Communications		-	-	-
521.70.43	Travel		-	-	-
521.70.48	Repair & Maintenance		\$ 1,000	\$ 1,000	\$ 1,000
521.70.49	Miscellaneous		\$ 2,474	\$ 2,474	\$ 2,474
597.21	Transfer Out/Fund 319 ASE Program		\$ -	\$ -	\$ 146,013
<b>TOTAL AUTOMATED SPEED ENFORCEMENT PROGRAM</b>			<b>\$ 363,321</b>	<b>\$ 359,737</b>	<b>\$ 531,465</b>

CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
ANIMAL CONTROL

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>001.540.030</b>	<b>ANIMAL CONTROL</b>										
* 554.30.10	SALARIES & WAGES	66,264	66,926	68,400	68,400	34,300	68,400	68,800	70,236	70,236	69,490
* 554.30.10.10	HOLIDAY PAY	1,274	0	1,315	1,315	765	1,315	1,315	1,351	1,351	1,336
* 554.30.11	OVERTIME	2,800	3,386	2,800	2,800	1,726	2,800	3,485	2,800	2,800	2,800
* 554.30.11.02	OVERTIME TRAINING	560	0	560	560	0	560	0	560	560	560
554.30.10	<b>SUB TOTAL</b>	70,898	70,312	73,075	73,075	36,791	73,075	73,600	74,947	74,947	74,186
* 554.30.20	PERSONNEL BENEFITS	21,158	21,739	23,038	23,038	11,326	23,038	22,431	23,965	23,823	23,643
* 554.30.20.90	EMPLOYEE MED. CONTRIBUTION	0	0	0	0	0	0	0	0	0	0
* 554.30.21	UNIFORMS	1,000	269	1,000	1,000	0	1,000	0	1,000	1,000	1,000
554.30.20	<b>SUB TOTAL</b>	22,158	22,008	24,038	24,038	11,326	24,038	22,431	24,965	24,823	24,643
* 554.30.31	OPERATING SUPPLIES	2,000	2,311	2,000	2,000	123	2,000	2,000	2,000	2,000	2,000
* 554.30.32.01	UNLEADED FUEL (ISF)	2,580	2,664	2,716	2,716	1,706	3,405	3,181	3,306	3,306	3,306
* 554.30.35	SMALL TOOLS/MINOR EQUIP.	500	367	500	500	0	500	500	500	500	500
554.30.30	<b>SUB TOTAL</b>	5,080	5,342	5,216	5,216	1,829	5,905	5,681	5,806	5,806	5,806
* 554.30.41	PROFESSIONAL SERVICES	860	1,695	860	860	-	860	-	860	860	860
* 554.30.41.21	PROF ANIMAL CARE SERVICES	10,000	2,589	8,000	8,000	2,788	6,500	6,500	8,000	8,000	8,000
* 554.30.42	COMMUNICATIONS	787	672	826	826	312	710	741	776	776	776
* 554.30.43	TRAVEL	157	0	157	157	0	157	0	157	157	157
* 554.30.48	REPAIR & MAINTENANCE	500	0	500	500	0	200	0	500	500	500
* 554.30.49	MISCELLANEOUS	600	0	600	600	0	500	600	600	600	600
* 554.30.49.20	LAUNDRY	400	213	400	400	90	220	335	400	400	400
* 554.30.49.22	DUES, SCHOOLS, CONF.	500	1,272	500	500	233	500	500	500	500	500
554.30.40	<b>SUB TOTAL</b>	13,804	6,442	11,843	11,843	3,423	9,647	8,676	11,793	11,793	11,793
* 554.30.99.01	COMPUTER MAINTENANCE	2,942	2,942	2,942	2,942	1,471	2,942	2,942	2,942	2,942	2,942
* 554.30.99.02	COMPUTER REPLACEMENT	216	216	191	191	95	191	191	639	320	320
* 554.30.99.03	EQUIPMENT MAINTENANCE	2,250	2,250	672	672	336	672	672	4,500	3,600	3,600
* 554.30.99.04	EQUIPMENT REPLACEMENT	0	0	0	0	0	0	0	9,756	0	0
* 554.30.99.05	INTERFUND INSURANCE	4,305	4,305	3,651	3,651	3,651	3,651	3,651	4,410	4,410	4,410
554.30.90	<b>SUB TOTAL</b>	9,713	9,713	7,456	7,456	5,553	7,456	7,456	22,247	11,272	11,272
* 594.54.64	EQUIPMENT	0	0	0	0	-	-	-	-	-	-
594.39.60	<b>SUB TOTAL</b>	0	0	0	0	-	-	-	-	-	-
	<b>ANIMAL CONTROL TOTAL</b>	121,653	113,816	121,628	121,628	58,923	120,121	117,844	139,758	128,640	127,700

\* New Account Code for Animal Control per State Auditor's Office

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.540.030.554.30.00.00</b>		<b>ANIMAL CONTROL</b>			
		<b>SALARIES AND WAGES</b>			
554.30.10	Salaries & Wages	Provides for 1.0 FTE Animal Control Officer (ACO) to perform animal control functions, preventive animal control, and emergency response.	\$ 70,236	\$ 70,236	\$ 69,490
554.30.10.10	Holiday Pay	Provides for maximum holiday pay cash-out of 40 hours.	\$ 1,351	\$ 1,351	\$ 1,336
554.30.11	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
554.30.11.02	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
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 74,947</b>	<b>\$ 74,947</b>	<b>\$ 74,186</b>
		<b>PERSONNEL BENEFITS</b>			
554.30.20	Personnel Benefits	Provides payroll benefits for one Animal Control Officer.	\$ 23,965	\$ 23,823	\$ 23,643
554.30.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ -	\$ -	\$ -
554.30.21	Uniforms	Provides uniforms for animal control officer.	\$ 1,000	\$ 1,000	\$ 1,000
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 24,965</b>	<b>\$ 24,823</b>	<b>\$ 24,643</b>
		<b>SUPPLIES</b>			
554.30.31	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
554.30.32.01	Fuel	Provides for fuel for operating one vehicle assigned to the Animal Control Division.	\$ 3,306	\$ 3,306	\$ 3,306
554.30.35	Small Tools/Minor Equip.	Provides for purchase of animal traps and portable kennels.	\$ 500	\$ 500	\$ 500



## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.540.030.554.30.00.00</b>		<b>ANIMAL CONTROL</b>			
		<b>TOTAL SUPPLIES</b>	<b>\$ 5,806</b>	<b>\$ 5,806</b>	<b>\$ 5,806</b>
		<b>OTHER SERVICES AND CHARGES</b>			
554.30.41	Professional Services	Provides for other professional services related to animal control services.	\$ 860	\$ 860	\$ 860
554.30.41.21	Prof Animal Care Services	Provides for veterinarian services and other animal care services.	\$ 8,000	\$ 8,000	\$ 8,000
554.30.42	Communications	Provides long-distance phone service and cellular airtime to reduce the number of billable from Valley Communications.	\$ 776	\$ 776	\$ 776
554.30.43	Travel	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars.	\$ 157	\$ 157	\$ 157
554.30.48	Repair & Maintenance	Provides for routine maintenance and unexpected small repairs to Animal Control equipment.	\$ 500	\$ 500	\$ 500
554.30.49	Miscellaneous	Provides for printing and other miscellaneous expenses.	\$ 600	\$ 600	\$ 600
554.30.49.20	Laundry	Provides for uniform cleaning of one animal control officer.	\$ 400	\$ 400	\$ 400
554.30.49.20	#REF!	Provides for fees and tuition, dues and memberships associated with training.	\$ 500	\$ 500	\$ 500
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 11,793</b>	<b>\$ 11,793</b>	<b>\$ 11,793</b>

# BUDGET NARRATIVE

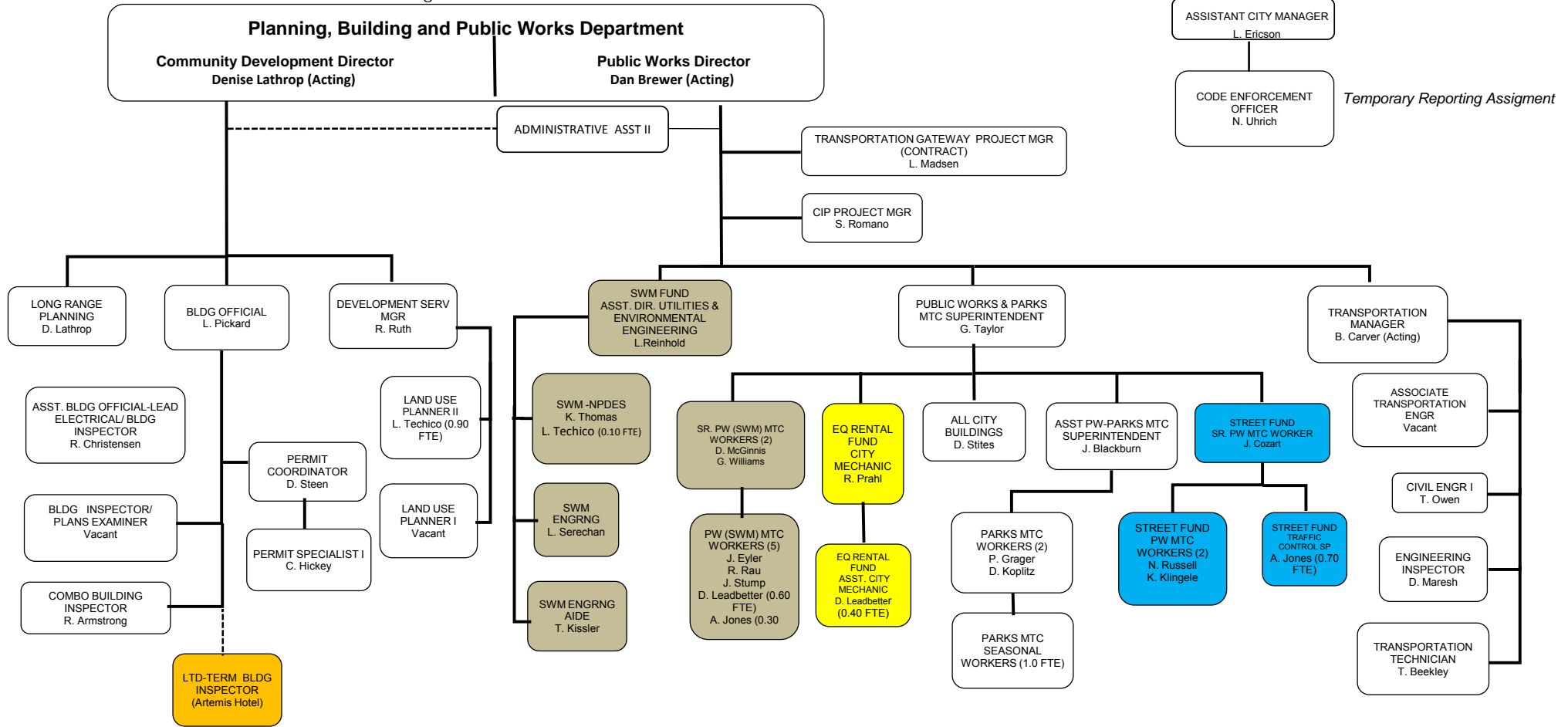
2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.540.030.554.30.00.00</b>		<b>ANIMAL CONTROL</b>			
		<b>INTERFUND SERVICES</b>			
554.30.99.01	Computer Maintenance	Provides for maintenance of one computer for the animal control officer.	\$ 2,942	\$ 2,942	\$ 2,942
554.30.99.02	Computer Replacement	Provides for replacement of one computer for the animal control officer.	\$ 639	\$ 320	\$ 320
554.30.99.03	Equipment Maintenance	Provides for animal control's share of interfund maintenance for the Animal Control vehicle.	\$ 4,500	\$ 3,600	\$ 3,600
554.30.99.04	Equipment Replacement	Provides for animal control's share of replacement costs for the Animal Control vehicle.	\$ 9,756	\$ -	\$ -
554.30.99.05	Interfund Insurance	Animal Control's contribution to the Self Insurance Fund.	\$ 4,410	\$ 4,410	\$ 4,410
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 22,247</b>	<b>\$ 11,272</b>	<b>\$ 11,272</b>
		<b>TOTAL ANIMAL CONTROL DIVISION</b>	<b>\$ 139,758</b>	<b>\$ 128,640</b>	<b>\$ 127,700</b>

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

Interim Organizational Chart - 2013



**Department Divisions**

- Administration
- Long Range Planning
- Building
- Development Services
- Surface Water Management
- Public Work and Parks Maintenance
- Transportation & Engineering

**Department Programs**

- |  |                                     |
|--|-------------------------------------|
| <ul style="list-style-type: none"> <li>Administration</li> <li>Joint Minor Home Repair</li> <li>Plan Development</li> <li>Development Services</li> <li>Community Development Grants</li> <li>Building Division</li> </ul>   | <p><b>Community Development</b></p> |
| <ul style="list-style-type: none"> <li>Code Enforcement</li> <li>Engineering Services</li> <li>Surface Water Management Engineering</li> <li>SWM NPDES Permit Program</li> <li>All City Buildings</li> <li>Facilities/CIP Management</li> <li>Park Operations Services</li> <li>City Streets</li> <li>SWM Maintenance</li> <li>Equipment Rental</li> </ul> | <p><b>Public Works</b></p>          |
| <ul style="list-style-type: none"> <li>Transportation CIP</li> <li>SWM CIP</li> <li>MCI CIP</li> <li>Facility Repair &amp; Replacement</li> </ul>  |                                     |
- ← *Temporarily Reports to Assistant City Manager*

# BUDGET NARRATIVE

2013

FUND: GENERAL

DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>PLANNING, BUILDING AND PUBLIC WORKS (PBPW)</b>			<b>\$ 3,660,054</b>	<b>\$ 3,376,218</b>	<b>\$ 3,110,515</b>
<b>001.490.040.558.60</b>	<b>Administrative Division</b>		<b>\$ 455,320</b>	<b>\$ 419,075</b>	<b>\$ 238,945</b>
		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.			
<b>001.300.040.518.30</b>	<b>All City Buildings</b>		<b>\$ 281,528</b>	<b>\$ 272,513</b>	<b>\$ 260,324</b>
		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.			
<b>001.305.040.518.20</b>	<b>Facilities/ CIP Management</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 159,593</b>
		This program is responsible for management of City-owned facilities, which includes City Hall, Public Works Engineering building, Public Works and Parks Service Center, and Beach Park buildings.			
<b>001.470.040.524.60</b>	<b>Code Enforcement Division</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 107,907</b>
		This Division is responsible for the enforcement of the City's Municipal Code, those codes incorporated by reference therein such as the International Building Code, International Fire Code, RCW codes, and WAC codes.			

# BUDGET NARRATIVE

2013

FUND: **GENERAL**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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<b>001.480.040.544.20</b>	<b>Engineering Services Division</b>	<b>\$ 687,224</b>	<b>\$ 529,650</b>	<b>\$ 523,586</b>
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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 Transportation capital improvements. It also reviews residential and commercial development proposals.

<b>001.495.040.559.30</b>	<b>Joint Minor Home Repair Program</b>	<b>\$ 39,552</b>	<b>\$ 39,537</b>	<b>\$ 39,485</b>
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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.

<b>001.500.040.558.50</b>	<b>Building Division</b>	<b>\$ 827,196</b>	<b>\$ 815,327</b>	<b>\$ 733,508</b>
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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.

<b>001.580.040.558.60</b>	<b>Plan Development</b>	<b>\$ 191,303</b>	<b>\$ 190,915</b>	<b>\$ 147,387</b>
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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

2013

FUND: **GENERAL**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.600.040.558.60</b>		<b>Development Services Division</b>	<b>\$ 312,169</b>	<b>\$ 308,451</b>	<b>\$ 259,145</b>
		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.			
<b>001.610.040.554.90</b>		<b>Community Development Grants</b>	<b>\$ 51,891</b>	<b>\$ 51,887</b>	<b>\$ 51,844</b>
		This program accounts for all expenditures associated with grants awarded to the Department, such as grants for the hazardous and recycling events program, shoreline master plan, etc.			
<b>001.635.040.576.81</b>		<b>Park Operations</b>	<b>\$ 813,871</b>	<b>\$ 748,864</b>	<b>\$ 588,791</b>
		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

2013 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS  
ADMINISTRATION

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>001.490.040</b>	<b>PBPW - ADMIN</b>									
558.60.10	SALARIES & WAGES	289,047	309,031	298,345	298,345	154,956	307,470	311,531	282,846	279,897
* 518.20.10	SALARIES & WAGES	0	0	0	0	0	0			(93,788)
** 524.60.10	SALARIES & WAGES									(74,112)
558.60.11.00	OVERTIME	500	448	500	500	0	0	500	500	500
558.60.10	<b>SUB TOTAL</b>	<b>289,547</b>	<b>309,479</b>	<b>298,845</b>	<b>298,845</b>	<b>154,956</b>	<b>307,470</b>	<b>312,031</b>	<b>283,346</b>	<b>112,497</b>
558.60.20	PERSONNEL BENEFITS	80,435	84,215	92,544	92,544	46,161	87,244	96,303	92,446	91,726
* 518.20.20	PERSONNEL BENEFITS									(26,146)
** 524.60.20	PERSONNEL BENEFITS									(22,695)
558.60.20.90	EMPLOYEE MED. CONTRIBUTION	(481)	(629)	(488)	(488)	(296)	(888)	(900)	(1,227)	(1,228)
558.60.21	UNIFORMS	300	903	300	300	247	300	300	300	300
* 518.20.21	UNIFORMS									(150)
** 524.60.21	UNIFORMS									(150)
558.60.20	<b>SUB TOTAL</b>	<b>80,254</b>	<b>84,490</b>	<b>92,356</b>	<b>92,356</b>	<b>46,112</b>	<b>86,656</b>	<b>95,703</b>	<b>91,519</b>	<b>41,657</b>
558.60.31	OPERATING SUPPLIES	2,000	1,605	2,000	2,000	770	2,000	2,000	2,000	2,000
* 518.20.31	OPERATING SUPPLIES									(300)
** 524.60.31	OPERATING SUPPLIES									(300)
558.60.32.01	UNLEADED FUEL (ISF)	1,895	1,736	1,747	1,747	849	1,750	1,820	1,820	1,820
* 518.20.32.01	UNLEADED FUEL (ISF)									(950)
** 524.60.32.01	UNLEADED FUEL (ISF)									(870)
558.60.35	SM TOOLS & EQUIPMENT	1,500	366	1,500	1,500	0	475	1,500	1,500	1,500
558.60.30	<b>SUB TOTAL</b>	<b>5,395</b>	<b>3,706</b>	<b>5,247</b>	<b>5,247</b>	<b>1,619</b>	<b>4,225</b>	<b>5,320</b>	<b>5,320</b>	<b>2,900</b>
558.60.41	PROFESSIONAL SERVICES	2,000	0	2,000	2,000	0	0	2,000	2,000	62,152
*** 558.60.41.45	ADVERTISING	200		200	200	0		200	200	200
558.60.42	COMMUNICATIONS	2,937	2,432	2,937	2,937	1,041	2,496	2,522	2,522	2,522
* 518.20.42	COMMUNICATIONS									(30)
** 524.60.42	COMMUNICATIONS									(1,822)
558.60.43	TRAVEL EXPENSES	434	630	434	434	231	935	434	434	1,084
* 518.20.43	TRAVEL EXPENSES									(575)
** 524.60.43	TRAVEL EXPENSES									(275)
558.60.45	OPERATING RENTALS	500	(8)	500	500	-	-	500	500	0
558.60.45.02	COPIER LEASE	0	1	0	0	149	25	30	30	30
558.60.48	REPAIRS & MAINT	200	5	200	200	0	0	200	200	0
558.60.49	MISCELLANEOUS	700	1,332	250	250	68	250	250	250	450
558.60.49.22	DUES, SCHOOLS, & CONFERENCES			450	450	25	315	450	450	450
* 518.20.49.22	DUES, SCHOOLS, & CONF									(100)
** 524.60.49.22	DUES, SCHOOLS, & CONF			0	0	0	0	0	0	(65)
558.60.40	<b>SUB TOTAL</b>	<b>6,971</b>	<b>4,391</b>	<b>6,971</b>	<b>6,971</b>	<b>1,514</b>	<b>4,021</b>	<b>6,586</b>	<b>6,586</b>	<b>64,021</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS  
ADMINISTRATION

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>001.490.040</b>	<b>PBPW - ADMIN</b>									
558.60.99.01	COMPUTER MAINTENANCE	13,976	13,976	13,976	13,976	5,823	13,976	13,976	13,976	13,976
* 518.20.99.01	COMPUTER MAINTENANCE									(2,547)
** 524.60.99.01	COMPUTER MAINTENANCE									(2,547)
558.60.99.02	COMPUTER REPLACEMENT	1,149	1,149	1,012	1,012	422	1,012	3,387	1,694	1,694
* 518.20.99.02	COMPUTER REPLACEMENT									(279)
** 524.60.99.02	COMPUTER REPLACEMENT									(279)
558.60.99.03	EQUIPMENT MAINTENANCE	900	900	480	480	200	480	900	720	720
** 524.60.99.03	EQUIPMENT MAINTENANCE									(720)
558.60.99.04	EQUIPMENT REPLACEMENT	0	-	0	0	0	-	1,503	0	0
558.60.99.05	INTERFUND INSURANCE	14,332	14,332	12,136	12,136	12,136	12,136	15,914	15,914	15,914
* 518.20.99.05	INTERFUND INSURANCE									(3,990)
** 524.60.99.05	INTERFUND INSURANCE									(4,072)
558.60.90	<b>SUB TOTAL</b>	30,357	30,357	27,604	27,604	18,581	27,604	35,680	32,304	17,870
594.58.64.00	EQUIPMENT	-	-	-	-	-	-	-	-	-
	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-
	<b>PLNG/BLDG/PW ADMINISTRATION TOTAL</b>	412,524	432,424	431,023	431,023	222,782	429,976	455,320	419,075	238,945

\* Moved to New Division: 305 and recoded to New Account Codes for Facilities/CIP Management per State Auditor's Office

\*\* Moved to New Division: 470 and recoded to New Account Codes for Code Enforcement per State Auditor's Office

\*\*\* New Account Code for Advertising per State Auditor's Office



## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.490.040.558.60.00.00</b>		<b>PBPW ADMINISTRATION</b>			
		<b>SALARIES AND WAGES</b>			
558.60.10	Salaries & Wages	<p>Provides for the following Personnel:</p> <p>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.</p> <p><b>-0.80</b> PBPW Director retired in November, 2012. Will come back to work as a consultant in 2013.</p> <p>0.65 Interim Public Works (PW) Director            Remaining time are allocated: 0.15 FTE in Street Fund; and 0.15 FTE in SWM; 0.05 in Equipment Rental. <b>NOTE:</b> 0.20 FTE reimbursed from Transportation CIP</p> <p>0.60 Admin Asst II (Position was cut from 1.0 to 0.80 FTE in 2009 &amp; remained at 0.80 FTE thru 2011). Position restored to Full Time in July 2012.            Remainder of Admin Asst II time allocated in 2013 to: 0.15 in Transportation Engrng; 0.15 in SWM; 0.05 in Streets; &amp; .05 in Equipment Rental. <b>Note:</b> 0.15 reimbursed from Transportation CIP</p> <p>1.00 Code Enforcement Officer</p> <p><b>-1.00</b> Moved to New Division: <b>470</b></p> <p>1.00 CIP Project Manager /Facilities Coordinator</p> <p><b>-1.00</b> Moved to New Division: <b>305</b></p> <p>1.25 FTEs</p>	\$ 311,531	\$ 282,846	\$ 279,897
558.60.11.00	Overtime	Provides for overtime for classified staff to attend City Council, neighborhood and community meetings, and for code enforcement activities.	\$ 500	\$ 500	\$ 500
		<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 312,031</b>	<b>\$ 283,346</b>	<b>\$ 112,497</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.490.040.558.60.00.00      BPBW ADMINISTRATION</b>					
<b>PERSONNEL BENEFITS</b>					
558.60.20	Personnel Benefits	Provides for personnel benefits.	\$ 96,303	\$ 92,446	\$ 91,726
					\$ (26,146)
					\$ (22,695)
558.60.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (900)	\$ (1,227)	\$ (1,228)
558.60.21	Uniforms	Provides for uniforms and protective equipment for Code Enforcement Officer.	\$ 300	\$ 300	\$ 300
					\$ (150)
					\$ (150)
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 95,703</b>	<b>\$ 91,519</b>	<b>\$ 41,657</b>
<b>SUPPLIES</b>					
558.60.31	Operating Supplies		\$ 2,000	\$ 2,000	\$ 2,000
					\$ (300)
					\$ (300)
558.60.32.01	Fuel		\$ 1,820	\$ 1,820	\$ 1,820
					\$ (950)
					\$ (870)
558.60.35	Sm Tools & Equipment	Provides small tools and equipment.	\$ 1,500	\$ 1,500	\$ 1,500
<b>TOTAL SUPPLIES</b>			<b>\$ 5,320</b>	<b>\$ 5,320</b>	<b>\$ 2,900</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.490.040.558.60.00.00</b>		<b>PBPW ADMINISTRATION</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
558.60.41	Professional Services	Professional services for management consulting and code enforcement interpreters.	\$ 2,000	\$ 2,000	\$ 62,152
		Management Consultant \$ 58,522			
		Other Professional Services \$ 3,130			
558.60.41.45	Advertising	Advertising in Seattle Times and Daily Journal of Commerce for consultant Letters of Qualification, contracting services as required, and personnel.	\$ 200	\$ 200	\$ 200
558.60.42	Communications	Provides for pager, long distance calls, and laptop/blackberry connection services.	\$ 2,522	\$ 2,522	\$ 2,522
		Moved to New Division: <b>305</b>			\$ (30)
		Moved to New Division: <b>470</b>			\$ (1,822)
558.60.43	Travel Expenses	Provides for meals, lodging, and mileage reimbursement for personnel training, trade classes and seminars.	\$ 434	\$ 434	\$ 1,084
		Moved to New Division: <b>305</b>			\$ (575)
		Moved to New Division: <b>470</b>			\$ (275)
558.60.45	Rentals & Leasing	Provides for equipment rental.	\$ 500	\$ 500	\$ -
558.60.45.02	Copier Lease	Provides for operating costs of copier for the Dept. Lease of copier is reclassified as a capital lease.	\$ 30	\$ 30	\$ 30
558.60.48	Repairs & Maintenance	Provides for equipment repair.	\$ 200	\$ 200	\$ -
558.60.49	Miscellaneous	Provides for miscellaneous services.	\$ 250	\$ 250	\$ 450
558.60.49.22	Dues, Schools, & Conferences	Provides for dues and conference registration fees.	\$ 450	\$ 450	\$ 450
		Moved to New Division: <b>305</b>			\$ (100)
		Moved to New Division: <b>470</b>			\$ (65)
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 6,586</b>	<b>\$ 6,586</b>	<b>\$ 64,021</b>

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.490.040.558.60.00.00</b>					
<b>PBPW ADMINISTRATION</b>					
<b>INTERFUND SERVICES</b>					
558.60.99.01	Computer Maintenance	Provides for computer maintenance.	\$ 13,976	\$ 13,976	\$ 13,976
		Moved to New Division: <b>305</b>			\$ (2,547)
		Moved to New Division: <b>470</b>			\$ (2,547)
558.60.99.02	Computer Interfund Replacement	Provides for Computer Hardware Replacement.	\$ 3,387	\$ 1,694	\$ 1,694
		Moved to New Division: <b>305</b>			\$ (279)
		Moved to New Division: <b>470</b>			\$ (279)
558.60.99.03	Equipment Maintenance	Equipment maintenance program, provides equipment maintenance by the City's mechanic.	\$ 900	\$ 720	\$ 720
		Moved to New Division: <b>470</b>			\$ (720)
558.60.99.04	Equipment Replacement	Equipment replacement program, provides equipment replacement reserve funds for when equipment needs to be replaced.	\$ 1,503	\$ -	\$ -
558.60.99.05	Interfund Insurance	Division's contribution to the City's self-insurance fund.	\$ 15,914	\$ 15,914	\$ 15,914
		Moved to New Division: <b>305</b>			\$ (3,990)
		Moved to New Division: <b>470</b>			\$ (4,072)
<b>TOTAL INTERFUND SERVICES</b>			<b>\$ 35,680</b>	<b>\$ 32,304</b>	<b>\$ 17,870</b>
<b>CAPITAL OUTLAY</b>					
594.58.64	Equipment	Equipment needed for the Department.	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL PBPW ADMINISTRATION</b>			<b>\$ 455,320</b>	<b>\$ 419,075</b>	<b>\$ 238,945</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS

ALL CITY BLDGS.

		2011	2011	2012	2012	2012	2012	2012	2013	2013	2013
		AMEND	ACTUAL	ADOPTED	AMEND	ACTUAL	EST YR	EST YR	DEPT	EXEC	ADOPTED
001.300.040 ALL CITY BUILDINGS						Jan-June	TOTAL	Finance	REQ	AMEND	
518.30.10	SALARIES & WAGES	67,686	68,274	77,494	77,494	38,042	77,494	76,891	82,320	82,320	81,451
518.30.11	OVERTIME	9,000	9,518	9,000	9,000	4,743	9,000	9,570	9,000	9,000	9,000
518.30.10	<b>SUB TOTAL</b>	76,686	77,792	86,494	86,494	42,785	86,494	86,461	91,320	91,320	90,451
518.30.20	PERSONNEL BENEFITS	28,780	32,252	34,141	34,141	16,941	34,141	33,148	36,736	36,572	36,332
518.30.20.90	EMPLOYEE MED. CONTRIBUTION	(715)	(579)	(541)	(541)	(296)	(541)	(592)	(772)	(772)	(773)
518.30.21	UNIFORMS	250	276	250	250	-	250	150	250	250	250
518.30.20	<b>SUB TOTAL</b>	28,315	31,948	33,850	33,850	16,645	33,850	32,706	36,214	36,050	35,809
518.30.31	OPERATING SUPPLIES	6,000	6,901	6,000	6,000	4,442	6,000	7,323	6,000	6,000	6,000
518.30.32.01	UNLEADED FUEL (ISF)	2,061	2,066	2,018	2,018	1,075	2,181	2,199	2,286	2,286	2,286
518.30.35	SM TOOLS & EQUIPMENT	750	434	750	750	138	750	683	750	750	750
518.30.30	<b>SUB TOTAL</b>	8,811	9,401	8,768	8,768	5,655	8,931	10,205	9,036	9,036	9,036
518.30.41	PROFESSIONAL SERVICES	30,620	21,391	2,000	2,000	417	2,000	860	2,000	2,000	2,000
518.30.41.32	JANITORIAL SERVICES			23,620	23,620	9,841	23,620	20,753	23,620	23,620	23,620
518.30.42	COMMUNICATIONS	700	941	700	700	496	700	894	700	700	700
518.30.45	OPERATING RENTAL & LEASES	100	2	100	100	-	5	-	60	60	60
518.30.45.02	COPIER LEASE	0	0	0	0	18	36	8	40	40	40
518.30.45.05	LODGE RENTAL	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	34,831	33,971	33,971	20,157	35,500	33,972	36,455	36,455	36,455
518.30.48	REPAIRS & MAINT/CONTRACT	38,900	18,548	50,900	50,900	10,603	20,500	30,157	46,900	46,900	46,900
518.30.49	MISCELLANEOUS	650	522	250	250	515	650	750	250	250	250
518.30.49.20	LAUNDRY		13	300	300	120		262	300	300	300
518.30.49.22	DUES, SCHOOLS, & CONFERENCES			100	100	0			100	100	100
518.30.40	<b>SUB TOTAL</b>	119,870	84,048	119,741	119,741	46,718	90,811	95,456	118,225	118,225	118,225
518.30.99.03	EQUIPMENT RENTAL MAINTENANCE	1,500	1,500	604	604	252	604	604	3,000	2,400	2,400
518.30.99.04	EQUIPMENT REPAIR & REPLACEMENT	0	0	0	0	0	0	0	8,251	0	0
518.30.99.05	INTERFUND INSURANCE	5,122	5,122	4,340	4,340	4,340	4,340	4,340	4,403	4,403	4,403
518.30.99.06	FACILITY REPAIR AND REPLACEMENT	11,079	11,079	11,079	11,079	4,616	11,079	11,079	11,079	11,079	11,079
* 518.20.99.06	FACILITY REPAIR AND REPLACEMENT	0	0	0	0	0	0	0	0	0	(11,079)
518.30.90	<b>SUB TOTAL</b>	17,701	17,701	16,023	16,023	9,208	16,023	16,023	26,733	17,882	6,803
594.18.63	IMPROVEMENTS		-	-		-	-	-	-	-	-
594.18.60	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	-
<b>ALL CITY BUILDINGS TOTAL</b>		251,383	220,890	264,876	264,876	121,010	236,109	240,851	281,528	272,513	260,324

\* Moved to New Division: 305

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.300.040.518.30.00.00</b>		<b>ALL CITY BUILDINGS</b>			
		<b>SALARIES AND WAGES</b>			
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 FTE's</u>	\$ 79,776 2,544	\$ 82,320	\$ 81,451
518.30.11	Overtime	Provides pager compensation for Facility Maintenance Worker.	\$ 9,000	\$ 9,000	\$ 9,000
		<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 91,320</b>	<b>\$ 91,320</b>	<b>\$ 90,451</b>
		<b>PERSONNEL BENEFITS</b>			
518.30.20	Personnel Benefits	Provides Personnel Benefits for the Facility Maintenance Staff.	\$ 36,736	\$ 36,572	\$ 36,332
518.30.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	(\$772)	(\$772)	(\$773)
518.30.21	Uniforms	Provides uniforms for Facility Maintenance Worker.	\$ 250	\$ 250	\$ 250
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 36,214</b>	<b>\$ 36,050</b>	<b>\$ 35,809</b>
		<b>SUPPLIES</b>			
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.	\$ 2,286	\$ 2,286	\$ 2,286
518.30.35	Small Tools & Equipment	Provides small tools and equipment for building maintenance including power and hand tools, etc.	\$ 750	\$ 750	\$ 750
		<b>TOTAL SUPPLIES</b>	<b>\$ 9,036</b>	<b>\$ 9,036</b>	<b>\$ 9,036</b>

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.300.040.518.30.00.00</b>		<b>ALL CITY BUILDINGS</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
518.30.41	Professional Services	Security monitoring system:	\$ 2,000	\$ 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	\$ 700	\$ 700	\$ 700
		Cell Phone/Pager	\$ 50		
			\$ 650		
			<u>\$ 700</u>		
518.30.45	Rentals & Leasing	Provides equipment rental for needed building maintenance.	\$ 60	\$ 60	\$ 60
518.30.45.02	Copier Lease		\$ 40	\$ 40	\$ 40
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.	\$ 36,455	\$ 36,455	\$ 36,455
		Electricity	\$ 23,292		
		Water	\$ 4,933		
		Sewer	\$ 497		
		SWM	\$ 6,077		
		Natural Gas	\$ 1,656		
			<u>\$ 36,455</u>		
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 - \$1,000	\$ 46,900	\$ 46,900	\$ 46,900
518.30.49	Miscellaneous	Provides for miscellaneous services, including contract services (e.g., throw rug cleaning and first aid boxes).	\$ 250	\$ 250	\$ 250

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.300.040.518.30.00.00</b>		<b>ALL CITY BUILDINGS</b>			
518.30.49.20	Laundry	Provides for laundry services.	\$ 300	\$ 300	\$ 300
518.30.49.22	Dues, Schools, & Conferences	Provides for dues & training registration.	\$ 100	\$ 100	\$ 100
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 118,225</b>	<b>\$ 118,225</b>	<b>\$ 118,225</b>
		<b>INTERFUND SERVICES</b>			
518.30.99.03	Equipment Maintenance	Equipment maintenance program, provides equipment maintenance by the City's mechanic.	\$ 3,000	\$ 2,400	\$ 2,400
518.30.99.04	Equipment Replacement	Equipment replacement program, provides equipment replacement reserve funds for when equipment needs to be replaced.	\$ 8,251	\$ -	\$ -
518.30.99.05	Interfund Insurance	Contribution to Self Insurance Fund.	\$ 4,403	\$ 4,403	\$ 4,403
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
		<b>Moved to New Division: 305</b>			\$ (11,079)
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 26,733</b>	<b>\$ 17,882</b>	<b>\$ 6,803</b>
		<b>CAPITAL OUTLAY</b>			
594.18.63	Improvements		\$ -	\$ -	\$ -
594.18.64	Equipment	Equipment needed for Building Maintenance	\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL ALL CITY BUILDINGS</b>	<b>\$ 281,528</b>	<b>\$ 272,513</b>	<b>\$ 260,324</b>



CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS  
FACILITIES/CIP MANAGEMENT

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
* 001.305.040	<b>FACILITIES/CIP MANAGEMENT</b>									
518.20.10	SALARIES & WAGES	0	0	0	0	0	0	0	0	93,788
518.20.10	<b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	93,788
518.20.20	PERSONNEL BENEFITS	0	0	0	0	0	0	0	0	26,146
518.20.20.90	EMPLOYEE MED. CONTRIBUTION	0	0	0	0	0	0	0	0	0
518.20.21	UNIFORMS	0	0	0	0	0	0	0	0	150
518.20.20	<b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	26,296
518.20.31	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	300
518.20.32.01	UNLEADED FUEL	0	0	0	0	0	0	0	0	950
518.20.35	SM TOOLS & EQUIPMENT	0	0	0	0	0	0	0	0	0
518.20.35.90	SMALL EQUIPMENT >\$1,000 <\$5,000	0	0	0	0	0	0	0	0	0
518.20.30	<b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	1,250
518.20.41	PROFESSIONAL SERVICES	0	0	0	0	0	0	0	0	0
518.20.42	COMMUNICATIONS	0	0	0	0	0	0	0	0	30
518.20.43	TRAVEL EXPENSES	0	0	0	0	0	0	0	0	575
518.20.45	OPERATING RENTALS & LEASES	0	0	0	0	0	0	0	0	7,500
518.20.49	MISCELLANEOUS	0	0	0	0	0	0	0	0	0
518.20.49.22	DUES, SCHOOLS, & CONFERENCES	0	0	0	0	0	0	0	0	100
518.20.40	<b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	8,205
518.20.99.01	COMPUTER INTERFUND MAINTENANCE	0	0	0	0	0	0	0	0	2,547
518.20.99.02	COMPUTER INTERFUND REPLACEMENT	0	0	0	0	0	0	0	0	279
518.20.99.03	EQUIPMENT RENTAL MAINTENANCE	0	0	0	0	0	0	0	0	720
518.20.99.04	EQUIPMENT REPAIR & REPLACEMENT	0	0	0	0	0	0	0	0	0
518.20.99.05	INTERFUND INSURANCE	0	0	0	0	0	0	0	0	3,990
518.20.99.06	FACILITY REPAIR AND REPLACEMENT	0	0	0	0	0	0	0	0	11,079
518.20.90	<b>SUB TOTAL</b>	0	0	0	0	0	0	0	0	18,615
597.18.00	TF OUT/FUND 220 ENERGY SAVNGS	0	0	0	0	0	0	0	0	11,439
597.18.00	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	11,439
	<b>FACILITIES/CIP MANAGEMENT TOTAL</b>	0	0	0	0	0	0	0	0	159,593

\* 001.305.040 is New Division for Facilities/ CIP Management

## BUDGET NARRATIVE 2013

FUND: **GENERAL FUND**  
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**  
DIVISION: **FACILITIES/CIP MANAGEMENT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.305.040.518.20.00.00</b>		<b>FACILITIES/CIP MANAGEMENT</b>			
		<b>SALARIES AND WAGES</b>			
518.20.10	Salaries & Wages	Provides for: <u>1.0</u> CIP Project Manager <u>1.0</u> FTE <b>NOTE:</b> 0.80 reimbursed from CIP (MCI, Transportation, Marina, & SWM) and Fund 506, Facility Repair & Replacement	\$ -	\$ -	\$ 93,788
		<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,788</b>
		<b>PERSONNEL BENEFITS</b>			
518.20.20	Personnel Benefits	Provides Personnel Benefits for the CIP Project Manager.	\$ -	\$ -	\$ 26,146
518.20.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.			
518.20.21	Uniforms	Provides uniforms for CIP Project Manager.	\$ -	\$ -	\$ 150
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,296</b>
		<b>SUPPLIES</b>			
518.20.31	Supplies	Provides building maintenance operating supplies, including wood, fasteners, paint, windows, lights, ballast, etc.	\$ -	\$ -	\$ 300
518.20.32.01	Fuel	Provides fuel for CIP Project Manager's vehicle.	\$ -	\$ -	\$ 950
518.20.35	Small Tools & Equipment	Provides small tools and equipment for building maintenance including power and hand tools, etc.	\$ -	\$ -	\$ -
		<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,250</b>

**BUDGET NARRATIVE**  
**2013**

FUND: **GENERAL FUND**  
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**  
DIVISION: **FACILITIES/CIP MANAGEMENT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.305.040.518.20.00.00</b>		<b>FACILITIES/CIP MANAGEMENT</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
518.20.42	Communications	Provides long distance phone call charges.	\$ -	\$ -	\$ 30
518.20.43	Travel Expenses	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars.	\$ -	\$ -	\$ 575
518.20.45	Operating Rentals & Leases	Provides for City parking lot (Fisher property) lease.	\$ -	\$ -	\$ 7,500
518.20.49	Miscellaneous	Provides for miscellaneous services, including contract services.	\$ -	\$ -	\$ -
518.20.49.22	Dues, Schools, & Conferences	Provides for dues & training registration.	\$ -	\$ -	\$ 100
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,205</b>
		<b>INTERFUND SERVICES</b>			
518.20.99.01	Computer Interfund Maintenance	Provides for division's share of interfund maintenance costs of computers and printer.	\$ -	\$ -	\$ 2,547
518.20.99.02	Computer Interfund Replacement	Provides for division's share of interfund replacement costs of computers and printer.	\$ -	\$ -	\$ 279
518.20.99.03	Equipment Maintenance	Provides vehicle maintenance by the City's mechanic.	\$ -	\$ -	\$ 720
518.20.99.04	Equipment Replacement	Provides equipment replacement reserve funds for when equipment needs to be replaced.	\$ -	\$ -	\$ -
518.20.99.05	Interfund Insurance	Contribution to Self Insurance Fund.	\$ -	\$ -	\$ 3,990
518.20.99.06	Facility Repair and Replacement	Assessment for funding of major repair and replacement of City facilities.	\$ -	\$ -	\$ 11,079
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,615</b>

**BUDGET NARRATIVE  
2013**

FUND: **GENERAL FUND**  
DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**  
DIVISION: **FACILITIES/CIP MANAGEMENT**

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.305.040.518.20.00.00</b>	<b>FACILITIES/CIP MANAGEMENT</b>			
	<b>TRANSFERS</b>			
597.18.00	Transfer-out/Fund 220 Energy Savings Project This is a transfer out to Fund 220 for General Fund's share of Energy Savings Program loan principal and interest.	\$ -	\$ -	\$ 11,439
	<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,439</b>
	<b>TOTAL FACILITIES/CIP MANAGEMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 159,593</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS  
CODE ENFORCEMENT

	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
* 001.470.040 CODE ENFORCEMENT									
524.60.10 SALARIES & WAGES	0	0	0	0	0	0	0	0	74,112
524.60.10 SUB TOTAL	0	0	0	0	0	0	0	0	74,112
524.60.20 PERSONNEL BENEFITS	0	0	0	0	0	0	0	0	22,695
524.60.20.90 EMPLOYEE MED. CONTRIBUTION	0	0	0	0	0	0	0	0	0
524.60.21 UNIFORMS	0	0	0	0	0	0	0	0	150
524.60.20 SUB TOTAL	0	0	0	0	0	0	0	0	22,845
524.60.31 OPERATING SUPPLIES	0	0	0	0	0	0	0	0	300
524.60.32.01 UNLEADED FUEL	0	0	0	0	0	0	0	0	870
524.60.35 SM TOOLS & EQUIPMENT	0	0	0	0	0	0	0	0	0
524.60.35.90 SMALL EQUIPMENT >\$1,000 <\$5,000	0	0	0	0	0	0	0	0	0
524.60.30 SUB TOTAL	0	0	0	0	0	0	0	0	1,170
524.60.42 COMMUNICATIONS	0	0	0	0	0	0	0	0	1,822
524.60.43 TRAVEL EXPENSES	0	0	0	0	0	0	0	0	275
524.60.49 MISCELLANEOUS	0	0	0	0	0	0	0	0	0
524.60.49.22 DUES, SCHOOLS, & CONFERENCES	0	0	0	0	0	0	0	0	65
524.60.40 SUB TOTAL	0	0	0	0	0	0	0	0	2,162
524.60.99.01 COMPUTER INTERFUND MAINTENANCE	0	0	0	0	0	0	0	0	2,547
524.60.99.02 COMPUTER INTERFUND REPLACEMENT	0	0	0	0	0	0	0	0	279
524.60.99.03 EQUIPMENT RENTAL MAINTENANCE	0	0	0	0	0	0	0	0	720
524.60.99.04 EQUIPMENT REPAIR & REPLACEMENT	0	0	0	0	0	0	0	0	0
524.60.99.05 INTERFUND INSURANCE	0	0	0	0	0	0	0	0	4,072
524.60.90 SUB TOTAL	0	0	0	0	0	0	0	0	7,618
CODE ENFORCEMENT TOTAL	0	0	0	0	0	0	0	0	107,907

\* 001.470.040 is New Division for Code Enforcement

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.470.040.524.60.00.00</b>		<b>CODE ENFORCEMENT</b>			
		<b>SALARIES AND WAGES</b>			
524.60.10	Salaries & Wages	Provides for: <u>1.0</u> Code Enforcement Officer <u>1.0</u> FTE	\$ -	\$ -	\$ 74,112
		<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,112</b>
		<b>PERSONNEL BENEFITS</b>			
524.60.20	Personnel Benefits	Provides Personnel Benefits for one Code Enforcement Officer.	\$ -	\$ -	\$ 22,695
524.60.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.			
524.60.21	Uniforms	Provides uniforms for Code Enforcement Officer.	\$ -	\$ -	\$ 150
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,845</b>
		<b>SUPPLIES</b>			
524.60.31	Supplies	Provides for general office supplies and forms needed to for code enforcement services.	\$ -	\$ -	\$ 300
524.60.32.01	Fuel	Provides fuel for Code Enforcement Officer's vehicle.	\$ -	\$ -	\$ 870
524.60.35	Small Tools & Equipment	Provides for purchase or replacement of small non-capitalized items.	\$ -	\$ -	\$ -
		<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,170</b>

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.470.040.524.60.00.00</b>		<b>CODE ENFORCEMENT</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
524.60.42	Communications	Provides for long distance calls and laptop/blackberry connection services.	\$ -	\$ -	\$ 1,822
524.60.43	Travel Expenses	Provides for lodging, meals, per diem, and other costs associated with training, conferences and seminars.	\$ -	\$ -	\$ 275
524.60.49	Miscellaneous	Provides for miscellaneous services, including contract services.	\$ -	\$ -	\$ -
524.60.49.22	Dues, Schools, & Conferences	Provides for dues & training registration.	\$ -	\$ -	\$ 65
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,162</b>
		<b>INTERFUND SERVICES</b>			
524.60.99.01	Computer Interfund Maintenance	Provides for division's share of interfund maintenance costs of computers and printer.	\$ -	\$ -	\$ 2,547
524.60.99.02	Computer Interfund Replacement	Provides for division's share of interfund replacement costs of computers and printer.	\$ -	\$ -	\$ 279
524.60.99.03	Equipment Maintenance	Provides vehicle maintenance by the City's mechanic.	\$ -	\$ -	\$ 720
524.60.99.04	Equipment Replacement	Provides equipment replacement reserve funds for when equipment needs to be replaced.	\$ -	\$ -	\$ -
524.60.99.05	Interfund Insurance	Contribution to Self Insurance Fund.	\$ -	\$ -	\$ 4,072
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,618</b>
		<b>TOTAL CODE ENFORCEMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 107,907</b>

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>ENGINEERING</b>			\$ 687,224	\$ 529,650	\$ 523,586

Revenues directly related to this department include:

	<b>2013</b>
Right-of-way Permits and Inspection Fees	\$ 100,000
Street Vacation Fees	\$ 10,000
Title Report Fees	\$ 7,500
Engineering Plan Review Fees	\$ 26,386
Engineering Plan Review Fees-One Time	\$ 107,918
HEAL Grant Funds (shown under HEAL budget worksheet)	\$ -
Transfer from CIP Funds	\$ 233,273
Acting Public Works Director	20%
Acting Transportation Manager	40%
Civil Engineer 1	60%
Engineering Inspector	10%
Transportation Tech.	70%
<b>Total Projected Revenue</b>	<b>\$ 485,077</b>

Note: 15% of Acting Public Works Director and 10% of Acting Transportation Manager allocated to Street Maintenance Management.



CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING,BUILDING & PUBLIC WORKS

ENGINEERING SERVICES

001.480.040	ENGINEERING SERVICES	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
*	544.20.10 SALARIES & WAGES	426,416	366,623	365,284	365,284	181,826	365,739	443,370	334,591	329,333
*	544.20.10.90 FURLOUGH	-	0		-	-	-	-	-	-
*	544.20.11 OVERTIME	2,500	4,224	2,500	2,500	49	2,570	2,500	2,500	2,500
	544.20.10 SUB TOTAL	428,916	370,847	367,784	367,784	181,874	368,309	445,870	337,091	331,833
*	544.20.20 PERSONNEL BENEFITS	132,939	123,453	128,669	128,669	65,600	125,647	162,486	119,187	117,900
*	544.20.20.90 EMPLOYEE MED. CONTRIBUTION	(2,215)	(2,273)	(2,051)	(2,051)	(1,192)	(2,383)	(2,894)	(2,894)	(1,693)
*	544.20.21 UNIFORMS	500	337	500	500	155	500	500	500	500
	544.20.20 SUB TOTAL	131,224	121,517	127,118	127,118	64,997	123,764	160,092	116,793	116,707
*	544.20.31 OFFICE & OPERATING SUPPLIES	3,000	1,921	3,000	3,000	716	3,000	3,000	3,000	3,000
*	544.20.32.01 UNLEADED FUEL (ISF)	2,800	2,670	2,819	2,819	1,471	2,808	2,920	2,920	2,920
*	544.20.35 SMALL TOOLS & EQUIPMENT	2,000	152	2,000	2,000	0	2,000	2,000	2,000	2,000
*	544.20.35.90 SMALL EQP >\$1,000 <\$5,000	-	0	-	-	-	0	-	-	-
	544.20.30 SUB TOTAL	7,800	4,744	7,819	7,819	2,187	7,808	7,920	7,920	7,920
*	544.20.41 PROFESSIONAL SERVICES	17,000	9,538	14,000	14,000	918	10,000	14,000	14,000	14,000
*	544.20.41.19 DOWNTWN WTR SYS -CTY SPRT	0	7,953	0	0	5,514	12,000	0	0	0
*	544.20.41.45 ADVERTISING	3,500	1,150	3,500	3,500	0	3,500	3,500	3,500	3,500
*	544.20.42 COMMUNICATIONS	3,245	2,331	3,245	3,245	1,068	2,489	2,700	2,700	2,700
*	544.20.43 TRAVEL	1,200	568	1,200	1,200	653	1,200	1,200	1,200	1,200
*	544.20.45.02 COPIER LEASE	476	846	850	850	871	850	850	850	850
*	544.20.49 MISCELLANEOUS	600	(981)	600	600	153	600	600	600	600
*	544.20.49.22 DUES, SCHOOLS, & CONFERENCES	4,000	2,444	4,000	4,000	1,365	4,000	4,000	4,000	4,000
**	544.20.49.25 PRINTING AND BINDING	500	104	500	500	0	500	500	500	500
	544.20.40 SUB TOTAL	30,521	23,953	27,895	27,895	10,543	35,139	27,350	27,350	27,350
*	544.20.99.01 COMPUTER MAINTENANCE	23,651	23,651	17,983	17,983	7,493	17,983	18,557	18,557	18,557
*	544.20.99.02 COMPUTER REPLACEMENT	1,779	1,779	1,038	1,038	433	1,038	4,029	2,015	2,015
*	544.20.99.03 EQUIP. MAINTENANCE	1,800	1,800	6,806	6,806	2,836	6,806	4,500	3,600	3,600
**	518.20.99.03 EQUIP. MAINTENANCE									(720)
*	544.20.99.04 EQUIP REPLACEMENT	-	-	-	-	-	-	2,582	0	0
*	544.20.99.05 INTERFUND INSURANCE	21,012	21,012	17,800	17,800	17,800	17,800	16,324	16,324	16,324
	544.20.90 SUB TOTAL	48,242	48,242	43,627	43,627	28,561	43,627	45,992	40,496	39,776
*	594.44.64 EQUIPMENT	-	-	-	-	-	-	-	-	-
	594.32.60 SUB TOTAL	-	0	-	-	-	-	-	-	-
	ENGINEERING SERVICES TOTAL	646,703	569,303	574,243	574,243	288,163	578,647	687,224	529,650	523,586

\* New Account for Engineering Services per State Auditor's Office

\*\* Transfer to New Division: 305 for Maintenance Assessment Charged to Vehicle Assigned to CIP Manager

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.480.040.544.20.00.00</b>		<b>ENGINEERING</b>			
		<b>SALARIES AND WAGES</b>			
544.20.10	Salaries & Wages	0.95 Assistant Director-Transportation & Engineering -0.95 Asst Director promoted to Acting Public Works Director & time allocation transfer to PBPW-Admin 0.88 Associate Transportation Engineer Remaining time are allocated: 0.10 FTE in Street Fund; and 0.02 FTE in ASE program. <b>NOTE:</b> 0.40 FTE reimbursed from Transportation CIP 1.00 Civil Engineer 1 <b>0.60 FTE</b> reimbursed from Transportation CIP 1.00 Engineering Inspector <b>0.10 FTE</b> reimbursed from Transportation CIP 1.00 Transportation Engineering Technician (Vacant) <b>0.70 FTE</b> reimbursed from Transportation CIP 0.10 AssIstant Director - Utilities and Environment <u>0.15</u> Administrative Assistant II 4.13 FTE's	\$ 443,370	\$ 334,591	\$ 329,333
544.20.11	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
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 445,870</b>	<b>\$ 337,091</b>	<b>\$ 331,833</b>

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.480.040.544.20.00.00</b>					
		<b>ENGINEERING</b>			
		<b>PERSONNEL BENEFITS</b>			
544.20.20	Personnel Benefits	Personnel benefits for all staff assigned to Engineering Department.	\$ 162,486	\$ 119,187	\$ 117,900
544.20.20.90	Employee Med. Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (2,894)	\$ (2,894)	\$ (1,693)
544.20.21	Uniforms	Provide engineering staff shirts & caps with City logo.	\$ 500	\$ 500	\$ 500
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 160,092</b>	<b>\$ 116,793</b>	<b>\$ 116,707</b>
		<b>SUPPLIES</b>			
544.20.31	Office/Operating Supplies	The cost breakdown by general category is as follows: 1. Reference books/manuals (WSDOT, ITE, FHWA, etc.) 2. Office copier (1/2 Eng & 1/2 SWM) 3. Plotter materials (1/4 Eng & SWM, 1/2 CD) 4. Photo processing 5. Plan copier materials (1/4 Eng & SWM, 1/2 CD) 6. Misc. office supplies	\$ 3,000	\$ 3,000	\$ 3,000
		\$ 1,000			
		\$ -			
		\$ 500			
		\$ 200			
		\$ 800			
		\$ 500			
		<u>\$ 3,000</u>			
544.20.32.01	Fuel	Gasoline for Engineering Department vehicles.	\$ 2,920	\$ 2,920	\$ 2,920
544.20.35	Small Tools & Equipment	The cost breakdown by general category is as follows: 1. Safety equipment (hard hats, vests, safety glasses, hearing protection, boots, etc.) 2. Traffic counter supplies (count tubes, PK nails, chain, 3. Survey tools (tapes, DMI's, levels, etc.) 4. Misc. office furniture 5. Engineering analysis software	\$ 2,000	\$ 2,000	\$ 2,000
		\$ 500			
		\$ 450			
		\$ 500			
		\$ -			
		\$ 550			
		<u>\$ 2,000</u>			
544.20.35.90	Small Eqp >\$1,000 <\$5,000		\$ -	\$ -	\$ -
		<b>TOTAL SUPPLIES</b>	<b>\$ 7,920</b>	<b>\$ 7,920</b>	<b>\$ 7,920</b>

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.480.040.544.20.00.00</b>		<b>ENGINEERING</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
544.20.41	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.	\$ 14,000	\$ 14,000	\$ 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	7,500		
		5. Peak Hour Turning Movement Counts	1,200		
		6. Graphic Preparation (Presentations)	2,500		
			<u>\$ 15,650</u>		
544.20.41.45	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
544.20.42	Communications	Telephone Lines	\$ 1,160	\$ 2,700	\$ 2,700
		Long Distance	\$ 200		
		Cell Phones (\$1,280 CTE & \$605 Inspector)	\$ 1,885		
			<u>\$ 3,245</u>		
544.20.43	Travel	For travel to professional training seminars during the year for technical staff.	\$ 1,200	\$ 1,200	\$ 1,200
544.20.45.02	Copier Lease	Provides for operating costs of copier for the Engineering Dept. Lease of copier is reclassified as a capital lease.	\$ 850	\$ 850	\$ 850

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.480.040.544.20.00.00</b>		<b>ENGINEERING</b>			
544.20.49	Miscellaneous	Minor expenses not budgeted elsewhere: subscriptions, public display materials, etc.	\$ 600	\$ 600	\$ 600
544.20.49.22	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)	<u>\$ 180</u>		
			<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.			
544.20.49.25	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
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<u>\$ 27,350</u>	<u>\$ 27,350</u>	<u>\$ 27,350</u>

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.480.040.544.20.00.00</b>		<b>ENGINEERING INTERFUND SERVICES</b>			
544.20.99.01	Computer Maintenance	Maintenance of computers, printer, and plotter.	\$ 18,557	\$ 18,557	\$ 18,557
544.20.99.02	Computer Replacement	Replacement of computers, laserjet printer, plotter and shared server.	\$ 4,029	\$ 2,015	\$ 2,015
544.20.99.03	Equip. Maintenance	Maintenance of Engineering vehicles.	\$ 4,500	\$ 3,600	\$ 3,600
		Moved to New Division: <b>305</b>			\$ (720)
544.20.99.04	Equip Replacement	Provides for replacement of Engineering vehicles.	\$ 2,582	\$ -	\$ -
544.20.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund.	\$ 16,324	\$ 16,324	\$ 16,324
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 45,992</b>	<b>\$ 40,496</b>	<b>\$ 39,776</b>
		<b>CAPITAL OUTLAY</b>			
594.44.64			\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>ENGINEERING DEPARTMENT TOTAL</b>	<b>\$ 687,224</b>	<b>\$ 529,650</b>	<b>\$ 523,586</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS  
JOINT MINOR HOME REPAIR PROGRAM

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>001.495.040</b>	<b>PBPW - JT MINOR HOME REPAIR</b>									
*	559.30.10.01 SALARIES PART-TIME		2,478	3,899	3,899	2,090	3,899	4,008	4,008	3,960
*	559.30.20.01 BENEFITS PART-TIME		217	526	526	187	526	544	529	525
*	559.30.48.00 REPAIRS & MAINTENANCE	25,000	25,237	20,585	20,585	601	20,585	35,000	35,000	35,000
<b>SUB TOTAL</b>		25,000	27,932	25,010	25,010	2,877	25,010	39,552	39,537	39,485
<b>PBPW-JT MINOR HOME REPAIR PROGRAM TOTAL</b>		25,000	27,932	25,010	25,010	2,877	25,010	39,552	39,537	39,485

\* New Account Code per State Auditor;s Office for Expenditures Related to Minor Home Repair Program

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.495.040.559.30.00.00</b>		<b>PBPW JOINT MINOR HOME REPAIR PROGRAM</b>			
		<b>SALARIES AND WAGES</b>			
559.30.10	Salaries & Wages	Provides for part-time staff to support City's Minor Home Repair Program 0.10 FTE	\$ 4,008	\$ 4,008	\$ 3,960
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 4,008</b>	<b>\$ 4,008</b>	<b>\$ 3,960</b>
		<b>PERSONNEL BENEFITS</b>			
559.30.20	Personnel Benefits	Provides for benefits for part-time staff.	\$ 544	\$ 529	\$ 525
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 544</b>	<b>\$ 529</b>	<b>\$ 525</b>
		<b>OTHER SERVICES AND CHARGES</b>			
559.30.48	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.	\$ 35,000	\$ 35,000	\$ 35,000
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
		<b>TOTAL PBPW JOINT MINOR HOME REPAIR PROGRAM</b>	<b>\$ 39,552</b>	<b>\$ 39,537</b>	<b>\$ 39,485</b>



CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS

BUILDING DIVISION

001.500.040 BUILDING DIVISION		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Yr-End	2012 EST Yr-End	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
**	558.50.10 SALARIES AND WAGES	477,785	440,472	471,788	471,788	212,900	471,788	424,422	498,280	498,280	430,931
**	558.50.10.90 FURLOUGH	-	(1,261)	-	-	(11,427)	(11,427)	(12,275)	-	-	-
**	558.50.11 OVERTIME	4,200	847	4,200	4,200	64	4,200	610	4,200	4,200	4,200
	558.50.10 SUB TOTAL	481,985	440,058	475,988	475,988	201,536	464,561	412,757	502,480	502,480	435,131
**	558.50.20 PERSONNEL BENEFITS	185,996	177,181	205,929	205,929	87,438	205,929	172,537	217,595	216,862	185,743
**	558.50.20.90 EMPLOYEE MED. CONTRIBUTION	(4,434)	(4,713)	(4,887)	(4,887)	(2,076)	(4,887)	(4,167)	(5,168)	(5,168)	(4,519)
**	558.50.21 UNIFORMS	-	537	500	500	326	500	500	500	500	500
	558.50.20 SUB TOTAL	181,562	173,006	201,542	201,542	85,687	201,542	168,870	212,927	212,194	181,724
**	558.50.31 OFFICE & OPERATING SUPPLIES	3,400	3,233	3,400	3,400	1,438	3,400	3,400	3,400	3,400	3,400
**	558.50.31.05 CODE BOOKS	5,000	1,152	5,000	5,000	0	500	500	10,000	10,000	10,000
**	558.50.32.01 UNLEADED FUEL (ISF)	3,281	2,807	3,597	3,597	1,197	2,241	2,567	2,669	2,669	2,669
**	558.50.35 SMALL TOOLS & EQUIPMENT	3,500	1,559	3,000	3,000	197	2,750	875	3,000	3,000	3,000
**	558.50.35.90 SMALL EQP >\$1,000 <\$5,000	-	-	-	-	-	-	-	-	-	-
	558.50.30 SUB TOTAL	15,181	8,751	14,997	14,997	2,831	8,891	7,342	19,069	19,069	19,069
**	558.50.41 PROFESSIONAL SERVICES	5,000	14,680	5,000	5,000	-	5,000	-	5,000	5,000	5,000
**	558.50.41.45 ADVERTISING	1,000	-	1,000	1,000	-	1,000	1,000	1,000	1,000	1,000
**	558.50.42 COMMUNICATIONS	6,200	7,331	7,228	7,228	2,334	6,950	5,827	5,977	5,977	5,977
**	558.50.43 TRAVEL	2,381	514	2,381	2,381	45	550	550	2,381	2,381	2,381
**	558.50.43.01 RELOCATION EXPENSES	-	157	-	-	-	-	-	-	-	-
**	558.50.45.02 COPIER LEASE	800	746	800	800	661	800	900	800	800	800
**	558.50.48 REPAIR & MAINTENANCE	500	0	500	500	-	200	-	500	500	500
**	558.50.49 MISCELLANEOUS	500	139	500	500	214	300	500	500	500	500
**	558.50.49.05 CREDIT CARD FEES	4,500	5,519	4,500	4,500	2,121	4,500	6,615	4,500	4,500	4,500
**	558.50.49.22 DUES CONFERENCES/SCHOOLS	5,000	2,552	5,000	5,000	1,970	5,000	5,000	5,000	5,000	5,000
**	558.50.49.25 PRINTING	500	-	500	500	-	-	-	500	500	500
	558.50.40 SUB TOTAL	26,381	31,637	27,409	27,409	7,344	24,300	20,392	26,158	26,158	26,158
**	558.50.99.01 COMPUTER MAINTENANCE	26,175	26,175	27,161	27,161	11,317	27,161	27,161	25,888	25,888	25,888
**	558.50.99.02 COMPUTER REPLACEMENT	2,093	2,093	1,928	1,928	803	1,928	1,928	6,172	3,086	3,086
**	558.50.99.03 EQUIPMENT MAINTENANCE	1,800	1,800	3,301	3,301	1,375	3,301	3,301	3,600	2,880	2,880
**	558.50.99.04 EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	7,330	-	-
**	558.50.99.05 INTERFUND INSURANCE	29,064	29,064	24,617	24,617	24,617	24,617	24,617	23,572	23,572	23,572
	558.50.90 SUB TOTAL	59,132	59,132	57,007	57,007	38,113	57,007	57,007	66,562	55,426	55,426
**	594.58.64 EQUIPMENT	-	-	-	-	-	-	-	-	-	-
	594.58.64 SUB TOTAL	-	-	-	-	-	-	-	-	-	-
**	597.58 TRANSFER OUT/FUND 511	-	-	-	-	-	-	-	-	-	16,000
	597.58 SUB TOTAL	-	-	-	-	-	-	-	-	-	16,000
	<b>BUILDING DIVISION TOTAL</b>	<b>764,241</b>	<b>712,583</b>	<b>776,943</b>	<b>776,943</b>	<b>335,511</b>	<b>756,301</b>	<b>666,368</b>	<b>827,196</b>	<b>815,327</b>	<b>733,508</b>

\*\* New Account Code for Building Services per State Auditor's Office

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.500.040.558.50.00.00 BUILDING DIVISION</b>					
<b>SALARIES AND WAGES</b>					
558.50.10	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 <del>4.00</del> Limited-term Bldg Inspector <div style="text-align: center;"><b>EXEC AMEND:</b> Freeze Position in 2013</div> 1.00 Permit Coordinator - Provides City Hall operations support @ 0.13 FTE <u>1.00</u> Permit Specialist II - Provides City Hall operations support @ 0.13 FTE 6.00 FTE's	\$ 498,280	\$ 498,280	\$ 430,931
558.50.11	Overtime		\$ 4,200	\$ 4,200	\$ 4,200
<b>TOTAL SALARIES AND WAGES</b>			<b>\$ 502,480</b>	<b>\$ 502,480</b>	<b>\$ 435,131</b>
<b>PERSONNEL BENEFITS</b>					
558.50.20	Personnel Benefits	Benefits for staff assigned to Building Division.	\$ 217,595	\$ 216,862	\$ 185,743
558.50.20.90	Employee Med Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (5,168)	\$ (5,168)	\$ (4,519)
558.50.21	Uniforms	Provides for work boots & arc-fault protection for electrical inspectors starting 2012.	\$ 500	\$ 500	\$ 500
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 212,927</b>	<b>\$ 212,194</b>	<b>\$ 181,724</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.500.040.558.50.00.00 BUILDING DIVISION</b>					
<b>SUPPLIES</b>					
558.50.31	Office and Operating Supplies	Provides for general and operating supplies.	\$ 3,400	\$ 3,400	\$ 3,400
558.50.31.05	Code Books	International Building Code reference manuals. \$5,000 deferred from 2012	\$ 10,000	\$ 10,000	\$ 10,000
558.50.32	Fuel	Provides fuel for vehicles assigned to Building Division.	\$ 2,669	\$ 2,669	\$ 2,669
558.50.35	Small Tools and Equipment	Provides for purchase of small tools and equipment required by the Building Division.	\$ 3,000	\$ 3,000	\$ 3,000
558.50.35.90	Small Equipment >\$1,000<\$5,000		\$ -	\$ -	\$ -
<b>TOTAL SUPPLIES</b>			<b>\$ 19,069</b>	<b>\$ 19,069</b>	<b>\$ 19,069</b>
<b>OTHER SERVICES AND CHARGES</b>					
558.50.41	Professional Services	Professional services for inspection and plan review during peak construction periods.	\$ 5,000	\$ 5,000	\$ 5,000
558.50.41.45	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
558.50.42	Communications	Telephone service, fax, pagers, cell phones and postage.	\$ 5,977	\$ 5,977	\$ 5,977
		Long distance	\$ 127		
		Cell phones/laptop connection	\$ 3,672		
		Wireless service for 3 users	\$ 2,179		
			<u>\$ 5,977</u>		

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.500.040.558.50.00.00</b>		<b>BUILDING DIVISION</b>			
558.50.43	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
558.50.45.02	Copier Lease	Provides for operating cost per copy. Lease of copier is reclassified as capital lease.	\$ 800	\$ 800	\$ 800
558.50.48	Repairs and Maintenance	Provides for pro rata share of copier, fax machine and other equipment repairs.	\$ 500	\$ 500	\$ 500
558.50.49	Miscellaneous	Provides for purchase of miscellaneous items not budgeted elsewhere.	\$ 500	\$ 500	\$ 500
558.50.49.05	Credit Card Fees	Bank card fees associated with all charge card transactions, including building permits, etc.	\$ 4,500	\$ 4,500	\$ 4,500

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.500.040.558.50.00.00</b>		<b>BUILDING DIVISION</b>			
558.50.49.22	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. <ol style="list-style-type: none"> <li>1. ICC membership dues (city membership)</li> <li>2. IFCI membership (city membership)</li> <li>3. WABO membership dues (city membership)</li> <li>4. NW Chapter ICBO dues (staff membership)</li> <li>5. ICC certification exam(4)</li> <li>6. APT (staff membership)</li> <li>7. Rec Recertifications - Now must take classes for training to re-cert.</li> <li>8. Building Permits Law Bulletin</li> <li>9. IAES dues                          \$200 each for building inspectors.                          Two seminars for Permit Coordinator &amp; Permit Specialist.                          ICC Annual Education and Code Development                          ICC Annual Conference registration.</li> </ol>	\$ 5,000	\$ 5,000	\$ 5,000
558.50.49.25	Printing	To provide for printing costs of permits and cover sheet costs for plan review.	\$ 500	\$ 500	\$ 500
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 26,158</b>	<b>\$ 26,158</b>	<b>\$ 26,158</b>

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.500.040.558.50.00.00</b>					
		<b>BUILDING DIVISION</b>			
		<b>INTERFUND PAYMENT FOR SERVICES</b>			
558.50.99.01	Computer Maintenance	Provides for the maintenance of division computers.	\$ 25,888	\$ 25,888	\$ 25,888
558.50.99.02	Computer Replacement	Provides for the replacement of division computers.	\$ 6,172	\$ 3,086	\$ 3,086
558.50.99.03	Equipment Maintenance	Provides for repair and maintenance for vehicles for the Building Inspectors.	\$ 3,600	\$ 2,880	\$ 2,880
558.50.99.04	Equipment Replacement	Provides for replacement of division vehicles.	\$ 7,330	\$ -	\$ -
558.50.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund.	\$ 23,572	\$ 23,572	\$ 23,572
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 66,562</b>	<b>\$ 55,426</b>	<b>\$ 55,426</b>
		<b>CAPITAL OUTLAY</b>			
594.32.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TRANSFERS</b>			
597.58	Transfer Out	Provides for annual transfer-out to Fund 511 for Automation Fee revenues.	\$ -	\$ -	\$ 16,000
		<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,000</b>
		<b>BUILDING DIVISION TOTAL</b>	<b>\$ 827,196</b>	<b>\$ 815,327</b>	<b>\$ 733,508</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS  
PLAN DEVELOPMENT

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>001.580.040</b>	<b>PLAN DEVELOPMENT</b>									
*	558.60.10 SALARIES AND WAGES	89,424	84,995	92,292	92,292	46,057	92,203	123,998	123,998	93,788
*	558.60.10.90 FURLOUGH	-	-	-	-	-	-	-	-	-
*	558.60.11 OVERTIME	1,000	-	1,000	1,000	-	1,000	-	-	-
	558.60.10 <b>SUB TOTAL</b>	90,424	84,995	93,292	93,292	46,057	93,203	123,998	123,998	93,788
*	558.60.20 PERSONNEL BENEFITS	25,672	23,833	30,023	30,023	14,653	28,233	44,132	44,105	30,334
*	558.60.20.90 EMPLOYEE MED. CONTRIBUTION	(293)	(314)	(311)	(311)	(150)	(300)	(779)	(779)	(326)
	558.60.20 <b>SUB TOTAL</b>	25,379	23,519	29,712	29,712	14,503	27,933	43,353	43,326	30,008
*	558.60.31 OFFICE/OPERATING SUPPLIES	1,400	4,383	1,400	1,400	359	1,400	1,400	1,400	1,400
*	558.60.32.01 UNLEADED FUEL (ISF)	100	36	-	-	-	-	-	-	-
*	558.60.35 SMALL TOOLS & EQUIPMENT	500	-	500	500	-	500	500	500	500
*	558.60.35.90 SMALL EQP >\$1,000<\$5,000	-	-	-	-	-	-	-	-	-
	558.60.30 <b>SUB TOTAL</b>	2,000	4,419	1,900	1,900	359	1,900	1,900	1,900	1,900
*	558.60.41 PROFESSIONAL SERVICES	15,000	22,050	5,000	5,000	-	3,000	5,000	5,000	5,000
*	558.60.41.45 ADVERTISING	1,300	1,018	1,300	1,300	-	750	1,300	1,300	1,300
*	558.60.42 COMMUNICATIONS	250	3,000	250	250	-	100	250	250	250
*	558.60.43 TRAVEL	400	-	400	400	-	400	400	400	400
*	558.60.45.02 COPIER LEASE	388	917	840	840	661	931	840	840	840
*	558.60.48 REPAIR & MAINTENANCE	400	-	400	400	-	-	400	400	400
*	558.60.49 MISCELLANEOUS	5,000	2,900	5,000	5,000	-	3,000	5,000	5,000	5,000
*	558.60.49.22 DUES, CONFERENCES, & SCHOOLS	1,398	897	1,398	1,398	1,830	2,324	1,398	1,398	1,398
	558.60.40 <b>SUB TOTAL</b>	24,136	30,782	14,588	14,588	2,491	10,505	14,588	14,588	14,588
*	558.60.99.01 COMPUTER MAINTENANCE	4,807	4,807	2,547	2,547	1,061	2,547	2,547	2,547	2,547
*	558.60.99.02 COMPUTER REPLACEMENT	468	468	216	216	90	216	722	361	361
*	558.60.99.05 INTERFUND INSURANCE	4,155	4,155	3,521	3,521	3,521	3,521	4,195	4,195	4,195
	558.60.90 <b>SUB TOTAL</b>	9,430	9,430	6,284	6,284	4,672	6,284	7,464	7,103	7,103
	594.58.64 EQUIPMENT	-	-	-	-	-	-	-	-	-
	<b>PLAN DEVELOPMENT TOTAL</b>	151,369	153,145	145,776	145,776	68,083	139,825	191,303	190,915	147,387

\* New Account Code for Plan Development per State Auditor's Office

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Department Request	Executive Amendment	Adopted
<b>001.580.040.558.60.00.00</b>					
		<b>PLAN DEVELOPMENT</b>			
		<b>SALARIES AND WAGES</b>	\$ 123,998	\$ 123,998	\$ 93,788
558.60.10	Salaries and Wages	Provides salaries and wages for a Planning Manager.			
		<i>1.0 FTE - Planning Manager</i>			
		<del><i>0.35 FTE - Senior Planner</i></del>			
		EXEC AMEND: Sr Planner term employment Oct., 2012			
558.60.11	Overtime		\$ -	\$ -	\$ -
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 123,998</b>	<b>\$ 123,998</b>	<b>\$ 93,788</b>
		<b>PERSONNEL BENEFITS</b>			
558.60.20	Personnel Benefits	Benefits for staff assigned to Plan Development.	\$ 44,132	\$ 44,105	\$ 30,334
558.60.20.90	Employee Med Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (779)	\$ (779)	\$ (326)
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 43,353</b>	<b>\$ 43,326</b>	<b>\$ 30,008</b>
		<b>SUPPLIES</b>			
558.60.31	Office and Operating Supplies	Purchase of miscellaneous office supplies, such as file folders, tablets, copier paper, pens, maps, books, etc.	\$ 1,400	\$ 1,400	\$ 1,400
558.60.35	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
		<b>TOTAL SUPPLIES</b>	<b>\$ 1,900</b>	<b>\$ 1,900</b>	<b>\$ 1,900</b>



# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Department Request	Executive Amendment	Adopted
<b>001.580.040.558.60.00.00</b>					
		<b>PLAN DEVELOPMENT</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
558.60.41	Professional Services	Provides for miscellaneous consultant support.	\$ 5,000	\$ 5,000	\$ 5,000
558.60.42	Communications	Telephone and Postage. Long Distance Cell Phones	\$ 250	\$ 250	\$ 250
		\$150			
		\$100			
		<u>\$250</u>			
558.60.43	Travel	Lodging, meals and mileage for staff and Planning Agency conferences and training.	\$ 400	\$ 400	\$ 400
		1. Plan Development staff to APA annual conference (or equivalent training)	\$ 300		
		2. Miscellaneous workshops and seminars.	\$ 100		
		<u>\$400</u>			
558.60.41.45	Advertising	Public notices for general area zoning announcements.	\$ 1,300	\$ 1,300	\$ 1,300
558.60.45.02	Copier Lease	Provides for copier operating costs. Lease of copier is reclassified as a capital lease.	\$ 840	\$ 840	\$ 840
558.60.48	Repairs and Maintenance	Provides for proportionate share of copier, typewriter and other equipment repairs and usage.	\$ 400	\$ 400	\$ 400
558.60.49	Miscellaneous	This account funds printing and other miscellaneous items.	\$ 5,000	\$ 5,000	\$ 5,000
		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>			

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Department Request	Executive Amendment	Adopted
<b>001.580.040.558.60.00.00</b>					
		<b>PLAN DEVELOPMENT</b>			
558.60.49.22	Dues, Schools, Conferences	This account reflects the funding necessary for professional memberships, professional subscriptions, certification updates, new certifications, and training.	\$ 1,398	\$ 1,398	\$ 1,398
		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>			
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 14,588</b>	<b>\$ 14,588</b>	<b>\$ 14,588</b>
		<b>INTERFUND PAYMENT FOR SERVICES</b>			
558.60.99.01	Computer Maintenance	Provides for the maintenance of division computers, printers, plotter and server.	\$ 2,547	\$ 2,547	\$ 2,547
558.60.99.02	Computer Replacement	Provides for the replacement of division computers, printers, plotter and server.	\$ 722	\$ 361	\$ 361
558.60.99.05	Interfund Insurance	Division's contribution to the City's self-insurance fund.	\$ 4,195	\$ 4,195	\$ 4,195
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 7,464</b>	<b>\$ 7,103</b>	<b>\$ 7,103</b>
		<b>CAPITAL OUTLAY</b>			
594.58.64	Equipment		\$ -	\$ -	\$ -
		<b>PLAN DEVELOPMENT TOTAL</b>	<b>\$ 191,303</b>	<b>\$ 190,915</b>	<b>\$ 147,387</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING/BUILDING/PUBLIC WORKS  
DEVELOPMENT SERVICES

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>001.600.040</b>	<b>DEVELOPMENT SERVICES</b>										
558.60.10	SALARIES AND WAGES	208,423	221,807	206,386	206,386	105,066	206,386	211,976	190,998	190,998	157,527
558.60.11	OVERTIME	400	2,038	400	400	-	400	-	400	400	400
558.60.10	<b>SUB TOTAL</b>	<b>208,823</b>	<b>223,845</b>	<b>206,786</b>	<b>206,786</b>	<b>105,066</b>	<b>206,786</b>	<b>211,976</b>	<b>191,398</b>	<b>191,398</b>	<b>157,927</b>
558.60.20	PERSONNEL BENEFITS	93,257	90,538	85,203	85,203	42,871	85,203	82,638	76,105	76,059	59,630
558.60.20.02	L & I BENEFITS	-	-	-	-	-	-	10	-	-	-
558.60.20.90	EMPLOYEE MED. CONTRIBUTION	(3,339)	(2,822)	(2,201)	(2,201)	(1,195)	(2,201)	(2,391)	(1,857)	(1,857)	(1,213)
558.60.20	<b>SUB TOTAL</b>	<b>89,918</b>	<b>87,715</b>	<b>83,002</b>	<b>83,002</b>	<b>41,676</b>	<b>83,002</b>	<b>80,257</b>	<b>74,248</b>	<b>74,202</b>	<b>58,417</b>
558.60.31	OFFICE & OPERATING SUPPLIES	2,800	4,213	2,500	2,500	1,971	2,300	3,536	2,500	2,500	2,500
558.60.32.01	UNLEADED FUEL (ISF)	220	195	334	334	69	118	172	179	179	179
558.60.35	SMALL TOOLS & EQUIPMENT	900	-	900	900	-	300	-	700	700	700
558.60.35.90	SMALL EQP > \$1,000 < \$5,000	-	-	-	-	-	-	-	-	-	-
558.60.30	<b>SUB TOTAL</b>	<b>3,920</b>	<b>4,408</b>	<b>3,734</b>	<b>3,734</b>	<b>2,039</b>	<b>2,718</b>	<b>3,708</b>	<b>3,379</b>	<b>3,379</b>	<b>3,379</b>
558.60.41	PROFESSIONAL SERVICES	42,500	18,221	2,500	2,500	1,657	2,500	2,500	2,500	2,500	2,500
* <b>558.60.41.45</b>	<b>ADVERTISING</b>	<b>3,600</b>	<b>2,209</b>	<b>3,600</b>	<b>3,600</b>	<b>939</b>	<b>3,000</b>	<b>3,000</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>
558.60.42	COMMUNICATIONS	550	374	550	550	84	550	356	375	375	375
558.60.43	TRAVEL	130	69	130	130	6	130	55	130	130	130
558.60.45.02	COPIER LEASE	388	746	840	840	661	840	931	840	840	840
558.60.48	REPAIR & MAINTENANCE	200	-	200	200	-	100	-	200	200	200
558.60.49	MISCELLANEOUS	1,500	541	1,000	1,000	276	750	475	800	800	800
** <b>514.30.49</b>	<b>MISCELLANEOUS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(50)</b>
558.60.49.05	CREDIT CARD FEES	3,650	5,519	4,500	4,500	2,121	4,500	6,615	6,750	6,750	6,750
558.60.49.22	DUES, SCHOOLS & CONFERENCES	-	-	500	500	456	750	750	650	650	650
558.60.40	<b>SUB TOTAL</b>	<b>52,518</b>	<b>27,679</b>	<b>13,820</b>	<b>13,820</b>	<b>6,200</b>	<b>13,120</b>	<b>14,682</b>	<b>15,445</b>	<b>15,445</b>	<b>15,395</b>
558.60.99.01	COMPUTER MAINTENANCE	12,013	12,013	10,739	10,739	4,475	10,739	10,739	10,739	10,739	10,739
558.60.99.02	COMPUTER REPLACEMENT	1,459	1,459	1,196	1,196	498	1,196	1,196	3,993	1,997	1,997
558.60.99.03	EQUIPMENT MAINTENANCE	450	450	444	444	185	444	444	900	720	720
558.60.99.04	EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	1,496	-	-
558.60.99.05	INTERFUND INSURANCE	13,432	13,432	11,371	11,371	11,371	11,371	11,371	10,571	10,571	10,571
558.60.90	<b>SUB TOTAL</b>	<b>27,354</b>	<b>27,354</b>	<b>23,750</b>	<b>23,750</b>	<b>16,529</b>	<b>23,750</b>	<b>23,750</b>	<b>27,699</b>	<b>24,027</b>	<b>24,027</b>
594.58.64	EQUIPMENT	-	-	-	-	-	-	-	-	-	-
<b>DEVELOPMENT SERVICES TOTAL</b>		<b>382,533</b>	<b>371,001</b>	<b>331,092</b>	<b>331,092</b>	<b>171,510</b>	<b>329,376</b>	<b>334,373</b>	<b>312,169</b>	<b>308,451</b>	<b>259,145</b>

\* New Account Code for Advertising per State Auditor's Office  
 \*\* Moved to New Division: 165 - Recording & Election Activities

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.600.040.558.60.00.00</b>		<b>DEVELOPMENT SERVICES</b>			
		<b>SALARIES AND WAGES</b>			
558.60.10	Salaries & Wages	Provides for staff to administer city zoning, subdivision and 1.00 Development Services Manager 0.65 Senior Planner <b>(.35 allocated to Planning for Code Development)</b> <b>-0.65</b> <b>EXEC AMEND:</b> Sr Planner term employment 10/2012 0.86 Land Use Planner II (Remaining time are allocated: 0.04 Community Development Grants to administer Recycling Grant Program; and 0.10 SWM Operations) <b>1.86</b> FTE's	\$ 190,998	\$ 190,998	\$ 157,527
558.60.11	Overtime	Land Use Planner evening meetings and special projects.	\$ 400	\$ 400	\$ 400
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 191,398</b>	<b>\$ 191,398</b>	<b>\$ 157,927</b>
		<b>PERSONNEL BENEFITS</b>			
558.60.20	Personnel Benefits	Personnel benefits for all staff assigned to Development Services.	\$ 76,105	\$ 76,059	\$ 59,630
558.60.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (1,857)	(1,857)	(1,213)
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 74,248</b>	<b>\$ 74,202</b>	<b>\$ 58,417</b>
		<b>SUPPLIES</b>			
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.	\$ 179	\$ 179	\$ 179
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.	\$ 700	\$ 700	\$ 700
		<b>TOTAL SUPPLIES</b>	<b>\$ 3,379</b>	<b>\$ 3,379</b>	<b>\$ 3,379</b>

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.600.040.558.60.00.00</b>		<b>DEVELOPMENT SERVICES</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
558.60.41	Professional Services	Consulting services for wetland reviews under new CAO and supplement Pacific Ridge design support services.	\$ 2,500	\$ 2,500	\$ 2,500
558.60.42	Communications	This account funds telephone service for long distance calls & courier services.	\$ 375	\$ 375	\$ 375
558.60.43	Travel	Lodging, meals and mileage for staff and Planning Agency conferences and training.	\$ 130	\$ 130	\$ 130
558.60.41.45	Advertising	Legal notices for SEPA determination and public hearings.	\$ 3,200	\$ 3,200	\$ 3,200
558.60.45.02	Copier Lease	Provides for operating costs of copier. Lease of copier is reclassified as a capital lease.	\$ 840	\$ 840	\$ 840
558.60.48	Repairs and Maintenance	Provides for proportionate share of copier, typewriter and other equipment repairs.	\$ 200	\$ 200	\$ 200
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	\$ 800	\$ 800	\$ 800
		Moved to New Division: 165 fees for recording deeds			\$ (50)
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	650	650	650
558.60.49.05	Credit Card Fees	Bank card fees associated with all charge card transactions, including plan checks, plan reviews, etc.	\$ 6,750	\$ 6,750	\$ 6,750
		<b>TOTAL SERVICES AND CHARGES</b>	<b>\$ 15,445</b>	<b>\$ 15,445</b>	<b>\$ 15,395</b>

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.600.040.558.60.00.00</b>		<b>DEVELOPMENT SERVICES</b>			
		<b>INTERFUND PAYMENT FOR SERVICES</b>			
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	\$ 3,993	\$ 1,997	\$ 1,997
558.20.99.03	Equipment Maintenance	Provides for repair and maintenance for the division vehicles.	\$ 900	\$ 720	\$ 720
558.20.99.04	Equipment Replacement	Provides for replacement of division vehicles.	\$ 1,496	\$ -	\$ -
558.60.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund.	\$ 10,571	\$ 10,571	\$ 10,571
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 27,699</b>	<b>\$ 24,027</b>	<b>\$ 24,027</b>
		<b>CAPITAL OUTLAY</b>			
594.58.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>			
		<b>DEVELOPMENT SERVICES TOTAL</b>	<b>\$ 312,169</b>	<b>\$ 308,451</b>	<b>\$ 259,145</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING & PUBLIC WORKS  
COMMUNITY DEVELOPMENT GRANTS

001.610.040	COMMUNITY DEVELOPMENT GRANTS	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>554.90</b>	<b>RECYCLING</b>									
* 554.90.10.00	SALARIES & WAGES	3,920	3,821	2,698	2,698	1,114	3,660	2,997	2,997	2,965
* 554.90.20.00	PERSONNEL BENEFITS	1,836	1,455	1,618	1,618	422	1,385	1,239	1,235	1,224
* 554.90.35	SMALL TOOLS & EQUIPMT	-	-	-	-	-	-	-	-	-
* 554.90.35.90	SMALL EQUIPMT >\$1,000 <\$5,000	-	6,471	-	-	-	-	-	-	-
* 554.90.41.25	PROFESSIONAL SVCS	46,190	39,817	47,627	47,627	19,380	41,367	47,655	47,655	47,655
* 554.90.41.45	ADVERTISING	-	182	-	-	-	225	-	-	-
554.90	<b>SUB TOTAL</b>	51,946	51,748	51,943	51,943	20,915	46,637	51,891	51,887	51,844
<b>554.91</b>	<b>WA DOE-SMP GRANT</b>									
* 554.91.41	PROFESSIONAL SVCS	-	-	-	-	-	-	-	-	-
554.91	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-
594.54.64	EQUIPMENT	-	-	-	-	-	-	-	-	-
594.54	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-
<b>COMMUNITY DEVELOPMENT GRANTS TOTAL</b>		51,946	51,748	51,943	51,943	20,915	46,637	51,891	51,887	51,844

\* New Account Code for Recycling Services and Shoreline Master Plan per State Auditor's Office

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.610.040.554.90.00</b>					
		<b>COMMUNITY DEVELOPMENT GRANTS</b>			
		<b>RECYCLING PROGRAMS</b>			
		<b>SALARIES AND WAGES</b>			
554.90.10	Salaries & Wages	Provides for Land Use Planner II staff to support City's Recycling program. 0.04 FTE	\$ 2,997	\$ 2,997	\$ 2,965
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 2,997</b>	<b>\$ 2,997</b>	<b>\$ 2,965</b>
		<b>PERSONNEL BENEFITS</b>			
554.90.20	Personnel Benefits	Provides for benefits of Land Use Planner II to promote Recycling program.	\$ 1,239	\$ 1,235	\$ 1,224
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 1,239</b>	<b>\$ 1,235</b>	<b>\$ 1,224</b>
		<b>OTHER SERVICES AND CHARGES</b>			
554.90.41.25	Prof Services- Recycling Program	Provides for professional services rendered for recycling collection events.	\$ 47,655	\$ 47,655	\$ 47,655
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 47,655</b>	<b>\$ 47,655</b>	<b>\$ 47,655</b>
<b>001.610.040.554.91.00</b>					
		<b>WA DEPT OF ECOLOGY SHORELINE MASTER PLAN</b>			
554.91.41.26	Professional Services WA DOE-SMP Grant		\$ -	\$ -	\$ -
		<b>TOTAL SHORELINE MASTER PLAN</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
594.54.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL EQUIPMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL COMMUNITY DEVELOPMENT GRANTS</b>	<b>\$ 51,891</b>	<b>\$ 51,887</b>	<b>\$ 51,844</b>



CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING/BUILDING/PUBLIC WORKS  
PARK OPERATIONS SERVICES

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>001.635.040 PARK OPERATIONS SERVICES</b>										
576.81.10	SALARIES & WAGES	196,524	196,304	158,574	158,574	72,543	155,170	171,117	171,117	169,279
576.81.10.01	SALARIES PART-TIME	63,125	47,783	28,219	28,219	6,167	26,148	28,982	28,982	28,676
576.81.11	OVERTIME	3,000	1,138	3,000	3,000	463	1,558	3,000	3,000	3,000
576.81.11.01	OVERTIME PART-TIME	500	71	500	500	-	150	500	500	500
576.81.10	<b>SUB TOTAL</b>	263,149	245,295	190,293	190,293	79,173	183,026	203,599	203,599	201,455
576.81.20	PERSONNEL BENEFITS	81,054	80,052	66,624	66,624	29,297	55,664	59,970	59,588	59,175
576.81.20.01	BENEFITS PART-TIME	8,844	8,334	4,955	4,955	1,350	4,894	5,123	4,973	4,900
576.81.20.90	EMPLOYEE MED. CONTRIBUTION	(1,964)	(2,128)	(1,166)	(1,166)	-	-	(259)	(259)	(259)
576.81.21	UNIFORMS	2,000	631	2,000	2,000	710	1,275	2,000	2,000	2,000
576.81.20	<b>SUB TOTAL</b>	89,934	86,889	72,413	72,413	31,357	61,833	66,834	66,302	65,816
576.81.31	SUPPLIES	37,700	35,055	33,930	33,930	20,960	32,150	33,930	33,930	33,930
576.81.31.03	OPERATING SUPPLIES-PARK BLDGS	8,600	5,351	7,740	8,140	3,304	6,150	8,140	8,140	8,140
* 575.50.31.03	OPERATING SUPPLIES-PARK BLDGS	-	-	-	-	-	-	-	-	(8,140)
576.81.31.20	ANNUAL PLANTINGS	1,500	1,087	1,350	1,350	-	500	1,350	1,350	1,350
576.81.32.01	UNLEADED FUEL (ISF)	11,378	9,776	9,914	9,914	4,878	10,277	10,689	10,689	10,689
576.81.32.02	DIESEL FUEL (ISF)	5,401	7,685	7,328	7,328	3,692	7,945	8,159	8,159	8,159
576.81.35	SMALL TOOLS & EQUIPMENT	4,000	3,553	3,600	3,600	2,729	4,885	3,600	3,600	3,600
576.81.35.90	SMALL EQP >\$1,000 <\$5,000	-	-	-	-	-	-	-	-	-
576.81.30	<b>SUB TOTAL</b>	68,579	62,507	63,862	64,262	35,562	61,907	65,868	65,868	57,728
576.81.41	PROFESSIONAL SERVICES	7,000	2,811	6,300	6,300	402	3,336	6,300	6,300	6,300
576.81.41.32	JANITORIAL SERVICES	39,676	39,468	39,676	39,676	18,735	41,287	43,186	43,186	43,186
* 576.50.41.32	JANITORIAL SERVICES	-	-	-	-	-	-	-	-	(35,000)
** 576.81.41.45	ADVERTISING	1,500	-	1,500	1,500	-	-	1,500	1,500	1,500
576.81.42	COMMUNICATIONS	2,250	3,309	3,327	3,327	1,486	3,457	3,550	3,550	3,550
576.81.43	TRAVEL EXPENSES	250	-	250	250	-	-	250	250	250
576.81.45	OPERATING LEASES & RENTAL	5,000	8,938	5,000	5,000	4,421	7,500	5,000	5,000	5,000
576.81.45.02	COPIER LEASE	146	50	146	146	242	102	146	146	146
576.81.46	INSURANCE	-	4,957	-	5,312	5,312	5,312	5,684	5,684	5,684
* 575.50.46	INSURANCE	-	-	-	-	-	-	-	-	(5,684)
576.81.47	UTILITIES - PARKS & PARK BUILDINGS	148,300	150,546	156,872	156,872	84,622	149,558	153,945	153,945	153,945
* 575.50.47	UTILITIES - PARKS & PARK BUILDINGS	-	-	-	-	-	-	-	-	(68,500)
576.81.48	REPAIRS & MAINTENANCE-PARKS	5,750	7,153	5,175	5,175	5,382	9,250	5,750	5,750	5,750
576.81.48.02	REPAIRS & MAINTENANCE-PARK BLDGS	20,500	17,475	20,500	20,500	10,257	21,750	20,500	20,500	20,500
* 575.50.48.02	REPAIRS & MAINTENANCE-PARK BLDGS	-	-	-	-	-	-	-	-	(20,500)
576.81.48.24	CONTRACT LANDSCAPING SERVICES	-	43,231	98,500	98,500	51,493	97,289	93,575	93,575	93,575
576.81.49	MISCELLANEOUS	3,500	2,587	350	350	535	836	1,000	1,000	1,000
* 575.50.49	MISCELLANEOUS	-	-	-	-	-	-	-	-	(160)
576.81.49.20	LAUNDRY	-	266	2,500	2,500	1,373	2,461	2,500	2,500	2,500
* 575.50.49.20	LAUNDRY	-	-	-	-	-	-	-	-	(590)
576.81.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	650	650	66	400	-	-	-
576.81.40	<b>SUB TOTAL</b>	233,872	280,792	340,746	346,058	184,326	342,538	342,886	342,886	212,452

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING/BUILDING/PUBLIC WORKS  
PARK OPERATIONS SERVICES

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>001.635.040</b>	<b>PARK OPERATIONS SERVICES</b>									
576.81.99.01	COMPUTER MAINTENANCE	7,544	7,544	5,284	5,284	2,202	5,284	5,284	5,284	5,284
576.81.99.02	COMPUTER REPLACEMENT	703	703	423	423	176	423	1,414	707	707
576.81.99.03	EQUIPMENT RENTAL MAINTENANCE	18,400	18,400	23,203	23,203	9,668	23,203	34,800	27,840	27,840
576.81.99.04	EQUIPMENT REPAIR & REPLACEMENT	-	-	-	-	-	-	56,808	-	-
576.81.99.05	INTERFUND INSURANCE	18,482	18,482	15,657	15,657	15,657	15,657	13,235	13,235	13,235
576.81.99.06	FACILITY REPAIR & REPLACEMENT	23,143	23,143	23,143	23,143	9,643	23,143	23,143	23,143	23,143
*	<b>575.50.99.06 FACILITY REPAIR &amp; REPLACEMENT</b>	-	-	-	-	-	-	-	-	(18,869)
576.81.99	<b>SUB TOTAL</b>	68,272	68,272	67,710	67,710	37,346	67,710	134,684	70,209	51,340
594.76.64.00	EQUIPMENT	-	-	-	-	-	-	-	-	-
594.76.64	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-
576.81.31.00	SUPPLIES-SONJU PROPERTY	-	-	-	-	-	-	-	-	-
576.81.48	REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	-	-
576.76.62	CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-
001.636.045	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-
	<b>PARKS OPERATIONS SERVICES TOTAL</b>	723,806	743,755	735,024	740,736	367,765	717,014	813,871	748,864	588,791

\* Moved to New Division: **642** - EVENTS & FACILITIES and Recoded to New Account Code per State Auditor's Office

\*\* New Account Code for Advertising per State Auditor's Office

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.635.040.576.81.00.00</b>		<b>PARK OPERATIONS SERVICES</b>			
		<b>SALARIES AND WAGES</b>			
576.81.10	Salaries & Wages	Provides for the following Park Operations personnel: 0.20 PW-Parks Maintenance Superintendent 0.60 Asst. PW-Parks Supt. <u>2.00</u> Park Maintenance Workers <u>2.80</u> FTEs	\$ 171,117	\$ 171,117	\$ 169,279
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 2080 hours @ Range 2 1.0 FTE	\$ 28,982	\$ 28,982	\$ 28,676
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
		<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 203,599</b>	<b>\$ 203,599</b>	<b>\$ 201,455</b>
		<b>PERSONNEL BENEFITS</b>			
576.81.20	Personnel Benefits	Provides personnel benefits for the full-time park operations personnel, including \$613 for benefits associated with overtime.	\$ 59,970	\$ 59,588	\$ 59,175
576.81.20.01	Personnel Benefits - Part time	Provides personnel benefits for part-time (seasonal) park operations staff.	\$ 5,123	\$ 4,973	\$ 4,900
576.81.20.90	Employee Med Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ (259)	\$ (259)	\$ (259)
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
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 66,834</b>	<b>\$ 66,302</b>	<b>\$ 65,816</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.635.040.576.81.00.00</b>		<b>PARK OPERATIONS SERVICES</b>			
		<b>SUPPLIES</b>			
576.81.31	Supplies	Provides park, facilities, and special right-of-ways'	\$ 33,930	\$ 33,930	\$ 33,930
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.).	\$ 8,140	\$ 8,140	\$ 8,140
		Moved to New Division: <b>642</b>			\$ (8,140)
576.81.31.20	Annual Plantings	Provides plant material for annual plantings throughout the City parks, City buildings and special right-of way areas.	\$ 1,350	\$ 1,350	\$ 1,350
576.81.32	Fuel	Provides fuel for Park Operations' vehicles and equipment.	\$ 18,848	\$ 18,848	\$ 18,848
576.81.35	Tools and Equipment	Provides small tools and equipment for park maintenance.	\$ 3,600	\$ 3,600	\$ 3,600
		<b>TOTAL SUPPLIES</b>	<b>\$ 65,868</b>	<b>\$ 65,868</b>	<b>\$ 57,728</b>
		<b>OTHER SERVICES AND CHARGES</b>			
576.81.41	Professional Services	Provides professional services as needed (e.g., arborists, landscape design and survey services).	\$ 6,300	\$ 6,300	\$ 6,300
576.81.41.32	Janitorial Services	Provides professional custodial services for the Park and Recreation Department's buildings.	\$ 43,186	\$ 43,186	\$ 43,186
		Moved to New Division: <b>642</b>			\$ (35,000)
576.81.42	Communications	Provides communication fees, telephone, postage, etc.	\$ 3,550	\$ 3,550	\$ 3,550
		Telephone Line \$ 1,569			
		Long Distance \$ 15			
		Cell Phones \$ 1,966			
		<u>\$ 3,550</u>			

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.635.040.576.81.00.00</b>		<b>PARK OPERATIONS SERVICES</b>			
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
576.81.46	Insurance	Provides for the Beach Park Dining Hall flood insurance.	\$ 5,684	\$ 5,684	\$ 5,684
		Moved to New Division: <b>642</b>			\$ (5,684)
576.81.47	Utilities	Utilities used or services provided for the park system.	\$ 153,945	\$ 153,945	\$ 153,945
		Electricity \$ 50,309			
		Water \$ 49,913			
		Sewer \$ 2,870			
		SWM \$ 34,461			
		Natural Gas \$ 16,392			
		<u>\$ 153,945</u>			
		Moved to New Division: <b>642</b>			\$ (68,500)
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	\$ 5,750	\$ 5,750
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
		Moved to New Division: <b>642</b>			\$ (20,500)

## BUDGET NARRATIVE 2013

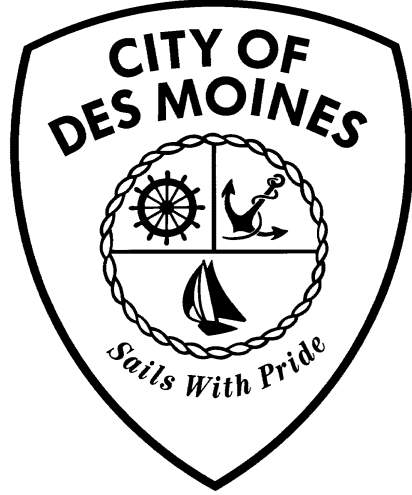
FUND: **GENERAL**  
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**  
 DIVISION: **PARK OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.635.040.576.81.00.00</b>		<b>PARK OPERATIONS SERVICES</b>			
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	\$ 93,575	\$ 93,575
576.81.49	Miscellaneous	Provides for park miscellaneous services not budgeted elsewhere.	\$ 1,000	\$ 1,000	\$ 1,000
		Moved to New Division: <b>642</b>			\$ (160)
576.81.49.20	Laundry	Provides for laundry services.	\$ 2,500	\$ 2,500	\$ 2,500
		Moved to New Division: <b>642</b>			\$ (590)
576.81.49.22	Dues, Schools, & Conferences	Provides for dues & training registration fees.	\$ -	\$ -	\$ -
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 342,886</b>	<b>\$ 342,886</b>	<b>\$ 212,452</b>
		<b>INTERFUND SERVICES</b>			
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.	\$ 1,414	\$ 707	\$ 707
576.81.99.03	Equipment Rental Maintenance	Equipment maintenance program, provides equipment maintenance by the City's mechanic.	\$ 34,800	\$ 27,840	\$ 27,840
576.81.99.04	Equipment Repair & Replacement	Equipment replacement program, provides reserve fund for equipment replacement when needed.	\$ 56,808	\$ -	\$ -
576.81.99.05	Interfund Insurance	Interfund transfer to the City's self-insurance fund.	\$ 13,235	\$ 13,235	\$ 13,235
576.81.99.06	Facility Repair & Replacement	Fee for funding of major repair and replacement of City facilities.	\$ 23,143	\$ 23,143	\$ 23,143
		Moved to New Division: <b>642</b>			\$ (18,869)
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 134,684</b>	<b>\$ 70,209</b>	<b>\$ 51,340</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.635.040.576.81.00.00</b>		<b>PARK OPERATIONS SERVICES</b>			
		<b>CAPITAL OUTLAY</b>			
		This account provides funding for capital improvements to park facilities, including minor park improvements and equipment.			
594.76.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>001.636.040</b>					
576.81.31.00	Supplies-Sonju Property	Supplies necessary to make as needed repairs to the Sonju House.	\$ -	\$ -	\$ -
		<b>TOTAL PARK OPERATIONS SERVICES</b>	<b>\$ 813,871</b>	<b>\$ 748,864</b>	<b>\$ 588,791</b>



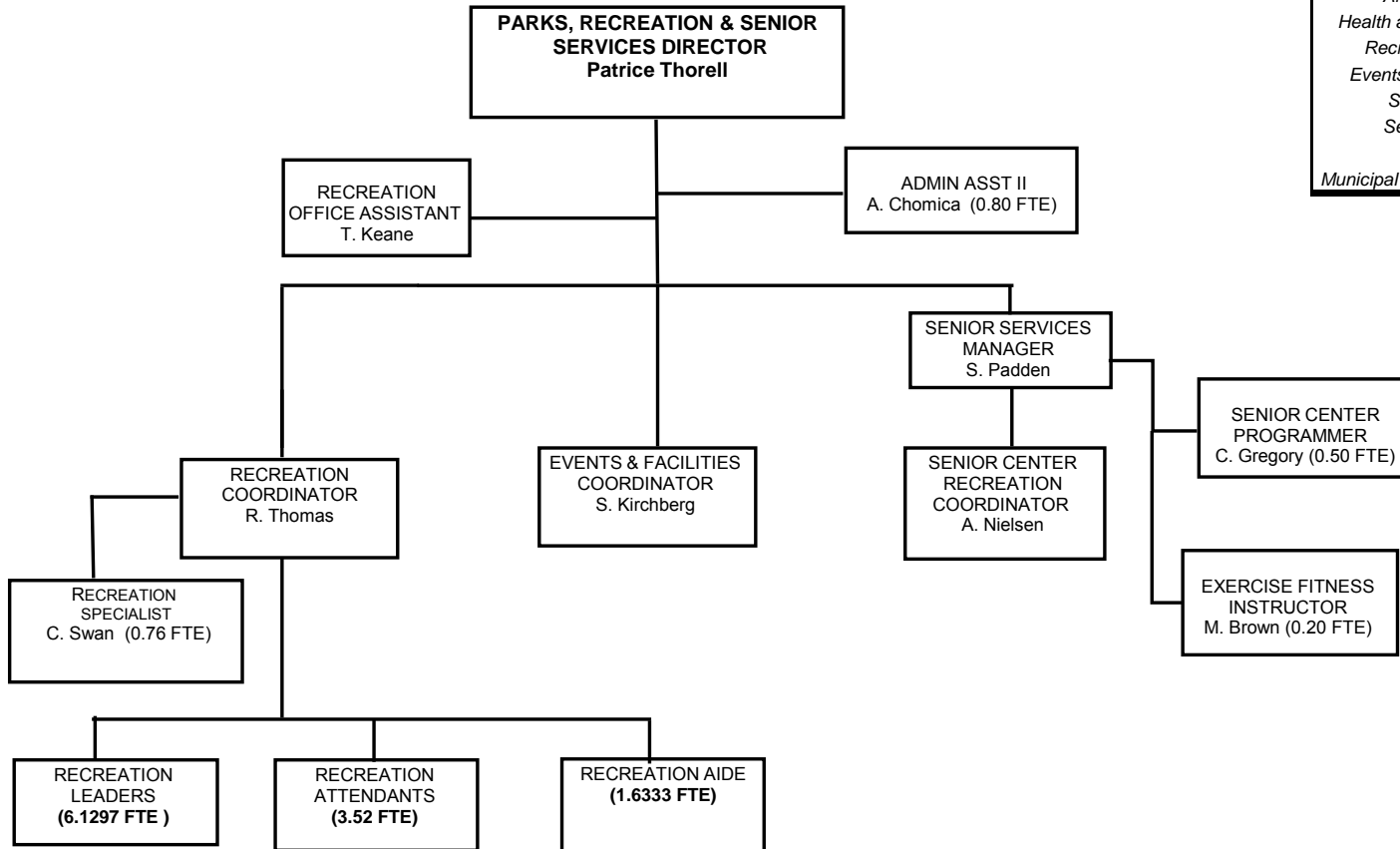


**CITY OF DES MOINES  
PARKS, RECREATION, & SENIOR SERVICES**

Organizational Chart

Department/Divisions

- Administration*
- Arts Commission*
- Health and Human Services*
- Recreation Programs*
- Events & Facility Rentals*
- Senior Services*
- Senior Programs*
- Hotel-Motel*
- Municipal Capital Improvements*



## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>PARKS, RECREATION AND SENIOR SERVICES</b>			<b>\$ 1,696,021</b>	<b>\$ 1,632,699</b>	<b>\$ 1,771,046</b>
<b>001.630.045.571.10</b>	<b>Administration</b>		<b>\$ 299,241</b>	<b>\$ 296,452</b>	<b>\$ 282,090</b>
		The Administrative Section provides direction to the Department, including development of capital projects, recreation, parks, senior services and human services programs, services, and projects. It provides support services to internal and external customers such as: customer inquiries, internal accounting, human resources and payroll support, inter-departmental and public notification and communications, grant and special project development and administration.			
<b>001.310.045.573.20</b>	<b>Des Moines Arts Commission</b>		<b>\$ 37,830</b>	<b>\$ 37,830</b>	<b>\$ 57,830</b>
		The Arts Commission is established to enhance and enable performing, community and public art programs and to recommend works of art for City's facilities and the local environment. Program and project funding recommendations are presented to City Council by the City's Arts Commission.			
<b>001.620.045.5xx.xx.51.00</b>	<b>Health and Human Services</b>		<b>\$ 79,000</b>	<b>\$ 79,000</b>	<b>\$ 76,700</b>
		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 to City Council by the City's Human Services Advisory Committee.			

# BUDGET NARRATIVE

2013

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**

<b>001.640.045.571.20</b>	<b>Recreation Programs</b>	<b>\$ 931,889</b>	<b>\$ 888,610</b>	<b>\$ 754,897</b>
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Recreation Programs is a self supporting program. Recreation Programs provides general recreational programs and services 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, individual sports, sports leagues and athletic events, health, wellness and fitness programs, 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. Recreation Programs works with the Des Moines Legacy Foundation, Business Sponsors, community groups and non-profits to ensure that programs and services are provided equitably for the City's low-income citizens.

<b>001.640.045.575.50</b>	<b>Recreation Events and Facility Rentals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 277,086</b>
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Events and Facilities Division provides management of City's facility rentals, such as Beach Park Auditorium, Founders Lodge, Field House, and Activity Center.

## BUDGET NARRATIVE 2013

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

<b>001.645.045.569.10</b>	<b>Senior Services</b>	<b>\$ 282,848</b>	<b>\$ 265,632</b>	<b>\$ 259,666</b>
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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, health screenings, foot care, blood pressure monitoring, health enhancement program, lending closet, trips, dances, defensive driving, computer lab, drop-in activities, Latino Lunch program, hot lunch program, Meals on Wheels, and special events. Senior Services works with the Des Moines Legacy Foundation, Business Sponsors, community groups and non-profits to ensure that programs and services are provided equitably for the City's low-income citizens.

<b>001.650.045.569.11</b>	<b>Senior Programs</b>	<b>\$ 65,213</b>	<b>\$ 65,175</b>	<b>\$ 62,777</b>
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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

2013 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES  
ADMINISTRATION

001.630.045	PARKS, RECREATION AND SENIOR SERVICES	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 EST YR TOTAL	2013 DEPT RQ	2013 EXEC AMEND	2013 ADOPTED
* 571.10.10	SALARIES & WAGES	170,050	167,739	175,519	175,519	88,326	175,519	177,247	180,336	180,336	178,458
	<b>SUB TOTAL</b>	170,050	167,739	175,519	175,519	88,326	175,519	177,247	180,336	180,336	178,458
* 571.10.20	PERSONNEL BENEFITS	48,731	49,073	54,698	54,698	26,447	54,698	51,694	55,558	55,522	55,077
* 571.10.20.90	EMPLOYEE MED. CONTRIBUTION	(601)	(669)	(609)	(609)	(296)	(609)	(592)	(643)	(643)	(643)
	<b>SUB TOTAL</b>	48,130	48,403	54,089	54,089	26,151	54,089	51,102	54,915	54,879	54,434
* 571.10.31	OPERATING SUPPLIES	5,500	2,830	5,500	5,500	561	4,000	2,548	5,500	5,500	5,500
* 571.10.31.16	SUPPLIES - BANNERS	-	-	-	-	-	-	-	-	-	-
* 571.10.32.01	UNLEADED FUEL (ISF)	124	-	124	124	-	-	-	-	-	-
* 571.10.35	SMALL TOOLS & EQUIPMENT	2,250	36	2,250	2,250	-	2,250	1,250	2,250	2,250	2,250
* 571.10.35.90	SMALL EQP>\$1,000<\$5,000	-	-	-	-	-	-	-	-	-	-
	<b>SUB TOTAL</b>	7,874	2,866	7,874	7,874	561	6,250	3,798	7,750	7,750	7,750
* 571.10.41	PROFESSIONAL SERVICES	2,000	1,433	2,000	2,000	176	2,000	441	2,000	2,000	2,000
* 571.10.41.45	ADVERTISING	1,000	-	1,000	1,000	50	775	775	1,000	1,000	1,000
* 571.10.42	COMMUNICATIONS	11,500	7,344	8,500	8,500	2,060	7,500	7,932	8,500	8,500	5,420
* 571.10.43	TRAVEL EXPENSES	250	24	250	250	76	100	250	250	250	250
* 571.10.45.02	COPIER LEASE	1,373	4,566	2,640	2,640	5,016	7,500	7,628	2,640	2,640	2,640
* 571.10.48	REPAIR & MAINTENANCE	1,500	-	1,500	1,500	-	525	-	1,500	1,500	1,500
* 571.10.49	MISCELLANEOUS	3,000	835	1,900	1,900	646	1,725	1,105	3,000	3,000	3,000
* 571.10.49.05	CREDIT CARD CHARGES	15,500	19,663	-	-	-	-	-	-	-	-
* 571.10.49.06	SPECIAL EVENTS - Auditorium	-	-	11,800	11,800	-	-	500	-	-	-
* 571.10.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	1,100	1,100	994	1,100	1,100	1,100	1,100	1,100
	<b>SUB TOTAL</b>	36,123	33,865	30,690	30,690	9,018	21,225	19,731	19,990	19,990	16,910
* 571.10.99.01	COMPUTER MAINTENANCE	12,560	12,560	12,560	12,560	5,233	12,560	12,560	15,107	15,107	15,107
* 571.10.99.02	COMPUTER REPLACEMENT	2,941	2,941	2,571	2,571	1,071	2,571	2,571	4,306	2,153	2,153
* 571.10.99.03	EQUIPMENT MAINTENANCE	3,000	3,000	1,280	1,280	533	1,280	1,280	3,000	2,400	2,400
** 571.20.99.03	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-	(2,400)
* 571.10.99.04	EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	-	-	-
* 571.10.99.05	INTERFUND INSURANCE	7,724	7,724	6,543	6,543	6,543	6,543	6,543	7,278	7,278	7,278
* 571.10.99.06	FACILITY REPAIR & REPLACEMENT	6,559	6,559	6,559	6,559	2,733	6,559	6,559	6,559	6,559	6,559
*** 571.50.99.06	FACILITY REPAIR & REPLACEMENT	-	-	-	-	-	-	-	-	-	(6,559)
	<b>SUB TOTAL</b>	32,784	32,784	29,513	29,513	16,114	29,513	29,513	36,250	33,497	24,538
	<b>PARKS, RECREATION &amp; SENIOR SERVICES ADMIN TOTAL</b>	294,961	285,658	297,685	297,685	140,169	286,596	281,391	299,241	296,452	282,090

\* New Account Code per State Auditor's Office

\*\* Moved to Division: 640 - Recreation Program

\*\*\* Moved to New Division: 642 - Recreation Rental Facilities and Recoded to New Account Code per State Auditor's Office

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.630.045.571.10.00.00 ADMINISTRATION</b>					
<b>SALARIES AND WAGES</b>					
571.10.10	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	\$ 180,336	\$ 180,336	\$ 178,458
571.10.10.90	Furlough	Provides for 5 days of unpaid leave.	\$ -	\$ -	\$ -
<b>TOTAL SALARIES</b>			<b>\$ 180,336</b>	<b>\$ 180,336</b>	<b>\$ 178,458</b>
<b>PERSONNEL BENEFITS</b>					
571.10.20	Personnel Benefits	Provides for personnel benefits for Recreation Administrative Personnel.	\$ 55,558	\$ 55,522	\$ 55,077
571.10.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (643)	\$ (643)	\$ (643)
571.10.20	Uniforms	Provides uniforms for Administration Staff.	\$ -	\$ -	\$ -
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 54,915</b>	<b>\$ 54,879</b>	<b>\$ 54,434</b>
<b>SUPPLIES</b>					
571.10.31	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
571.10.31.16	Supplies - Banners	Provides banners for Marina District and Downtown.	\$ -	\$ -	\$ -
571.10.32	Fuel	Provides for fuel to operate the department's vehicles.	\$ -	\$ -	\$ -
571.10.35	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
<b>TOTAL SUPPLIES</b>			<b>\$ 7,750</b>	<b>\$ 7,750</b>	<b>\$ 7,750</b>

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.630.045.571.10.00.00</b>		<b>ADMINISTRATION</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
571.10.41	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>		
571.10.42	Communications	Provides for long distance phone charges, cell phone and fax charges. Long Distance		\$ 8,500	\$ 8,500
		Provides for dept and brochure postage (\$1,575 per mailing/3 per year)	\$ 695		
			\$ 4,725		
			<u>\$ 5,420</u>		
571.10.43	Travel	Covers personal vehicle use reimbursement, mileage, and meals for trainings and meetings.		\$ 250	\$ 250
571.10.44.02	Advertising	Provides for newspaper and other promotional advertisements legal and employment notifications		\$ 1,000	\$ 1,000
571.10.45.02	Copier Lease	Provides for lease of copier used by Administration.		\$ 2,640	\$ 2,640
571.10.48	Repair & Replacement	Provides for repairs of office equipment and alarm and fire systems		\$ 1,500	\$ 1,500
571.10.49	Miscellaneous	Provides for the following miscellaneous services:		\$ 3,000	\$ 3,000
		Volunteer program supplies	\$ 500		
		Printing-project brochures & documents	\$ 1,400		
		Other Miscellaneous	<u>\$ 1,100</u>		
			<u>\$ 3,000</u>		

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.630.045.571.10.00.00 ADMINISTRATION</b>					
571.10.49.05		Credit Card Charges <b>EXEC AMEND:</b> Moved to Recreation Programs Division in 2012	\$ -	\$ -	\$ -
571.10.49.06	Special Events	Provides for one-time seed money for Des Moines Beach Park Auditorium black tie opening gala in 2012.	\$ -	\$ -	\$ -
571.10.49.22	Dues, Schools, & Conferences	Provides for the following dues & conference registration fees: WRPA & NRPA Dues \$ 800 WRPA Conf. Registrations @\$300 \$ 300 <u>\$ 1,100</u>	\$ 1,100	\$ 1,100	\$ 1,100
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 19,990</b>	<b>\$ 19,990</b>	<b>\$ 16,910</b>
<b>INTERFUND SERVICES</b>					
571.10.99.01	Computer Maintenance	Computer maintenance support for administrative services.	\$ 15,107	\$ 15,107	\$ 15,107
571.10.99.02	Computer Replacement	Provides for replacement of computer hardware assigned to Recreation Administration.	\$ 4,306	\$ 2,153	\$ 2,153
571.10.99.03	Equipment Maintenance	Provides for Equipment repair and maintenance of vehicles and equipment by the City mechanic. Moved to New Division: <b>640</b>	\$ 3,000	\$ 2,400	\$ 2,400
571.10.99.04	Equipment Replacement	Provides for replacement of engineering vehicles.	\$ -	\$ -	\$ -
571.10.99.05	Interfund Insurance	Contribution to Self Insurance Fund.	\$ 7,278	\$ 7,278	\$ 7,278
571.10.99.06	Facility Repair & Replacement	Provides for major repairs for City facilities. Moved to New Division: <b>642</b>	\$ 6,559	\$ 6,559	\$ 6,559
<b>TOTAL INTERFUND SERVICES</b>			<b>\$ 36,250</b>	<b>\$ 33,497</b>	<b>\$ 24,538</b>
<b>CAPITAL OUTLAY</b>					
594.71.64	Equipment		\$ -	\$ -	\$ -
<b>TOTAL CAPITAL</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ADMINISTRATIVE SERVICES</b>			<b>\$ 299,241</b>	<b>\$ 296,452</b>	<b>\$ 282,090</b>



CITY OF DES MOINES

2013 BUDGET REQUEST

PARKS, RECREATION, & SR. SERVICES  
DES MOINES ARTS COMMISSION

001.310.045 ARTS COMMISSION		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
573.20.10	SALARIES & WAGES	6,250	4,547	6,250	6,250	2,552	4,250	6,417	6,417	6,417
573.20.20	PERSONNEL BENEFITS	750	1,586	783	783	1,485	2,465	930	930	930
573.20.31	OFFICE & OPERATING SUPPLIES	500	3,197	500	500	434	500	500	500	500
573.20.35	SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-
573.20.35.90	SMALL EQUIPMENT >\$1,000 <\$5,000	-	-	-	-	4,515	4,515	-	-	-
573.20.41	PROFESSIONAL SERVICES	16,500	10,173	21,700	21,700	2,416	17,185	21,700	21,700	21,700
573.20.42	COMMUNICATIONS	-	476	-	-	-	-	-	-	-
573.20.43	TRAVEL	-	-	-	-	-	-	-	-	-
* 573.20.41.45	ADVERTISING	4,000	1,969	4,000	4,000	69	1,500	4,000	4,000	4,000
573.20.45	OPERATING RENTAL & LEASES	-	314	-	-	-	-	-	-	-
573.20.49	MISCELLANEOUS	1,300	1,956	1,213	1,213	338	1,213	1,213	1,213	1,213
573.20.49.16	ASSOC STUDENTS HCC PROG	6,000	5	-	6,000	(0)	3,000	3,000	3,000	3,000
573.20.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	70	70	-	-	70	70	70
594.73.64	ARTWORK-SCULPTURE PADS	-	-	-	0	-	-	-	-	20,000
<b>ARTS COMMISSION TOTAL:</b>		<b>35,300</b>	<b>24,223</b>	<b>34,516</b>	<b>40,516</b>	<b>11,810</b>	<b>34,628</b>	<b>37,830</b>	<b>37,830</b>	<b>57,830</b>

\* New Account Code for Advertising per State Auditor's Office

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **PARKS & RECREATION**  
 DIVISION: **ARTS COMMISSION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.310.045.573</b>					
<b>ARTS COMMISSION</b>					
<b>SALARIES AND WAGES</b>					
573.20.10	Salaries & Wages	Provides for part-time personnel to assist volunteers and additional marketing funds to promote community arts programs.	\$ 6,417	\$ 6,417	\$ 6,417
<b>TOTAL SALARIES AND WAGES</b>			<b>\$ 6,417</b>	<b>\$ 6,417</b>	<b>\$ 6,417</b>
<b>PERSONNEL BENEFITS</b>					
573.20.20	Personnel Benefits	Provides for benefits for part-time personnel.	\$ 930	\$ 930	\$ 930
	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ -	\$ -	\$ -
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 930</b>	<b>\$ 930</b>	<b>\$ 930</b>
<b>SUPPLIES</b>					
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.	\$ -	\$ -	\$ -
<b>TOTAL SUPPLIES</b>			<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>

# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **PARKS & RECREATION**  
 DIVISION: **ARTS COMMISSION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>OTHER SERVICES AND CHARGES</b>					
573.20.41	Professional Services	Provides for contractual fees for artists' performances	\$ 21,700	\$ 21,700	\$ 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.	\$ 1,213	\$ 1,213	\$ 1,213
573.20.49.16	Assoc Students HCC Program		\$ 3,000	\$ 3,000	\$ 3,000
573.20.49.22	Dues, Schools, & Conferences	Provides for membership dues.	\$ 70	\$ 70	\$ 70
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 29,983</b>	<b>\$ 29,983</b>	<b>\$ 29,983</b>
<b>CAPITAL OUTLAYS</b>					
594.73.64	ARTWORK	Sculpture Foundation (or Pads)	\$ -	\$ -	\$ 20,000
<b>TOTAL ARTS COMMISSION PROGRAM</b>			<b>\$ 37,830</b>	<b>\$ 37,830</b>	<b>\$ 57,830</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES  
HEALTH AND HUMAN SERVICES

001.620.045 HEALTH AND HUMAN SERVICES		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
* 562.24.51.09	HEALTHPOINT-DENTAL CARE	-	-	-	-	-	-	-	-	2,600
* 562.29.51.10	HEALTHPOINT-MEDICAL	-	-	-	-	-	-	-	-	4,900
* 562.26.51.03	PREGNANCY AID	1,100	1,100	1,100	1,100	-	1,100	1,100	1,100	1,100
* 562.73.51.14	WASHINGTON POISON CENTER	-	-	-	-	-	-	500	500	500
* 564.35.51.01	CRISIS CLINIC	4,800	4,800	4,800	4,800	-	4,800	4,800	4,800	4,800
* 564.41.51.11	K.C. SEXUAL ASSAULT	4,100	4,100	4,100	4,100	4,100	4,100	4,100	4,100	4,100
* 565.10.51.04	DES MOINES FOOD BANK	31,250	31,250	31,250	31,250	7,813	31,250	31,250	31,250	31,250
* 565.10.51.13	LUTHERAN COMMUNITY SERVICES	-	-	-	-	-	-	1,250	1,250	1,000
* 565.40.51.07	MULTI-SERVICE CENTER (SHELTER)	3,500	3,500	3,500	3,500	3,500	3,500	4,000	4,000	4,000
* 565.40.51.08	HOSPITALITY HOUSE (SHELTER)	5,000	5,000	5,000	5,000	-	5,000	5,500	5,500	5,500
* 565.50.51.02	DAWN	6,000	6,000	6,000	6,000	5,000	6,000	6,000	6,000	6,000
* 566.35.51.12	KENT YOUTH & FAMILY SERVICES	-	-	-	-	-	-	1,250	1,250	1,000
* 569.11.41.48	EGOV	2,500	2,500	2,500	2,500	-	2,500	2,000	2,000	1,700
* 569.41.51.05	SENIOR SERV OF SEATTLE/KC-HYDE SHUTTLES	-	-	-	-	-	-	-	-	500
* 569.64.51.06	SENIOR SERV OF SEATTLE/KC-MEALS ON WHEELS	-	-	-	-	-	-	-	-	3,750
* 571.20.91.00	BEFORE & AFTER SCHOOL PROGRAM	4,000	4,000	4,000	4,000	-	4,000	3,000	3,000	4,000
** 564.00.51.37	HEALTHPOINT	5,500	5,500	7,500	7,500	7,500	7,500	7,500	7,500	-
** 564.00.51.28	AUBURN YOUTH SERVICES	2,000	2,000	2,000	2,000	-	2,000	-	-	-
** 564.00.51.21	SENIOR SERVICES OF SEATTLE/KING COUNTY	5,750	5,750	5,750	5,750	5,750	5,750	4,250	4,250	-
** 564.00.51.41	HIGHLINE MEDICAL GROUP	2,000	2,000	-	-	-	-	-	-	-
	DYNAMIC PARTNERS	-	-	-	-	-	-	2,000	2,000	-
	NEW CONNECTIONS OF SO. KING COUNTY	-	-	-	-	-	-	500	500	-
564.00.51	<b>HEALTH AND HUMAN SERVICES TOTAL</b>	<b>77,500</b>	<b>77,500</b>	<b>77,500</b>	<b>77,500</b>	<b>33,663</b>	<b>77,500</b>	<b>79,000</b>	<b>79,000</b>	<b>76,700</b>

\* New Account Code for Social Services per State Auditor's Office

\*\* Old Account Code - **DO NOT USE**

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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<b>RECREATION PROGRAMS REVENUES</b>		<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted Budget</b>	<b>2013 Adopted Budget</b>
30.00.00	<u>Activity Fees</u> Drop-in fees collected from open gym, indoor playground and aerobics	\$ 1,599	\$ 920	\$ 1,055	\$ 1,250
	<u>Program Fees</u>				
60.01.00	Camps	\$ 129,006	\$ 110,565	\$ 165,000	\$ 175,000
60.02.00	Classes	\$ 62,616	\$ 63,091	\$ 60,000	\$ 65,000
60.03.00	Leagues	\$ 107,491	\$ 109,284	\$ 112,000	\$ 73,000
60.03.01	Adult Leagues-Taxable				\$ 42,000
60.04.00	Outreach	\$ 282,681	\$ 249,621	\$ 306,000	\$ 308,000
60.05.00	Special Events	\$ 14,817	\$ 9,595	\$ 21,000	\$ 18,000
60.06.00	Youth Basketball	\$ 54,070	\$ 74,841	\$ 79,000	\$ 80,000
90.00.00	SJUMP		\$ 30		
	<u>Facilities Rental</u>				
40.02.00	Field Rentals	\$ 14,180	\$ 3,975	\$ 21,000	\$ 20,000
	<u>Miscellaneous</u>				
	MCT Video Sales	\$ 107	\$ -	\$ -	
	Youth & Teen Bball Sales	\$ 400		\$ -	
	Youth & Teen Bball Picture Rebate	\$ -	\$ 634	\$ 500	\$ 1,400
	Camp KHAOS Shirt Sales	\$ -	\$ -	\$ -	
	Vending Machine & Concession Sales	\$ -		\$ -	
	Non-residential differential	\$ 30,000	\$ -	\$ -	
	<u>Community Partner Marketing</u>	\$ 4,600	\$ 6,623	\$ 8,000	\$ 9,000
	<b>TOTAL RECREATION REVENUE</b>	<b>\$ 701,567</b>	<b>\$ 629,179</b>	<b>\$ 773,555</b>	<b>\$ 792,650</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES  
RECREATION PROGRAMS

001.640.045 RECREATION PROGRAMS		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Y/E	2012 EST Y/E	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
571.20.10	SALARIES	211,097	184,071	238,225	238,225	87,222	238,225	191,326	239,901	209,451	184,148
* 571.20.10	SALARIES	-	-	-	-	-	-	-	-	-	(49,150)
571.20.10.02	SALARIES-Rec Leaders	237,743	178,117	250,883	250,883	86,089	250,883	184,734	250,859	250,859	250,859
571.20.11	OVERTIME	-	115	-	-	712	1,000	2,670	-	-	-
571.20.11.50	OVERTIME-INSTRUCTOR PART TIME	-	2,198	-	-	1,850	3,700	4,316	-	-	-
571.20.10	<b>SUB TOTAL</b>	448,840	364,501	489,108	489,108	175,872	493,808	383,046	490,760	460,310	385,857
571.20.20	BENEFITS	68,654	70,557	91,659	91,659	42,024	91,659	87,758	109,775	102,883	99,877
* 571.20.20	BENEFITS	-	-	-	-	-	-	-	-	-	(33,857)
571.20.20.02	BENEFITS-Rec Leaders	36,840	31,888	49,724	49,724	16,075	49,724	34,575	50,685	49,003	49,003
571.20.20.04	L & I BENEFITS-Volunteers	150	60	150	150	17	150	75	150	150	150
571.20.20.50	BENEFITS-INSTRUCTOR PART TIME	-	261	-	-	336	666	761	-	-	-
571.20.20.90	EMPLOYEE MED. CONTRIBUTION	(1,136)	(1,391)	(1,444)	(1,444)	(1,044)	(1,444)	(2,385)	(2,914)	(2,914)	(3,233)
* 571.20.20.90	EMPLOYEE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	-	1,295
571.20.21	UNIFORMS	80	-	300	300	-	-	300	-	-	-
571.20.20	<b>SUB TOTAL</b>	104,588	101,376	140,389	140,389	57,408	140,755	121,084	157,696	149,122	113,235
571.20.31	OPERATING SUPPLIES	44,723	53,951	50,000	50,000	18,710	50,000	50,600	50,000	50,000	50,000
* 571.20.31	OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-	(1,200)
571.20.32.01	UNLEADED FUEL (ISF)	1,076	841	1,721	1,721	625	1,600	1,466	1,525	1,525	1,525
571.20.34.05	ITEMS PURCHASED FOR RESALE	-	147	-	-	-	-	-	-	-	-
571.20.35	SMALL TOOLS & EQUIPMENT	2,000	60	7,000	7,000	1,705	3,000	2,500	5,000	5,000	5,000
* 571.20.35	SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	(525)
571.20.35.90	SMALL EQP >\$1,000 <\$5,000	-	-	1,750	1,750	-	-	-	1,750	1,750	1,750
571.20.30	<b>SUB TOTAL</b>	47,799	54,999	60,471	60,471	21,040	54,600	54,566	58,275	58,275	56,550
571.20.41	PROFESSIONAL SERVICES	55,000	62,959	65,000	65,000	19,356	62,000	48,000	65,000	65,000	56,640
* 571.20.41	PROFESSIONAL SERVICES	-	-	-	30,000	-	-	30,000	-	-	(6,000)
571.20.41.44	SUMMER LUNCH PROG	-	-	-	30,000	-	-	30,000	-	-	-
571.20.41.45	ADVERTISING	500	1,707	9,100	9,100	500	3,000	3,817	9,000	9,000	9,000
* 571.20.41.45	ADVERTISING	-	-	-	-	-	-	-	-	-	(4,000)
571.20.42	COMMUNICATIONS	4,750	3,974	6,250	6,250	2,201	4,000	5,827	6,000	6,000	6,000
* 571.20.42	COMMUNICATIONS	-	-	-	-	-	-	-	-	-	(2,100)
571.20.43	TRAVEL	-	48	200	200	62	150	200	200	200	200
571.20.45	OPERATING RENTALS & LEASES	17,000	4,693	20,000	20,000	3,133	18,000	16,525	20,000	20,000	20,000
571.20.49	MISCELLANEOUS	15,000	19,189	21,825	21,825	4,754	21,825	21,250	22,000	22,000	22,000
571.20.49.05	CREDIT CARD FEES	-	-	14,880	14,880	7,559	16,000	16,777	16,000	16,000	16,000
571.20.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	175	175	840	1,000	1,000	2,500	2,500	2,500
* 571.20.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	-	-	-	-	-	-	-	(300)
571.20.40	<b>SUB TOTAL</b>	92,250	92,571	137,430	167,430	38,405	125,975	143,396	140,700	140,700	119,940
571.20.99.01	COMPUTER MAINTENANCE	20,600	20,600	16,080	16,080	6,700	16,080	16,080	16,080	16,080	16,080
* 571.20.99.01	COMPUTER MAINTENANCE	-	-	-	-	-	-	-	-	-	(2,680)
571.20.99.02	COMPUTER REPLACEMENT	1,637	1,637	1,049	1,049	437	1,049	1,049	8,510	4,255	4,255
* 571.20.99.02	COMPUTER REPLACEMENT	-	-	-	-	-	-	-	-	-	(279)
** 571.20.99.03	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-	2,400
571.20.99.04	EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	-	-	-
571.20.99.05	INTERFUND INSURANCE	82,493	82,493	69,876	69,876	69,876	69,876	69,876	53,309	53,309	53,309
* 571.20.99.05	INTERFUND INSURANCE	-	-	-	-	-	-	-	-	-	(3,770)
571.20.99.06	FACILITY REPAIR AND REPLACEMENT	6,559	6,559	6,559	6,559	2,733	6,559	6,559	6,559	6,559	6,559
* 571.20.99.06	FACILITY REPAIR AND REPLACEMENT	-	-	-	-	-	-	-	-	-	(6,559)
571.20.99	<b>SUB TOTAL</b>	111,289	111,289	93,564	93,564	79,746	93,564	93,564	84,458	80,203	69,315

CITY OF DES MOINES

2013 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES  
RECREATION PROGRAMS

001.640.045	RECREATION PROGRAMS	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST Y/E	2012 EST Y/E	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
594.71.64	EQUIPMENT	-	-	-	-	-	-	-	-	-	10,000
594.71.64	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	10,000
	<b>RECREATION PROGRAM TOTAL</b>	804,766	724,736	920,962	950,962	372,471	908,702	795,656	931,889	888,610	754,897

\* Moved to New Division: 642 - EVENTS & FACILITIES and Recoded to New Account Code per State Auditor's Office

\*\* New Account for this Division. Moved from Parks & Recreation ADMINISTRATION

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.640.045.571.20</b>		<b>RECREATION PROGRAMS</b>			
		<b>SALARIES AND WAGES</b>			
571.20.10	Salaries	1.00 Office Manager	\$ 239,901	\$ 209,451	\$ 184,148
		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.			
		-1.00 Events & Facilities Coordinator Moved to New Division: <b>642</b>			\$ (49,150)
		0.76 Recreation Specialist-Cultural Programs (Office)-1580 hrs			
		0.76 Recreation Specialist-Beach Park Event Center-1580 hrs			
		<u>3.52</u> FTE's			
571.20.10.02	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.	\$ 250,859	\$ 250,859	\$ 250,859
		Recreation Aide (pay range I.A ) <b>3,396 hrs</b>			
		*Day Camp Aide (7 @ 330 hrs) 2310 hrs			
		* Sports Aide 670 hrs			
		* Special Events 416 hrs			
		Recreation Leader I (pay range II.C) <b>4,952 hrs</b>			
		*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			
		*After School - North Hill 555 hrs			
		Recreation Leader I (pay range II.D) <b>1,776 hrs</b>			
		*Teen Program 556 hrs			



## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.640.045.571.20</b>		<b>RECREATION PROGRAMS</b>			
		*Special Events 555 hrs			
		*Sports 665 hrs			
		Recreation Leader I (pay range II.E)	<b>2,311 hrs</b>		
		*Day Camp 2311 hrs			
		Recreation Attendant I (pay range II.F)	<b>1,080 hrs</b>		
		*Beach Park Event Center 1080 hrs			
		Recreation Attendant I (pay range II.F)	<b>1,171 hrs</b>		
		*Facility Rentals 1171 hrs			
		Recreation Attendant I (pay range II.F)	<b>1,271 hrs</b>		
		*Office Assistant 1271 hrs			
		Recreation Leaders II (pay range III.D)	<b>1,071 hrs</b>		
		*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)	<b>2,234 hrs</b>		
		*Facility Lead 1067 hrs			
		*Office Assistant II 1167 hrs			
		Recreation Leaders III (pay range IV.B)	<b>2,638 hrs</b>		
		*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)	<b>1,475</b>		
		*Office Assistant III 1475 hrs			
		<b>11.239 FTE's</b>	<b>23,375 TOTAL HOURS</b>		
		<b>TOTAL SALARIES</b>	<b>\$ 490,760</b>	<b>\$ 460,310</b>	<b>\$ 385,857</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.640.045.571.20 RECREATION PROGRAMS</b>					
<b>PERSONNEL BENEFITS</b>					
571.20.20	Benefits-Full Time	Provides for Personnel Benefits for Recreation Personnel: Moved to New Division: <b>642</b>	\$ 109,775	\$ 102,883	\$ 99,877 \$ (33,857)
571.20.20.02	Benefits-PT-Rec Ldrs	Provides for Benefits for Part-time Recreation Leaders & Assistants	\$ 50,685	\$ 49,003	\$ 49,003
571.20.20.04	L & I Benefits-Volunteers		\$ 150	\$ 150	\$ 150
571.20.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s. Moved to New Division: <b>642</b>	\$ (2,914)	\$ (2,914)	\$ (3,233) \$ 1,295
571.20.21	Uniforms	Provides for uniforms for Recreation Program Staff.	\$ -	\$ -	\$ -
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 157,696</b>	<b>\$ 149,122</b>	<b>\$ 113,235</b>
<b>SUPPLIES</b>					
571.20.31	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. Moved to New Division: <b>642</b>	\$ 50,000	\$ 50,000	\$ 50,000 \$ (1,200)
571.20.32	Fuel Consumed	Provides for vehicle fuel.	\$ 1,525	\$ 1,525	\$ 1,525
571.20.35	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. Moved to New Division: <b>642</b>	\$ 5,000	\$ 5,000	\$ 5,000 \$ (525)
571.20.35.90	Small Eqp >\$1,000 <\$5,000	Tables and chairs for various facilities	\$ 1,750	\$ 1,750	\$ 1,750
<b>TOTAL SUPPLIES</b>			<b>\$ 58,275</b>	<b>\$ 58,275</b>	<b>\$ 56,550</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.640.045.571.20 RECREATION PROGRAMS</b>					
<b>OTHER SERVICES AND CHARGES</b>					
571.20.41	Professional Services	Provides for contractual fees for classes, camps, instructors, officials, transportation, etc. These services are directly related to implemented programs.	\$ 65,000	\$ 65,000	\$ 56,640
		Moved to New Division: <b>642</b>			\$ (6,000)
571.20.42	Communications	Provides for postage on promotional mailers, cellular telephone and pagers.	\$ 6,000	\$ 6,000	\$ 6,000
		Telephone Lines	\$ 2,105		
		Long Distance	\$ 10		
		Cell Phones/Pagers	\$ 3,800		
		Postage	\$ 335		
		<u>\$ 6,250</u>			
		Moved to New Division: <b>642</b>			\$ (2,100)
571.20.43	Travel	Covers statewide travel expenses, meals and lodging for trainings and meetings.	\$ 200	\$ 200	\$ 200
571.20.44.02	Advertising	Provides for newspaper advertisements for instructors and seasonals, and special event and program announcements.	\$ 9,000	\$ 9,000	\$ 9,000
		Moved to New Division: <b>642</b>			\$ (4,000)
571.20.45	Operating Rentals/Leases	Provides for contracted repairs and maintenance, equipment and school rentals and leases.	\$ 20,000	\$ 20,000	\$ 20,000
571.20.49	Miscellaneous	Provides for miscellaneous services such as printing of quarterly programs and services guide, promotional materials, field trip admission and other miscellaneous services.	\$ 22,000	\$ 22,000	\$ 22,000
571.20.49.05	Credit Card Charges	Provides for merchant bank credit card processing fees.	\$ 16,000	\$ 16,000	\$ 16,000
571.20.49.22	Dues, Schools, & Conferences	Provides for membership dues.	\$ 2,500	\$ 2,500	\$ 2,500
		Moved to New Division: <b>642</b>			\$ (300)
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 140,700</b>	<b>\$ 140,700</b>	<b>\$ 119,940</b>

### INTERFUND SERVICES

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.640.045.571.20 RECREATION PROGRAMS</b>					
571.20.99.01	Computer Maintenance	Provides maintenance for computers and printers. Moved to New Division: <b>642</b>	\$ 16,080	\$ 16,080	\$ 16,080 \$ (2,680)
571.20.99.02	Computer Replacement	Provides for computer hardware replacement. Moved to New Division: <b>642</b>	\$ 8,510	\$ 4,255	\$ 4,255 \$ (279)
571.20.99.03	Equipment Maintenance	Provides for maintenance of the van transferred from King County.	\$ -	\$ -	\$ 2,400
571.20.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund. Moved to New Division: <b>642</b>	\$ 53,309	\$ 53,309	\$ 53,309 \$ (3,770)
571.20.99.06	Facility Repair & Replacement	Provides for major repairs for City facilities. Moved to New Division: <b>642</b>	\$ 6,559	\$ 6,559	\$ 6,559 \$ (6,559)
<b>TOTAL INTERFUND SERVICES</b>			<b>\$ 84,458</b>	<b>\$ 80,203</b>	<b>\$ 69,315</b>
<b>CAPITAL OUTLAY</b>					
591.74.64.01	Equipment	CLASS System On-line Registration Program	\$ -	\$ -	\$ 10,000
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>
<b>TOTAL RECREATION PROGRAMS</b>			<b>\$ 931,889</b>	<b>\$ 888,610</b>	<b>\$ 754,897</b>

**BUDGET NARRATIVE  
2013**

FUND: **GENERAL**  
DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**  
DIVISION: **EVENTS AND FACILITIES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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				2012 Adopted Budget	2013 Adopted Budget
<b>EVENTS AND FACILITY RENTALS REVENUES</b>					
	<u>Facilities Rental</u>				
40.01.00	Facility Rentals	\$ 55,326	\$ 73,765	\$ 76,577	\$ 70,000
40.01.01	Facility Rentals - Security Revenues	\$ -	\$ 1,500	\$ 1,500	\$ 5,000
40.01.02	Beach Park Event Center Rentals	\$ -	\$ -	\$ 66,883	\$ 67,094
	<u>Sonju Property Rental</u>	\$ 10,635	\$ 6,203	\$ 10,635	\$ 10,635
	<u>Community Special Events</u>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EVENTS AND FACILITY RENTALS REVENUES</b>		<b>\$ 65,961</b>	<b>\$ 81,468</b>	<b>\$ 155,595</b>	<b>\$ 152,729</b>

Facility Rentals include:  
- Beach Park Auditorium  
- Founders Lodge  
- Picnic Shelter  
- Field House  
- Activity Center

CITY OF DES MOINES

2013 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES  
EVENTS AND FACILITIES

	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
* 001.642.045 EVENTS AND FACILITIES									
575.50.10 SALARIES & WAGES	-	-	-	-	-	-	-	-	49,150
575.50.10.02 SALARIES-REC ATTENDANTS	-	-	-	-	-	-	-	-	-
575.50.11 OVERTIME	-	-	-	-	-	-	-	-	-
575.50.10 SUB TOTAL	-	-	-	-	-	-	-	-	49,150
575.50.20 PERSONNEL BENEFITS	-	-	-	-	-	-	-	-	33,857
575.50.20.02 PERSONNEL BENEFITS-REC ATTENDANTS	-	-	-	-	-	-	-	-	-
575.50.20.90 EMPLOYEE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	(1,295)
575.50.20 SUB TOTAL	-	-	-	-	-	-	-	-	32,562
575.50.31 OFFICE AND OPERATING SUPPLIES	-	-	-	-	-	-	-	-	1,200
575.50.31.03 OPERATING SUPPLIES-PARK BLDGS	-	-	-	-	-	-	-	-	8,140
575.50.35 SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	525
575.50.30 SUB TOTAL	-	-	-	-	-	-	-	-	9,865
575.50.41 PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	6,000
575.50.41.32 JANITORIAL SERVICES	-	-	-	-	-	-	-	-	35,000
575.50.41.45 ADVERTISING	-	-	-	-	-	-	-	-	4,000
575.50.42 COMMUNICATIONS	-	-	-	-	-	-	-	-	2,100
575.50.45 OPERATING LEASES & RENTAL	-	-	-	-	-	-	-	-	-
575.50.46 INSURANCE	-	-	-	-	-	-	-	-	5,684
575.50.47 UTILITIES - FACILITY RENTALS BLDGS	-	-	-	-	-	-	-	-	68,500
575.50.48.02 REPAIRS & MAINTENANCE-FACILITY RENT	-	-	-	-	-	-	-	-	20,500
575.50.49 MISCELLANEOUS	-	-	-	-	-	-	-	-	160
575.50.49.20 LAUNDRY	-	-	-	-	-	-	-	-	590
575.50.49.22 DUES, SCHOOLS, & CONFERENCES	-	-	-	-	-	-	-	-	300
575.50.40 SUB TOTAL	-	-	-	-	-	-	-	-	142,834
575.50.99.01 COMPUTER MAINTENANCE	-	-	-	-	-	-	-	-	2,680
575.50.99.02 COMPUTER REPLACEMENT	-	-	-	-	-	-	-	-	279
575.50.99.05 INTERFUND INSURANCE	-	-	-	-	-	-	-	-	3,770
575.50.99.06 FACILITY REPAIR & REPLACEMENT	-	-	-	-	-	-	-	-	35,946
575.50.99 SUB TOTAL	-	-	-	-	-	-	-	-	42,675
594.75.64.00 EQUIPMENT	-	-	-	-	-	-	-	-	-
594.75.64 SUB TOTAL	-	-	-	-	-	-	-	-	-
<b>EVENTS &amp; FACILITIES TOTAL</b>	-	-	-	-	-	-	-	-	<b>277,086</b>

\* 001.642.045 is New Division for Events and Facilities

## BUDGET NARRATIVE 2013

FUND: **GENERAL**  
DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**  
DIVISION: **EVENTS AND FACILITIES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.642.045.575.50.00.00</b>		<b>EVENTS AND FACILITY RENTALS</b>			
		<b>SALARIES AND WAGES</b>			
575.50.10	Salaries & Wages	Provides for Events & Facilities Coordinator 1.00 FTE	\$ -	\$ -	\$ 49,150
575.50.10.02	Salaries & Wages- Recreation Attendants	Provides for the part-time recreation attendants:	\$ -	\$ -	\$ -
575.50.11	Overtime	Provides overtime compensation for full-time personnel.	\$ -	\$ -	\$ -
		<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,150</b>
		<b>PERSONNEL BENEFITS</b>			
575.50.20	Personnel Benefits	Provides personnel benefits for the full-time Events & Facilities Coordinator.	\$ -	\$ -	\$ 33,857
575.50.20.02	Personnel Benefits - Part time	Provides personnel benefits for part-time Recreation Attendants.	\$ -	\$ -	\$ -
575.50.20.90	Employee Med Contribution	Employees' share of health insurance premium cost for spouse and/or dependents.	\$ -	\$ -	\$ (1,295)
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,562</b>
		<b>SUPPLIES</b>			
575.50.31	Office And Operating Supplies	Provides for operating and program supplies for special community events, etc	\$ -	\$ -	\$ 1,200
575.50.31.03	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.).	\$ -	\$ -	\$ 8,140

## BUDGET NARRATIVE 2013

FUND: **GENERAL**  
 DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**  
 DIVISION: **EVENTS AND FACILITIES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.642.045.575.50.00.00</b>	<b>EVENTS AND FACILITY RENTALS</b>				
575.50.35	Tools and Equipment	Provides small tools and equipment for facilities maintenance.	\$ -	\$ -	\$ 525
<b>TOTAL SUPPLIES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,865</b>
<b>OTHER SERVICES AND CHARGES</b>					
575.50.41	Professional Services	Provides professional services as needed (e.g., brochure design services, newsletter, etc ).	\$ -	\$ -	\$ 6,000
575.50.41.32	Janitorial Services	Provides professional custodial services for the Park and Recreation Facility Rental Buildings.	\$ -	\$ -	\$ 35,000
575.50.42	Communications	Provides communication fees, telephone, postage, etc.	\$ -	\$ -	\$ 2,100
		Telephone Line \$ 1,485			
		Long Distance \$ 15			
		Cell Phones \$ 600			
		<u>\$ 2,100</u>			
575.50.44.02	Advertising	Provides advertisements for special events and facility rentals.	\$ -	\$ -	\$ 4,000
575.50.45	Rentals & Leasing		\$ -	\$ -	\$ -
575.50.46	Insurance	Provides for the Beach Park Dining Hall flood insurance.	\$ -	\$ -	\$ 5,684
575.50.47	Utilities	Utilities used or services provided for the park system.	\$ -	\$ -	\$ 68,500
		Electricity \$ 44,400			
		Water \$ 8,700			
		Sewer \$ 1,150			
		Natural Gas \$ 14,250			
		<u>\$ 68,500</u>			
575.50.48.02	Repairs & Maintenance-Facility Rental Bldgs	Provides contracted repairs and maintenance for park buildings. HVAC (\$12,900); Pest Control (\$1,800); and Other Misc Facility Bldgs Repairs (\$5,800)	\$ -	\$ -	\$ 20,500



# BUDGET NARRATIVE

2013

FUND: **GENERAL**  
 DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**  
 DIVISION: **EVENTS AND FACILITIES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.642.045.575.50.00.00</b>		<b>EVENTS AND FACILITY RENTALS</b>			
575.50.49	Miscellaneous	Provides for fire code permits for Activity Center and Fieldhouse.	\$ -	\$ -	\$ 160
575.50.49.20	Laundry	Provides for laundry services of floor mats and mops used in Facilities.	\$ -	\$ -	\$ 590
575.50.49.22	Dues, Schools, & Conferences	Provides for dues & training registration fees.	\$ -	\$ -	\$ 300
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 142,834</b>
		<b>INTERFUND SERVICES</b>			
575.50.99.01	Computer Maintenance	Division's assessment for computer maintenance.	\$ -	\$ -	\$ 2,680
575.50.99.02	Computer Replacement	Computer replacement program, provides computer replacement when needed.	\$ -	\$ -	\$ 279
575.50.99.05	Interfund Insurance	Interfund transfer to the City's self-insurance fund.	\$ -	\$ -	\$ 3,770
575.50.99.06	Facility Repair & Replacement	Fee for funding of major repair and replacement of City facilities.	\$ -	\$ -	\$ 35,946
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,675</b>

## BUDGET NARRATIVE 2013

FUND: **GENERAL**  
 DEPARTMENT: **PARKS, RECREATION & SR. SERVICES**  
 DIVISION: **EVENTS AND FACILITIES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.642.045.575.50.00.00</b>		<b>EVENTS AND FACILITY RENTALS</b>			
		<b>CAPITAL OUTLAY</b>			
		This account provides funding for capital improvements to rental facilities, including minor facility improvements and equipment.			
594.75.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL EVENTS AND FACILITY RENTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 277,086</b>

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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**2013 Budget**

**Projected revenue for Senior Programs is from:**

City of Normandy Park (Shared Services)	<u>\$ 23,490</u>
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CITY OF DES MOINES

2013 BUDGET REQUEST

PARKS, RECREATION & SR SERVICES  
 SENIOR SERVICES

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>001.645.045</b>	<b>SENIOR SERVICES</b>									
* 569.10.10	SALARIES & WAGES	140,304	140,228	146,880	146,880	73,440	146,880	150,852	150,852	149,278
569.10.10	<b>SUB TOTAL</b>	140,304	140,228	146,880	146,880	73,440	146,880	150,852	150,852	149,278
* 569.10.20	PERSONNEL BENEFITS	48,529	48,171	57,166	57,166	28,033	53,951	58,518	58,478	58,044
* 569.10.20.02	L&I BENEFITS-VOLUNTEERS	1,200	623	1,200	1,200	116	550	1,200	1,200	1,200
* 569.10.20.90	EMPLOYEE MED. CONTRIBUTION	(1,088)	(1,115)	(1,219)	(1,219)	(592)	(1,184)	(1,286)	(1,286)	(1,286)
569.10.20	<b>SUB TOTAL</b>	48,641	47,679	57,147	57,147	27,557	53,317	58,432	58,392	57,958
* 569.10.31	OPERATING SUPPLIES	2,000	2,988	2,000	2,000	692	2,445	2,000	2,000	2,500
* 569.10.31.01	COMPUTER SUPPLIES	750	562	750	750	154	350	500	500	0
* 569.10.32.01	UNLEADED FUEL (ISF)	2,102	3,289	3,438	3,438	1,577	3,485	3,624	3,624	3,624
* 569.10.35	SMALL TOOLS & EQUIPMENT	3,000	698	2,000	2,000	109	375	1,000	1,000	1,000
569.10.30	<b>SUB TOTAL</b>	7,852	7,538	8,188	8,188	2,533	6,655	7,124	7,124	7,124
* 569.10.41	PROFESSIONAL SERVICES	350	781	350	350	171	350	350	350	350
* 569.10.42	COMMUNICATIONS	6,520	6,005	6,365	6,365	2,566	5,968	6,266	6,266	6,266
* 569.10.45.02	COPIER LEASE	383	192	383	383	674	250	320	320	320
* 569.10.49	MISCELLANEOUS	7,000	5,002	6,400	6,400	1,621	4,500	5,500	5,500	5,500
* 569.10.49.05	CREDIT CARD FEES	1,250	1,058	-	-	-	-	-	-	-
* 569.10.49.22	DUES, SCHOOL, & CONFERENCES	-	-	600	600	-	-	-	-	-
569.10.40	<b>SUB TOTAL</b>	15,503	13,039	14,098	14,098	5,032	11,068	12,436	12,436	12,436
* 569.10.99.01	COMPUTER MAINTENANCE	15,660	15,660	15,660	15,660	6,525	15,660	15,660	15,660	15,660
* 569.10.99.02	COMPUTER REPLACEMENT	1,392	1,392	1,227	1,227	511	1,227	4,104	2,052	2,052
* 569.10.99.03	EQUIPMENT MAINTENANCE	3,000	3,000	4,200	4,200	1,750	4,200	9,000	7,200	7,200
* 569.10.99.04	EQUIPMENT REPLACEMENT	-	-	-	-	-	-	13,323	-	-
* 569.10.99.05	INSURANCE INTERFUND	8,727	8,727	7,398	7,398	7,398	7,398	7,958	7,958	7,958
569.10.99.06	FAC REP & REPLACE	3,959	3,959	3,959	3,959	1,650	3,959	3,959	3,959	3,959
** 575.50.99.06	<b>FAC REP &amp; REPLACE</b>	-	-	-	-	-	-	-	-	(3,959)
569.10.99	<b>SUB TOTAL</b>	32,738	32,738	32,444	32,444	17,834	32,444	54,004	36,829	32,870
594.69.63	IMPROVEMENTS	-	-	-	-	-	-	-	-	-
594.69.64	EQUIPMENT-2006 Ford 14	-	-	-	-	-	-	-	-	-
594.69.60	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-
<b>SENIOR SERVICES TOTAL</b>		245,038	241,222	258,757	258,757	126,395	250,364	282,848	265,632	259,666

\* New Account Code per State Auditor's Office

\*\* Moved to New Division: 642 - EVENTS AND FACILITIES and Recoded to New Account Code per State Auditor's Office

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.645.045.569.10.00.00</b>					
		<b>SENIOR SERVICES</b>			
		<b>SALARIES AND WAGES</b>			
569.10.10	Salaries and Wages	Provides for salaries as follows: 1.00 Senior Services Manager 1.00 Senior Center Recreation Coordinator 2.0 FTE's	\$ 150,852	\$ 150,852	\$ 149,278
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 150,852</b>	<b>\$ 150,852</b>	<b>\$ 149,278</b>
		<b>PERSONNEL BENEFITS</b>			
569.10.20	Personnel Benefits	Provides for personnel benefits for full-time personnel.	\$ 58,518	\$ 58,478	\$ 58,044
569.10.20.02	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
569.10.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (1,286)	\$ (1,286)	\$ (1,286)
569.10.21	Uniforms	Provides uniforms for Senior Center staff.	\$ -	\$ -	\$ -
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 58,432</b>	<b>\$ 58,392</b>	<b>\$ 57,958</b>
		<b>SUPPLIES</b>			
569.10.31	Office Supplies	Provides for office and operating supplies	\$ 2,000	\$ 2,000	\$ 2,500
569.10.31.01	Computer Supplies	Provides for purchase of toner cartridges and other miscellaneous supplies.	\$ 500	\$ 500	\$ -

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.645.045.569.10.00.00</b>		<b>SENIOR SERVICES</b>			
569.10.32	Fuel Consumed	Fuel for 3 senior center vans.	\$ 3,624	\$ 3,624	\$ 3,624
569.10.35	Small Tools and Equipment	Provides for equipment and tools needed for Senior operations and valued under \$1,000.	\$ 1,000	\$ 1,000	\$ 1,000
		<b>TOTAL SUPPLIES</b>	<b>\$ 7,124</b>	<b>\$ 7,124</b>	<b>\$ 7,124</b>
		<b>OTHER SERVICES AND CHARGES</b>			
569.10.41	Professional Services	Provides for outside professional services, including piano tuning, etc.	\$ 350	\$ 350	\$ 350
569.10.42	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>	\$ 6,266	\$ 6,266	\$ 6,266
569.10.45.02	Copier Lease	Provides for lease of Activity Center copier.	\$ 320	\$ 320	\$ 320
569.10.49	Miscellaneous	Provides for payment of miscellaneous items as follows: 1. Printing marketing and sponsorship brochures 2. Printing Quarterly Newsletter 3. Equipment for program operations	\$ 5,500	\$ 5,500	\$ 5,500
569.10.49.05	Credit Card Charges	<b>EXEC AMEND:</b> Move to Senior Program Division	\$ -	\$ -	\$ -

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.645.045.569.10.00.00</b>		<b>SENIOR SERVICES</b>			
569.10.49.22	Dues, Schools, & Conferences	Provides for membership dues & conference registration fees to Wa State Assoc. of Senior Centers	\$ -	\$ -	\$ -
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 12,436</b>	<b>\$ 12,436</b>	<b>\$ 12,436</b>
		<b>INTERFUND SERVICES</b>			
569.10.99.01	Computer Maintenance	Provides for maintenance of computers and printers.	\$ 15,660	\$ 15,660	\$ 15,660
569.10.99.02	Computer Replacement	Provides for replacement of computer hardware.	\$ 4,104	\$ 2,052	\$ 2,052
569.10.99.03	Equipment Maintenance	1 - 1992 Chevrolet Van (Senior Activities Van) 2 - 2006 & 2007 Ford Van (Department Activity Vans)	\$ 9,000	\$ 7,200	\$ 7,200
569.10.99.04	Equipment Replacement	Provides for replacement of Department Activity vans.	\$ 13,323	\$ -	\$ -
569.10.99.05	Interfund Insurance	Transfer to the City's self-insurance fund based on workers' hours.	\$ 7,958	\$ 7,958	\$ 7,958
569.10.99.06	Facility Repair and Replacement	Transfer to reserve fund for major repair and replacement of City buildings.	\$ 3,959	\$ 3,959	\$ 3,959
		Moved to New Division: <b>642</b>	\$ -	\$ -	\$ (3,959)
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 54,004</b>	<b>\$ 36,829</b>	<b>\$ 32,870</b>
		<b>CAPITAL OUTLAY</b>			
594.69.63	Improvements		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL SENIOR SERVICES</b>	<b>\$ 282,848</b>	<b>\$ 265,632</b>	<b>\$ 259,666</b>

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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	<b>2012 Amended Budget</b>	<b>2013 Adopted Budget</b>
The projected revenues from Senior Programs are as follows:		
Items for Resale	\$ 1,500	\$ 4,000
Activities & Coffee Bar	\$ 6,000	\$ 6,400
Event Admissions	\$ 9,000	\$ 3,000
Senior Dances	\$ 3,000	\$ 500
Classes	\$ 28,000	\$ 25,000
Trip-Travel Fees	\$ 25,000	\$ 29,000
Health Programs	\$ 750	\$ 800
Subscriptions	\$ 3,000	\$ 2,000
Donations	\$ 3,000	\$ 3,650
Miscellaneous	\$ 650	\$ 650
<b>Total</b>	<b>\$ 79,900</b>	<b>\$ 75,000</b>



CITY OF DES MOINES

2013 BUDGET REQUEST PARKS, RECREATION & SR SERVICES  
 SENIOR PROGRAMS

		2011	2011	2012	2012	2012	2012	2013	2013	2013
		AMEND	ACTUAL	ADOPTED	AMEND	ACTUAL Jan-June	EST YR TOTAL	DPT REQ	EXEC AMEND	ADOPTED
<b>001.650.045</b>	<b>SENIOR PROGRAMS</b>									
* 569.11.10	SALARIES & WAGES	16,387	23,439	16,980	16,980	10,364	24,545	17,436	17,436	17,266
* 569.11.10.50	SALARIES & WAGES-Part time Instructors	11,648	7,588	11,648	11,648	5,012	10,304	11,652	11,652	11,652
569.11.10	<b>SUB TOTAL</b>	<b>28,035</b>	<b>31,027</b>	<b>28,628</b>	<b>28,628</b>	<b>15,376</b>	<b>34,849</b>	<b>29,088</b>	<b>29,088</b>	<b>28,918</b>
* 569.11.20	PERSONNEL BENEFITS	2,562	3,582	2,940	2,940	1,680	3,977	3,008	2,997	2,969
* 569.11.20.50	PERSONNEL BENEFITS-Part Time Instructors	1,181	848	1,334	1,334	582	1,196	1,350	1,323	1,323
* 569.11.20.90	EMPLOYEE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	-
569.11.20	<b>SUB TOTAL</b>	<b>3,743</b>	<b>4,430</b>	<b>4,274</b>	<b>4,274</b>	<b>2,262</b>	<b>5,173</b>	<b>4,358</b>	<b>4,320</b>	<b>4,292</b>
* 569.11.31	OPERATING SUPPLIES	550	854	550	550	431	950	550	550	550
* 569.11.31.03	UNLEADED FUEL (OUTSIDE)	-	-	-	-	40	75	-	-	-
* 569.11.34	ITEMS FOR RESALE	500	-	-	-	-	-	-	-	-
* 569.11.34.05	ITEMS PURCHASED FOR RESALE	-	-	500	500	-	-	2,000	2,000	2,000
* 569.11.35	SMALL TOOLS & EQUIPMENT	250	-	250	250	-	250	250	250	250
* 569.11.35.90	SMALL EQUIPMENT >\$1,000 <\$5,000	-	-	-	-	-	-	-	-	-
569.11.30	<b>SUB TOTAL</b>	<b>1,300</b>	<b>854</b>	<b>1,300</b>	<b>1,300</b>	<b>471</b>	<b>1,275</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>
* 569.11.41	PROFESSIONAL SERVICES	15,500	8,292	15,500	15,500	3,876	8,500	10,500	10,500	8,300
* 569.11.43	TRAVEL EXPENSES	200	30	200	200	-	200	-	-	-
* 569.11.49	MISCELLANEOUS	15,000	11,198	14,950	14,950	4,115	9,850	12,500	12,500	12,500
* 569.11.49.05	CREDIT CARD FEES	-	-	1,870	1,870	956	1,625	1,870	1,870	1,870
* 569.11.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	50	50	590	650	610	610	610
569.11.40	<b>SUB TOTAL</b>	<b>30,700</b>	<b>19,519</b>	<b>32,570</b>	<b>32,570</b>	<b>9,537</b>	<b>20,825</b>	<b>25,480</b>	<b>25,480</b>	<b>23,280</b>
* 569.11.99.05	INTERFUND INSURANCE	2,197	2,197	1,863	1,863	1,863	1,863	3,487	3,487	3,487
569.11.99	<b>SUB TOTAL</b>	<b>2,197</b>	<b>2,197</b>	<b>1,863</b>	<b>1,863</b>	<b>1,863</b>	<b>1,863</b>	<b>3,487</b>	<b>3,487</b>	<b>3,487</b>
594.69.64	EQUIPMENT	-	-	-	-	-	-	-	-	-
594.69.60	<b>SUB TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SENIOR PROGRAMS TOTAL</b>		<b>65,975</b>	<b>58,028</b>	<b>68,635</b>	<b>68,635</b>	<b>29,509</b>	<b>63,985</b>	<b>65,213</b>	<b>65,175</b>	<b>62,777</b>

\* New Account Code for Senior Program per State Auditor's Office

## BUDGET NARRATIVE 2013

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

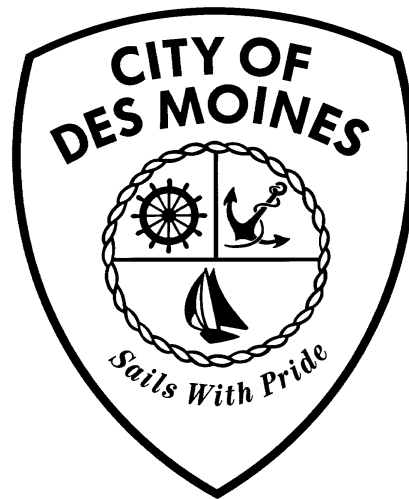
Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.650.045.569.11.00.00</b>		<b>SENIOR PROGRAMS</b>			
		<b>SALARIES AND WAGES</b>			
569.11.10	Salaries and Wages	<u>Senior Programmer</u> The Senior Programmer will assist in the supervision of programs, volunteers, and special events, and provide office support. 0.50 FTE Sr Programmer Part-time employee	\$ 17,436	\$ 17,436	\$ 17,266
569.11.10.50	Salaries & Wages-Part time Instructor	0.20 FTE Instructor Part-time employee	\$ 11,652	\$ 11,652	\$ 11,652
<b>TOTAL SALARIES AND WAGES</b>			<b>\$ 29,088</b>	<b>\$ 29,088</b>	<b>\$ 28,918</b>
<b>PERSONNEL BENEFITS</b>					
569.11.20	Personnel Benefits	Provides for benefits for part-time Senior Programmer.	\$ 3,008	\$ 2,997	\$ 2,969
569.11.50	Personnel Benefits - Part time Instructor	Provides for benefits for : 0.20 FTE Instructor Part-time employee	\$ 1,350	\$ 1,323	\$ 1,323
569.11.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.		\$ -	\$ -
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 4,358</b>	<b>\$ 4,320</b>	<b>\$ 4,292</b>
<b>SUPPLIES</b>					
569.11.31	Office and Operating	Supplies for special events. <b>(NOTE: Supplies are offset by revenues)</b>	\$ 550	\$ 550	\$ 550
569.11.34.05	Items Purchased for resale	Merchandise sales for Center fundraising	\$ 2,000	\$ 2,000	\$ 2,000
569.11.35	Small Tools and Equipment	Provides for: 1. Equipment for special events. 2. Miscellaneous supplies.	\$ 250	\$ 250	\$ 250
			\$ 175		
			\$ 75		
			<u>\$ 250</u>		
<b>TOTAL SUPPLIES</b>			<b>\$ 2,800</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.650.045.569.11.00.00</b>	<b>SENIOR PROGRAMS</b>				
	<b>OTHER SERVICES AND CHARGES</b>				
569.11.41	Professional Services	Provides for: 1. Contractual fees for instructors 2. Entertainment for special events	\$ 10,500	\$ 10,500	\$ 8,300
		\$ 7,300			
		\$ 1,000			
		<u>\$ 8,300</u>			
569.11.43	Travel Expenses		\$ -	\$ -	\$ -
569.11.49	Miscellaneous	Day trip, extended trips, and special event expenses <b>(NOTE: Expenses are offset by revenues)</b>	\$ 12,500	\$ 12,500	\$ 12,500
569.11.49.05	Credit Card Charges	Provides for merchant bank credit card processing fees.	\$ 1,870	\$ 1,870	\$ 1,870
569.11.49.22	Dues, Schools, & Conferences	Provides for training registration fees.	\$ 610	\$ 610	\$ 610
	<b>TOTAL OTHER SERVICES AND CHARGES</b>		<b><u>\$ 25,480</u></b>	<b><u>\$ 25,480</u></b>	<b><u>\$ 23,280</u></b>
	<b>INTERFUND SERVICES</b>				
569.11.99.05	Interfund Insurance	Division contribution to the City's self-insurance fund.	\$ 3,487	\$ 3,487	\$ 3,487
	<b>TOTAL INTERFUND SERVICES</b>		<b><u>\$ 3,487</u></b>	<b><u>\$ 3,487</u></b>	<b><u>\$ 3,487</u></b>
	<b>CAPITAL OUTLAY</b>				
594.69.64	Equipment		\$ -	\$ -	\$ -
	<b>TOTAL CAPITAL OUTLAY</b>		<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
	<b>TOTAL SENIOR PROGRAMS</b>		<b><u>\$ 65,213</u></b>	<b><u>\$ 65,175</u></b>	<b><u>\$ 62,777</u></b>



## BUDGET NARRATIVE 2013

FUND: **GENERAL**  
DEPARTMENT: **NON-DEPARTMENTAL**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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<b>001.320.050.519.91.49.00</b>	<b>MISCELLANEOUS MEMBERSHIPS</b>		<b>\$ 54,999</b>	<b>\$ 53,064</b>	<b>\$ 53,064</b>
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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), South King County Economic Development Initiative, and Highline Community College Small Business Development Center

Provided seed money for Destination Des Moines in 2011.

In 2013, the City will not join membership to National League of Cities.

CITY OF DES MOINES

2013 BUDGET REQUEST

NON-DEPARTMENTAL  
MISCELLANEOUS MEMBERSHIPS

NON-DEPARTMENTAL * 001.320.050 MISCELLANEOUS MEMBERSHIPS		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
518.91.49.04	SUBURBAN CITIES ASSOCIATION	19,043	16,397	19,043	19,043	16,615	16,615	16,836	16,836	16,836
518.91.49.07	NATIONAL LEAGUE OF CITIES	1,935	1,861	1,935	1,935	1,861	1,861	1,935	0	0
518.91.49.09	WA DEPT OF GENERAL ADMIN	2,000	0	2,000	2,000	1,000	2,000	2,000	2,000	2,000
518.91.49.11	SOUTH KING COUNTY EDI	7,500	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
518.91.49.12	DESTINATION DES MOINES	7,500	7,500	0	0	0	0	0	0	0
518.91.49.13	SOUTH CTY AREA TRANS BOARD	100	100	100	100	-	100	100	100	100
518.91.49.14	WA STATE CERTIFICATION PROG	50	100	50	50	-	50	50	50	50
518.91.49.17	HCC SMALL BUSINESS DEV CENTER	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000
518.91.49.24	ASSN. OF WASH. CITIES	19,815	19,815	20,078	20,078	20,078	20,078	20,078	20,078	20,078
518.91.49.28	SWKC CHAMBER OF COMMERCE	-	0	-	-	1,000	1,000	1,000	1,000	1,000
<b>MISCELLANEOUS TOTAL</b>		<b>57,943</b>	<b>48,773</b>	<b>56,206</b>	<b>56,206</b>	<b>53,554</b>	<b>54,704</b>	<b>54,999</b>	<b>53,064</b>	<b>53,064</b>

\* 001.320.050 is New Department Code for Miscellaneous Memberships

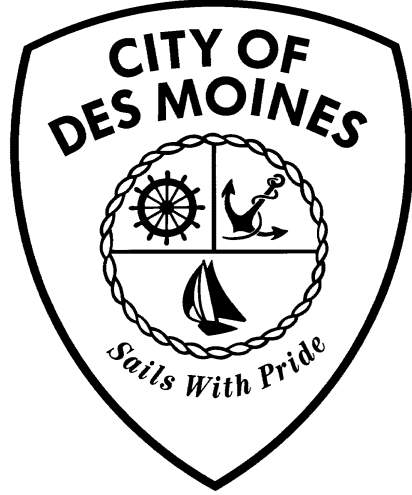
CITY OF DES MOINES

2013 BUDGET REQUEST

GENERAL FUND TRANSFERS

001.680.041 OPERATING TRANSFERS		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
*	597.00.00.00 TRANSFER-OUT/FUND 511	15,000	15,433	15,000	15,000	-	17,865	16,000	16,000	16,000
	597.58.00.00 TRANSFER-OUT/FUND 511									(16,000)
	597.00.01.00 TRANSFER-OUT/FUND 310*	150,000	176,150	-	-	-	-	-	-	-
	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									
	597.00.00.18 TSF-OUT/220 COPIER CAPITAL LEASE	15,000	14,465	15,263	15,263	-	15,263	14,918	14,918	14,918
**	597.18.00.00 TSF-OUT/220 COPIER CAPITAL LEASE									(14,918)
	597.14.00.00 TSF-OUT/220 LOCAL PRG-ENERGY PROJ			11,726	11,726		11,726	11,439	11,439	11,439
***	597.18.00.00 TSF-OUT/220 LOCAL PRG-ENERGY PROJ									(11,439)
	597.19.18 TRANSFER-OUT/FUND 520				20,000					
	597.44.00.00 TRANSFER-OUT/FUND 319			300,000	210,605		200,000	210,000	146,013	146,013
****	597.21.00.00 TRANSFER-OUT/FUND 319 ASE PROG									(146,013)
<b>OPERATING TRANSFERS TOTAL</b>		<b>180,000</b>	<b>206,048</b>	<b>341,989</b>	<b>272,594</b>	<b>-</b>	<b>244,854</b>	<b>252,357</b>	<b>188,370</b>	<b>0</b>
<p>* Transfer-out to Fund 511 for Automation Fee Revenues and Moved to Division: 500 - Building</p> <p>** Transfer-out to Fund 220 for Principal &amp; Interest Payments of Copier Lease and Moved to Division: 280 - Communications</p> <p>*** Transfer-out to Fund 220 for Principal &amp; Interest Payments of Energy-Savings Project Loan and Moved to New Division: 305 - Facilities/CIP</p> <p>**** Transfer-out to Fund 319 for Automated Speed Enforcement (ASE) Revenues and Moved to Division: 385 - ASE</p>										

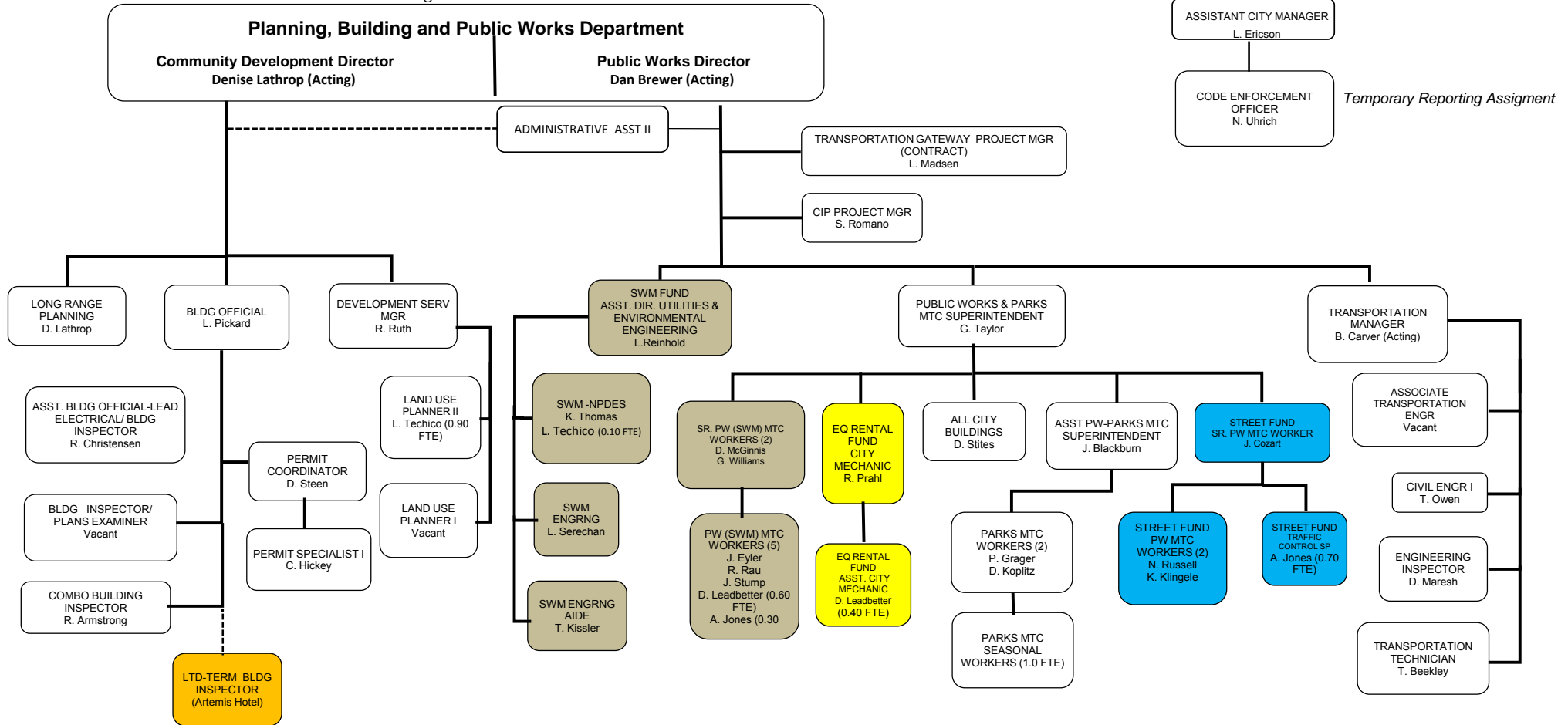
<b>001.000.000</b>	<b>GENERAL FUND ENDING FUND BALANCE</b>									
508.xx.00.00	ENDING FUND BALANCE	2,008,318	989,371	2,077,997	676,924	-	977,052	1,372,703	1,226,802	1,226,802





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

Interim Organizational Chart - 2013



**Department Divisions**

- Administration
- Long Range Planning
- Building
- Development Services
- Surface Water Management
- Public Work and Parks Maintenance
- Transportation & Engineering

**Department Programs**

- Administration
- Joint Minor Home Repair
- Plan Development
- Development Services
- Community Development Grants
- Building Division
- Code Enforcement
- Engineering Services
- Surface Water Management Engineering
- SWM NPDES Permit Program
- All City Buildings
- Facilities/CIP Management
- Park Operations Services
- City Streets
- SWM Maintenance
- Equipment Rental
- Transportation CIP
- SWM CIP
- MCI CIP
- Facility Repair & Replacement

**Community Development**

*Temporarily Reports to Assistant City Manager*

**Public Works**

## BUDGET NARRATIVE 2013

FUND: CITY STREETS  
DEPARTMENT: PLANNING/ BLDG AND PW

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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**CITY STREETS**

**\$ 1,287,016 \$ 1,337,863 \$ 1,337,863**

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

0.25 PW & Parks Maint Superintendent  
 0.10 Assistant PW & Parks Maint Superintendent  
0.35 FTE's

Maintenance Workers

1.00 Senior Maintenance Worker  
 2.00 Maintenance Worker  
 0.70 Traffic Control Specialist  
3.70 FTE's

Management

0.15 Acting PW Director  
 0.05 PBPW Administrative Assistant II  
 0.10 Acting Transportation Manager  
0.30 FTE's

Continuing Needs for additional personnel but not requested in 2013 budget:

1.00 FTE-Admin Support  
 1.00 FTE-Mtce Worker

CITY OF DES MOINES

2013 BUDGET REQUEST

STREET FUND

101.xxx.040 STREET FUND		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TL	2012 EST YR TL	2013 DEPT RQ	2013 EXEC AMEND	2013 ADOPTED
<b>101.100.040</b>	<b>ROAD/STREET MAINTENANCE:</b>										
542.30.00.00	ROADWAY										
542.30.31	SUPPLIES	16,000	29,068	16,000	16,000	3,387	16,000	14,500	16,000	16,000	16,000
542.30.41	PROFESSIONAL SERVICES	-	-	-	-	602	-	-	-	-	-
542.30.48	REPAIR & MAINTENANCE	25,000	135	20,000	20,000	1,330	20,000	16,000	20,000	20,000	20,000
542.30.48.01	BRIDGE REPAIRS & MAINTENANCE	10,000	-	-	-	-	-	-	-	-	-
542.30.00	<b>SUB TOTAL</b>	51,000	29,203	36,000	36,000	5,320	36,000	30,500	36,000	36,000	36,000
<b>101.200.040</b>	<b>TRAFFIC &amp; PEDESTRIAN SERVICES:</b>										
542.61.00.00	SIDEWALKS										
542.61.31	SUPPLIES	4,000	2,495	3,000	3,000	-	3,000	3,000	4,000	4,000	4,000
542.63.47.13	STREET LIGHTING	275,000	272,852	288,255	288,255	138,935	288,255	287,421	296,043	296,043	296,043
542.61.00	<b>SUB TOTAL</b>	279,000	275,347	291,255	291,255	138,935	291,255	290,421	300,043	300,043	300,043
<b>101.300.040</b>	<b>TRAFFIC CONTROL DEVICES:</b>										
542.64.31	SUPPLIES	20,000	14,438	20,000	20,000	2,817	20,000	11,500	20,000	20,000	20,000
542.64.31.18	SIGN CHANGE-OUT PROGRAM	12,000	2,081	-	-	245	500	980	-	-	-
542.64.35	SMALL TOOLS & EQUIPMENT	-	240	-	-	-	-	-	-	-	-
542.64.47.14	TRAFFIC SIGNALS-ELECTRICITY	14,000	12,600	12,800	12,800	6,118	12,800	12,800	12,800	12,800	12,800
542.64.48.00	REPAIR & MAINTENANCE	16,000	20,604	16,000	16,000	-	16,000	10,000	16,000	16,000	16,000
542.64.48.17	SIGNAL MAINTENANCE	60,000	56,528	60,000	60,000	11,741	60,000	60,580	60,000	60,000	60,000
542.64.00	<b>SUB TOTAL</b>	122,000	106,490	108,800	108,800	20,921	109,300	95,860	108,800	108,800	108,800
<b>101.400.040</b>	<b>SNOW &amp; ICE CONTROL:</b>										
542.66.31	SUPPLIES	2,600	5,525	7,500	7,500	173	2,600	5,500	7,500	7,500	7,500
542.66.00	<b>SUB TOTAL</b>	2,600	5,525	7,500	7,500	173	2,600	5,500	7,500	7,500	7,500
<b>101.600.040</b>	<b>VEGETATION:</b>										
542.71.31	SUPPLIES	1,020	1,429	1,020	1,020	1,035	2,000	2,464	1,020	1,020	1,020
542.71.35	SMALL TOOLS & EQUIPMENT	2,550	-	1,550	1,550	139	550	250	1,550	1,550	1,550
542.71.48	REPAIR & MAINTENANCE	16,590	12,182	10,000	10,000	60	14,000	14,000	10,000	10,000	10,000
542.71.48.05	MEDIAN MAINTENANCE	10,000	4,118	10,000	10,000	415	6,725	2,500	10,000	10,000	10,000
542.71.00	<b>SUB TOTAL</b>	30,160	17,728	22,570	22,570	1,649	23,275	19,214	22,570	22,570	22,570
<b>101.700.040</b>	<b>LITTER CLEANUP:</b>										
542.75.47.07	LITTER DISPOSAL-RECYCLING	800	618	800	800	-	800	675	800	800	800
542.75.47.08	WOOD RECYCLING	350	100	350	350	-	350	125	350	350	350
542.75.00	<b>SUB TOTAL</b>	1,150	718	1,150	1,150	0	1,150	800	1,150	1,150	1,150
<b>101.900.040</b>	<b>MAINTENANCE ADMINISTRATION:</b>										
542.90.10	SALARIES	47,570	44,474	54,338	54,338	26,230	54,338	54,291	55,976	62,045	61,394
* 543.10.10	SALARIES	-	-	-	-	-	-	-	-	-	(32,359)
542.90.11	OVERTIME	-	-	-	-	13	13	50	-	-	-
542.90.20	PERSONNEL BENEFITS	18,576	18,073	21,317	21,317	10,687	21,317	20,747	22,283	24,985	25,688
* 543.10.20	PERSONNEL BENEFITS	-	-	-	-	-	-	-	-	-	(13,072)
542.90.20.90	EMPLOYEE MED. CONTRIBUTION	(484)	(1,227)	(484)	(484)	(596)	(484)	(1,192)	(582)	(679)	(680)
* 543.10.20.90	EMPLOYEE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	-	356
542.90.21	UNIFORMS	250	359	250	250	169	250	290	250	250	250

CITY OF DES MOINES

2013 BUDGET REQUEST

STREET FUND

101.xxx.040 STREET FUND		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TL	2012 EST YR TL	2013 DEPT RQ	2013 EXEC AMEND	2013 ADOPTED
542.90.31	OFFICE & OPERATING SUPPLIES	10,000	3,676	5,000	5,000	1,334	3,750	3,750	5,000	5,000	5,000
** 543.10.31	OFFICE & OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-	(200)
** 542.91.31	OFFICE & OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-	(3,975)
*** 543.50.31	OFFICE & OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-	(525)
542.90.32.01	UNLEADED FUEL(ISF)	14,263	12,467	14,402	14,402	7,201	14,384	13,982	14,541	14,541	14,541
** 543.10.32.01	UNLEADED FUEL(ISF)	-	-	-	-	-	-	-	-	-	(6,400)
542.90.32.02	DIESEL FUEL (ISF)	2,528	4,725	5,809	5,809	2,619	4,987	4,891	5,023	5,023	5,023
** 542.91.32.02	DIESEL FUEL (ISF)	-	-	-	-	-	-	-	-	-	(4,923)
542.90.32.03	UNLEADED FUEL(OUTSIDE)	495	31	495	495	-	200	75	495	495	495
** 542.91.32.03	UNLEADED FUEL(OUTSIDE)	-	-	-	-	-	-	-	-	-	(495)
542.90.32.05	FUEL PURCHASED FROM THE MARINA	500	250	500	500	61	200	175	500	500	500
** 542.91.32.05	FUEL PURCHASED FROM THE MARINA	-	-	-	-	-	-	-	-	-	(500)
542.90.35	SMALL TOOLS & EQUIPMENT	2,760	1,853	2,760	2,760	-	2,760	1,375	2,760	2,760	2,760
** 542.91.35	SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	(2,660)
542.90.35.90	SMALL EQP >\$1,000 <\$5,000	5,000	-	3,000	3,000	-	-	-	3,000	3,000	3,000
** 542.91.35.90	SMALL EQP >\$1,000 <\$5,000	-	-	-	-	-	-	-	-	-	(3,000)
542.90.41	PROFESSIONAL SERVICES	500	-	500	500	-	500	500	500	500	500
** 542.91.41	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	(100)
542.90.41.32	JANITORIAL SERVICES	3,700	3,668	3,700	3,700	1,777	3,700	3,819	3,972	3,972	3,972
*** 543.50.41.32	JANITORIAL SERVICES	-	-	-	-	-	-	-	-	-	(3,972)
**** 542.90.41.45	ADVERTISING	1,000	-	1,000	1,000	-	-	-	1,000	1,000	1,000
542.90.42	COMMUNICATIONS	4,450	4,521	4,450	4,450	1,981	4,450	4,762	4,905	4,905	4,905
* 543.10.42	COMMUNICATIONS	-	-	-	-	-	-	-	-	-	(1,275)
** 542.91.42	COMMUNICATIONS	-	-	-	-	-	-	-	-	-	(1,344)
542.90.43	TRAVEL	100	-	100	100	-	1,981	-	100	100	100
542.90.45	OPERATING RENTAL & LEASES	3,000	84	2,500	2,500	-	2,500	2,500	2,050	2,050	2,050
** 542.91.45	OPERATING RENTAL & LEASES	-	-	-	-	-	-	-	-	-	(2,050)
542.90.45.02	COPIER LEASE	-	4	-	-	212	420	103	110	110	110
542.90.47	UTILITY SERVICES	16,400	14,574	15,183	15,183	10,714	14,725	14,725	15,265	15,265	15,265
*** 543.50.47	UTILITY SERVICES	-	-	-	-	-	-	-	-	-	(15,265)
542.90.49	MISCELLANEOUS	1,000	506	500	500	-	500	500	500	500	500
542.90.49.20	LAUNDRY	250	-	250	250	-	250	250	250	250	250
542.90.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	500	500	100	500	500	500	500	500
542.90.99.01	COMPUTER MAINTENANCE	10,640	10,640	12,900	12,900	5,375	12,900	12,900	12,900	12,900	12,900
* 543.10.99.01	COMPUTER MAINTENANCE	-	-	-	-	-	-	-	-	-	(962)
** 542.91.99.01	COMPUTER MAINTENANCE	-	-	-	-	-	-	-	-	-	(7,911)
542.90.99.02	COMPUTER REPLACEMENT	926	926	983	983	409	983	983	3,289	1,645	1,645
* 543.10.99.02	COMPUTER REPLACEMENT	-	-	-	-	-	-	-	-	-	(98)
** 542.91.99.02	COMPUTER REPLACEMENT	-	-	-	-	-	-	-	-	-	(1,001)
542.90.99.03	EQUIPMENT MAINTENANCE	36,015	36,015	41,025	41,025	17,094	41,025	41,025	60,520	48,416	48,416
** 542.91.99.03	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-	(43,616)
542.90.99.04	EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	102,578	-	-
542.90.99.05	INTERFUND INSURANCE	2,412	2,412	2,232	2,232	2,232	2,232	2,232	4,213	4,213	4,213
542.90.99.06	FAC REPAIR AND REPLACEMENT	3,931	3,931	3,931	3,931	1,638	3,931	3,931	3,931	3,931	3,931
*** 543.50.99.06	FAC REPAIR AND REPLACEMENT	-	-	-	-	-	-	-	-	-	(3,931)
542.90.00	<b>SUB TOTAL</b>	185,782	161,961	197,141	197,141	89,251	192,312	187,165	325,829	218,177	68,950

CITY OF DES MOINES

2013 BUDGET REQUEST

STREET FUND

101.xxx.040 STREET FUND		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TL	2012 EST YR TL	2013 DEPT RQ	2013 EXEC AMEND	2013 ADOPTED
<b>101.920.040</b>	<b>ROAD/STREET MAINTENANCE:</b>										
****	542.91.10 SALARIES & WAGES	225,833	204,125	238,062	238,062	116,719	238,062	234,511	244,836	226,494	223,580
****	542.91.11 OVERTIME	7,500	8,578	7,500	7,500	2,929	7,500	6,605	7,500	7,500	7,500
****	542.91.20 PERSONNEL BENEFITS	91,123	92,096	122,658	122,658	58,590	122,658	114,199	129,944	119,880	118,872
****	542.91.20.90 EMPLOYEE MED. CONTRIBUTION	(2,078)	(2,309)	(3,316)	(3,316)	(1,755)	(3,316)	(3,510)	(3,815)	(3,524)	(3,527)
****	542.91.21 UNIFORMS	3,000	965	1,255	1,255	249	1,255	775	1,255	1,255	1,255
**	542.91.31 OFFICE & OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-	3,975
**	542.91.32.01 UNLEADED FUEL(ISF)	-	-	-	-	-	-	-	-	-	6,400
**	542.91.32.02 DIESEL FUEL (ISF)	-	-	-	-	-	-	-	-	-	4,923
**	542.91.32.03 UNLEADED FUEL(OUTSIDE)	-	-	-	-	-	-	-	-	-	495
**	542.91.32.05 FUEL PURCHASED FROM THE MARINA	-	-	-	-	-	-	-	-	-	500
****	542.91.35 SMALL TOOLS & EQUIPMENT	-	16	-	-	-	-	-	-	-	-
**	542.91.35 SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	2,660
**	542.91.35.90 SMALL EQP >\$1,000 <\$5,000	-	-	-	-	-	-	-	-	-	3,000
**	542.91.41 PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	100
****	542.91.42 COMMUNICATION	-	925	945	945	486	945	1,027	1,053	1,053	1,053
**	542.91.42 COMMUNICATIONS	-	-	-	-	-	-	-	-	-	1,344
****	542.91.43 TRAVEL EXPENSES	500	-	500	500	-	500	300	500	500	500
**	542.90.45 OPERATING RENTAL & LEASES	-	-	-	-	-	-	-	-	-	2,050
****	542.91.48 REPAIRS & MAINTENANCE	7,500	1,000	4,500	4,500	-	2,500	1,500	4,500	4,500	4,500
****	<b>543.50.48 REPAIRS &amp; MAINTENANCE</b>										(3,000)
****	542.91.49 MISCELLANEOUS	-	33	-	-	-	-	-	-	-	-
****	542.91.49.20 LAUNDRY	3,500	1,571	2,000	2,000	737	2,000	875	2,000	2,000	2,000
****	542.91.49.22 DUES,SCHOOLS & CONFERENCES	1,000	-	500	500	33	500	500	500	500	500
**	542.91.99.01 COMPUTER MAINTENANCE	-	-	-	-	-	-	-	-	-	7,911
**	542.91.99.02 COMPUTER REPLACEMENT	-	-	-	-	-	-	-	-	-	1,001
**	542.91.99.03 EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-	43,616
****	542.91.99.04 EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	-	-	-
****	542.91.99.05 INTERFUND INSURANCE	17,447	17,447	14,599	14,599	14,599	14,599	14,599	16,181	16,181	16,181
542.90.00	<b>SUB TOTAL</b>	<b>355,325</b>	<b>324,449</b>	<b>389,203</b>	<b>389,203</b>	<b>192,588</b>	<b>387,203</b>	<b>371,381</b>	<b>404,454</b>	<b>376,339</b>	<b>447,389</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

STREET FUND

101.xxx.040 STREET FUND		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TL	2012 EST YR TL	2013 DEPT RQ	2013 EXEC AMEND	2013 ADOPTED
<b>101.930.040 ROAD &amp; STREET MANAGEMENT:</b>											
*	543.10.10 SALARIES & WAGES	-	-	-	-	-	-	-	-	-	32,359
*	543.10.20 PERSONNEL BENEFITS	-	-	-	-	-	-	-	-	-	13,072
*	543.10.20.90 EMPLOYEE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	-	(356)
*	543.10.31 OFFICE & OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-	200
*	543.10.42 COMMUNICATIONS	-	-	-	-	-	-	-	-	-	1,275
*	543.10.99.01 COMPUTER MAINTENANCE	-	-	-	-	-	-	-	-	-	962
*	543.10.99.02 COMPUTER REPLACEMENT	-	-	-	-	-	-	-	-	-	98
*	597.43.00.00 TRANSFER OUT/FUND 220-Energy Svngs	-	-	-	-	-	-	-	-	-	1,052
*	597.43.00.01 TRANSFER OUT/FUND 220-Copier	-	-	-	-	-	-	-	-	-	345
542.90.99 SUB TOTAL		0	0	0	0	0	0	0	0	0	49,007
<b>101.940.040 ROAD &amp; STREET MAINTENANCE OF BUILDING:</b>											
***	543.50.31 OFFICE & OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-	525
***	543.50.41.32 JANITORIAL SERVICES	-	-	-	-	-	-	-	-	-	3,972
***	543.50.47 UTILITY SERVICES	-	-	-	-	-	-	-	-	-	15,265
***	543.50.48 REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	-	-	3,000
***	543.50.99.06 FAC REPAIR AND REPLACEMENT	-	-	-	-	-	-	-	-	-	3,931
542.90.99 SUB TOTAL		0	0	0	0	0	0	0	0	0	26,693
<b>101.920.040 EQUIPMENT</b>											
594.42.64		-	-	-	-	-	-	-	-	-	-
594.42.60 SUB TOTAL		-	-	-	-	-	-	-	-	-	-
<b>101.970.040 RECLASSIFICATION &amp; COST ALLOCATIONS:</b>											
	597.43.00 TRANSFER OUT/FUND 501	25,000	25,000	-	-	-	-	-	-	-	-
	597.14.00 TRANSFER OUT/FUND 220-Energy Svngs	-	-	1,078	1,078	195	1,078	1,078	1,052	1,052	1,052
*	<b>597.43.00.00 TRANSFER OUT/FUND 220-Energy Svngs</b>	-	-	-	-	-	-	-	-	-	(1,052)
	597.18.00 TRANSFER OUT/FUND 220-Copier	-	288	-	-	-	345	345	345	345	345
*	<b>597.43.00.01 TRANSFER OUT/FUND 220-Copier</b>	-	-	-	-	-	-	-	-	-	(345)
	597.43.00 TRANSFER OUT/GENERAL FUND	150,000	150,000	-	-	-	-	-	-	-	-
<b>CITY STREET FUND TOTAL</b>		<b>1,202,017</b>	<b>1,096,709</b>	<b>1,054,697</b>	<b>1,054,697</b>	<b>449,032</b>	<b>1,044,518</b>	<b>1,002,264</b>	<b>1,207,743</b>	<b>1,071,976</b>	<b>1,068,102</b>
101.000.000											
508.80.00 ENDING FUND BALANCE		150,539	234,816	166,391	240,692		178,772	221,026	79,273	265,888	269,761
		<b>1,352,556</b>	<b>1,331,525</b>	<b>1,221,088</b>	<b>1,295,389</b>	<b>449,032</b>	<b>1,223,290</b>	<b>1,223,290</b>	<b>1,287,016</b>	<b>1,337,863</b>	<b>1,337,863</b>

\* Moved to New Division: 930 - Road/Streets Management and Recoded to New Account Code per State Auditor's Office  
 \*\* Moved to Division: 920 - Road/Streets Maintenance and Recoded to New Account Code per State Auditor's Office  
 \*\*\* Moved to New Division: 940 - Road/Streets Maintenance and Recoded to New Account Code per State Auditor's Office  
 \*\*\*\* New Account Code for Road and Streets per State Auditor's Office

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
<b>101.100.040.542.30.00.00</b>					
<b>ROAD AND STREET MAINTENANCE</b>					
This is for ongoing maintenance of roads and streets.					
<b>ROADWAY</b>					
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.	\$ 20,000	\$ 20,000	\$ 20,000
<b>TOTAL ROADWAY</b>			<u>\$ 36,000</u>	<u>\$ 36,000</u>	<u>\$ 36,000</u>
<b>101.200.040.542.60.00.00</b>					
<b>TRAFFIC AND PEDESTRIAN SERVICE</b>					
This is for the cost of operation and maintenance of roadway facilities and services thereto.					
<b>Sidewalks</b>					
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	\$ 4,000	\$ 4,000
<b>Total Sidewalks</b>			<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
<b>Street Lighting</b>					
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	\$ 296,043	\$ 296,043	\$ 296,043
<b>Total Street Lighting</b>			<b><u>\$ 296,043</u></b>	<b><u>\$ 296,043</u></b>	<b><u>\$ 296,043</u></b>
<b>101.300.040.542.64.00.00 Traffic Control Devices</b>					
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
542.64.47.14	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.	\$ 60,000	\$ 60,000	\$ 60,000
		General ongoing maintenance and inspections	\$ 60,000		
		Traffic Signal Controller and Cabinet Replacement	\$ -		
			<u>\$ 60,000</u>		
<b>Total Traffic Control Devices</b>			<b><u>\$ 108,800</u></b>	<b><u>\$ 108,800</u></b>	<b><u>\$ 108,800</u></b>



# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
<b>101.400.040.542.66.00.00</b>					
<b>Snow and Ice Control</b>					
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
<b>Total Snow and Ice Control</b>			<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
<b>101.600.040.542.71.00.00</b>					
<b>ROADSIDE</b>					
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.	\$ 1,550	\$ 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
<b>TOTAL ROADSIDE</b>			<b>\$ 22,570</b>	<b>\$ 22,570</b>	<b>\$ 22,570</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
<b>101.700.040.542.75.00.00</b>					
<b>LITTER CLEANUP</b>					
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	Provides for disposal of stumps and brushes at wood recycling location.	\$ 350	\$ 350	\$ 350
<b>TOTAL LITTER CLEANUP</b>			<b>\$ 1,150</b>	<b>\$ 1,150</b>	<b>\$ 1,150</b>
<b>101.900.040.542.90.00.00</b>					
<b>ROAD/STREETS MAINTENANCE ADMINISTRATION</b>					
Supervisory operations, also includes general services and supplies for maintenance.					
542.90.10	Salaries & Wages	Salaries for Maintenance Administration 0.25 PW & Parks Maint Superintendent 0.10 Asst. PW & Parks Maint Superintendent <u>0.35 FTE's</u>	\$ 55,976	\$ 62,045	\$ 61,394
			Moved to New Division: <b>930</b> \$ (32,359)		
542.90.20	Personnel Benefits	Benefits for Maintenance Administration	\$ 22,283	\$ 24,985	\$ 25,688
			Moved to New Division: <b>930</b> \$ (13,072)		
542.90.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (582)	\$ (679)	\$ (680)
			Moved to New Division: <b>930</b> \$ 356		
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 other supplies of general maintenance administration nature that are not budgeted elsewhere.	\$ 5,000	\$ 5,000	\$ 5,000
			Moved to New Division: <b>930</b> \$ (200)		
			Moved to Division: <b>920</b> \$ (3,975)		
			Moved to New Division: <b>940</b> \$ (525)		

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
542.90.32	Fuel	Provides for fuel for Public Works vehicles assigned to Maintenance Administration.	\$ 20,559	\$ 20,559	\$ 20,559
		Moved to Division: <b>920</b>			\$ (12,318)
		Unleaded Fuel	\$ 8,141		
		Diesel Fuel	\$ 100		
			<u>\$ 8,241</u>		
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
		Moved to Division: <b>920</b>			\$ (2,660)
542.90.35.90	Small Eqp>\$1,000<\$5000		\$ 3,000	\$ 3,000	\$ 3,000
		Moved to Division: <b>920</b>			\$ (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
		Moved to Division: <b>920</b>			\$ (100)
542.90.41.32	Janitorial Services	Streets portion of janitorial services for Public Works/Parks Service Center (35%) and Public Works Engineering Building (20%).	\$ 3,972	\$ 3,972	\$ 3,972
		Moved to New Division: <b>940</b>			\$ (3,972)
542.90.42	Communications	Public Works portion of telephone service.	\$ 4,905	\$ 4,905	\$ 4,905
		Moved to New Division: <b>930</b>			\$ (1,275)
		Moved to Division: <b>920</b>			\$ (1,344)
		Telephone Lines	\$ 634		
		Cell Phones/Pagers	\$ 1,652		
			<u>\$ 2,286</u>		
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

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
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.	\$ 2,050	\$ 2,050	\$ 2,050
542.90.49	Copier Lease	Provides for operating costs of copier for maintenance administration. Lease of copier is reclassified as a capital lease.	\$ 110	\$ 110	\$ 110
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%)	\$ 15,265	\$ 15,265	\$ 15,265
		Electricity	\$ 7,325		
		Water	\$ 784		
		Sewer	\$ 338		
		SWM	\$ 5,979		
		Natural Gas	\$ 839		
			<u>\$ 15,265</u>		
		Moved to New Division: <b>940</b>			\$ (15,265)
542.90.49	Miscellaneous	Miscellaneous items that cannot be assigned to other categories in maintenance administration.	\$ 500	\$ 500	\$ 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	\$ 500	\$ 500
542.90.99.01	Computer Maint	Fund for maintenance of computers assigned to Maintenance Administration.	\$ 12,900	\$ 12,900	\$ 12,900
		Moved to New Division: <b>930</b>			\$ (962)
		Moved to Division: <b>920</b>			\$ (7,911)
542.90.99.02	Computer Replacement	Fund for replacement of computer assigned to Maintenance Administration.	\$ 3,289	\$ 1,645	\$ 1,645
		Moved to New Division: <b>930</b>			\$ (98)
		Moved to Division: <b>920</b>			\$ (1,001)
542.90.99.03	Equipment Maintenance	Equipment rental fund charges for vehicle maintenance.	\$ 60,520	\$ 48,416	\$ 48,416
		Moved to Division: <b>920</b>			\$ (43,616)

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
542.90.99.04	Equipment Replacement	Equipment rental fund charges for vehicle replacement.	\$ 102,578	\$ -	\$ -
542.90.99.05	Interfund Insurance	Provides for liability coverage for the department.	\$ 4,213	\$ 4,213	\$ 4,213
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
Moved to New Division: <b>940</b>					\$ (3,931)
<b>TOTAL MAINTENANCE ADMINISTRATION</b>			<b>\$ 325,829</b>	<b>\$ 218,177</b>	<b>\$ 71,000</b>
<b>101.920.040.542.91.00.00</b>	<b>ROADS/STREETS MAINTENANCE</b>				
Work of the Street Department directly associated with maintenance activities.					
542.91.10	Salaries & Wages	Provides for salaries for the following positions: 1.00 Senior Maintenance Worker 2.00 Maintenance Workers 0.70 Traffic Control Specialist (Remaining time is allocated: 0.30 FTE in SWM Fund) <hr style="width: 10%; margin-left: 0;"/> 3.70 FTE's	\$ 244,836	\$ 226,494	\$ 223,580
542.91.11	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
542.91.20	Personnel Benefits	Covers payroll related benefits for all Street Maintenance personnel.	\$ 129,944	\$ 119,880	\$ 118,872
542.91.20.90	Employee Med. Contribution	Employees' share of benefits for spouse and/or dependents.	\$ (3,815)	\$ (3,524)	\$ (3,527)
542.91.21	Uniforms	Benefits including uniforms and steel toed boots. Also covers replacement of worn shirts, rain gear, rain boots, hats and city logo embroidery.	\$ 1,255	\$ 1,255	\$ 1,255
542.91.31	Operating Supplies	Provides for general supplies of general maintenance nature that are not budgeted elsewhere.	\$ -	\$ -	\$ 3,975

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
542.91.32	Fuel	Provides for fuel for Public Works vehicles assigned to Maintenance Workers.	\$ -	\$ -	\$ 12,318
		Unleaded Fuel	\$ 6,400		
		Diesel Fuel	\$ 4,923		
		Outside Fuel Sales	\$ 495		
		Propane from Marina	\$ 500		
			<u>\$ 12,318</u>		
542.91.35	Small Tools	This provides for the purchase of hand tools such as power drills, saws, etc.	\$ -	\$ -	\$ 2,660
542.91.35.90	Small Eqp>\$1,000<\$5000		\$ -	\$ -	\$ 3,000
542.91.41	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.	\$ -	\$ -	\$ 100
542.91.42	Communications	Public Works portion of telephone service. It also includes annual fees for underground locations center printer.	\$ 1,053	\$ 1,053	\$ 2,397
		Cell Phones/Pagers	\$ 1,053		
		Underground Locator Line	\$ 1,344		
			<u>\$ 2,397</u>		
542.91.43	Travel Expenses	Courses or classes for Public Works employees, using their private vehicles.	\$ 500	\$ 500	\$ 500
542.91.48	Repairs & Maintenance	Provides contracted repairs and maintenance.	\$ 4,500	\$ 4,500	\$ 4,500
		Moved to New Division: <b>940</b>			\$ (3,000)
542.91.49.20	Laundry	Provides for laundry of uniforms for Maintenance Workers.	\$ 2,000	\$ 2,000	\$ 2,000
542.91.49.22	Dues, School, and Conferences	Provides for dues, school tuition, and conferences.	\$ 500	\$ 500	\$ 500
542.91.99.01	Computer Maintenance	Fund for maintenance of Maintenance Administration computers.	\$ -	\$ -	\$ 7,911

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
542.91.99.02	Computer Replacement	Fund for replacement of Maintenance Administration computers.	\$ -	\$ -	\$ 1,001
542.91.99.03	Equipment Maintenance	Equipment rental fund charges for vehicle maintenance.	\$ -	\$ -	\$ 43,616
542.91.99.05	Interfund Insurance	Provides for liability coverage for the department.	\$ 16,181	\$ 16,181	\$ 16,181
<b>TOTAL ROAD &amp; STREET MAINTENANCE</b>			<b>\$ 404,454</b>	<b>\$ 376,339</b>	<b>\$ 445,339</b>
<b>101.930.040.543.10.00.00</b>	<b>MANAGEMENT</b>				
Road/Street activities that are engaged in overall executive direction and not directly associated with a specific maintenance function or project.					
543.10.10	Salaries & Wages	Salaries for Management: 0.15 Acting PW Director 0.05 PBPW Administrative Assistant II 0.10 Acting Transportation Manager <u>0.30 FTE's</u>	\$ -	\$ -	\$ 32,359
543.10.20	Personnel Benefits	Benefits for Management personnel.	\$ -	\$ -	\$ 13,072
543.10.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ -	\$ -	\$ (356)
543.10.31	Operating Supplies	Provides for general supplies of general administrative nature that are not budgeted elsewhere.	\$ -	\$ -	\$ 200
543.10.42	Communications	Public Works Engineering portion of telephone service.	\$ -	\$ -	\$ 1,275
543.10.99.01	Computer Maint	Fund for maintenance of Maintenance Administration computers.	\$ -	\$ -	\$ 962
543.10.99.02	Computer Replacement	Fund for replacement of Maintenance Administration computers.	\$ -	\$ -	\$ 98
597.43.00.00	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.	\$ -	\$ -	\$ 1,052
597.43.00.01	Transfer Out	This is a transfer to Fund 220 for its share of Debt Service for the copier lease.	\$ -	\$ -	\$ 345
<b>TOTAL ROAD &amp; STREET MANAGEMENT</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,007</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
<b>101.940.040.543.50.00.00</b>		<b>MAINTENANCE OF BUILDING</b>			
		Cost of maintaining the Public Works Service Center associated with Roads/Streets activities.			
543.50.31	Operating Supplies	Provides for general supplies of general administrative nature that are not budgeted elsewhere.	\$ -	\$ -	\$ 525
543.50.42	Janitorial Services	Public Works Engineering portion of telephone service.	\$ -	\$ -	\$ 3,972
543.50.47	Utility Services	Provides for the Public Works portion of utilities for the Public Works Service Center (35%) and Public Works Bldg (20%)	\$ -	\$ -	\$ 15,265
		Electricity			\$ 7,325
		Water			\$ 784
		Sewer			\$ 338
		SWM			\$ 5,979
		Natural Gas			\$ 839
					<u>\$ 15,265</u>
543.50.99.02	Repairs & Maintenance	Fund for replacement of Maintenance Administration computers.	\$ -	\$ -	\$ 3,000
543.50.99.06	Facility Repair & Replacement Interfund	Provides for major improvements to City buildings. Fee is charged on an occupied square foot basis.	\$ -	\$ -	\$ 3,931
		<b>TOTAL MAINTENANCE OF BUILDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,693</b>
<b>101.920.040.594.42.60.00</b>		<b>CAPITAL OUTLAY</b>			
		This accounts for capital equipment purchased for the Street Department's general use.			
594.42.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>TRANSPORTATION</b>					
<b>101.970.040</b>					
<b>RECLASSIFICATION &amp; COST ALLOCATION</b>					
597.43.00.00	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.	\$ 1,052	\$ 1,052	\$ 1,052
597.43.00.01	Transfer Out	This is a transfer to Fund 220 for its share of Debt Service for the copier lease.	\$ 345	\$ 345	\$ 345
		Moved to New Division: <b>930</b>			\$ (1,052)
		Moved to New Division: <b>930</b>			\$ (345)
<b>TOTAL STREETS BUDGET REQUESTS</b>			<b>\$ 1,207,743</b>	<b>\$ 1,071,976</b>	<b>\$ 1,068,102</b>
<b>ESTIMATED ENDING FUND BALANCE</b>			<b>\$ 79,273</b>	<b>\$ 265,888</b>	<b>\$ 269,761</b>
<b>TOTAL STREET FUND</b>			<b>\$ 1,287,016</b>	<b>\$ 1,337,863</b>	<b>\$ 1,337,863</b>

## BUDGET NARRATIVE 2013

FUND:           **POLICE DRUG SEIZURE FUND**  
DEPARTMENT: **LAW ENFORCEMENT**  
DIVISION:       **DRUG SEIZURE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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<b>107.100.030.521.21.00.00</b>	<b>DRUG SEIZURE</b>		<b>\$ 23,465</b>	<b>\$ 23,465</b>	<b>\$ 23,465</b>
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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.

<b>12/31/12 Estimated Fund Balance</b>	<b>\$</b>	<b>8,459</b>
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**2013 REVENUES**

Asset seizures	\$	15,000
Interest	\$	6

<b>2013 EXPENDITURES</b>	<b>\$</b>	<b>(15,000)</b>
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<b>12/31/13 Ending Fund Balance</b>	<b>\$</b>	<b>8,465</b>
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CITY OF DES MOINES

2013 BUDGET REQUESTS

LAW ENFORCEMENT  
POLICE DRUG SEIZURE FUND

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>107.100.030</b>	<b>POLICE DRUG SEIZURE FUND</b>									
521.21.31	OFFICE & OPERATING SUPPLIES	-	1,224	-	-	319	1,000	-	-	-
521.21.35	SMALL EQUIPMENT	-	378	-	-	-	-	-	-	-
521.21.35.90	SMALL EQP >\$1,000 <\$5,000	3,500	-	3,500	3,500	-	2,500	3,500	3,500	3,500
521.21.41	PROFESSIONAL SERVICES	15,000	2,073	10,000	10,000	1,158	2,500	10,000	10,000	10,000
521.21.51.49	STATE SHARE OF DRUG SEIZURES	1,500	59	1,500	1,500	-	1,500	1,500	1,500	1,500
594.21.64	EQUIPMENT - DRUG SEIZURE	-	-	-	-	-	-	-	-	-
	<b>POLICE DRUG SEIZURE TOTAL</b>	20,000	3,733	15,000	15,000	1,477	7,500	15,000	15,000	15,000
508.30.00	ENDING FUND BALANCE-REESTRICTED	14,076	15,808	15,926	15,835	14,472	8,459	8,465	8,465	8,465
		34,076	19,542	30,926	30,835	15,949	15,959	23,465	23,465	23,465

## BUDGET NARRATIVE

2013

FUND: POLICE DRUG SEIZURE FUND  
 DEPARTMENT: LAW ENFORCEMENT  
 DIVISION: DRUG SEIZURE

Account No.	Title	Description	Departmental Request	Executive Amendment	Adopted
<b>107.100.030.521.21.00.00 POLICE DRUG SEIZURE FUND</b>					
	<b>SUPPLIES</b>				
521.21.31	Supplies		\$ -	\$ -	\$ -
		<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>SMALL EQUIPMENT</b>				
521.21.35	Small Equipment		\$ 3,500	\$ 3,500	\$ 3,500
		<b>TOTAL SMALL EQUIPMENT</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
	<b>PROFESSIONAL SERVICES</b>				
521.21.41	Professional Services		\$ 10,000	\$ 10,000	\$ 10,000
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
	<b>INTERGOV'T/INTERFUND SERVICES</b>				
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
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
	<b>CAPITAL OUTLAY</b>				
594.21.64	Equipment-Drug Seizure	Provides for acquisition of miscellaneous equipment for drug crime prevention.	\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>ENDING FUND BALANCE</b>				
508.30.00	Ending Fund Balance		\$ 8,465	\$ 8,465	\$ 8,465
		<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 8,465</b>	<b>\$ 8,465</b>	<b>\$ 8,465</b>
		<b>TOTAL POLICE DRUG SEIZURE FUND</b>	<b>\$ 23,465</b>	<b>\$ 23,465</b>	<b>\$ 23,465</b>

## BUDGET NARRATIVE 2013

FUND:                    **TRANSPORTATION IMPACT FEE**  
DEPARTMENT:       **PLANNING, BUILDING, AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>109.100.040</b>		<b>TRANSPORTATION IMPACT FEE</b>	<b>\$ 339,142</b>	<b>\$ 339,142</b>	<b>\$ 339,142</b>

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.

<b>2013 Beginning Fund Balance</b>	<b>\$</b>	<b>165,501</b>
<b>2013 Impact Fees</b>	<b>\$</b>	<b>172,641</b>
<b>2013 Interest</b>	<b>\$</b>	<b>1,000</b>
<b>2013 Expenditures</b>	<b>\$</b>	<b><u>(172,641)</u></b>
<b>2013 Ending Fund Balance</b>	<b>\$</b>	<b><u>166,501</u></b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
TRANSPORTATION IMPACT FEE FUND

<b>109.100.040</b> TRANSPORTATION IMPACT FEE FUND		<b>2011 AMEND</b>	<b>2011 ACTUAL</b>	<b>2012 ADOPTED</b>	<b>2012 AMEND</b>	<b>2012 ACTUAL Jan-June</b>	<b>2012 EST YR TOTAL</b>	<b>2013 DEPT REQUEST</b>	<b>2013 EXEC AMEND</b>	<b>2013 ADOPTED</b>
597.95.00	TRANSFER-OUT	391,317	27,952	391,317	391,317	22,645	368,211	172,641	172,641	172,641
	<b>TOTAL TRANS. IMPACT FEE</b>	391,317	27,952	391,317	391,317	22,645	368,211	172,641	172,641	172,641
508.40.00	ENDING FUND BALANCE-COMMITTED	6,552	333,268	8,752	142,695		165,501	166,501	166,501	166,501
		397,869	361,220	400,069	534,012	22,645	533,712	339,142	339,142	339,142

**BUDGET NARRATIVE**  
**2013**

FUND: **TRANSPORTATION IMPACT FEE**  
DEPARTMENT: **PLANNING, BUILDING, AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>109.100.040</b>		<b>TRANSPORTATION IMPACT FEE</b>			
		<b>OPERATING TRANSFERS</b>			
597.95.00.00	TRANSFER-OUT	Transfer-out to Fund 319	\$ 172,641	\$ 172,641	\$ 172,641
		<b>TOTAL OPERATING TRANSFERS</b>	<b>\$ 172,641</b>	<b>\$ 172,641</b>	<b>\$ 172,641</b>
		<b>ENDING FUND BALANCE</b>			
508.40.00	Ending Fund Balance		\$ 166,501	\$ 166,501	\$ 166,501
		<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 166,501</b>	<b>\$ 166,501</b>	<b>\$ 166,501</b>
		<b>TOTAL TRANSPORTATION IMPACT FEE FUND</b>	<b>\$ 339,142</b>	<b>\$ 339,142</b>	<b>\$ 339,142</b>

**BUDGET NARRATIVE  
2013**

FUND: **HOTEL-MOTEL TAX**  
DEPARTMENT: **PARKS, RECREATIION, AND SENIOR SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>111.000.000.000.00.00.00</b>		<b>HOTEL-MOTEL TAX</b>	<b>\$ 22,938</b>	<b>\$ 22,938</b>	<b>\$ 22,938</b>

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.

<b>2013 Beginning Fund Balance</b>	\$	5,630
<b>2013 Hotel-Motel Tax</b>	\$	17,300
<b>2013 Interest</b>	\$	8
<b>2013 Expenditures</b>	\$	<u>(17,247)</u>
<b>2013 Ending Fund Balance</b>	\$	<u>5,691</u>



CITY OF DES MOINES

2013 BUDGET REQUEST

PARKS, RECREATION, AND SENIOR SERVICES  
HOTEL-MOTEL TAX FUND

111.100.045 HOTEL-MOTEL TAX FUND		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
557.30.41	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-
557.30.44.02	ADVERTISING	-	-	-	-	-	-	-	-	-
* 557.30.51.55	INTERGOVERNMENTAL PAYMENT	19,000	16,473	16,347	16,347	4,889	16,347	17,247	17,247	17,247
<b>TOTAL HOTEL-MOTEL TAX FUND</b>		19,000	16,473	16,347	16,347	4,889	16,347	17,247	17,247	17,247
508.30.00	ENDING FUND BALANCE-RESTRICTED	4,749	4,722	4,127	4,407	7,706	5,630	5,691	5,691	5,691
		23,749	21,195	20,474	20,754	12,595	21,977	22,938	22,938	22,938

\* New Account Code per State Auditor's Office

## BUDGET NARRATIVE 2013

FUND: **HOTEL-MOTEL TAX FUND**  
 DEPARTMENT: **PARKS, RECREATION, AND SENIOR SERVICES**

Account No.	Title	Narrative	Dpartmental Request	Executive Amendment	Adopted
<b>111.100.045.557.30.00.00</b>		<b>HOTEL-MOTEL TAX FUND</b>			
		<b>OTHER SERVICES &amp; CHARGES</b>			
557.30.41	Professional Services		\$ -	\$ -	\$ -
		<b>TOTAL INTERGOVERNMENTAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>INTERGOVERNMENTAL SERVICES</b>			
557.30.51.55	Intergovernmental Payment		\$ 17,247	\$ 17,247	\$ 17,247
		<b>TOTAL INTERGOVERNMENTAL SERVICES</b>	<b>\$ 17,247</b>	<b>\$ 17,247</b>	<b>\$ 17,247</b>
		<b>ENDING FUND BALANCE</b>			
508.30.00	Ending Fund Balance-Restricted		\$ 5,691	\$ 5,691	\$ 5,691
		<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 5,691</b>	<b>\$ 5,691</b>	<b>\$ 5,691</b>
		<b>TOTAL HOTEL-MOTEL TAX FUND</b>	<b>\$ 22,938</b>	<b>\$ 22,938</b>	<b>\$ 22,938</b>

CITY OF DES MOINES  
 Outstanding Bonds and Loans  
 2013 Budget

Outstanding Debt 12/31/2013

Item	Interest Rates	Issue Date	Maturity Date	Total Amount Issued	Outstanding				
					1/1/2013	Issue in 2013	Redeem in 2013	12/31/2013	
<u>General Obligation Bonds</u>									
<b>Limited:</b>									
2008 Transportation Improvement	4.00% - 4.70%	12/1/08	12/1/28	2,515,000	\$ 2,160,000	\$ -	\$ 95,000	\$ 2,065,000	
2008 Refunding Bond	4.00% - 4.25%	12/1/08	12/1/17	935,000	545,000		100,000	445,000	
<b>Total General Obligation Bonds</b>				\$ 3,450,000	\$ 2,705,000	\$ -	\$ 195,000	\$ 2,510,000	
<u>General Obligation Notes and Loans</u>									
<b>General Government:</b>									
2004 PWTf Loan-Pac Hwy Proj	0.5%	7/14/04	7/14/24	2,250,000	283,420	-	23,618	259,802	
2009 PWTf Loan-DM Gateway	0.5%	3/9/09	7/1/28	1,000,000	509,804		31,863	477,941	
2011 State of WA LOCAL Option Financing Prog	3.00%	11/15/11	11/15/21	106,138	97,382	-	9,419	87,963	
2011 Capital lease - Copiers	4.00%	3/1/11	2/1/16	68,685	45,165	-	13,616	31,549	
<b>Total General Obligation Notes and Loans</b>				\$ 3,424,823	\$ 935,771	\$ -	\$ 78,516	\$ 857,255	
<u>Enterprise Funds Bonds, Notes &amp; Loans</u>									
2012 Marina Refunding Bonds	2.00% - 4.00%	12/1/12	12/1/22	\$ 2,810,000	\$ 2,545,000	\$ -	\$ 230,000	\$ 2,315,000	
2008 Marina GO Bonds	4.00% - 5.00%	12/1/08	12/1/28	6,080,000	5,680,000		225,000	5,455,000	
2011 Capital lease - Copiers (Marina)	4.00%	3/1/11	2/1/16	7,787	5,121	-	1,544	3,577	
2011 Capital lease - Copiers (SWM)	4.00%	3/1/11	2/1/16	4,591	3,019	-	910	2,109	
2011 Capital lease - Copiers (Equipment Rental)	4.00%	3/1/11	2/1/16	1,246	820	-	247	573	
2011 Capital lease - Copiers (Computer Operations)	4.00%	3/1/11	2/1/16	1,246	820	-	247	573	
<b>Total Enterprise Funds Bonds, Notes &amp; Loans</b>				\$ 8,904,871	\$ 8,234,780	\$ -	\$ 457,948	\$ 7,776,832	
<b>Total Outstanding Debt</b>				\$ 15,779,693	\$ 11,875,551	\$ -	\$ 731,464	\$ 11,144,087	

**CITY OF DES MOINES**  
**2013 Budget**

Debt Capacity

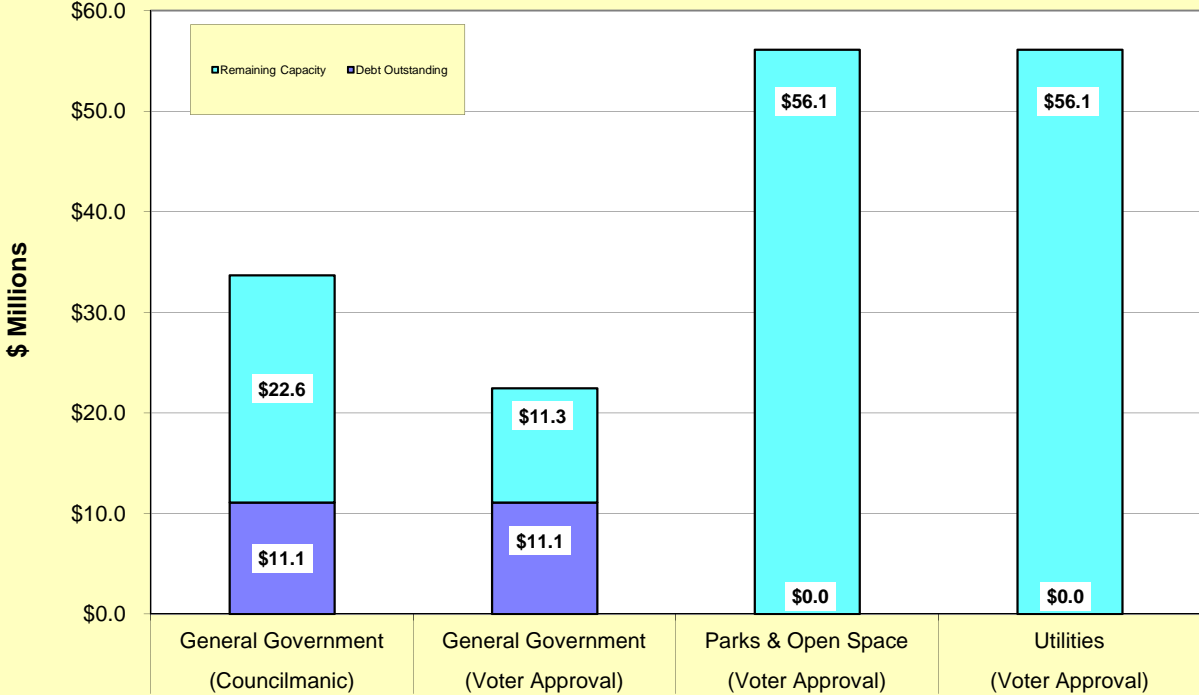
Description	General Capacity		Special Purpose Capacity		Total
	Councilmanic	Voter Approval	Parks & Open Space	Utility Purposes	Debt Capacity
Legal Limit (1.5% of assessed value)	33,673,314	(33,673,314)			
Legal Limit (2.5% of assessed value)		56,122,191	56,122,191	56,122,191	168,366,572
<b>Statutory Debt Limit</b>	<b>\$ 33,673,314</b>	<b>\$ 22,448,876</b>	<b>\$ 56,122,191</b>	<b>\$ 56,122,191</b>	<b>\$ 168,366,572</b>
Less:					
Limited Tax Debt Outstanding	(11,105,707)	(11,105,707)			
Unlimited Tax Debt Outstanding		0			
Add:					
Cash Available in Debt Service Funds	20,804	55			
Remaining Legal Debt Capacity	\$ 22,588,412	\$ 11,343,225	\$ 56,122,191	\$ 56,122,191	\$ 168,366,572
Total Remaining "General" Capacity	<u>\$ 33,931,637</u>				

Latest AV fm 2013 Prelim Levy Limit Worksheet 2,244,887,622

	(Councilmanic) General Government	(Voter Approval) General Government	(Voter Approval) Parks & Open Space	(Voter Approval) Utilities
Debt Outstanding	11.1	11.1	0	0
Remaining Capacity	22.6	11.3	56.1	56.1

CITY OF DES MOINES  
2013 Budget

**Debt Capacity as of December 31, 2013**  
**Based on 2013 Assessed Valuation = \$2.245 Billion**  
**Total Remaining "General Capacity" \$33,931,637**



CITY OF DES MOINES

2013 BUDGET REQUEST

NON-DEPARTMENTAL  
96 G.O. NEW POLICE FACILITY

211.000.050	1995 G.O. NEW POLICE FACILITY	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 ESTIMATE YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
	<b>LONG TERM DEBT SERVICE</b>									
591.21.71	PRINCIPAL		-	-		-	-	-	-	-
592.21.80	INTEREST		-	-		-	-	-	-	-
597.21.00.01	TRANSFER-OUT/FUND 506	-	-	33,970	33,777	-	33,294	-	-	-
	<b>TOTAL 1995 G.O. BOND</b>	-	-	33,970	33,777	-	33,294	-	-	-
508.80.00	ESTIMATED ENDING FUND BALANCE	35,870	33,242	0	0		0	55	55	55
		35,870	33,242	33,970	33,777	0	33,294	55	55	55

ORIGINAL LOAN AMOUNT: \$ 3,350,000  
 BALANCE AS OF 12/31/11: \$ -  
 ENDING BALANCE AS OF 12/31/12: \$ -  
 MATURITY 2007

**2012 Estimate:**  
 2012 Beg Fund Balance 33,242  
 Special Property Tax 24  
 Interest Revenue 28  
 Principal -  
 Interest -  
 Tsf-out to Fund 506 (33,294)  
 Est. Ending Fund Balance 0

**2013 Estimate:**  
 2013 Beg Fund Balance 0  
 Special Property Tax 20  
 Interest Revenue 35  
 Principal -  
 Interest -  
 Tsf-out to Fund 506 -  
 Est. Ending Fund Balance 55

**2014 Estimate:**  
 2014 Beg Fund Balance  
 Special Property Tax  
 Interest Revenue  
 Principal  
 Interest  
 Tsf-out to Fund 506  
 Est. Ending Fund Balance

CITY OF DES MOINES

2013 BUDGET REQUEST

NON-DEPARTMENTAL  
LID FUND

212.000.050 LID FUND		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TTL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
212.192.050	CLID 1-91-6/2-91-7/1-92-8									
597.95.00.00	TRANSFER-OUT/FUND 319	9,429	9,428	-	-	-	-	-	-	-
212.197.050	LID 1-97-9 (4th Ave.)									
597.95.00.00	TRANSFER-OUT/FUND 319	234	439	197	197	-	-	-	-	-
212.198.050	LID 1-98-10 (7th Ave.)									
597.95.00.00	TRANSFER-OUT/FUND 319	1,311	5,903	3,869	3,869	6,203	6,203	3,719	3,719	3,719
<b>TOTAL LID FUND</b>		10,974	15,770	4,066	4,066	6,203	6,203	3,719	3,719	3,719
212.000.000	ESTIMATED ENDING FUND BALANCE	4,821	0	5,573	749		(0)	0	0	0
508.30.00		15,795	15,770	9,639	4,815	6,203	6,203	3,719	3,719	3,719

**2012 Estimate:**

Beginning Fund Balance	-
Interest Revenue	-
Assessment Principal	5,346
Assessment Interest	857
Transfer Out to Fund 319	(6,203)
<b>Total</b>	<b>(0)</b>

**2013 Budget:**

Beginning Fund Balance	(0)
Interest Revenue	-
Assessment Principal	3,119
Assessment Interest	600
Transfer Out to Fund 319	(3,719)
<b>Total</b>	<b>0</b>

**2014 Forecast:**

Beginning Fund Balance	0
Interest Revenue	-
Assessment Principal	3,118
Assessment Interest	450
Transfer Out to Fund 319	(3,569)
<b>Total</b>	<b>(0)</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

NON-DEPARTMENTAL  
2009 G.O. TRANS & REF BONDS

2008 G.O. 219.000.050 TRANSPORTATION/REFUNDING		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 ESTIMATE YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
592.95.85	MISCELLANEOUS-TRANS BONDS	350	220	350	350	221	221	300	300	300
592.18.85	MISCELLANEOUS-REFUNDING BONDS	350	82	350	350	82	82	150	150	150
SUBTOTAL MISCELLANEOUS		700	302	700	700	303	303	450	450	450
<b>LONG TERM DEBT SERVICE:</b>										
591.95.71	PRINCIPAL/TRANS BONDS	90,000	90,000	100,000	100,000	-	100,000	95,000	95,000	95,000
591.18.71	PRINCIPAL/REFUNDING BONDS	100,000	100,000	100,000	100,000	-	100,000	100,000	100,000	100,000
SUBTOTAL PRINCIPAL		190,000	190,000	200,000	200,000	-	200,000	195,000	195,000	195,000
592.95.83	INTEREST/TRANS BONDS	104,163	104,163	100,563	100,563	50,281	100,563	96,563	96,563	96,563
592.18.83	INTEREST/REFUNDING BONDS	30,650	30,650	26,650	26,650	13,325	26,650	22,650	22,650	22,650
SUBTOTAL INTEREST & OTHER COSTS		134,813	134,813	127,213	127,213	63,606	127,213	119,213	119,213	119,213
<b>TOTAL 2008 G.O. BONDS</b>		<b>325,513</b>	<b>325,114</b>	<b>327,913</b>	<b>327,913</b>	<b>63,909</b>	<b>327,516</b>	<b>314,663</b>	<b>314,663</b>	<b>314,663</b>
508.30.00	ENDING FUND BALANCE-RESTRICTED	21,261	21,192	21,214	21,219	-	21,223	20,804	20,804	20,804
		346,774	346,306	349,127	349,132	63,909	348,739	335,467	335,467	335,467

**ORIGINAL LOAN AMOUNT:** \$ 3,450,000  
**BALANCE AS OF 12/31/2012:** \$ 2,705,000  
**ENDING BALANCE AS OF 12/31/2013:** \$ 2,510,000  
**MATURITY** 2028

1997 GO Bonds were refunded with 2008 Refunding GO Bond Issue

**2012 Estimate:**

2012 Beg Fund Balance 21,192  
 Transfer-in from Fund 310 126,732  
 Transfer-in from Fund 319 200,783  
 Interest Revenue 31  
 Principal (200,000)  
 Interest (127,213)  
 Miscellaneous (303)

Est. Ending Fund Balance 21,223

**2013 Estimate:**

2013 Beg Fund Balance 21,223  
 Transfer-in from Fund 310 122,650  
 Transfer-in from Fund 319 191,563  
 Interest Revenue 31  
 Principal (195,000)  
 Interest (119,213)  
 Miscellaneous (450)

Est. Ending Fund Balance 20,804

**2014 Estimate:**

2014 Beg Fund Balance 20,804  
 Transfer-in from Fund 310 123,800  
 Transfer-in from Fund 319 193,063  
 Interest Revenue 27  
 Principal (205,000)  
 Interest (111,413)  
 Miscellaneous (450)

Est. Ending Fund Balance 20,831



CITY OF DES MOINES

2013 BUDGET REQUEST

NON-DEPARTMENTAL  
PUBLIC WORKS TRUST LOAN

PW TRUST FUND LOAN 220.103.050 PW-04-691-026		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 ESTIMATE YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
591.95.79.00	PRINCIPAL-PW TRUST LOAN	23,619	23,618	23,619	23,619	23,618	23,618	23,618	23,618	23,618
592.95.83.00	INTEREST-PW TRUST LOAN	1,654	1,653	1,535	1,535	1,535	1,535	1,417	1,417	1,417
592.95.89.00	OTHER COSTS-PW TRUST LOAN		-	-	-	-	-	-	-	-
<b>TOTAL PW TRUST LOAN</b>		<b>25,273</b>	<b>25,272</b>	<b>25,154</b>	<b>25,154</b>	<b>25,154</b>	<b>25,153</b>	<b>25,035</b>	<b>25,035</b>	<b>25,035</b>
220.900.000										
508.50.00	ENDING FUND BALANCE-ASSIGNED	2	2	2	2	2	2	2	2	2
		<b>25,275</b>	<b>25,274</b>	<b>25,156</b>	<b>25,156</b>	<b>25,156</b>	<b>25,156</b>	<b>25,037</b>	<b>25,037</b>	<b>25,037</b>

ORIGINAL LOAN AMOUNT: \$ 2,250,000  
 BALANCE AS OF 12/31/2012: \$ 283,420  
 ENDING BALANCE AS OF 12/31/2013: \$ 259,802  
 MATURITY 2024

**2012 Estimate:**  
 2012 Beg Fund Balance 2  
 Transfer-in from Fund 319 25,154  
 Principal (23,618)  
 Interest (1,535)  
 Miscellaneous -  
 Est. Ending Fund Balance 2

**2013 Estimate:**  
 2013 Beg Fund Balance 2  
 Transfer-in from Fund 319 25,035  
 Principal (23,618)  
 Interest (1,417)  
 Miscellaneous -  
 Est. Ending Fund Balance 2

**2014 Estimate:**  
 2014 Beg Fund Balance 2  
 Transfer-in from Fund 319 24,917  
 Principal (23,618)  
 Interest (1,299)  
 Miscellaneous -  
 Est. Ending Fund Balance 2

**CITY OF DES MOINES**

**2013 BUDGET REQUEST**

**NON-DEPARTMENTAL  
PUBLIC WORKS TRUST LOAN**

<b>PW TRUST FUND LOAN 220.104.050 PW-08-951-112</b>	<b>2011 AMEND</b>	<b>2011 ACTUAL</b>	<b>2012 ADOPTED</b>	<b>2012 AMEND</b>	<b>2012 ACTUAL Jan-June</b>	<b>2012 ESTIMATE YR TOTAL</b>	<b>2013 DEPT REQUEST</b>	<b>2013 EXEC AMEND</b>	<b>2013 ADOPTED</b>
591.95.79.04 PRINCIPAL-PW TRUST LOAN	270,834	270,833	270,834	31,863	31,863	31,863	31,863	31,863	31,863
592.95.83.04 INTEREST-PW TRUST LOAN	3,493	3,278	2,708	2,709	2,708	2,708	2,549	2,549	2,549
592.95.89.04 OTHER COSTS-PW TRUST LOAN		-	-	-	-	-	-	-	-
<b>TOTAL PW TRUST LOAN</b>	<b>274,327</b>	<b>274,111</b>	<b>273,542</b>	<b>34,572</b>	<b>34,571</b>	<b>34,571</b>	<b>34,412</b>	<b>34,412</b>	<b>34,412</b>

**ORIGINAL LOAN AMOUNT:** \$ 1,000,000  
**BALANCE AS OF 12/31/2012:** \$ 509,804  
**ENDING BALANCE AS OF 12/31/2013:** \$ 477,941  
**MATURITY** 2028 (Loan was extended from 7/1/2013 to 7/1/2028)

**2012 Estimate:**  
 2012 Beg Fund Balance -  
 Transfer-in from Fund 319 34,571  
 Principal (31,863)  
 Interest (2,708)  
 Miscellaneous -  
 Est. Ending Fund Balance 0

**2013 Estimate:**  
 2013 Beg Fund Balance -  
 Transfer-in from Fund 319 34,412  
 Principal (31,863)  
 Interest (2,549)  
 Miscellaneous -  
 Est. Ending Fund Balance (0)

**2014 Estimate:**  
 2014 Beg Fund Balance (0)  
 Transfer-in from Fund 319 34,252  
 Principal (31,863)  
 Interest (2,390)  
 Miscellaneous -  
 Est. Ending Fund Balance (0)

CITY OF DES MOINES

2013 BUDGET REQUEST

NON-DEPARTMENTAL  
LOCAL PRG-ENERGY SAVINGS PROJECT

220.106.050	LOCAL PRG-ENERGY SVGS PROJ	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 ESTIMATE YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
591.18.79.06	PRINCIPAL	-	-	10,032	10,032	-	8,756	9,419	9,419	9,419
592.18.83.06	INTEREST	-	-	3,450	3,450	2,440	4,393	3,729	3,729	3,729
<b>TOTAL LOCAL PRG-ENERGY SVGS PROJ</b>		-	-	13,482	13,482	2,440	13,148	13,148	13,148	13,148

ORIGINAL LOAN AMOUNT: \$ 106,138  
 BALANCE AS OF 12/31/2012: \$ 97,382  
 ENDING BALANCE AS OF 12/31/2013: \$ 87,963  
 MATURITY 2021

**2012 Estimate:**

Transfer-in 13,148  
 Principal (8,756)  
 Interest (4,393)  
 Miscellaneous -  
 Total (0)

**2013 Estimate:**

Transfer-in 13,148  
 Principal (9,419)  
 Interest (3,729)  
 Miscellaneous -  
 Total 0

**2014 Estimate:**

Transfer-in 13,148  
 Principal (9,702)  
 Interest (3,447)  
 Miscellaneous -  
 Total (0)

CITY OF DES MOINES

2013 BUDGET REQUEST

NON-DEPARTMENTAL  
COPIER LEASE

220.125.050	COPIER CAPITAL LEASE	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 ESTIMATE YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
591.18.75.00	PRINCIPAL	12,395	12,487	13,054	13,054	-	13,054	13,616	13,616	13,616
592.18.83.00	INTEREST	2,605	2,266	2,209	2,209	-	2,209	1,647	1,647	1,647
<b>TOTAL COPIER CAPITAL LEASE</b>		15,000	14,752	15,263	15,263	-	15,263	15,263	15,263	15,263

ORIGINAL LEASE AMOUNT: \$ 68,685  
 BALANCE AS OF 12/31/12: \$ 45,165  
 ENDING BALANCE AS OF 12/31/13: \$ 31,549  
 MATURITY 2/1/2016

**2012 Estimate:**

Tsf-in from Fund 001/101	15,263
Principal	(13,054)
Interest	(2,209)
Miscellaneous	-
<b>Total</b>	<b>-</b>

**2013 Estimate:**

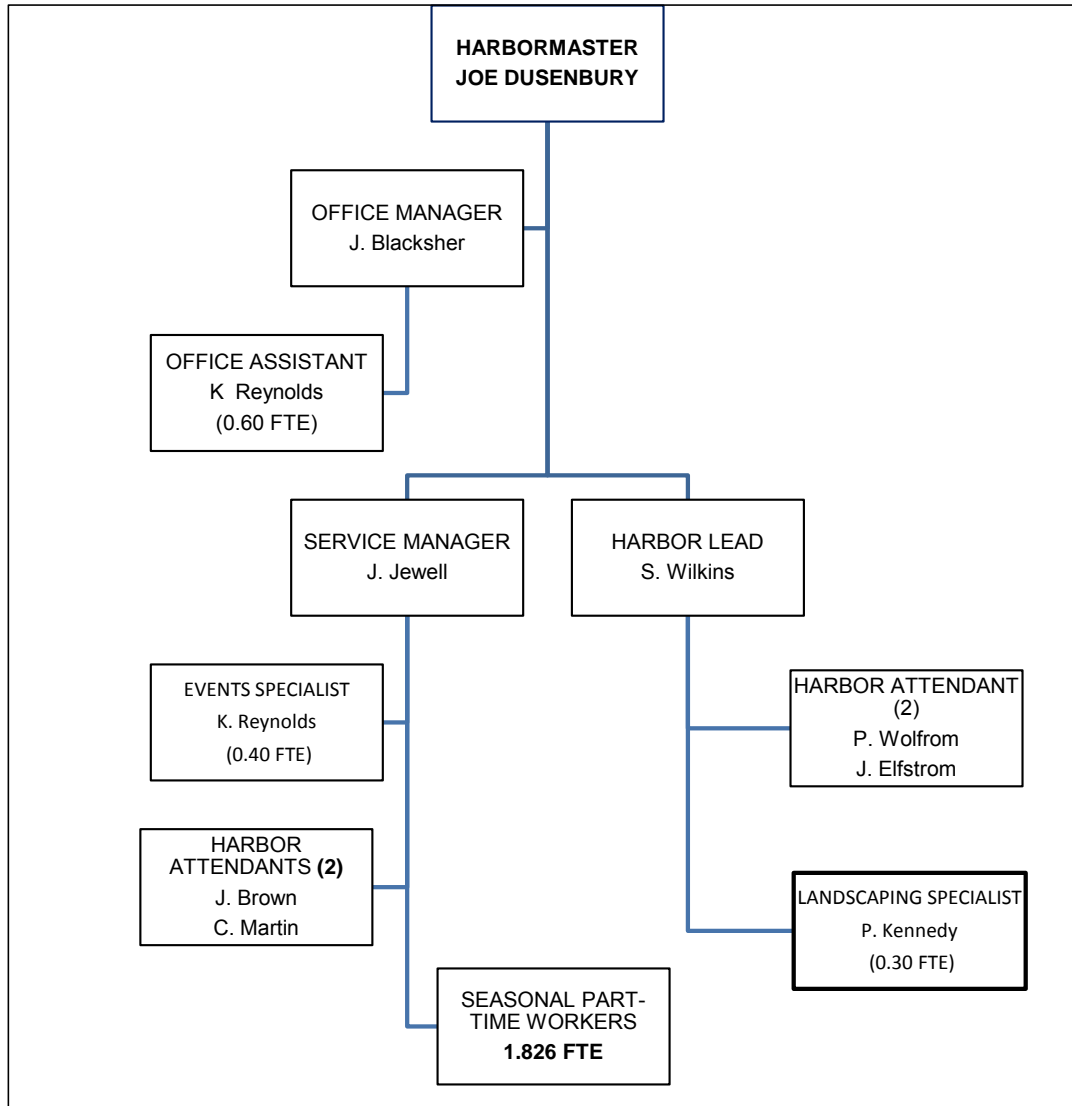
Tsf-in from Fund 001/101	15,263
Principal	(13,616)
Interest	(1,647)
Miscellaneous	-
<b>Total</b>	<b>-</b>

**2014 Estimate:**

Tsf-in from Fund 001/101	15,263
Principal	(14,203)
Interest	(1,060)
Miscellaneous	-
<b>Total</b>	<b>-</b>

CITY OF DES MOINES  
MARINA

Organizational Chart



Department/Divisions

- Administration
- Services
- Special Events
- Maintenance
- Repair and Replacement
- Capital Improvement

# BUDGET NARRATIVE

2013

FUND:                    **MARINA REVENUE FUND**  
 DEPARTMENT:       **MARINA**

**401.000.000.000**

## MARINA REVENUE FUND

	2011 Year End Actual	2012 Year End Estimates	2013 Budget
<b>REVENUE</b>			
Monthly Moorage	\$ 2,146,775	\$ 2,178,008	\$ 2,236,814
Dry Storage	136,501	142,474	146,321
Fuel	1,280,454	1,189,177	1,189,177
Overnight Moorage	85,077	75,000	77,025
Shared Moorage	(1,170)	2,500	2,568
Winter Moorage	26,110	22,500	23,108
Electricity	106,362	96,400	113,400
Launching Fees	6,751	4,500	4,590
Parking Fees	76,514	84,500	94,190
Storage Fees	25,952	24,500	24,990
Leases	92,793	93,000	94,860
Interest Earnings	8,066	7,000	7,140
Monthly Moorage Late Penalties	13,279	13,000	13,260
Lockers	9,080	9,250	9,435
Miscellaneous Services & Charges	905	1,500	4,500
Special Events	8,904	8,120	8,282
Vending-Bait-Ice-Propane	7,677	8,450	8,619
Sublease revenue	7,720	5,000	5,100
Waiting List Forfeitures	330	400	408
Parking Fines	6,855	5,000	5,100
Waiting List Admin Fee	5,245	4,800	4,896
Travel Lift Equipt Rental fee	7,342	7,343	7,490
Sale of Keycards & Other Misc Revenues	12,649	3,100	3,162
Travel Lift Equipt & Building Maintenance fee	5,479	5,480	5,590
	<b>\$ 4,075,651</b>	<b>\$ 3,991,002</b>	<b>\$ 4,090,025</b>

# BUDGET NARRATIVE

2013

FUND: MARINA REVENUE FUND  
DEPARTMENT: MARINA

401.000.000.000

## MARINA REVENUE FUND

EXPENSES	2011 Year End Actual	2012 Year End Estimates	2013 Budget
<b>Operating Expenses</b>			
Marina Administration	\$ 1,236,438	\$ 1,740,493	\$ 1,612,704
Marina Service	1,691,100	1,632,423	1,529,763
Marina Maintenance	457,092	416,756	519,170
Marina Special Events	-	-	55,324
<b>Total Operating Expenses</b>	<b>\$ 3,384,630</b>	<b>\$ 3,789,672</b>	<b>\$ 3,716,961</b>
<b>Transfers</b>			
Transfer In (CIP Reimbursement)	\$ (8,347)	\$ (12,000)	\$ (22,500)
Transfer Out (Marina Capital Contribution)	-	-	-
Transfer-Out to Depr & Improv Fund-2002 Bonds	327,892	302	-
Transfer-Out to Depr & Improv Fund-2008 Bonds	395,018	440,018	483,036
<b>Total Transfers</b>	<b>\$ 714,563</b>	<b>\$ 428,320</b>	<b>\$ 460,536</b>
<b>Other Revenues &amp; (Expenses)</b>			
GO Bond Proceeds		\$ 2,810,000	
Premium on Sale of Bonds		177,154	
Payment to Escrow Acct for Refunded Bonds		(2,917,118)	
		<b>\$ 70,036</b>	
<b>Total Expenses (Net)</b>	<b>\$ 4,099,193</b>	<b>\$ 4,147,956</b>	<b>\$ 4,177,497</b>
<b>Total Revenue - Total Expenses</b>	<b>\$ (23,543)</b>	<b>\$ (156,954)</b>	<b>\$ (87,472)</b>
<b>Beginning Fund Balance</b>	<b>\$ 1,481,302</b>	<b>\$ 1,457,760</b>	<b>\$ 1,300,806</b>
<b>Ending Fund Balance</b>	<b>\$ 1,457,760</b>	<b>\$ 1,300,806</b>	<b>\$ 1,213,334</b>
<b>Debt Service Reserve</b>			
2002 Bonds	\$ (279,500)	\$ -	\$ -
2012 Refunded Bonds	-	(254,500)	(254,500)
2008 Bonds	(514,316)	(514,316)	(514,316)
<b>Total Debt Service Reserve</b>	<b>\$ (793,816)</b>	<b>\$ (768,816)</b>	<b>\$ (768,816)</b>
<b>Total Unreserved Fund Balance</b>	<b>\$ 663,944</b>	<b>\$ 531,990</b>	<b>\$ 444,518</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

MARINA  
ADMINISTRATION

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>401.100.070</b>	<b>ADMINISTRATION</b>									
575.71.10	SALARIES	251,942	204,130	188,011	188,011	94,188	187,076	193,148	191,111	191,111
575.71.11	OVERTIME	300	1,400	300	300	1,012	2,250	300	300	300
575.71.10	<b>SUB TOTAL</b>	252,242	205,529	188,311	188,311	95,200	189,326	193,448	191,411	191,411
575.71.20	BENEFITS	78,747	72,975	69,709	69,709	35,836	65,949	71,269	70,739	70,739
575.71.20.90	EMPLOYEE MED. CONTRIBUTION	(1,803)	(1,528)	(1,027)	(1,027)	(504)	(1,008)	(1,094)	(1,095)	(1,095)
575.71.21.00	UNIFORMS	250	-	250	250	-	250	250	250	250
575.71.20	<b>SUB TOTAL</b>	77,194	71,447	68,932	68,932	35,332	65,191	70,425	69,894	69,894
575.71.31	OFFICE/OPERATING SUPPLIES	6,000	4,674	6,000	6,000	6,234	10,000	6,000	6,000	6,000
575.71.34.07	KEYCARDS PURCHASED FOR RESALE	2,500	-	2,500	2,500	-	2,500	2,500	2,500	2,500
575.71.35	SMALL TOOLS & EQUIPMENT	1,000	416	1,000	1,000	738	750	1,000	1,000	1,000
575.71.35.90	SMALL EQP >\$1,000 <\$5,000	3,000	-	3,000	3,000	2,720	2,720	3,000	3,000	3,000
575.71.30	<b>SUB TOTAL</b>	12,500	5,090	12,500	12,500	9,692	15,970	12,500	12,500	12,500
575.71.41	PROFESSIONAL SERVICES	42,500	43,479	25,000	74,220	70,400	102,945	35,000	35,000	35,000
575.71.41.23	PROF SERV-STATE AUDIT	5,000	4,371	5,000	5,000	-	3,211	5,000	5,000	5,000
575.71.41.38	PROF SERV-ARMOR CAR SERVICES	5,211	3,513	5,211	5,211	1,280	3,500	5,211	5,211	5,211
575.71.41.43	SECURITY SERVICES	-	-	17,500	17,500	8,267	19,843	18,300	18,300	18,300
* 575.71.41.45	ADVERTISING	14,500	12,191	14,500	14,500	3,831	12,000	14,500	14,500	14,500
575.71.42	COMMUNICATIONS	9,810	7,256	9,810	9,810	3,654	10,000	9,810	9,810	9,810
575.71.43	TRAVEL	3,250	620	3,250	3,250	1,364	2,000	3,250	3,250	3,250
* 575.71.44.01	B & O TAX-CITY	2,200	3,142	2,200	2,200	946	3,150	2,200	2,200	2,200
* 575.71.44.03	B & O TAX-STATE	10,000	10,652	10,000	10,000	3,639	10,650	10,000	10,000	10,000
* 575.71.44.04	PARKING TAXES	14,050	18,895	14,050	14,050	4,389	16,000	14,050	14,050	14,050
575.71.45	OPERATING RENTAL & LEASES	2,000	1,428	2,000	2,000	242	1,500	2,000	2,000	2,000
575.71.45.01	TIDELAND LEASES	35,000	14,903	101,302	101,302	-	107,000	101,302	101,302	101,302
575.71.45.02	COPIER LEASE	400	447	400	400	1,389	1,695	400	400	400
575.71.48	REPAIRS & MAINTENANCE	1,500	64	1,500	1,500	-	750	1,500	1,500	1,500
575.71.49	MISCELLANEOUS	5,000	3,861	5,000	5,000	1,711	3,000	5,000	5,000	5,000
575.71.49.05	CREDIT CARD FEES	50,000	70,847	50,000	50,000	22,119	55,000	52,500	52,500	52,500
575.71.49.20	LAUNDRY	-	-	-	-	-	-	-	-	-
575.71.49.22	DUES, SCHOOLS & CONFERENCES	3,000	11,591	3,000	3,000	1,401	1,500	3,000	3,000	3,000
575.71.49.23	MISC BANK CHARGES	-	-	-	-	4,152	4,152	8,250	8,250	8,250
575.71.40	<b>SUB TOTAL</b>	203,421	207,261	269,723	318,943	128,785	357,896	291,273	291,273	291,273
* 575.71.51.50	FIRE SUPPRESSION-SKF&R	4,134	3,829	4,134	4,134	1,710	4,134	3,225	3,225	3,225
575.71.50	<b>SUB TOTAL</b>	4,134	3,829	4,134	4,134	1,710	4,134	3,225	3,225	3,225



CITY OF DES MOINES

2013 BUDGET REQUEST

MARINA  
ADMINISTRATION

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>401.100.070</b>	<b>ADMINISTRATION</b>									
575.71.91.01	GEN FUND ADMIN & ALLOC OF INDIRECT EXP	615,000	615,000	618,500	618,500	309,250	618,500	635,200	635,200	635,200
575.71.99.01	COMPUTER MAINTENANCE	36,980	36,980	36,980	36,980	18,490	36,980	30,200	30,200	30,200
** 575.74.99.01	COMPUTER MAINTENANCE	-	-	-	-	-	-	-	-	(2,260)
575.71.99.02	COMPUTER REPLACEMENT	22,702	22,702	22,845	22,845	11,423	22,845	21,004	21,004	21,004
** 575.74.99.02	COMPUTER REPLACEMENT	-	-	-	-	-	-	-	-	(279)
575.71.99.03	EQUIPMENT MAINTENANCE	6,900	6,900	9,724	9,724	4,862	9,724	9,724	9,724	9,724
575.71.99.04	EQUIPMENT REPLACEMENT	25,137	25,137	29,654	29,654	14,827	29,645	28,641	28,641	28,641
575.71.99.05	INTERFUND INSURANCE	16,847	16,847	15,565	15,565	15,565	16,847	12,537	12,537	12,537
** 575.74.99.05	INTERFUND INSURANCE	-	-	-	-	-	-	-	-	(4,397)
* 591.75.71.02	PRINCIPAL - 2012 REFUNDING BONDS	-	-	-	265,000	-	265,000	230,000	230,000	230,000
* 591.75.75.03	PRINCIPAL-COPIER CAPITAL LEASE	891	1,339	1,480	1,480	-	1,480	1,544	1,544	1,544
* 592.75.83.02	INTEREST-2012 REFUNDING BONDS	-	-	-	54,020	-	54,020	82,300	82,300	82,300
* 592.75.83.03	INTEREST-COPIER CAPITAL LEASE	27	256	251	251	-	250	187	187	187
592.89.84	BOND ISSUANCE COSTS	-	-	-	48,413	48,413	48,413	-	-	-
* 592.75.85.02	FISCAL AGENT FEES/2012 GO ADV REF BONDS	-	-	-	-	-	-	-	-	-
599.89.71	PAYMENTS TO REFUNDED DEBT ESCROW AGENT	-	-	-	2,917,118	2,917,118	2,917,118	-	-	-
	<b>SUB TOTAL</b>	724,484	725,161	734,999	4,019,550	3,339,947	4,020,823	1,051,337	1,051,337	1,044,401
594.75.64.00	EQUIPMENT	18,000	18,121	-	4,271	4,271	4,271	-	-	-
594.75.64.01	EQUIPMENT-COMPUTER	-	-	-	-	-	-	-	-	-
594.75.60	<b>SUB TOTAL</b>	18,000	18,121	-	4,271	4,271	4,271	-	-	-
	TRANSFER TO:									
597.71.06	DEPRECIATION/IMPROVEMENT-2002 Bonds	327,910	327,892	329,915	302	302	302	-	-	-
597.71.08	DEPRECIATION/IMPROVEMENT-2008 Bonds	395,036	395,018	440,036	440,036	132,661	440,018	483,036	483,036	483,036
*** 597.75.00	DEPRECIATION/IMPROVEMENT-2008 Bonds	-	-	-	-	-	-	-	-	(483,036)
597.71.08	DEPRECIATION/IMPROVEMENT-Capital Contr	-	-	165,000	165,000	-	-	-	-	-
597.71.00	<b>SUB TOTAL</b>	722,946	722,910	934,951	605,338	132,962	440,320	483,036	483,036	0
	<b>MARINA ADMINISTRATION TOTAL</b>	2,014,921	1,959,348	2,213,550	5,221,979	3,747,898	5,097,931	2,105,244	2,102,676	1,612,704

Transfer Detail:	2009	2010	2011	2012	2013
	Actual	Actual	Actual	Est	Budget
2002 Bonds Debt Service	\$ 332,128	\$ 330,190	\$ 327,590	\$ -	\$ -
Fiscal Agent Fees-2002 Bonds	304	304	302	302	0
Fiscal Agent Fees-2008 Bonds	301	304	302	302	320
2008 Bonds Debt Service	298,716	82,716	394,716	439,716	482,716
Capital Contribution	265,000	265,000	0	0	0
Repair & Replacement	15,000	0	0	0	0
	<b>\$ 911,448</b>	<b>\$ 678,513</b>	<b>\$ 722,910</b>	<b>\$ 440,320</b>	<b>\$ 483,036</b>

- \* New Account Code per State Auditor's Office
- \*\* Moved to New Division: 400 - SPECIAL EVENTS
- \*\*\* Moved to New Division: 500 - TRANSFERS OUT

# BUDGET NARRATIVE

2013

FUND: **MARINA REVENUE FUND**  
 DEPARTMENT: **MARINA**  
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.100.070.575.71.00.00</b>					
		<b>ADMINISTRATION</b>			
		<b>SALARIES AND WAGES</b>			
575.71.10	Salaries & Wages	Provide for necessary personnel to perform administrative functions, clerical duties, and security operations.	\$ 193,148	\$ 191,111	\$ 191,111
		1.00 Harbormaster			
		1.00 Office Manager			
		<u>0.60</u> Office Assistant			
		<u>2.60</u> FTE's			
575.71.11	Overtime	Provides funds to pay overtime in situations such as emergencies, training sessions, etc.	\$ 300	\$ 300	\$ 300
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 193,448</b>	<b>\$ 191,411</b>	<b>\$ 191,411</b>
		<b>PERSONNEL BENEFITS</b>			
575.71.20	Personnel Benefits	Provides for personnel benefits for those persons assigned to the administrative division.	\$ 71,269	\$ 70,739	\$ 70,739
575.71.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (1,094)	\$ (1,095)	\$ (1,095)
575.71.21.00	Uniforms	Provides uniforms for Administration.	\$ 250	\$ 250	\$ 250
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 70,425</b>	<b>\$ 69,894</b>	<b>\$ 69,894</b>
		<b>SUPPLIES</b>			
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

2013

FUND: **MARINA REVENUE FUND**  
 DEPARTMENT: **MARINA**  
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.100.070.575.71.00.00</b>		<b>ADMINISTRATION</b>			
575.71.35.90	Small Equipment >\$1,000 <\$5,000		\$ 3,000	\$ 3,000	\$ 3,000
		<b>TOTAL SUPPLIES</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>
		<b>OTHER SERVICES AND CHARGES</b>			
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 Marina moorage statements.	\$ 35,000	\$ 35,000	\$ 35,000
		Data Bar (prints and sends statements)	\$ 12,000		
		Other Consultant Services	\$ 23,000		
			<u>\$ 35,000</u>		
575.71.41.23	State Audit Services	The Marina's portion of the state audit.	\$ 5,000	\$ 5,000	\$ 5,000
575.71.41.38	Armored Car Services	Provides for daily pick-up of bank deposits by an armored car service.	\$ 5,211	\$ 5,211	\$ 5,211
575.71.41.43	Security Patrol Services	Provides for nightly security services at the Marina rendered by a private security company.	\$ 18,300	\$ 18,300	\$ 18,300
575.71.41.45	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.	\$ 14,500	\$ 14,500	\$ 14,500
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

2013

FUND: **MARINA REVENUE FUND**  
 DEPARTMENT: **MARINA**  
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.100.070.575.71.00.00 ADMINISTRATION</b>					
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
575.71.44.01	B & O Taxes-City	Provides for City B & O Taxes.	\$ 2,200	\$ 2,200	\$ 2,200
575.71.44.03	B & O Taxes-State	Provides for State B & O Taxes.	\$ 10,000	\$ 10,000	\$ 10,000
575.71.44.04	Parking Taxes	Provides for City Parking taxes.	\$ 14,050	\$ 14,050	\$ 14,050
575.71.45.00	Operating Rental		\$ 2,000	\$ 2,000	\$ 2,000
575.71.45.01	Leases	Land and other operational leases.	\$ 101,302	\$ 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.	\$ 52,500	\$ 52,500	\$ 52,500
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
575.71.49.23	Misc Bank Charges	Provides for fees relating to bank's quarterly account analysis.	\$ 8,250	\$ 8,250	\$ 8,250
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>			<b>\$ 291,273</b>	<b>\$ 291,273</b>	<b>\$ 291,273</b>

# BUDGET NARRATIVE

2013

FUND: **MARINA REVENUE FUND**  
 DEPARTMENT: **MARINA**  
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.100.070.575.71.00.00</b>					
		<b>ADMINISTRATION</b>			
		<b>INTERGOVERNMENTAL SERVICES</b>			
575.71.51.01	Fire Suppression-S&KFR	Fire protection for the Marina facility.	\$ 3,225	\$ 3,225	\$ 3,225
		<b>TOTAL INTERGOVERNMENTAL SERVICES</b>	<b>\$ 3,225</b>	<b>\$ 3,225</b>	<b>\$ 3,225</b>
		<b>DEBT SERVICE &amp; INTERFUND SERVICES</b>			
575.71.91.01	Gen Fund Admin & Alloc Of Indirect Exp		\$ 635,200	\$ 635,200	\$ 635,200
575.71.99.01	Computer Maintenance		\$ 30,200	\$ 30,200	\$ 30,200
		Moved to New Division: <b>400</b>			\$ (2,260)
575.71.99.02	Computer Replacement		\$ 21,004	\$ 21,004	\$ 21,004
		Moved to New Division: <b>400</b>			\$ (279)
575.71.99.03	Equipment Maintenance		\$ 9,724	\$ 9,724	\$ 9,724
575.71.99.04	Equipment Replacement		\$ 28,641	\$ 28,641	\$ 28,641
575.71.99.05	Interfund Insurance		\$ 12,537	\$ 12,537	\$ 12,537
		Moved to New Division: <b>400</b>			\$ (4,397)
591.75.71.02	Principal - 2012 Refunding Bonds		\$ 230,000	\$ 230,000	\$ 230,000
591.75.75.03	Principal-Copier Capital Lease		\$ 1,544	\$ 1,544	\$ 1,544
592.75.83.02	Interest-2012 Refunding Bonds		\$ 82,300	\$ 82,300	\$ 82,300
592.75.83.03	Interest-Copier Capital Lease		\$ 187	\$ 187	\$ 187
		<b>TOTAL DEBT SERVICE &amp; INTERFUND SERVICES</b>	<b>\$ 1,051,337</b>	<b>\$ 1,051,337</b>	<b>\$ 1,044,401</b>

# BUDGET NARRATIVE

2013

FUND: **MARINA REVENUE FUND**  
 DEPARTMENT: **MARINA**  
 DIVISION: **ADMINISTRATION**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.100.070.575.71.00.00</b>		<b>ADMINISTRATION</b>			
		<b>CAPITAL OUTLAY</b>			
594.75.64.00	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>OPERATING TRANSFER</b>			
597.71.08	Depreciation/ Improvement-2008 Bonds		\$ 483,036	\$ 483,036	\$ 483,036
		Moved to New Division: <b>599</b>			\$ (483,036)
597.71.08	Depreciation/ Improvement-Capital Contribution		\$ -	\$ -	\$ -
		<b>TOTAL OPERATING TRANSFER</b>	<b>\$ 483,036</b>	<b>\$ 483,036</b>	<b>\$ 0</b>
		<b>TOTAL ADMINISTRATIVE DIVISION</b>	<b>\$ 2,105,244</b>	<b>\$ 2,102,676</b>	<b>\$ 1,612,704</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

MARINA SERVICES

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 YE EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>401.200.070</b>	<b>SERVICES</b>									
575.72.10	SALARIES	260,599	231,005	262,205	262,205	125,176	252,152	260,489	260,489	198,753
* 575.74.10	SALARIES	-	-	-	-	-	-	-	-	(24,461)
575.72.11	OVERTIME	7,500	7,205	7,500	7,500	2,490	7,772	7,500	7,500	7,500
575.72.12	SALARIES: SEASONAL	56,380	56,551	47,020	47,020	19,454	61,732	47,021	47,021	47,021
575.72.10	<b>SUB TOTAL</b>	<b>324,479</b>	<b>294,761</b>	<b>316,725</b>	<b>316,725</b>	<b>147,119</b>	<b>321,656</b>	<b>315,010</b>	<b>315,010</b>	<b>228,813</b>
575.72.20	BENEFITS	110,526	111,122	119,121	119,121	60,114	115,880	133,737	133,737	97,473
* 575.74.20	BENEFITS	-	-	-	-	-	-	-	-	(8,927)
575.72.20.90	EMPLOYEE MED. CONTRIBUTION	(2,674)	(2,689)	(2,760)	(2,760)	(1,396)	(2,791)	(3,875)	(643)	(2,582)
575.72.21	UNIFORMS	1,500	1,397	1,500	1,500	1,256	1,500	1,500	1,500	1,500
575.72.22	BENEFITS - SEASONAL	7,362	8,618	7,591	7,591	3,927	11,625	7,599	7,599	7,599
575.72.20	<b>SUB TOTAL</b>	<b>116,714</b>	<b>118,448</b>	<b>125,452</b>	<b>125,452</b>	<b>63,901</b>	<b>126,214</b>	<b>138,961</b>	<b>142,193</b>	<b>95,063</b>
575.72.31	OFFICE & OPERATING SUPPLIES	20,000	31,184	25,000	25,000	12,480	25,000	25,000	25,000	25,000
575.72.34.01	DIESEL FUEL FOR RESALE	615,101	656,905	588,642	588,642	180,034	600,013	609,168	609,168	609,168
575.72.34.02	UNLEADED FUEL FOR RESALE	512,542	526,271	519,354	519,354	134,320	500,686	518,063	518,063	518,063
575.72.34.03	BAIT & ICE FOR RESALE	2,500	4,136	2,500	2,500	297	3,500	2,500	2,500	2,500
575.72.34.04	PROPANE & FUEL PROD FOR RESALE	2,500	3,331	2,500	2,500	619	3,000	2,500	2,500	2,500
575.72.34.05	ITEMS PURCHASED FOR RESALE	3,000	1,643	3,000	3,000	359	500	3,000	3,000	3,000
575.72.35	SMALL TOOLS & EQUIPMENT	1,000	2,073	1,000	1,000	1,666	2,000	1,000	1,000	1,000
575.72.35.90	SMALL EQP >\$1,000 <\$5,000	2,000	-	2,000	2,000	-	2,000	2,000	2,000	2,000
575.72.30	<b>SUB TOTAL</b>	<b>1,158,643</b>	<b>1,225,543</b>	<b>1,143,996</b>	<b>1,143,996</b>	<b>329,774</b>	<b>1,136,699</b>	<b>1,163,231</b>	<b>1,163,231</b>	<b>1,163,231</b>
575.72.41	PROFESSIONAL SERVICES	2,500	3,278	2,500	2,500	485	2,000	2,500	2,500	2,500
575.72.42	COMMUNICATIONS	-	180	-	-	-	-	-	-	-
575.72.43	TRAVEL	-	221	-	-	-	-	-	-	-
575.72.45	OPERATING RENTAL & LEASES	-	71	-	-	-	-	-	-	-
575.72.46	INSURANCE	1,125	-	1,125	1,125	-	1,125	1,125	1,125	1,125
575.72.48.14	REPAIRS & MAINTENANCE-FUEL DOCK	7,500	2,450	7,500	7,500	5,889	7,500	7,500	7,500	7,500
575.72.48.19	REPAIRS & MAINTENANCE-HOISTS	1,500	548	1,500	1,500	-	1,500	1,500	1,500	1,500
575.72.49	MISCELLANEOUS	3,000	316	2,925	2,925	30	1,000	3,000	3,000	3,000
575.72.49.01	LAUNDRY	-	-	-	-	-	-	-	-	-
575.72.49.06	SPECIAL EVENTS	25,000	15,957	25,000	25,000	2,869	9,000	15,000	15,000	15,000
* 575.74.49.06	SPECIAL EVENTS	-	-	-	-	-	-	-	-	(15,000)
575.72.49.22	DUES, SCHOOLS & CONFERENCES	-	674	75	75	305	750	75	75	75
575.72.40	<b>SUB TOTAL</b>	<b>40,625</b>	<b>23,694</b>	<b>40,625</b>	<b>40,625</b>	<b>9,577</b>	<b>21,375</b>	<b>30,700</b>	<b>30,700</b>	<b>15,700</b>
575.72.99.05	INTERFUND INSURANCE	28,654	28,654	26,479	26,479	26,479	26,479	26,956	26,956	26,956
575.72.90	<b>SUB TOTAL</b>	<b>28,654</b>	<b>28,654</b>	<b>26,479</b>	<b>26,479</b>	<b>26,479</b>	<b>26,479</b>	<b>26,956</b>	<b>26,956</b>	<b>26,956</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

MARINA SERVICES

	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 YE EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
401.200.070 SERVICES									
594.75.64 EQUIPMENT	-	-	-	-	-	-	-	-	-
SUB TOTAL	-	-	-	-	-	-	-	-	-
MARINA SERVICE DIVISION TOTAL	1,669,115	1,691,100	1,653,277	1,653,277	576,850	1,632,423	1,674,858	1,678,090	1,529,763

\* Moved to New Division: 400 - SPECIAL EVENTS



# BUDGET NARRATIVE

2013

FUND: **MARINA REVENUE FUND**  
 DEPARTMENT: **MARINA**  
 DIVISION: **SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.200.070.575.72.00.00 SERVICES</b>					
<b>SALARIES AND WAGES</b>					
575.72.10	Salaries and Wages	Provides salaries for personnel who perform service functions and related support activities.	\$ 260,489	\$ 260,489	\$ 198,753
		1.00 Service Manager			
		0.40 Event Specialist			
		(0.40) Event Specialist      Moved to New Division: <b>400</b>			\$ (24,461)
		3.00 Habor Attendants			
		0.30 Landscaping Specialist			
		(0.30) Landscaping Specialist      Moved to Division: <b>300</b>			
		<u>4.00</u> FTE's			
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 = 3,798 hours 1.826 FTE's	\$ 47,021	\$ 47,021	\$ 47,021
<b>TOTAL SALARIES AND WAGES</b>			<b>\$ 315,010</b>	<b>\$ 315,010</b>	<b>\$ 228,813</b>
<b>PERSONNEL BENEFITS</b>					
575.72.20	Personnel Benefits	Provides for personnel benefits for those persons assigned to the service division.	\$ 133,737	\$ 133,737	\$ 97,473
		Moved to New Division: <b>400</b>			\$ (8,927)
575.72.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (3,875)	\$ (643)	\$ (2,582)
575.72.21	Uniforms		\$ 1,500	\$ 1,500	\$ 1,500
575.72.22	Benefits-Seasonal	Provides for benefits for seasonal employees.	\$ 7,599	\$ 7,599	\$ 7,599
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 138,961</b>	<b>\$ 142,193</b>	<b>\$ 95,063</b>

## BUDGET NARRATIVE

2013

FUND: **MARINA REVENUE FUND**  
 DEPARTMENT: **MARINA**  
 DIVISION: **SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.200.070.575.72.00.00</b>		<b>SERVICES</b>			
		<b>SUPPLIES</b>			
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.	\$ 25,000	\$ 25,000	\$ 25,000
575.72.34.02	Fuel for Resale	Provides unleaded gasoline and diesel fuel for resale for use on vessels.	\$ 1,127,231	\$ 1,127,231	\$ 1,127,231
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
		<b>TOTAL SUPPLIES</b>	<b>\$ 1,163,231</b>	<b>\$ 1,163,231</b>	<b>\$ 1,163,231</b>

# BUDGET NARRATIVE

2013

FUND: **MARINA REVENUE FUND**  
 DEPARTMENT: **MARINA**  
 DIVISION: **SERVICES**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.200.070.575.72.00.00</b>		<b>SERVICES</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
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	\$ 3,000
575.72.49.06	Special Events	Provides for expenses associated with events such as Fireworks Over Des Moines, Marina boat and car shows, etc.	\$ 15,000	\$ 15,000	\$ 15,000
		Moved to New Division: <b>400</b>			\$ (15,000)
575.72.49.22	Dues, Schools, & Conferences	Provides for membership dues & training registration fees.	\$ 75	\$ 75	\$ 75
		<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>\$ 30,700</b>	<b>\$ 30,700</b>	<b>\$ 15,700</b>
		<b>INTERFUND SERVICES</b>			
575.72.99.05	Interfund Insurance		\$ 26,956	\$ 26,956	\$ 26,956
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 26,956</b>	<b>\$ 26,956</b>	<b>\$ 26,956</b>
		<b>EQUIPMENT</b>			
594.75.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL SERVICE DIVISION</b>	<b>\$ 1,674,858</b>	<b>\$ 1,678,090</b>	<b>\$ 1,529,763</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

MARINA  
MAINTENANCE

401.300.070	MAINTENANCE	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
575.73.10	SALARIES	119,084	119,439	122,876	122,876	61,238	122,276	135,528	135,528	193,146
575.73.11	OVERTIME	5,000	5,898	5,000	5,000	2,292	5,675	5,000	5,000	5,000
575.73.19.00	COMP ABSENCE ACCRUAL (GASB 16)		348	-		-				
575.73.10	<b>SUB TOTAL</b>	124,084	125,684	127,876	127,876	63,530	127,951	140,528	140,528	198,146
575.73.20	BENEFITS	60,833	63,645	61,588	61,588	30,368	59,478	54,098	54,098	88,948
575.73.20.90	EMPLOYEE MED. CONTRIBUTION	(2,320)	(1,710)	(1,444)	(1,444)	(746)	(1,491)	(777)	(777)	(2,073)
575.73.21	UNIFORMS	500	337	500	500	1,140	500	500	500	500
575.73.20	<b>SUB TOTAL</b>	59,013	62,271	60,644	60,644	30,763	58,487	53,821	53,821	87,375
575.73.31	OFFICE & OPERATING SUPPLIES	25,000	34,253	25,000	25,000	14,824	27,500	25,000	25,000	25,000
575.73.31.22	SUPPLIES - REDONDO	-	1,537	-	-	1,230	1,500			
575.73.32	FUEL PURCHASED FROM MARINA	1,500	3,025	-	-	-	-			
575.73.32.01	UNLEADED FUEL (ISF)	5,754	4,314	4,335	4,335	2,874	4,315	4,500	4,500	4,500
575.73.32.02	DIESEL FUEL (ISF)	94	453	218	218	-	218	218	218	218
575.73.32.05	FUEL PURCHASED FROM MARINA			2,000	2,000	934	2,000	2,000	2,000	2,000
575.73.33	ELECTRICITY	80,000	81,907	80,000	80,000	48,328	82,000	85,000	85,000	85,000
575.73.35	SMALL TOOLS & EQUIPMENT	3,000	4,507	3,000	3,000	2,250	4,500	3,000	3,000	3,000
575.73.35.90	SMALL EQP >\$1,000 <\$5,000	3,500	-	3,500	3,500	1,895	1,900	3,500	3,500	3,500
575.73.30	<b>SUB TOTAL</b>	118,848	129,997	118,053	118,053	72,336	123,933	123,218	123,218	123,218
575.73.41	PROFESSIONAL SERVICES	6,000	2,826	6,000	6,000	2,273	4,000	6,000	6,000	6,000
575.73.41.45	ADVERTISING	-	-	-	-	-	-	-	-	-
575.73.45	OPERATING RENTALS & LEASES	4,000	810	4,000	4,000	49	1,000	4,000	4,000	4,000
575.73.47	UTILITIES	86,270	76,451	86,270	86,270	37,491	71,000	75,000	75,000	75,000
575.73.48	REPAIRS & MAINTENANCE	15,000	20,435	15,000	15,000	9,422	15,000	15,000	15,000	15,000
575.73.48.30	BOAT YARD REPAIRS & MTC	-	477	-	-	81	1,000			
575.73.49	MISCELLANEOUS	1,500	512	1,500	1,500	-	1,500	1,500	1,500	1,500
575.73.49.01	LAUNDRY	-	-	-	-	-	-	-	-	-
575.73.49.22	DUES, SCHOOLS & CONFERENCES	-	500	-	-	250	325	325	325	325
575.73.49.25	PRINTING AND BINDING	-	-	-	-	43	100	100	100	100
575.73.40	<b>SUB TOTAL</b>	112,770	102,122	112,770	112,770	49,608	93,925	101,925	101,925	101,925
575.73.99.05	INTERFUND INSURANCE	8,163	8,163	7,542	7,542	7,542	7,542	8,506	8,506	8,506
575.73.90	<b>SUB TOTAL</b>	8,163	8,163	7,542	7,542	7,542	7,542	8,506	8,506	8,506
594.75.63	OTHER IMPROVEMENTS	35,000	28,855	-	-	-	-			
594.75.64	EQUIPMENT	-	-	-	4,918	4,918	4,918	-	-	-
594.75.60	<b>SUB TOTAL</b>	35,000	28,855	-	4,918	4,918	4,918	-	-	-
<b>MARINA MAINTENANCE DIVISION TOTAL</b>		457,878	457,092	426,885	431,803	228,697	416,756	427,998	427,998	519,170

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.300.070.575.73.00.00</b>		<b>MAINTENANCE</b>			
		<b>SALARIES AND WAGES</b>			
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>	\$ 135,528	\$ 135,528	\$ 193,146
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
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 140,528</b>	<b>\$ 140,528</b>	<b>\$ 198,146</b>
		<b>PERSONNEL BENEFITS</b>			
575.73.20	Personnel Benefits	Provides for personnel benefits for those persons assigned to the maintenance division.	\$ 54,098	\$ 54,098	\$ 88,948
575.73.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (777)	\$ (777)	\$ (2,073)
575.73.21	Uniforms		\$ 500	\$ 500	\$ 500
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 53,821</b>	<b>\$ 53,821</b>	<b>\$ 87,375</b>

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.300.070.575.73.00.00</b>					
		<b>MAINTENANCE</b>			
		<b>SUPPLIES</b>			
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.	\$ 4,500	\$ 4,500	\$ 4,500
575.73.32.02	Fuel-Diesel	Provides for diesel fuel purchased from the City for Marina vehicles.	\$ 218	\$ 218	\$ 218
575.73.32.05	Fuel Purchased from the Marina	Unleaded fuel purchased from the Marina for Marina use.	\$ 2,000	\$ 2,000	\$ 2,000
575.73.33	Electricity	Provides for electrical service to our moorage holders.	\$ 85,000	\$ 85,000	\$ 85,000
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
		<b>TOTAL SUPPLIES</b>	<b>\$ 123,218</b>	<b>\$ 123,218</b>	<b>\$ 123,218</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.300.070.575.73.00.00</b>		<b>MAINTENANCE</b>			
		<b>OTHER SERVICES &amp; CHARGES</b>			
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.	\$ 75,000	\$ 75,000	\$ 75,000
		ELECTRIC	\$ 3,770		
		WATER	\$ 15,850		
		SEWER	\$ 10,350		
		SWM	\$ 20,030		
		GARBAGE	\$ 23,500		
		CABLE	\$ 1,500		
			<u>\$ 75,000</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

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.300.070.575.73.00.00</b>			<b>MAINTENANCE</b>		
575.72.49.22	Dues, Schools, & Conferences	Provides for membership dues & training registration fees.	\$ 325	\$ 325	\$ 325
558.50.49.25	Printing	To provide for printing costs.	\$ 100	\$ 100	\$ 100
<b>TOTAL OTHER SERVICE &amp; CHARGES</b>			<b>\$ 101,925</b>	<b>\$ 101,925</b>	<b>\$ 101,925</b>
<b>INTERFUND SERVICES</b>					
575.73.99.05	Interfund Insurance		\$ 8,506	\$ 8,506	\$ 8,506
<b>TOTAL INTERFUND SERVICES</b>			<b>\$ 8,506</b>	<b>\$ 8,506</b>	<b>\$ 8,506</b>
<b>CAPITAL OUTLAY</b>					
594.75.64	Equipment		\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL MAINTENANCE DIVISION</b>			<b>\$ 427,998</b>	<b>\$ 427,998</b>	<b>\$ 519,170</b>



CITY OF DES MOINES

2013 BUDGET REQUEST

MARINA  
SPECIAL EVENTS

401.400.070	SPECIAL EVENTS	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
575.74.10	SALARIES	-	-	-	-	-	-	-	-	24,461
575.74.10	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	24,461
575.74.20	BENEFITS	-	-	-	-	-	-	-	-	8,927
575.74.20.90	EMPLOYEE MED. CONTRIBUTION	-	-	-	-	-	-	-	-	-
575.74.20	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	8,927
575.74.31	OFFICE & OPERATING SUPPLIES	-	-	-	-	-	-	-	-	1,875
575.74.35	SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	500
575.74.30	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	2,375
575.74.41	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	4,282
575.74.43	TRAVEL	-	-	-	-	-	-	-	-	-
575.74.41.45	ADVERTISING	-	-	-	-	-	-	-	-	2,500
575.74.45	OPERATING RENTALS & LEASES	-	-	-	-	-	-	-	-	2,235
575.74.49	MISCELLANEOUS	-	-	-	-	-	-	-	-	3,233
575.74.49.25	PRINTING AND BINDING	-	-	-	-	-	-	-	-	375
575.74.40	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	12,625
575.74.99.01	COMPUTER MAINTENANCE	-	-	-	-	-	-	-	-	2,260
575.74.99.02	COMPUTER REPLACEMENT	-	-	-	-	-	-	-	-	279
575.74.99.05	INTERFUND INSURANCE	-	-	-	-	-	-	-	-	4,397
575.74.90	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	6,936
<b>SPECIAL EVENTS DIVISION TOTAL</b>		0	0	0	0	0	0	0	0	55,324
<b>MAINTENANCE TOTAL</b>		457,878	457,092	426,885	431,803	228,697	416,756	427,998	427,998	519,170
<b>SERVICES TOTAL</b>		1,669,115	1,691,100	1,653,277	1,653,277	576,850	1,632,423	1,674,858	1,678,090	1,529,763
<b>ADMINISTRATION TOTAL</b>		2,014,921	1,959,348	2,213,550	5,221,979	3,747,898	5,097,931	2,105,244	2,102,676	1,612,704
<b>TRANSFERS-OUT</b>		722,946	722,910	934,951	605,338	132,962	440,320	483,036	483,036	483,036
<b>TOTAL MARINA REVENUE FUND EXPENDITURES</b>		4,864,860	4,830,450	5,228,663	7,912,397	4,686,409	7,587,430	4,691,137	4,691,801	4,199,997
<b>401.000.000</b>										
508.10.00	<b>ENDING FUND BALANCE-RESERVED</b>	-	-	-	-	-	-	-	-	768,816
508.80.00	<b>ENDING FUND BALANCE-UNRESERVED</b>	1,424,128	1,457,760	1,268,473	0		1,300,806	623,171	721,530	444,518
<b>TOTAL MARINA REVENUE FUND</b>		6,288,988	6,288,210	6,497,136	7,912,397	4,686,409	8,888,236	5,314,308	5,413,331	5,413,332

**BUDGET NARRATIVE**  
**2013**

FUND: **MARINA REVENUE FUND**  
DEPARTMENT: **MARINA**  
DIVISION: **SPECIAL EVENTS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.400.070.575.74</b>					
		<b>SPECIAL EVENTS</b>			
		<b>SALARIES AND WAGES</b>			
575.74.10	Salaries and Wages	Provides salaries for personnel who perform special events functions. 0.40 FTE Events Specialist	\$ -	\$ -	\$ 24,461
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,461</b>
		<b>PERSONNEL BENEFITS</b>			
575.74.20	Personnel Benefits	Provides for personnel benefits for those persons assigned to the maintenance division.	\$ -	\$ -	\$ 8,927
575.74.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ -	\$ -	\$ -
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,927</b>
		<b>SUPPLIES</b>			
575.74.31	Operating Supplies	Provides for purchase operating supplies for special events functions.	\$ -	\$ -	\$ 1,875
575.74.35	Small tools & Equipment	Provides for the purchase of small office equipment	\$ -	\$ -	\$ 500
		<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,375</b>

**BUDGET NARRATIVE**  
**2013**

FUND: **MARINA REVENUE FUND**  
DEPARTMENT: **MARINA**  
DIVISION: **SPECIAL EVENTS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.400.070.575.74</b>		<b>SPECIAL EVENTS</b>			
		<b>OTHER SERVICES &amp; CHARGES</b>			
575.74.41	Professional Services	Provides professional services as needed (e.g., brochure design services, etc ).	\$ -	\$ -	\$ 4,282
575.74.41.45	Advertising	Provides advertisements for Marina special events.	\$ -	\$ -	\$ 2,500
575.74.45	Operating Rental and Leases	Provide for rental of equipment as needed for special events functions, such as Marina boat shows, etc.	\$ -	\$ -	\$ 2,235
575.73.49	Miscellaneous	Provides for miscellaneous consumable supplies.	\$ -	\$ -	\$ 3,233
575.74.49.25	Printing and Binding	Provides for printing of brochures associated with events such as Fireworks Over Des Moines, Marina boat and car shows, etc.	\$ -	\$ -	\$ 375
		<b>TOTAL OTHER SERVICE &amp; CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,625</b>
		<b>INTERFUND SERVICES</b>			
575.74.99.01	Computer Interfund Maintenance		\$ -	\$ -	\$ 2,260
575.74.99.02	Computer Interfund Replacement		\$ -	\$ -	\$ 279
575.73.99.05	Interfund Insurance		\$ -	\$ -	\$ 4,397
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,936</b>
		<b>TOTAL SPECIAL EVENTS DIVISION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,324</b>

## BUDGET NARRATIVE

2013

FUND: **MARINA REVENUE FUND 401**

DEPARTMENT: **MARINA**

DIVISION: **TRANSFERS-OUT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>401.500.070</b>		<b>TRANSFERS OUT</b>			
597.75.00	Transfer-out/Fund 406	This is a transfer out to Fund 406 for annual debt service payment.	\$ 483,036	\$ 483,036	\$ 483,036
		<b>TOTAL TRANSFERS</b>	<b><u>\$ 483,036</u></b>	<b><u>\$ 483,036</u></b>	<b><u>\$ 483,036</u></b>
		<b>TOTAL MARINA REVENUE FUND EXPENDITURES</b>	<b><u>\$ 4,208,100</u></b>	<b><u>\$ 4,208,764</u></b>	<b><u>\$ 3,716,961</u></b>
508.80.00.00	Ending Fund Balance		<u>\$ 623,171</u>	<u>\$ 721,530</u>	<u>\$ 1,213,334</u>
		<b>TOTAL INCLUDING ENDING FUND BALANCE</b>	<b><u><u>\$ 5,314,308</u></u></b>	<b><u><u>\$ 5,413,331</u></u></b>	<b><u><u>\$ 5,413,332</u></u></b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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<b>403.100.070.575.75.00.00</b>	<b>MARINA REPAIR AND REPLACEMENT FUND</b>	<b>\$325,980</b>	<b>\$325,980</b>	<b>\$325,980</b>
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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.

<b>2012 Beginning Fund Balance</b>	<b>\$</b>	<b>345,550</b>
Expenses	\$	(20,000)
Interest Income	\$	230
Insurance Recoveries	\$	-
<b>2013 Beginning Fund Balance</b>	<b>\$</b>	<b>325,780</b>
Expenses	\$	(20,000)
Interest Income	\$	200
Insurance Recoveries	\$	-
Transfer from Fund 401	\$	-
<b>2013 Ending Fund Balance</b>	<b>\$</b>	<b>305,980</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

MARINA  
MARINA REPAIR AND REPLACEMENT

MARINA REPAIR AND REPLACEMENT FUND		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 ESTIMATE YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
403.100.070										
575.75.48	REPAIR & MAINTENANCE	20,000	13,790	20,000	20,000	-	20,000	20,000	20,000	20,000
	<b>TOTAL REPAIR AND REPLACEMENT</b>	20,000	13,790	20,000	20,000	0	20,000	20,000	20,000	20,000
508.10.00	ENDING FUND BALANCE-RESERVED	342,428	345,551	321,268	-	-	325,780	305,980	305,980	305,980
		362,428	359,341	341,268	20,000	0	345,780	325,980	325,980	325,980

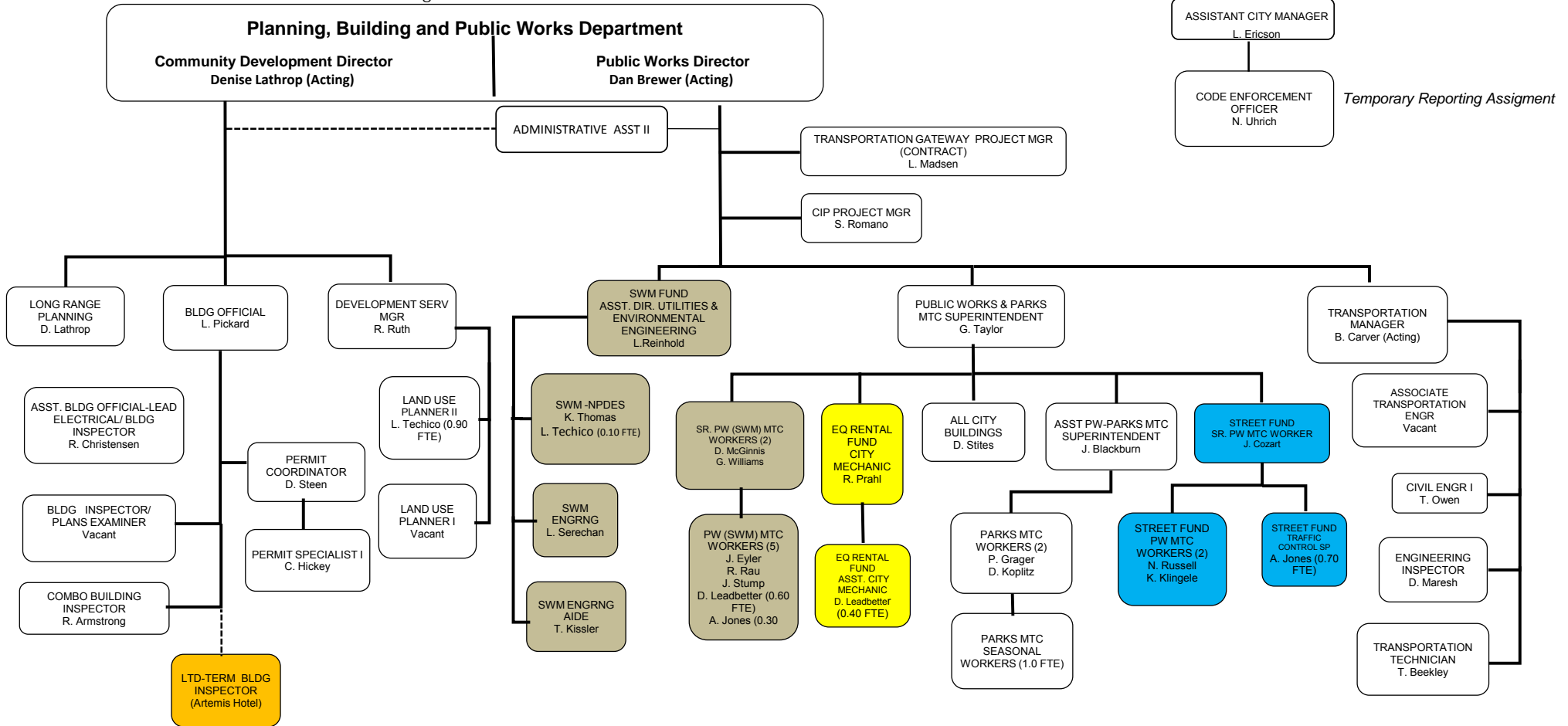
**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>403.100.070</b>		<b>MARINA REPAIR AND REPLACEMENT</b>			
575.75.48	Repair & Maintenance		\$ 20,000	\$ 20,000	\$ 20,000
			<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
508.80.00	Ending Fund Balance		\$ 305,980	\$ 305,980	\$ 305,980
		<b>TOTAL MARINA REPAIR AND REPLACEMENT FUND</b>	<u><u>\$ 325,980</u></u>	<u><u>\$ 325,980</u></u>	<u><u>\$ 325,980</u></u>

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

Interim Organizational Chart - 2013



**Department Divisions**

- Administration
- Long Range Planning
- Building
- Development Services
- Surface Water Management
- Public Work and Parks Maintenance
- Transportation & Engineering

**Department Programs**

- |  |                                     |
|--|-------------------------------------|
| <ul style="list-style-type: none"> <li>Administration</li> <li>Joint Minor Home Repair</li> <li>Plan Development</li> <li>Development Services</li> <li>Community Development Grants</li> <li>Building Division</li> </ul>   | <p><b>Community Development</b></p> |
| <ul style="list-style-type: none"> <li>Code Enforcement</li> <li>Engineering Services</li> <li>Surface Water Management Engineering</li> <li>SWM NPDES Permit Program</li> <li>All City Buildings</li> <li>Facilities/CIP Management</li> <li>Park Operations Services</li> <li>City Streets</li> <li>SWM Maintenance</li> <li>Equipment Rental</li> </ul> | <p><b>Public Works</b></p>          |
| <ul style="list-style-type: none"> <li>Transportation CIP</li> <li>SWM CIP</li> <li>MCI CIP</li> <li>Facility Repair &amp; Replacement</li> </ul>  |                                     |
- ← *Temporarily Reports to Assistant City Manager*



## BUDGET NARRATIVE 2013

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

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Surface Water Management fund is accrued through the billing of 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 2012	Budget 2013
<b>BEGINNING FUND BALANCE **</b>	\$ 1,291,423	\$ 1,274,418
<b>REVENUE</b>		
Storm Drainage Fees	\$ 2,285,734	\$ 2,364,945
Partial Year Storm Drainage Fees	\$ 2,000	\$ 5,000
Utility Tax on Storm Drainage Fees	137,061	141,897
SWM - Engineering Plan Review Fees	9,895	45,836
Interest Income	3,500	3,500
Other Misc Charges	20,647	13,000
FEMA Grant	6,762	
NPDES Grant	197,425	-
Salary CIP Reimbursement	30,000	30,000
<b>REVENUE</b>	<b>\$ 2,693,025</b>	<b>\$ 2,604,178</b>
<b>OPERATING EXPENSES</b>		
SWM Engineering	\$ (748,026)	\$ (820,391)
SWM Maintenance	(954,961)	(1,079,229)
SWM NPDES	(323,514)	(332,632)
<b>Total Operating Expenses</b>	<b>\$ (2,026,501)</b>	<b>\$ (2,232,252)</b>
<b>TRANSFER-OUT TO FUND 451</b>	\$ (682,871)	\$ (709,484)
(Annual Cash Available for capital projects and debt service)		
<b>TRANSFER-OUT TO FUND 220</b>	(657)	(657)
(for Energy Savings Prog)		
<b>ENDING FUND BALANCE</b>	<b>\$ 1,274,418</b>	<b>\$ 936,203</b>

\* 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**

<b>Revenue Requirements</b>	<b>2011 Actual</b>	<b>2012 Estimate</b>	<b>2013 Forecast</b>	<b>2014 Forecast</b>	<b>2015 Forecast</b>	<b>2016 Forecast</b>
Rate Revenues	\$ 2,274,323	\$ 2,285,734	\$ 2,353,620	\$ 2,419,339	\$ 2,486,895	\$ 2,556,339
Billing Correction						
Growth Factor (0.5% 2011-2014)			11,325	11,643	11,970	12,307
<b>Total Rate Revenues</b>	<b>\$ 2,274,323</b>	<b>\$ 2,285,734</b>	<b>\$ 2,364,945</b>	<b>\$ 2,430,982</b>	<b>\$ 2,498,865</b>	<b>\$ 2,568,646</b>
<b>Monthly Rate (Residential Billing Unit)</b>						
Water Quantity	\$9.13	\$9.36	\$9.64	\$9.86	\$10.09	\$10.32
Water Quality	<u>2.43</u>	<u>2.49</u>	<u>2.56</u>	<u>2.62</u>	<u>2.68</u>	<u>2.74</u>
Total	\$11.56	\$11.85	\$12.20	\$12.48	\$12.77	\$13.06
<b>Rate Increase</b>						
ENR Cost Index - March	-0.80%	1.00%	3.60%	3.00%	3.00%	3.00%
Sea Consumer Price Index - June	-0.50%	3.20%	2.70%	2.00%	2.00%	2.00%
ENR Cost Index @ 30%	-0.24%	0.30%	1.08%	0.90%	0.90%	0.90%
Sea Consumer Price Index @ 70%	<u>-0.35%</u>	<u>2.24%</u>	<u>1.89%</u>	<u>1.40%</u>	<u>1.40%</u>	<u>1.40%</u>
Base Rate Increase	-0.59%	2.54%	2.97%	2.30%	2.30%	2.30%
Phase-in	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CPI correction/adjustments	<u>0.59%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>
<b>Total Rate Increase</b>	<b>0.00%</b>	<b>2.54%</b>	<b>2.97%</b>	<b>2.30%</b>	<b>2.30%</b>	<b>2.30%</b>
<b>Capital Contributions - Target</b>						
	\$ 682,297	\$ 682,871	\$ 709,484	\$ 729,295	\$ 749,659	\$ 770,594
CIP Allocation from Rate Revenues	683,530	682,871	709,484	729,295	749,659	770,594
Utilize From Excess Operation Fund Balance	-	-	-	-	-	-
<b>Total Capital Transfer</b>	<b>\$ 683,530</b>	<b>\$ 682,871</b>	<b>\$ 709,484</b>	<b>\$ 729,295</b>	<b>\$ 749,659</b>	<b>\$ 770,594</b>
Capital Contribution (% of Rate Revenue)	30.05%	29.88%	30.00%	30.00%	30.00%	30.00%

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

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
SURFACE WATER MANAGEMENT  
ENGINEERING

450.100.040 ENGINEERING			2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
* 531.10.10	SALARIES & WAGES		198,049	191,083	201,433	201,433	100,316	200,420	205,834	208,524	208,524
* 531.10.11	OVERTIME		2,000	141	2,000	2,000	-	1,000	2,000	2,000	2,000
* 531.10.19.00	COMP ABSENCE ACCRUAL (GASB 16)		-	422	-	-	-	-	-	-	-
531.10.10 SUB TOTAL			200,049	191,646	203,433	203,433	100,316	201,420	207,834	210,524	210,524
* 531.10.20	PERSONNEL BENEFITS		78,648	81,634	89,101	89,101	43,864	84,377	92,282	94,046	94,046
* 531.10.20.90	EMPLOYEE MED. CONTRIBUTION		(2,292)	(3,187)	(2,458)	(2,458)	(1,488)	(2,975)	(2,682)	(2,815)	(2,815)
* 531.10.21	UNIFORMS		-	250	-	-	-	-	-	-	-
531.10.20 SUB TOTAL			76,356	78,696	86,643	86,643	42,376	81,402	89,600	91,231	91,231
* 531.10.31	OFFICE/OPERATING SUPPLIES		2,500	1,726	2,500	2,500	635	2,000	2,500	2,500	2,500
* 531.10.32.01	UNLEADED FUEL (ISF)		1,905	2,120	2,369	2,369	588	1,788	1,860	1,860	1,860
* 531.10.35	SM TOOLS & EQUIPMENT		1,500	26	1,500	1,500	1,095	1,500	1,500	1,500	1,500
* 531.10.35.90	SM TOOLS & EQUIPMENT >\$1,000<\$5,000		3,500	-	3,500	3,500	-	3,500	3,500	3,500	3,500
531.10.30 SUB TOTAL			9,405	3,872	9,869	9,869	2,318	8,788	9,360	9,360	9,360
* 531.10.41	PROFESSIONAL SERVICES		103,200	37,737	103,200	149,200	794	55,000	93,200	93,200	93,200
* 531.10.41.32	JANITORIAL SERVICES		650	492	650	650	239	1,118	650	650	650
* 531.10.41.45	ADVERTISING		250	-	250	250	-	250	250	250	250
* 531.10.42	COMMUNICATIONS		1,450	1,357	1,450	1,450	585	1,401	1,450	1,450	1,450
* 531.10.43	TRAVEL		3,000	10	3,000	3,000	-	2,000	3,000	3,000	3,000
* 531.10.44.03	B & O TAX-STATE		38,000	40,891	41,795	41,795	21,793	43,586	45,123	45,123	45,123
* 531.10.44.05	UTILITY TAX		127,706	129,294	136,574	136,574	68,531	137,061	141,897	141,897	141,897
* 531.10.45.02	COPIER LEASE		475	846	950	950	871	975	975	975	975
* 531.10.47	UTILITIES		1,975	1,497	1,975	1,975	608	1,223	1,275	1,275	1,275
* 531.10.48	REPAIRS AND MAINTENANCE		1,000	-	1,000	1,000	-	1,000	1,000	1,000	1,000
* 531.10.49	MISCELLANEOUS		2,500	723	2,500	2,500	920	2,000	2,500	2,500	2,500
* 531.10.49.22	DUES, SCHOOLS, AND CONFERENCES		5,000	639	5,000	5,000	260	5,000	5,000	5,000	5,000
* 531.10.49.25	PRINTING AND BINDING		500	-	500	500	-	500	500	500	500
531.10.40 SUB TOTAL			285,706	213,485	298,844	344,844	94,600	251,114	296,820	296,820	296,820
* 531.10.99.00	INTERFUND ADMIN CHRGS.-GEN FUND		161,000	165,000	185,000	185,000	92,500	185,000	190,000	190,000	190,000
* 531.10.99.01	COMPUTER INTERFUND-MAINTENANCE		7,955	7,955	7,955	7,955	3,977	7,955	7,955	7,955	7,955
* 531.10.99.02	COMPUTER INTERFUND REPLACEMENT		1,525	1,525	1,548	1,548	774	1,548	1,553	1,553	1,553
* 531.10.99.05	INTERFUND INSURANCE		10,037	10,037	9,280	9,280	9,280	9,280	11,429	11,429	11,429
* 531.10.99.06	FACILITY REPAIR/REPLACEMENT		499	499	499	499	250	499	499	499	499
531.10.90 SUB TOTAL			181,016	185,016	204,282	204,282	106,781	204,282	211,436	211,436	211,436

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
SURFACE WATER MANAGEMENT  
ENGINEERING

450.100.040 ENGINEERING		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
* 592.31.75	PRINCIPAL-COPIER CAPITAL LEASE	1,060	794	872	872	-	872	910	910	910
* 592.31.83	INTEREST-COPIER CAPITAL LEASE	45	151	148	148	-	148	110	110	110
* 594.31.64	EQUIPMENT	-	-	-	-	-	-	-	-	-
594.31.60	SUB TOTAL	1,105	945	1,020	1,020	0	1,020	1,020	1,020	1,020
TOTAL SWM ENGINEERING		753,637	673,661	804,091	850,091	346,391	748,026	816,070	820,391	820,391

\* New Account Code for SWM Engineering per State Auditor's Office

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.100.040.531.10.00.00 ENGINEERING</b>					
<b>SALARIES AND WAGES</b>					
531.10.10	Salaries & Wages	This provides salaries & wages for the following staff: 0.15 Acting PW Director 0.15 Administrative Assistant II 0.70 Asst. Director - Utilities and Environment 1.00 Engineering Technician I 0.50 Engineering Aide <u>2.50</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.)	\$ 205,834	\$ 208,524	\$ 208,524
531.10.11	Overtime	Provides for overtime for staff.	2,000	2,000	2,000
<b>TOTAL SALARIES AND WAGES</b>			<b>\$ 207,834</b>	<b>\$ 210,524</b>	<b>\$ 210,524</b>
<b>PERSONNEL BENEFITS</b>					
531.10.20	Personnel Benefits	Provides for benefits for surface water staff.	\$ 92,282	\$ 94,046	\$ 94,046
531.10.20.90	Employee Med. Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	(2,682)	(2,815)	(2,815)
<b>TOTAL PERSONNEL BENEFITS</b>			<b>\$ 89,600</b>	<b>\$ 91,231</b>	<b>\$ 91,231</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.100.040.531.10.00.00 ENGINEERING</b>					
<b>SUPPLIES</b>					
531.10.31	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>		
531.10.32	Unleaded Fuel	Gasoline for two cars.	\$ 1,860	\$ 1,860	\$ 1,860
531.10.35	Small Tools and Equipment	Hand tools, field equipment, safety equipment.	\$ 1,500	\$ 1,500	\$ 1,500
531.10.35.90	Small Tools and Equipment >\$1,000<\$5,000		\$ 3,500	\$ 3,500	\$ 3,500
<b>TOTAL SUPPLIES</b>			<b><u>\$ 9,360</u></b>	<b><u>\$ 9,360</u></b>	<b><u>\$ 9,360</u></b>
<b>OTHER SERVICES AND CHARGES</b>					
531.10.41	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.	\$ 93,200	\$ 93,200	\$ 93,200
		K.C. Billing Services	\$ 14,700		
		K.C. Billing Restructure	\$ 20,000		
		K.C. Collection Services (1%)	\$ 21,500		
		Other consultant engrng services	\$ 25,000		
		WRIA 9	\$ 12,000		
			<u>\$ 93,200</u>		

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.100.040.531.10.00.00</b>		<b>ENGINEERING</b>			
531.10.41.32	Janitorial Services	Provides for janitorial services for 10% of the Public Works-Engineering Building.	\$ 650	\$ 650	\$ 650
531.10.41.45	Advertising	Expenses for advertising position openings, project bids, and legal publications.	\$ 250	\$ 250	\$ 250
531.10.42	Communications	Provides for postage, phone and fax service. Wireless (field laptop) \$ 520 Telephone Lines \$ 855 Long Distance \$ 75 <u>\$ 1,450</u>	\$ 1,450	\$ 1,450	\$ 1,450
531.10.43	Travel	Travel expenses associated with training.	\$ 3,000	\$ 3,000	\$ 3,000
531.10.44.03	B & O Taxes-State	Provides for 1.8 % B & O tax to State.	\$ 45,123	\$ 45,123	\$ 45,123
531.10.44.05	Utility Tax	Provides for 6% utility tax to City.	\$ 141,897	\$ 141,897	\$ 141,897
531.10.45.02	Copier Lease	One-half copier, shared with Engineering	\$ 975	\$ 975	\$ 975
531.10.47	Utilities	Provides for 10% of the utilities for the Public Works-Engineering Building: ELECTRIC \$ 755 WATER \$ 95 SEWER \$ 105 NATURAL GAS \$ 320 <u>\$ 1,275</u>	\$ 1,275	\$ 1,275	\$ 1,275
531.10.48	Repairs And Maintenance	Expenses for repairs and adjustments to SWM engineering office equipment/instruments.	\$ 1,000	\$ 1,000	\$ 1,000
531.10.49	Miscellaneous	Minor expenses not otherwise categorized.	\$ 2,500	\$ 2,500	\$ 2,500

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.100.040.531.10.00.00 ENGINEERING</b>					
531.10.49.22	Dues, Schools and Conferences	ASCE Membership \$ 300 WEF Membership \$ 200 Professional Licenses \$ 700 Subscriptions \$ 300 Conferences/Registrations \$ 2,000 Classes/Training* \$ 1,500 Total <u>\$ 5,000</u>	\$ 5,000	\$ 5,000	\$ 5,000
		*Includes basic training, GIS classes, safety training for confined spaces, other permit and regulation training.			
531.10.49.25	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
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 296,820</b>	<b>\$ 296,820</b>	<b>\$ 296,820</b>
<b>INTERFUND SERVICES</b>					
531.10.99	Interfund Administrative Charge	Indirect charge for services.	\$ 190,000	\$ 190,000	\$ 190,000
531.10.99.01	Computer Maintenance	Provides for Computer Maintenance.	\$ 7,955	\$ 7,955	\$ 7,955
531.10.99.02	Computer Replacement	Provides for replacement of computer hardware assigned to SWM Engineering.	\$ 1,553	\$ 1,553	\$ 1,553
531.10.99.05	Interfund Insurance	Division's contribution to the Self Insurance Fund.	\$ 11,429	\$ 11,429	\$ 11,429
531.10.99.06	Facility Repair and Replacement	Provides for major repairs for City facilities.	\$ 499	\$ 499	\$ 499
<b>TOTAL INTERFUND SERVICES</b>			<b>\$ 211,436</b>	<b>\$ 211,436</b>	<b>\$ 211,436</b>
<b>CAPITAL LEASES</b>					



## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.100.040.531.10.00.00 ENGINEERING</b>					
592.31.75	Principal-Copier Capital Lease		\$ 910	\$ 910	\$ 910
592.31.83	Interest-Copier Capital Lease		\$ 110	\$ 110	\$ 110
		<b>TOTAL CAPITAL LEASES</b>	<b>\$ 1,020</b>	<b>\$ 1,020</b>	<b>\$ 1,020</b>
		<b>CAPITAL OUTLAY</b>			
594.31.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL ENGINEERING</b>	<b>\$ 816,070</b>	<b>\$ 820,391</b>	<b>\$ 820,391</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
SURFACE WATER MANAGEMENT  
MAINTENANCE

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>450.200.040</b>	<b>MAINTENANCE</b>									
531.20.10	SALARIES & WAGES	313,769	313,594	356,801	356,801	170,662	346,169	369,880	394,941	394,941
531.20.10.01	SALARIES PART-TIME	17,664	-	-	-	-	-	-	-	-
531.20.11	OVERTIME	8,100	7,488	8,100	8,100	7,174	13,575	8,100	8,100	8,100
531.20.19.00	COMP ABSENCE ACCRUAL (GASB 16)	-	(660)	-	-	-	-	-	-	-
531.20.10	SUB TOTAL	339,533	320,422	364,901	364,901	177,835	359,744	377,980	403,041	403,041
531.20.20	PERSONNEL BENEFITS	111,665	109,454	140,252	140,252	65,459	129,445	147,889	159,361	159,361
531.20.20.01	BENEFITS PART-TIME	2,237	-	-	-	-	-	-	-	-
531.20.20.90	EMPLOYEE MED. CONTRIBUTION	(1,587)	(1,249)	(1,894)	(1,894)	(742)	(1,484)	(2,065)	(2,356)	(2,356)
531.20.21	UNIFORMS	1,600	1,044	1,600	1,600	793	1,000	1,600	1,600	1,600
531.20.20	SUB TOTAL	113,915	109,250	139,958	139,958	65,510	128,961	147,424	158,605	158,605
531.20.31.00	OFFICE SUPPLIES	2,000	1,063	2,000	2,000	482	1,000	2,000	2,000	2,000
531.20.31.21	REPAIR SUPPLIES	43,000	23,859	43,000	43,000	5,804	43,000	43,000	43,000	43,000
531.20.32.01	UNLEADED FUEL (ISF)	8,662	6,859	7,943	7,943	4,509	8,412	8,749	8,749	8,749
531.20.32.02	DIESEL FUEL (ISF)	21,395	21,597	21,292	21,292	11,668	22,775	23,390	23,390	23,390
531.20.35	SM TOOLS & EQUIPMENT	2,000	843	2,000	2,000	722	2,000	2,000	2,000	2,000
531.20.35.90	SMALL EQP >\$1,000 <\$5,000	5,000	-	5,000	5,000	-	5,500	5,000	5,000	5,000
531.20.30	SUB TOTAL	82,057	54,221	81,235	81,235	23,184	82,687	84,139	84,139	84,139
531.20.41	PROFESSIONAL SERVICES	68,600	60,309	70,940	70,940	59,940	60,291	87,500	87,500	87,500
531.20.41.32	JANITORIAL SERVICES	1,850	1,749	1,850	1,850	847	1,804	1,850	1,850	1,850
531.20.41.45	ADVERTISING	500	-	500	500	-	500	500	500	500
531.20.42	COMMUNICATIONS	500	1,500	1,510	1,510	944	1,986	2,050	2,050	2,050
531.20.43	TRAVEL EXPENSES	500	-	500	500	-	500	500	500	500
531.20.45	OPERATING RENTALS & LEASES	6,000	1,179	6,000	6,000	308	6,000	6,000	6,000	6,000
531.20.45.02	COPIER LEASE	-	3	-	-	133	58	75	75	75
531.20.47	UTILITIES	27,530	26,337	31,549	31,549	11,266	22,567	31,549	31,549	31,549
531.20.47.12	STREET SWEEPING DISPOSAL	12,500	23,565	22,500	22,500	-	22,500	22,500	22,500	22,500
531.20.48	REPAIRS & MTC (Vehicles & Equipment)	25,000	1,653	25,000	25,000	754	17,000	25,000	25,000	25,000
531.20.48.20	STREET SWEEPING	53,000	50,321	53,000	53,000	22,676	53,000	53,000	53,000	53,000
531.20.48.22	CONTRACTED DRAINAGE REPAIR	50,000	2,744	50,000	50,000	-	50,000	50,000	50,000	50,000
531.20.48.23	WEST NILE VIRUS MOSQUITO CONTROL	25,000	433	25,000	25,000	-	-	25,000	25,000	25,000
531.20.49	MISCELLANEOUS	3,800	170	3,800	3,800	61	500	3,800	3,800	3,800
531.20.49.20	LAUNDRY	3,100	2,163	3,100	3,100	1,016	3,100	3,100	3,100	3,100
531.20.49.22	DUES, SCHOOLS, & CONF	700	-	700	700	524	700	700	700	700
531.20.40	SUB TOTAL	278,580	172,124	295,949	295,949	98,470	240,506	313,124	313,124	313,124

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
SURFACE WATER MANAGEMENT  
MAINTENANCE

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>450.200.040</b>	<b>MAINTENANCE</b>									
531.20.99.01	COMPUTER MAINTENANCE	4,520	377	4,520	4,520	2,260	4,520	4,522	4,522	4,522
531.20.99.02	COMPUTER REPLACEMENT	1,094	1,094	1,111	1,111	556	1,111	1,115	1,115	1,115
531.20.99.03	EQUIPMENT RENTAL MAINTENANCE	42,240	42,240	32,944	32,944	16,472	32,944	42,120	42,120	42,120
531.20.99.04	EQUIPMENT RENTAL REPLACEMENT	56,950	56,950	35,262	35,262	17,631	35,262	49,094	49,094	49,094
531.20.99.05	INTERFUND INSURANCE	22,849	22,849	21,110	21,110	21,110	21,110	22,107	22,107	22,107
531.20.99.06	FAC REP AND REPLACEMENT	1,362	1,362	1,362	1,362	681	1,362	1,362	1,362	1,362
531.20.90	SUB TOTAL	129,015	124,872	96,309	96,309	58,710	96,309	120,320	120,320	120,320
594.31.64	EQUIPMENT - Ford F450 Super Duty Truck	-	-	-	46,754	46,754	46,754	-	-	-
594.31.60	SUB TOTAL	-	-	-	46,754	46,754	46,754	-	-	-
	TOTAL SWM MAINTENANCE	943,100	780,888	978,352	1,025,106	470,463	954,961	1,042,987	1,079,229	1,079,229

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.200.040.531.20.00.00</b>		<b>MAINTENANCE</b>			
		<b>SALARIES AND WAGES</b>			
531.20.10	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>	\$ 369,880	\$ 394,941	\$ 394,941
531.20.11	Overtime	Provides for standby pay and overtime.	\$ 8,100	\$ 8,100	\$ 8,100
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 377,980</b>	<b>\$ 403,041</b>	<b>\$ 403,041</b>
		<b>PERSONNEL BENEFITS</b>			
531.20.20	Personnel Benefits	Provides payroll related benefits for salary and overtime for the surface water management maintenance workers.	\$ 147,889	\$ 159,361	\$ 159,361
531.20.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (2,065)	\$ (2,356)	\$ (2,356)
531.20.21	Uniforms	Provided uniform replacement and annual purchase of steel-toed boots.	\$ 1,600	\$ 1,600	\$ 1,600
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 147,424</b>	<b>\$ 158,605</b>	<b>\$ 158,605</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.200.040.531.20.00.00</b>		<b>MAINTENANCE</b>			
531.20.30		<b>SUPPLIES</b>			
531.20.31	Office Supplies	Cost of office and operating supplies. Also includes billing supplies, forms, computer paper, etc.	\$ 2,000	\$ 2,000	\$ 2,000
531.20.31.21	Repair Supplies	Cost of repair supplies, pipe, couplings, pit run gravel and safety supplies.	\$ 43,000	\$ 43,000	\$ 43,000
531.20.32.01	Unleaded Fuel	Gasoline for pickup, backhoe, dump trucks.	\$ 8,749	\$ 8,749	\$ 8,749
531.20.32.02	Diesel Fuel	Diesel fuel for pickup, backhoe, dump trucks.	\$ 23,390	\$ 23,390	\$ 23,390
531.20.35	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
531.20.35.90	Small Equipment >\$1,000 <\$5,000		\$ 5,000	\$ 5,000	\$ 5,000
		<b>TOTAL SUPPLIES</b>	<b>\$ 84,139</b>	<b>\$ 84,139</b>	<b>\$ 84,139</b>
		<b>OTHER SERVICES AND CHARGES</b>			
531.20.41	Professional Services	DM Creek Basin Projects OM Fund	\$ 27,000	\$ 87,500	\$ 87,500
		DM Creek Basin Projects RR Fund	\$ 34,500		
		Lower DM Creek OM Fund	\$ 15,000		
		City of Kent/Hwy 99 SWM Facility Maint	\$ 5,000		
		Miscellaneous Prof Services	\$ 6,000		
			<u>\$ 87,500</u>		
531.20.41.32	Janitorial Services	Provides for janitorial services for Surface Water Management's share of the Public Works Service Center.	\$ 1,850	\$ 1,850	\$ 1,850
531.20.42	Communications		\$ 2,050	\$ 2,050	\$ 2,050

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.200.040.531.20.00.00</b>		<b>MAINTENANCE</b>			
531.20.43	Travel	Travel, mileage, meals and lodging associated with professional training for maintenance personnel.	\$ 500	\$ 500	\$ 500
531.20.44.02	Advertising	Expenses for advertising position openings, project bids and legal publications.	\$ 500	\$ 500	\$ 500
531.20.45	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
531.20.45.02	Copier Lease	Provides for operating costs of copier for the department.	\$ 75	\$ 75	\$ 75
531.20.47	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:	\$ 31,549	\$ 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>		
531.20.47.12	Street Sweeping Disposal		\$ 22,500	\$ 22,500	\$ 22,500
531.20.48	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**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.200.040.531.20.00.00</b>		<b>MAINTENANCE</b>			
531.20.48.20	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
531.20.48.22	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
531.20.48.23	West Nile Virus Mosquito Control	Outside contracted services for mosquito control in response to the West Nile Virus.	\$ 25,000	\$ 25,000	\$ 25,000
531.20.49	Miscellaneous	Provides for miscellaneous items not budgeted elsewhere.	\$ 3,800	\$ 3,800	\$ 3,800
531.20.49.20	Laundry	Provides for laundry of uniforms of SWM maintenance.	\$ 3,100	\$ 3,100	\$ 3,100
531.20.49.22	Dues, Schools, and Conferences	Training, tuition and professional memberships.	\$ 700	\$ 700	\$ 700
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 313,124</b>	<b>\$ 313,124</b>	<b>\$ 313,124</b>

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.200.040.531.20.00.00</b>		<b>MAINTENANCE</b>			
		<b>INTERFUND SERVICES</b>			
531.20.99.01	Computer Maintenance	Provides for Computer Maintenance.	\$ 4,522	\$ 4,522	\$ 4,522
531.20.99.02	Computer Replacement	Provides for replacement of computer hardware.	\$ 1,115	\$ 1,115	\$ 1,115
531.20.99.03	Equipment Maintenance	Provides for the repair and maintenance of vehicles at the City garage.	\$ 42,120	\$ 42,120	\$ 42,120
531.20.99.04	Equipment Replacement	Provides for contributions to the eventual replacement of SWM-owned vehicles.	\$ 49,094	\$ 49,094	\$ 49,094
531.20.99.05	Insurance	Provides for proportional share of liability and property insurance.	\$ 22,107	\$ 22,107	\$ 22,107
531.20.99.06	Fac Repair and Replacement	Provides for major repairs for City facilities.	\$ 1,362	\$ 1,362	\$ 1,362
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 120,320</b>	<b>\$ 120,320</b>	<b>\$ 120,320</b>
		<b>CAPITAL OUTLAY</b>			
594.35.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL MAINTENANCE</b>	<b>\$ 1,042,987</b>	<b>\$ 1,079,229</b>	<b>\$ 1,079,229</b>



CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
SURFACE WATER MANAGEMENT  
NPDES PERMIT PROGRAM

450.400.040 NPDES PERMIT PROGRAM		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
531.40.10	SALARIES & WAGES	182,332	183,065	187,116	187,116	74,986	149,972	191,700	186,084	186,084
531.40.11	OVERTIME	900	330	900	900	-	525	900	900	900
531.40.10	SUB TOTAL	183,232	183,395	188,016	188,016	74,986	150,497	192,600	186,984	186,984
531.40.20	PERSONNEL BENEFITS	78,032	81,821	88,479	88,479	33,334	66,057	91,495	90,301	90,301
531.40.20.90	EMPLOYEE MED. CONTRIBUTION	(2,198)	(1,913)	(2,393)	(2,393)	(596)	(1,192)	(2,527)	(2,528)	(2,528)
531.40.20	SUB TOTAL	75,834	79,908	86,086	86,086	32,739	64,865	88,968	87,773	87,773
531.40.31	OFFICE/OPERATING SUPPLIES	400	65	400	400	385	200	400	400	400
531.40.35	SM TOOLS & EQUIPMENT	1,000	1,282	1,000	1,000	245	575	1,000	1,000	1,000
531.40.35.90	SM TOOLS & EQUIPMENT >\$1,000<\$5,000	5,000	-	5,000	5,000	-	-	5,000	5,000	5,000
531.40.30	SUB TOTAL	6,400	1,347	6,400	6,400	630	775	6,400	6,400	6,400
531.40.41	PROFESSIONAL SERVICES	25,000	-	15,000	15,000	45	4,000	15,000	15,000	15,000
531.40.43	TRAVEL EXPENSES	500	60	500	500	12	60	500	500	500
531.40.49	MISCELLANEOUS	11,500	-	5,000	5,000	-	725	5,000	5,000	5,000
531.40.49.15	NPDES PERMIT FEE	15,000	14,971	15,500	15,500	7,586	15,286	16,000	16,000	16,000
531.40.49.22	DUES, SCHOOLS AND CONFERENCE	1,500	502	1,500	1,500	184	1,500	1,500	1,500	1,500
531.40.40	SUB TOTAL	53,500	15,534	37,500	37,500	7,827	21,571	38,000	38,000	38,000
531.40.99.01	COMPUTER INTERFUND-MAINTENANCE	6,554	10,697	9,389	9,389	4,694	9,389	6,556	6,556	6,556
531.40.99.02	COMPUTER INTERFUND REPLACEMENT	1,094	1,094	1,667	1,667	833	1,667	1,115	1,115	1,115
531.40.99.05	INTERFUND INSURANCE	10,833	10,833	10,009	10,009	10,009	10,009	5,804	5,804	5,804
531.40.90	SUB TOTAL	18,481	22,624	21,065	21,065	15,537	21,065	13,475	13,475	13,475
594.31.64	EQUIPMENT-Cityworks Program	-	-	8,250	64,514	20,309	56,581	-	-	-
594.31.64	EQUIPMENT-GPS Mapping Tool	-	-	-	-	8,160	8,160	-	-	-
594.31.60	SUB TOTAL	-	-	8,250	64,514	28,469	64,741	-	-	-
<b>TOTAL NPDES PERMIT PROGRAM</b>		337,447	302,808	347,317	403,581	160,188	323,514	339,443	332,632	332,632
<b>TOTAL SWM MAINTENANCE</b>		943,100	780,888	978,352	1,025,106	470,463	954,961	1,042,987	1,079,229	1,079,229
<b>TOTAL SWM ENGINEERING</b>		753,637	673,661	804,091	850,091	346,391	748,026	816,070	820,391	820,391
<b>TOTAL SWM ENGR, MAINT &amp; NPDES</b>		2,034,184	1,757,357	2,129,760	2,278,778	977,043	2,026,501	2,198,500	2,232,252	2,232,252
597.14.00	TRANSFER-OUT/FUND 220	-	-	678	678	-	657	657	657	657
597.00.00	TRANSFER-OUT/CAPITAL	638,530	638,530	682,871	682,871	341,436	682,871	709,484	709,484	709,484
<b>TOTAL INCLUDING TRANSFERS</b>		2,672,714	2,395,887	2,813,309	2,962,327	1,318,478	2,710,030	2,908,641	2,942,394	2,942,393
508.80.00	ENDING FUND BALANCE	1,050,311	1,291,423	885,295	894,556		1,274,418	969,955	936,203	936,203
<b>TOTAL INCLUDING EFB</b>		3,723,025	3,687,310	3,698,604	3,856,883	1,318,478	3,984,448	3,878,596	3,878,597	3,878,596

# BUDGET NARRATIVE

2013

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	Executive Amendment	Adopted
<b>450.400.040.538.31.00.00</b>					
		<b>NPDES PERMIT PROGRAM</b>			
		<b>SALARIES AND WAGES</b>			
531.40.10	Salaries & Wages	Provides for salaries and wages for:	\$ 191,700	\$ 186,084	\$ 186,084
		0.20 Asst. Director Utilities & Environmental Engrng			
		0.90 Engineering Technician I			
		0.50 Engineering Aide			
		1.00 Engineering Technician (Transportation Tech temporarily assigned to SWM)			
		<u>0.10</u> Land Use Planner II			
		<u>2.70</u> FTE's			
531.40.11	Overtime	Provides for overtime for staff.	\$ 900	\$ 900	\$ 900
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 192,600</b>	<b>\$ 186,984</b>	<b>\$ 186,984</b>
		<b>PERSONNEL BENEFITS</b>			
531.40.20	Personnel Benefits	Provides for benefits for surface water staff.	\$ 91,495	\$ 90,301	\$ 90,301
531.40.20.90	Employee Med. Contribution	Employee's share of health insurance premium cost for spouse and/or dependents.	\$ (2,527)	\$ (2,528)	\$ (2,528)
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 88,968</b>	<b>\$ 87,773</b>	<b>\$ 87,773</b>

## BUDGET NARRATIVE

2013

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	Executive Amendment	Adopted
<b>450.400.040.538.31.00.00</b>			<b>NPDES PERMIT PROGRAM</b>		
<b>SUPPLIES</b>					
531.40.31	Office/Operating Supplies	Cost of office and operating supplies. Also includes office billing supplies, forms, computer paper, etc.	\$ 400	\$ 400	\$ 400
531.40.35	Sm Tools & Equipment	Hand tools, field equipment, safety equipment.	\$ 1,000	\$ 1,000	\$ 1,000
531.40.35.90	Sm Tools & Equipment >\$1,000<\$5,000		\$ 5,000	\$ 5,000	\$ 5,000
<b>TOTAL SUPPLIES</b>			<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>
<b>OTHER SERVICES AND CHARGES</b>					
531.40.41	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.	\$ 15,000	\$ 15,000	\$ 15,000
531.40.43	Travel Expenses	Travel expenses associated with training.	\$ 500	\$ 500	\$ 500
531.40.49	Miscellaneous	Minor expenses not otherwise categorized.	\$ 5,000	\$ 5,000	\$ 5,000
531.40.49.15	NPDES Permit Fee	Provides for stormwater discharge permit fee.	\$ 16,000	\$ 16,000	\$ 16,000
531.40.49.22	Dues, Schools And Conference	Provides basic training, NPDES seminars, other permit and regulation training.	\$ 1,500	\$ 1,500	\$ 1,500
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 38,000</b>	<b>\$ 38,000</b>	<b>\$ 38,000</b>

# BUDGET NARRATIVE

2013

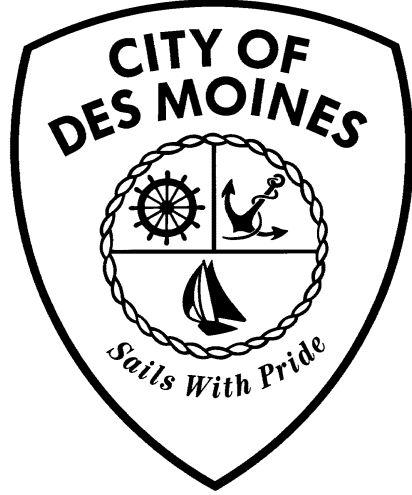
FUND: **SURFACE WATER MANAGEMENT**  
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**  
 DIVISION: **NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT PROGRAM**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.400.040.538.31.00.00</b>			<b>NPDES PERMIT PROGRAM</b>		
<b>INTERFUND SERVICES</b>					
538.31.99.01	Computer Maintenance	Provides for Computer Maintenance.	\$ 6,556	\$ 6,556	\$ 6,556
538.31.99.02	Computer Replacement	Provides for replacement of computer hardware.	\$ 1,115	\$ 1,115	\$ 1,115
538.31.99.05	Interfund Insurance	Provides for proportional share of liability and property insurance.	\$ 5,804	\$ 5,804	\$ 5,804
<b>TOTAL INTERFUND SERVICES</b>			<b>\$ 13,475</b>	<b>\$ 13,475</b>	<b>\$ 13,475</b>
<b>CAPITAL OUTLAY</b>					
594.31.64	Equipment		\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL NPDES PERMIT PROGRAM</b>			<b>\$ 339,443</b>	<b>\$ 332,632</b>	<b>\$ 332,632</b>

## BUDGET NARRATIVE 2013

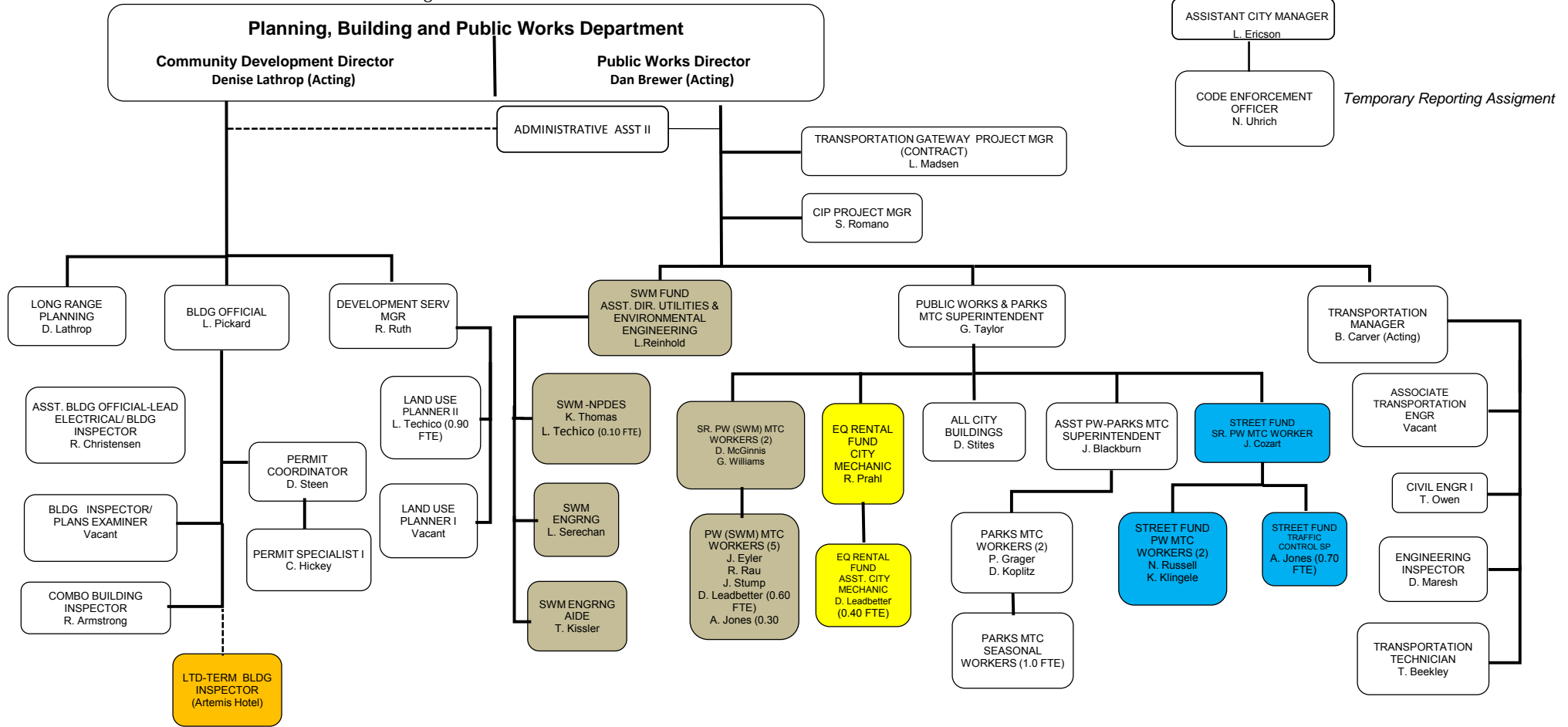
FUND: **SURFACE WATER MANAGEMENT**  
 DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**  
 DIVISION: **OPERATING TRANSFERS-OUT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>450.300.040</b>		<b>TRANSFERS OUT</b>			
597.31.040	Transfer-out/Fund 220	This is a transfer out to Fund 220 for SWM share of Energy Savings Program loan principal and interest.	\$ 657	\$ 657	\$ 657
597.31.040	Transfer-out/Fund 450	This is a transfer out to Fund 451, which is maintained at 30% of total rate revenues.	\$ 709,484	\$ 709,484	\$ 709,484
		<b>TOTAL TRANSFERS</b>	<u>\$ 710,141</u>	<u>\$ 710,141</u>	<u>\$ 710,141</u>
		<b>TOTAL SWM FUND EXPENDITURES</b>	<u>\$ 2,198,500</u>	<u>\$ 2,232,252</u>	<u>\$ 2,232,252</u>
508.80.00.00	Ending Fund Balance		<u>\$ 969,955</u>	<u>\$ 936,203</u>	<u>\$ 936,203</u>
		<b>TOTAL INCLUDING ENDING FUND BALANCE</b>	<u><u>\$ 3,878,596</u></u>	<u><u>\$ 3,878,596</u></u>	<u><u>\$ 3,878,596</u></u>



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

Interim Organizational Chart - 2013



**Department Divisions**

- Administration
- Long Range Planning
- Building
- Development Services
- Surface Water Management
- Public Work and Parks Maintenance
- Transportation & Engineering

**Department Programs**

- Administration
- Joint Minor Home Repair
- Plan Development
- Development Services
- Community Development Grants
- Building Division
- Code Enforcement
- Engineering Services
- Surface Water Management Engineering
- SWM NPDES Permit Program
- All City Buildings
- Facilities/CIP Management
- Park Operations Services
- City Streets
- SWM Maintenance
- Equipment Rental
- Transportation CIP
- SWM CIP
- MCI CIP
- Facility Repair & Replacement

**Community Development**

*Temporarily Reports to Assistant City Manager*

**Public Works**

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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<b>500.100.040.548.60.00.00</b>	<b>EQUIPMENT RENTAL - OPERATIONS</b>	<b>\$ 736,836</b>	<b>\$ 702,830</b>	<b>\$ 702,830</b>
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Equipment Rental was established to provide maintenance support to the City's vehicles and major equipment.

**2013 Beginning Fund Balance** **\$ 133,628**

Assessments:				Number of Units
Judicial	\$ 4,500			1
All City Buildings	3,000			1
Police-Administration	13,500			3
Police-Detective	27,000			6
Police-Patrol	123,000			21
Police-Animal Control	4,500			1
Engineering	4,500			5
PBPW - Administration	900			1
PBPW - Building	3,600			4
PBPW - Development Services	900			1
Parks-Maintenance	34,800			26
Parks-Administration	3,000			1
Parks-Senior Center	9,000			3
Streets	<u>60,520</u>	\$ 292,720		33
Marina Revenue Fund		9,724		4
Surface Water Management Fund		42,120		12
Equipment Rental Fund		-		1
Computer Operations Fund		900		1
		<u>\$ 345,464</u>		<u>125</u>

<b>EXEC AMEND:</b> 20% assessment reduction for General & Street Funds	\$ (58,544)			
Fuel Sale (115% of expense amount)	282,073			
Training Center Repairs	-			
Interest	209	<b>\$ 569,202</b>		

**Total 2013 Available Resources** **\$ 702,829**

**2013 Expenses** **(532,104)**

**2013 Ending Fund Balance** **\$ 170,726**



CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
EQUIPMENT RENTAL-OPERATIONS

		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 Y-E Est Finance	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>500.100.040</b>	<b>EQUIPMENT RENTAL OPS</b>										
548.60.10	SALARIES & WAGES	126,745	119,792	117,150	117,150	64,688	117,150	130,459	120,188	107,452	107,452
548.60.11	OVERTIME	525	264	525	525	273	525	575	525	525	525
548.60.19	COMP ABSENCE ACCRUAL (GASB 16)	-	285	-	-	-	-	-	-	-	-
548.60.10	<b>SUB TOTAL</b>	127,270	120,341	117,675	117,675	64,961	117,675	131,034	120,713	107,977	107,977
548.60.20	PERSONNEL BENEFITS	47,221	47,649	45,339	45,339	25,599	45,339	50,188	49,609	45,376	45,376
548.60.20.90	EMPLOYEE MED. CONTRIBUTION	(745)	(622)	(519)	(519)	(296)	(519)	(592)	(836)	(870)	(870)
548.60.21	UNIFORMS	600	357	600	600	-	600	475	600	600	600
548.60.20	<b>SUB TOTAL</b>	47,076	47,385	45,420	45,420	25,303	45,420	50,071	49,373	45,106	45,106
548.60.31	OPERATING SUPPLIES	50,000	44,855	50,000	50,000	23,988	50,000	47,500	50,000	50,000	50,000
548.60.32.01	UNLEADED FUEL (ISF)	2,667	3,097	3,245	3,245	1,940	3,812	3,613	3,757	3,757	3,757
548.60.32.02	DIESEL FUEL (ISF)	711	129	185	185	18	100	113	116	116	116
548.60.34.06	FUEL PURCHASED FOR RESALE	213,009	221,300	224,425	224,425	119,275	236,243	236,243	245,281	245,281	245,281
548.60.35	SMALL TOOLS	1,500	631	1,500	1,500	203	1,316	500	1,500	1,500	1,500
548.60.35.90	SMALL EQP >\$1,000 <\$5,000	2,000	-	2,000	2,000	1,482	1,000	2,000	2,000	2,000	2,000
548.60.30	<b>SUB TOTAL</b>	269,887	270,012	281,355	281,355	146,906	292,471	289,969	302,654	302,654	302,654
548.60.41	PROFESSIONAL SERVICES	-	45	-	-	-	-	-	-	-	-
548.60.41.32	JANITORIAL SERVICES	950	840	950	950	430	950	949	950	950	950
548.60.41.45	ADVERTISING	450	-	450	450	-	-	-	450	450	450
548.60.42	COMMUNICATIONS	1,335	1,147	1,335	1,335	569	1,335	1,272	1,335	1,335	1,335
548.60.43	TRAVEL EXPENSES	250	-	250	250	-	100	100	250	250	250
548.60.45	OPERATING RENTALS & LEASES	250	79	250	250	-	250	-	250	250	250
548.60.45.02	COPIER LEASE	-	1	-	-	149	149	22	150	150	150
548.60.46	INSURANCE	950	-	950	950	-	950	-	950	950	950
548.60.47	UTILITIES	3,751	3,506	3,751	3,751	1,766	3,751	3,198	3,751	3,751	3,751
548.60.48	REPAIRS/MAINT.	38,000	32,904	38,000	38,000	17,377	38,000	49,425	38,000	38,000	38,000
548.60.48.21	REPAIRS/MAJOR MAINTENANCE	5,000	2,029	5,000	29,000	21,008	-	26,036	5,000	5,000	5,000
548.60.48.31	TRAVEL LIFT REPAIRS & MAINT	-	-	-	-	-	-	-	-	-	-
548.60.49	MISCELLANEOUS	1,000	2,242	500	500	376	1,575	1,400	1,000	1,000	1,000
548.60.49.20	LAUNDRY	1,800	1,588	1,800	1,800	834	1,800	1,451	1,800	1,800	1,800
548.60.49.22	DUES, SCHOOLS, & CONFERENCES	-	-	500	500	100	500	500	500	500	500
548.60.40	<b>SUB TOTAL</b>	53,736	44,381	53,736	77,736	42,609	49,360	84,353	54,386	54,386	54,386
548.60.99.01	COMPUTER MAINTENANCE	9,779	9,779	9,779	9,779	4,075	9,779	9,779	9,779	9,779	9,779
548.60.99.02	COMPUTER REPLACEMENT	2,528	2,528	2,565	2,565	1,069	2,528	2,565	2,573	2,573	2,573
548.60.99.03	EQUIPMENT MAINTENANCE	-	-	1,920	1,920	800	1,920	1,920	-	-	-
548.60.99.04	EQUIPMENT REPLACEMENT	5,463	5,463	2,813	2,813	1,172	2,813	2,813	2,114	2,114	2,114
548.60.99.05	INTERFUND INSURANCE	9,528	9,528	8,811	8,811	8,811	8,811	8,811	5,828	5,828	5,828
548.60.99.06	FACILITY REPLACEMENT	1,410	1,410	1,410	1,410	588	1,410	1,410	1,410	1,410	1,410
548.60.90	<b>SUB TOTAL</b>	28,708	28,708	27,298	27,298	16,514	27,261	27,298	21,704	21,704	21,704

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
EQUIPMENT RENTAL-OPERATIONS

500.100.040 EQUIPMENT RENTAL OPS		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 Y-E Est Finance	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
591.48.75.03	PRINCIPAL-COPIER CAPITAL LEASE	-	190	237	237	-	237	237	247	247	247
592.48.83.03	INTEREST-COPIER CAPITAL LEASE	-	41	40	40	-	41	41	30	30	30
594.48.64	EQUIPMENT	-	-	-	-	-	-	-	-	-	-
<b>SUB TOTAL</b>		-	231	277	277	-	278	278	277	277	277
<b>RECLASSIFICATION &amp; COST</b>											
597.00.03	TRANSFER OUT/FUND 451	-	-	-	-	-	-	-	-	-	-
597.00.00	<b>SUB TOTAL</b>	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>		526,677	511,057	525,761	549,761	296,293	532,465	583,003	549,107	532,104	532,104
508.80.00	ENDING FUND BALANCE	122,562	152,528	119,452	133,763		184,165	133,628	187,729	170,726	170,726
		649,239	663,585	645,213	683,524	296,293	716,631	716,631	736,836	702,830	702,830

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>500.100.040.548.60.00.00</b>		<b>EQUIPMENT RENTAL - OPERATIONS</b>			
		<b>SALARIES AND WAGES</b>			
548.60.10	Salaries and Wages	0.05 Acting PW Director 0.05 PBPW Administrative Assistant II 0.10 PW-Parks Maintenance Superintendent 0.10 Asst. PW-Parks Maintenance Superintendent 1.00 City Mechanic 0.40 Asst. City Mechanic <hr style="width: 10%; margin-left: 0;"/> 1.70 FTE's	\$ 120,188	\$ 107,452	\$ 107,452
		<b>NOTE:</b> The remaining 0.60 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
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 120,713</b>	<b>\$ 107,977</b>	<b>\$ 107,977</b>
		<b>PERSONNEL BENEFITS</b>			
548.60.20	Personnel Benefits	Provides for benefits for the staff.	\$ 49,609	\$ 45,376	\$ 45,376
548.60.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (836)	\$ (870)	\$ (870)
548.60.21	Uniforms	Provides uniforms for mechanics.	\$ 600	\$ 600	\$ 600
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 49,373</b>	<b>\$ 45,106</b>	<b>\$ 45,106</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>500.100.040.548.60.00.00</b>					
		<b>EQUIPMENT RENTAL - OPERATIONS</b>			
		<b>SUPPLIES</b>			
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 (Unleaded & Diesel)	Provides for gas and oil for the vehicle assigned to the mechanic.	\$ 3,873	\$ 3,873	\$ 3,873
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.	\$ 245,281	\$ 245,281	\$ 245,281
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
		<b>TOTAL SUPPLIES</b>	<b>\$ 302,654</b>	<b>\$ 302,654</b>	<b>\$ 302,654</b>
		<b>OTHER SERVICES AND CHARGES</b>			
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
548.60.41.45	Advertising		\$ 450	\$ 450	\$ 450
548.60.45	Operating Leases	Provision for equipment rental too expensive and rarely used.	\$ 250	\$ 250	\$ 250

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>500.100.040.548.60.00.00</b>		<b>EQUIPMENT RENTAL - OPERATIONS</b>			
548.60.45.02	Copier	Provides for operating costs of copier for the department.	\$ 150	\$ 150	\$ 150
548.60.46	Insurance		\$ 950	\$ 950	\$ 950
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	\$ 1,000
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	\$ 500	\$ 500
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 54,386</b>	<b>\$ 54,386</b>	<b>\$ 54,386</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>500.100.040.548.60.00.00</b>					
		<b>EQUIPMENT RENTAL - OPERATIONS</b>			
		<b>INTERFUND SERVICES</b>			
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 hardware.	\$ 2,573	\$ 2,573	\$ 2,573
548.60.99.03	Equipment Maintenance	Provides for the maintenance of vehicles at the City garage.	\$ -	\$ -	\$ -
548.60.99.04	Equipment Replacement	Provides for the replacement of vehicles at the City garage.	\$ 2,114	\$ 2,114	\$ 2,114
548.60.99.05	Interfund Insurance	Provides for proportional share of liability and property	\$ 5,828	\$ 5,828	\$ 5,828
548.60.99.06	Facility Repair & Replacement	Provides for major repairs for City facilities.	\$ 1,410	\$ 1,410	\$ 1,410
		<b>TOTAL INTERFUND SERVICES</b>	<b>\$ 21,704</b>	<b>\$ 21,704</b>	<b>\$ 21,704</b>
		<b>DEBT SERVICE</b>			
591.48.75.03	Principal-Copier Capital Lease		\$ 247	\$ 247	\$ 247
592.48.83.03	Interest-Copier Capital Lease		\$ 30	\$ 30	\$ 30
		<b>TOTAL DEBT SERVICE</b>	<b>\$ 277</b>	<b>\$ 277</b>	<b>\$ 277</b>
		<b>CAPITAL OUTLAY</b>			
594.48.64	Equipment		\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL EQUIPMENT RENTAL-OPERATIONS</b>	<b>\$ 549,107</b>	<b>\$ 532,104</b>	<b>\$ 532,104</b>
508.80.00		<b>ESTIMATED ENDING FUND BALANCE</b>	<b>\$ 187,729</b>	<b>\$ 170,726</b>	<b>\$ 170,726</b>
		<b>TOTAL INCLUDING ENDING FUND BALANCE</b>	<b>\$ 736,836</b>	<b>\$ 702,830</b>	<b>\$ 702,830</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>501.100.040.594.00.00.00</b>	<b>EQUIPMENT RENTAL - REPLACEMENT</b>		<b>\$ 1,433,832</b>	<b>\$ 1,464,832</b>	<b>\$ 1,464,832</b>

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.

**2013 Beginning Fund Balance**

**\$1,368,247**

Assessments:

Judicial	\$ 6,475	
All City Buildings	8,251	
PBPW Engineering Services	2,582	
PBPW Admin	1,503	
PBPW Building Division	7,330	
PBPW Development Services	1,496	
Police-Administration	62,806	
Police-Detective	24,568	
Police-Patrol	198,082	
Police-Animal Control	9,756	
Parks-Maintenance	56,808	
Parks-Administration	0	
Parks-Senior Services	13,323	
Streets	<u>102,578</u>	\$ 495,558

**EXEC AMEND:** Defer 100% assessment for

General & Street Funds	\$ (495,558)	
Marina	28,641	
Surface Water Management	49,094	
Equipment Maintenance	2,114	
Computer Operations	<u>6,597</u>	<b>86,446</b>
Interest Revenue		<b>6,139</b>
Sale of Fixed Assets (Salvage Values)		<b>4,000</b>
Total Available Resources		<b><u>\$1,464,832</u></b>
Year 2013 Expenditures		<b><u>(93,000)</u></b>

**2013 Ending Fund Balance**

**\$ 1,371,832**

# BUDGET NARRATIVE

2013

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 12/31/2012	Year 2013 Assessment	2013 Interest	2013 Salvage	2013 Expenditures	As of 12/31/2013
Judicial	\$35,858		\$ 161	\$ -	\$ -	\$ 36,019
Police-Administration	(44,877)		(201)			(45,078)
Police-Detective	65,926		296	4,000	(56,000)	14,221
Police-Patrol	93,070		418			93,488
Police-Animal Control	(1,288)		(6)			(1,293)
Police Services Restoration	181,687		815			182,502
PBPW-Admin	9,175		41			9,217
All City Buildings	5,443		24			5,468
Engineering	25,196		113			25,309
PBPW Building Division	27,793		125			27,918
PBPW Development Services	13,271		60			13,330
Parks-Maintenance	73,012		328		(12,000)	61,340
Recreation Program	12,881		58			12,939
Senior Center	15,771		71			15,842
Streets	163,361		733		(25,000)	139,094
Streets-Signal Replacement	20,306		91			20,397
Marina	143,761	28,641	645		-	173,047
Surface Water Management	492,099	49,094	2,208			543,401
Equipment Rental Operations	9,365	2,114	42			11,521
Computer Operations	22,805	6,597	102		-	29,504
Unassigned Balance	3,632		16			3,648
<b>Total</b>	<b>\$1,368,247</b>	<b>\$ 86,446</b>	<b>\$ 6,139</b>	<b>\$ 4,000</b>	<b>\$ (93,000)</b>	<b>\$ 1,371,832</b>



# BUDGET NARRATIVE

2013

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 12/31/2012	Year 2013 Assessment	2013 Interest	2013 Salvage	2013 Expenditures	As of 12/31/2013
General Fund	\$512,919	\$ -	\$ 2,301	\$ 4,000	\$ (68,000)	\$ 451,220
Streets	183,668	-	824	-	(25,000)	159,492
Marina	143,761	28,641	645	-	-	173,047
Surface Water Management	492,099	49,094	2,208	-	-	543,401
Equipment Rental Operations	9,365	2,114	42	-	-	11,521
Computer Operations	22,805	6,597	102	-	-	29,504
Unassigned Balance	3,632	-	16	-	-	3,648
<b>Total</b>	<b>\$1,368,247</b>	<b>\$ 86,446</b>	<b>\$ 6,139</b>	<b>\$ 4,000</b>	<b>\$ (93,000)</b>	<b>\$ 1,371,832</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
EQUIPMENT RENTAL-REPLACEMENT

501.100.040 EQUIP RENTAL-REPLCMNT		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
594.12.64	VEHICLE REPLACEMENT-COURT	-	-	-	-	-	-			
594.18.64	VEHICLE REPLACEMENT-COMPUTER OPS	18,000	-	21,500	21,500	-	21,500			
594.21.64	VEHICLE REPLACEMENT-POLICE	-	103,918	50,000	50,000	7,848	15,348	53,000	56,000	56,000
594.32.64	VEHICLE REPLACEMENT-ENGR	-	-	-	-	-	-			
594.42.64	VEHICLE REPLACEMENT-STREETS	209,850	29,212	-	-	-	-		25,000	25,000
594.76.64	VEHICLE REPLACEMENT-PARKS	60,000	23,198	-	17,418	10,917	27,326	9,000	12,000	12,000
594.42.64.02	TRAFFIC CONTROLLER EQP	-	23,451	-	-	-	-			
594.48.64	VEHICLE REPLACEMENT-EQUIP RENTAL	45,000	69	-	9,666	9,666	9,666			
594.58.64	VEHICLE REPLACEMENT-PBPW	-	-	-	-	-	-			
594.75.64	VEHICLE REPLACEMENT-MARINA	45,000	2,471	50,000	57,611	54,509	54,509			
594.76.64	VEHICLE REPLACEMENT-PARKS & REC	-	-	-	-	-	-			
594.31.64.01	EMG RESPONSE EQUIPMENT	19,672	19,672	-	-	-	-			
594.31.64	VEHICLE REPLACEMENT-SWM	-	-	-	-	363	363			
594.XX.64	<b>SUB TOTAL</b>	397,522	201,990	121,500	156,195	83,303	128,712	62,000	93,000	93,000
<b>RECLASSIFICATION &amp; COST ALLOCATIONS:</b>										
597.48	TRANSFER OUT/FUND 500	-	-	-	24,000	-	34,675			
597.00.00	<b>SUB TOTAL</b>	-	-	-	24,000	-	34,675	-	-	-
<b>EQUIPMENT RENTAL - REPLACEMENT TOTAL</b>		397,522	201,990	121,500	180,195	83,303	163,387	62,000	93,000	93,000
508.80.00	ESTIMATED ENDING BALANCE	1,249,333	1,402,871	1,336,305	1,340,875		1,368,247	1,371,832	1,371,832	1,371,832
		1,646,855	1,604,860	1,457,805	1,521,070	83,303	1,531,634	1,433,832	1,464,832	1,464,832

	2013 Purchases	Deferred Purchases
Police Detective Ford Explorer	\$ 28,000	Replace 2005 Ford Taurus
Police Detective Mini Van	28,000	Replace 2005 Ford Taurus
Parks Field Rake	12,000	Replace Old Field Rake
Streets Truck	25,000	Replace 1996 Ford F150 Truck
	<u>\$ 93,000</u>	<u>\$ -</u>

# BUDGET NARRATIVE

2013

FUND: **FACILITY REPAIR AND REPLACEMENT**  
 DEPARTMENT: **PLANNING, BUILDING, AND PUBLIC WORKS**

Account No.	Title Narrative	Departmental Request	Executive Amendment	Adopted
<b>506.200.040.518.30.00.00</b>	<b>FACILITY REPAIR AND REPLACEMENT FUND</b>	<b>\$ 126,418</b>	<b>\$ 126,418</b>	<b>\$ 126,418</b>

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 2013, the charge is \$0.70 per square foot.

<b>2013 Beginning Fund Balance</b>				<b>\$ 50,506</b>
	<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			<b>\$ 75,835</b>
<b>Interest</b>				<b>\$ 77</b>
<b>Total Available Resources</b>				<b>\$ 126,418</b>
<b>Year 2013 Expenditures</b>				<b>\$ (64,500)</b>
<b>2013 Ending Fund Balance</b>				<b>\$ 61,918</b>
<b>Reserve balance from Fund 211 transfer-in for Police Bldg repair</b>				<b>\$ (11,294)</b>
<b>2013 Ending Fund Balance (Unreserved)</b>				<b>\$ 50,624</b>

	As of 12/31/2012	Year 2013 Assessment	2013 Interest	Transfer-out from Fund 211	2013 Expenditures	As of 12/31/2013
General Fund	\$ 45,472	\$ 68,276	\$ 69	\$ (11,294)	\$ (64,500)	\$ 38,023
Street Fund	\$ 2,618	\$ 3,931	\$ 4		\$ -	\$ 6,553
Equipment Rental Ops Fund	\$ 939	\$ 1,410	\$ 1		\$ -	\$ 2,350
Computer Operations Fund	\$ 238	\$ 357	\$ 0		\$ -	\$ 595
Surface Water Manage. Fund	\$ 1,239	\$ 1,861	\$ 2		\$ -	\$ 3,102
	<b>\$ 50,506</b>	<b>\$ 75,835</b>	<b>\$ 77</b>	<b>\$ (11,294)</b>	<b>\$ (64,500)</b>	<b>\$ 50,624</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
FACILITY REPAIR AND REPLACEMENT FUND

FACILITY REPAIR AND REPLACEMENT		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>506.200.040</b>	<b>FACILITY REPAIR AND REPLACEMENT</b>									
518.30.45	OPERATING RENTALS & LEASES	1,000	886	-	-	-	-	-	-	-
518.30.48.03	REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
518.30.48.25	Field House Exterior Paint	-	-	40,000	-	-	-	42,000	42,000	42,000
518.30.48.26	Sonju Exterior Paint	15,000	7,041	-	-	-	-	-	-	-
518.30.48.27	Activity Center Exterior Paint	-	-	7,500	-	-	-	-	-	-
518.30.48.28	Police Building Exterior Paint	-	-	15,000	22,000	-	22,000	-	-	-
518.30.48.29	Beach Park Auditorium Roof	-	-	-	68,000	61,950	61,950	-	-	-
518.30.48.30	City Hall Video Room Heater/AC Unit Replacement	-	-	-	-	-	-	10,000	10,000	10,000
518.30.48.31	Engineering Building Alarm System Replacement	-	-	-	-	-	-	5,000	5,000	5,000
518.30.48.32	Public Works Service Ctr Door	-	-	-	-	-	-	7,500	7,500	7,500
594.32.63.01	IMPROVEMENTS-Eng Bldg New Side Sewer Line	-	-	18,000	-	-	-	-	-	-
594.76.62.01	IMPROVEMENTS-Founder's Lodge Misc. Imprv	-	-	25,000	22,500	9,422	22,500	-	-	-
594.50.62.08	IMPROVEMENTS-City Hall Walkway Canopy Repair	-	-	-	4,753	4,752	4,752	-	-	-
597.00.00.00	TRANS TO: MCI	223,945	223,945	-	-	-	-	-	-	-
	<b>FACILITY REPAIR AND REPLACEMENT TOTAL</b>	<b>239,945</b>	<b>231,872</b>	<b>105,500</b>	<b>117,253</b>	<b>76,124</b>	<b>111,202</b>	<b>64,500</b>	<b>64,500</b>	<b>64,500</b>
508.10.00	ENDING FUND BALANCE-RESERVED	-	-	-	-	-	-	-	-	11,294
508.80.00	ENDING FUND BALANCE-UNRESERVED	44,580	52,501	52,945	44,982		50,506	61,918	61,918	50,624
		<b>284,525</b>	<b>284,373</b>	<b>158,445</b>	<b>162,235</b>	<b>76,124</b>	<b>161,708</b>	<b>126,418</b>	<b>126,418</b>	<b>126,418</b>

## BUDGET NARRATIVE

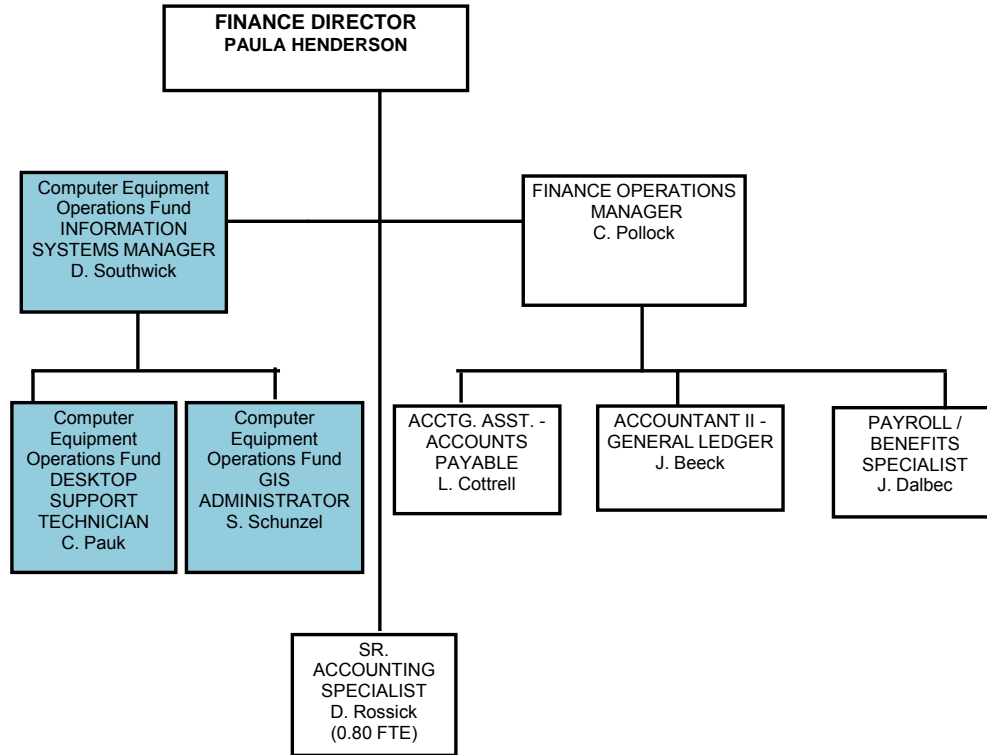
### 2013

FUND: FACILITY REPAIR AND REPLACEMENT  
 DEPARTMENT: PLANNING, BUILDING, AND PUBLIC WORKS

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>506.200.040.518.30.00.00</b>					
518.30.45	OPERATING RENTALS & LEASES		\$ -	\$ -	\$ -
518.30.48.03	REPAIR & MAINTENANCE	Provides for exterior painting of the Field House, City Hall Video room AC unit replacement, Engineering building alarm system replacement, and Public Works Service Center door replacement.	64,500	64,500	64,500
594.40.62	FACILITY IMPROVEMENTS	Provides for City Building Facility Improvements: Engineering building and Founder's Lodge.	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 64,500</b>	<b>\$ 64,500</b>	<b>\$ 64,500</b>
508.80.00	Ending Fund Balance		\$ 61,918	\$ 61,918	\$ 61,918
			<b>\$ 126,418</b>	<b>\$ 126,418</b>	<b>\$ 126,418</b>

**CITY OF DES MOINES  
FINANCE**

Organizational Chart



Department/Divisions

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

# BUDGET NARRATIVE

2013

FUND: **COMPUTER OPERATIONS**  
 DEPARTMENT: **FINANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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<b>510.100.024.518.80.00.00</b>	<b>COMPUTER - OPERATIONS</b>	<b>\$ 604,550</b>	<b>\$ 604,550</b>	<b>\$ 604,550</b>
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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 \$49,084 for software (i.e. Taxtools, Permits Plus, Quadrant Cash Register, Spillman, Class, Cityworks, and Marina Management Program software).

<b>2013 Beginning Fund Balance</b>	<b>\$</b>	<b>124,599</b>
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**Assessments:**

			Number of Units
General Fund	\$ 388,134		155.7
Streets Fund	\$ 12,900		5.7
Police Restoration Fund	\$ -		0.0
Marina	\$ 30,200		14.0
Surface Water Management	\$ 19,033		6.8
Equipment Rental	\$ 9,779		4.4
Computer Operations	\$ -		4.0
Unassigned assessment	\$ -	<b>\$ 460,046</b>	0.0
			<u><b>190.6</b></u>

<b>Transfer-in PermitTrax Maintenance</b>	<b>8,400</b>
<b>Transfer-in City Website Annual Mtc</b>	<b>11,439</b>
<b>Interest</b>	<b>66</b>
<b>Total Available Resources</b>	<b>\$ 604,550</b>

<b>2013 Expenses</b>	<b>\$</b>	<b>(524,802)</b>
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<b>2013 Ending Fund Balance</b>	<b>\$</b>	<b>79,748</b>
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		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2012 Y-E Est Finance	2013 DEPT REQ	2013 EXEC AMEND	2013 ADOPTED
<b>510.100.024</b>	<b>COMPUTER-OPERATIONS</b>										
518.80.10	SALARIES AND WAGES	239,028	239,868	246,696	246,696	123,348	246,696	246,696	253,356	250,708	250,708
518.80.10	SUB TOTAL	239,028	239,868	246,696	246,696	123,348	246,696	246,696	253,356	250,708	250,708
518.80.20	PERSONNEL BENEFITS	90,962	94,253	101,602	101,602	49,929	101,602	96,557	104,845	103,944	103,944
518.80.920.90	EMPLOYEE MED. CONTRIBUTION	(2,631)	(2,902)	(2,761)	(2,761)	(1,338)	(2,761)	(2,676)	(2,906)	(2,907)	(2,907)
518.80.20	SUB TOTAL	88,331	91,350	98,841	98,841	48,591	98,841	93,881	101,939	101,037	101,037
518.80.31	OFFICE SUPPLIES	3,500	3,028	3,000	3,000	1,167	3,600	2,200	4,500	4,500	4,500
518.80.31.01	COMPUTER SUPPLIES	2,750	1,762	2,750	2,750	166	2,750	575	-	-	-
518.80.31.02	SOFTWARE	8,750	-	8,750	8,750	228	228	825	7,000	7,000	7,000
518.80.31.15	SOFTWARE & INTERNET	8,750	7,244	-	-	2,326	5,000	4,450	-	-	-
518.80.32.01	UNLEADED FUEL	222	222	191	191	165	190	264	275	275	275
518.80.35	SMALL TOOLS AND EQUIPMENT	3,750	2,700	3,000	3,000	1,736	3,750	3,950	3,500	3,500	3,500
518.80.30	SUB TOTAL	27,722	14,956	17,691	17,691	5,788	15,518	12,264	15,275	15,275	15,275
518.80.41	PROFESSIONAL SERVICES	11,000	12,564	12,000	12,000	4,180	11,000	9,000	10,000	10,000	10,000
518.80.42	COMMUNICATIONS	13,950	15,500	16,592	16,592	6,708	15,954	14,443	14,980	14,980	14,980
518.80.43	TRAVEL EXPENSES	2,000	129	2,000	2,000	-	200	200	1,000	1,000	1,000
518.80.45.02	COPIER LEASE	-	(7)	-	-	149	1,706	22	22	22	22
518.80.48.15	MAINTENANCE AGREEMENTS	94,408	76,259	92,312	103,751	72,157	176,720	82,652	100,186	100,186	100,186
518.80.48.50	REPAIR & MAINTENANCE:	7,000	5,926	6,000	6,000	1,494	7,000	4,775	4,000	4,000	4,000
518.80.49	MISCELLANEOUS	3,000	808	1,500	1,500	219	1,500	475	500	500	500
518.80.49.22	DUES, SCHOOLS, & CONFERENCES	5,500	842	5,000	5,000	235		1,500	4,000	4,000	4,000
518.80.40	SUB TOTAL	136,858	112,019	135,404	146,843	85,140	214,080	113,067	134,688	134,688	134,688
518.80.99.02	COMPUTER REPLACEMENT	2,936	2,936	2,322	2,322	968	2,322	2,322	2,330	2,330	2,330
518.80.99.03	EQUIPMENT MAINTENANCE	900	900	900	900	375	900	900	900	900	900
518.80.99.04	EQUIPMENT RENTAL REPLACEMENT	-	-	-	-	-	-	1,250	6,597	6,597	6,597
518.80.99.05	INTERFUND INSURANCE	12,911	12,911	11,924	11,924	11,924	11,924	11,924	12,633	12,633	12,633
518.80.99.06	FACILITY REPLACEMENT	357	357	357	357	149	357	357	357	357	357
518.80.90	SUB TOTAL	17,104	17,104	15,503	15,503	13,415	15,503	16,753	22,817	22,817	22,817
591.18.75.03	PRINCIPAL-COPIER CAPITAL LEASE	-	190	237	237	-	190	237	247	247	247
592.18.83.03	INTEREST-COPIER CAPITAL LEASE	-	41	40	40	-	41	40	30	30	30
594.18.64	INTERNET & SOFTWARE UPGRADES	10,000	-	5,000	5,000	-	7,000	-	-	-	-
	SUB TOTAL	10,000	231	5,277	5,277	-	7,231	277	277	277	277
	<b>COMPUTER-OPERATIONS TOTAL</b>	<b>519,043</b>	<b>475,528</b>	<b>519,412</b>	<b>530,851</b>	<b>276,283</b>	<b>597,869</b>	<b>482,938</b>	<b>528,352</b>	<b>524,802</b>	<b>524,802</b>
508.80.00	<b>ENDING FUND BALANCE</b>	<b>72,039</b>	<b>113,105</b>	<b>33,314</b>	<b>67,097</b>	<b>-</b>	<b>9,668</b>	<b>124,599</b>	<b>76,198</b>	<b>79,748</b>	<b>79,748</b>
		<b>591,082</b>	<b>588,633</b>	<b>552,726</b>	<b>597,948</b>	<b>276,283</b>	<b>607,537</b>	<b>607,537</b>	<b>604,550</b>	<b>604,550</b>	<b>604,550</b>



# BUDGET NARRATIVE

2013

FUND: **COMPUTER OPERATIONS**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **COMPUTER OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>510.100.024.518.80.00.00</b>					
		<b>COMPUTER - OPERATIONS</b>			
		<b>SALARIES AND WAGES</b>			
518.80.10	Salaries and Wages	Provides for the following personnel: 1.0 Information Systems Manager 1.0 GIS Administrator 1.0 Desktop Support Technician <u>3.0 FTE's</u>	\$ 253,356	\$ 250,708	\$ 250,708
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 253,356</b>	<b>\$ 250,708</b>	<b>\$ 250,708</b>
		<b>PERSONNEL BENEFITS</b>			
518.80.20	Personnel Benefits	Provides for personnel benefits for the above.	\$ 104,845	\$ 103,944	\$ 103,944
518.80.920.90	Employee Med. Contribution		\$ (2,906)	\$ (2,907)	\$ (2,907)
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 101,939</b>	<b>\$ 101,037</b>	<b>\$ 101,037</b>
		<b>SUPPLIES</b>			
518.80.31	Office Supplies	Provides general office supplies.	\$ 4,500	\$ 4,500	\$ 4,500
518.80.31.01	Computer Supplies	Provides for computer supplies.	\$ -	\$ -	\$ -
518.80.31.02	Software	Provides for core software upgrades and licensing. Windows 7 License	\$ 7,000	\$ 7,000	\$ 7,000
518.80.32.01	Unleaded Fuel		\$ 275	\$ 275	\$ 275
518.80.35	Small Tools and Equip	Provides for purchase of non-capitalized equipment.	\$ 3,500	\$ 3,500	\$ 3,500
		<b>TOTAL SUPPLIES</b>	<b>\$ 15,275</b>	<b>\$ 15,275</b>	<b>\$ 15,275</b>

## BUDGET NARRATIVE

2013

FUND: **COMPUTER OPERATIONS**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **COMPUTER OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>510.100.024.518.80.00.00</b>		<b>COMPUTER - OPERATIONS</b>			
		<b>OTHER SERVICES AND CHARGES</b>			
518.80.41	Professional Services	Provides for consulting and programming maintenance services for all City Departments.	\$ 10,000	\$ 10,000	\$ 10,000
518.80.42	Communications	Long Distance Postage/Shipping Internet (I-Net)	\$ 25 \$ 500 \$ 14,455 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> \$ 14,980	\$ 14,980 \$ 14,980 \$ 14,980	\$ 14,980 \$ 14,980 \$ 14,980
518.80.43	Travel Expenses	Computer Seminars/Conferences	\$ 1,000	\$ 1,000	\$ 1,000
518.80.45.02	Copier Lease	Provides for operating costs of copier for the division.	\$ 22	\$ 22	\$ 22

# BUDGET NARRATIVE

2013

FUND: **COMPUTER OPERATIONS**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **COMPUTER OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>510.100.024.518.80.00.00</b>	<b>COMPUTER - OPERATIONS</b>				
518.80.48.15	Maintenance Agreements	Provides for hardware & software annual maintenance agreements:	\$ 100,186	\$ 100,186	\$ 100,186
		Finance Eden	\$ 14,610		
		Police RMS Spillman (also includes Valley Comm i	\$ 24,270		
		Police RMS IBM Server	\$ 2,565		
		Police/City Hall POS Quadrant	\$ 1,100		
		Business Licenses Taxtools	\$ 2,420		
		<del>Payroll ADP</del>	<del>\$ 2,335</del>		
		Permit System PermitTrax	\$ 8,400		
		Hard Drive Maintenance Utilities Diskeeper Annual Maint.	\$ 1,686		
		Anti-Virus Software Sunbelt Software VIPRE	\$ 1,062		
		Internet Firewall WatchGuard	\$ 1,496		
		Network Hardware Dell Network Servers/Switches	\$ 1,450		
		ArcInfo/ArcGIS/ArcPad maintenance ArcInfo/ArcGIS/ArcPad maintenance	\$ 10,505		
		GIS Development Software ESRI EDN Subscription	\$ 1,643		
		Parks Mgmt System Active Network - RecWare	\$ 5,502		
		Police WSP Access System PD Wire (Police WSP Access)	\$ 350		
		Public Works Fuel System DM2 Software (Fuel System)	\$ 856		
		Webserver SSL Certificates Verisign Web Site Security	\$ 300		
		Network Backup Veritas Back-up Software	\$ 585		
		Phone/Voicemail System AVST Voicemail System	\$ 3,230		
		Council/Ch21 Video Equip Rushworks	\$ 1,962		
		SPAM Filtering Service Google Postini	\$ 2,328		
		Police Policy Mgmt System PowerDMS	\$ 2,580		
		Email Search and Retrieval Digiscope	\$ 315		
		2010 GIS Ortho Layer King County GIS Orthophotography	\$ 1,890		
		Police In-Car Video Systems Kustom Signals Video System	\$ 3,000		
		Web Surveys Survey Monkey	\$ 200		
		PD, Court, Council Recording FTR Recorders	\$ 200		
		Marina Mgmt System Prolific Software	\$ 2,000		
		PW/SWM Asset Mgmt System Cityworks	\$ 4,995		
			<b>\$ 101,500</b>		

# BUDGET NARRATIVE

2013

FUND: **COMPUTER OPERATIONS**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **COMPUTER OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>510.100.024.518.80.00.00</b>			<b>COMPUTER - OPERATIONS</b>		
518.80.48.50	Repairs & Maintenance		\$ 4,000	\$ 4,000	\$ 4,000
518.80.49	Miscellaneous	Provides for miscellaneous dues, memberships, testing, and other items not budgeted elsewhere.	\$ 500	\$ 500	\$ 500
518.80.49.22	Dues, Schools, & Conference	Provides for conferences, seminars and training	\$ 4,000	\$ 4,000	\$ 4,000
		ESRI User Conference \$ 2,500			
		Microsoft Server 2008R2 Admin \$ 1,500			
		\$ 4,000			
<b>TOTAL OTHER SERVICES AND CHARGES</b>			<b>\$ 134,688</b>	<b>\$ 134,688</b>	<b>\$ 134,688</b>
<b>INTERFUND SERVICES</b>					
518.80.99.02	Computer Replacement	Provides for replacement of computer hardware.	\$ 2,330	\$ 2,330	\$ 2,330
518.80.99.03	Equipment Maintenance	Provides for the maintenance of vehicle at the City garage.	\$ 900	\$ 900	\$ 900
518.80.99.04	Equipment Rental Replacement	Provides for the replacement of vehicle at the City garage.	\$ 6,597	\$ 6,597	\$ 6,597
518.80.99.05	Interfund Insurance	Provides for proportional share of liability and property insurance.	\$ 12,633	\$ 12,633	\$ 12,633
518.80.99.02	Facility Replacement	Provides for major repairs for City facilities.	\$ 357	\$ 357	\$ 357
<b>TOTAL INTERFUND SERVICES</b>			<b>\$ 22,817</b>	<b>\$ 22,817</b>	<b>\$ 22,817</b>
<b>DEBT SERVICE</b>					
518.80.75	Principal-Copier Capital Lease		\$ 247	\$ 247	\$ 247
592.18.83	Interest-Copier Capital Lease		\$ 30	\$ 30	\$ 30
<b>TOTAL DEBT SERVICE</b>			<b>\$ 277</b>	<b>\$ 277</b>	<b>\$ 277</b>

# BUDGET NARRATIVE

2013

FUND: **COMPUTER OPERATIONS**  
 DEPARTMENT: **FINANCE**  
 DIVISION: **COMPUTER OPERATIONS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>510.100.024.518.80.00.00</b>		<b>COMPUTER - OPERATIONS</b>			
		<b>CAPITAL OUTLAY</b>			
594.18.64	Equipment	Internet & Software Upgrades Not needed due to Civic Plus upgrade	\$ -	\$ -	\$ -
		<b>TOTAL EQUIPMENT</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
		<b>TOTAL COMPUTER OPERATIONS</b>	<b>\$ 528,352</b>	<b>\$ 524,802</b>	<b>\$ 524,802</b>
508.80.00	Ending Fund Balance		\$ 76,198	\$ 79,748	\$ 79,748
		<b>TOTAL INCLUDING ENDING FUND BALANCE</b>	<u><b>\$ 604,550</b></u>	<u><b>\$ 604,550</b></u>	<u><b>\$ 604,550</b></u>

# BUDGET NARRATIVE

2013

FUND: **COMPUTER EQUIPMENT REPLACEMENT**  
 DEPARTMENT: **FINANCE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>511.100.024.594.18.00.00</b>	<b>COMPUTER - REPLACEMENT</b>		<b>\$ 406,316</b>	<b>\$ 406,316</b>	<b>\$ 406,316</b>

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 and Streets funds are assessed at 50% and the other funds (Marina, SWM, and Equipment Rental) are assessed at 100% in 2013.

**2013 Beginning Fund Balance**

**\$ 290,723**

	<b>2013</b>	
	<b><u>Assessments</u></b>	<b><u>Number of Units</u></b>
General Fund	\$ 117,030	155.7
Streets Fund	3,289	5.7
Police Restoration Fund	-	-
Marina	21,004	14.0
Surface Water Management	3,783	6.8
Equipment Rental	2,573	4.4
Computer Operations	<u>2,330</u>	<u>4.0</u>
<b>Total Assessments</b>	<b>150,009</b>	<b><u>190.6</u></b>
<b>EXEC AMEND:</b> 50% assessment reduction for General & Street Funds	<b>(60,160)</b>	
Interest	<b>744</b>	
Transfers for Automation Fees	<b>15,000</b>	
Transfers for Phone System Replacement	<b><u>10,000</u></b>	
<b>Total Available Resources</b>	<b>\$ 406,316</b>	
<b>Year 2013 Expenditures</b>	<b><u>(188,939)</u></b>	
<b>2013 Ending Fund Balance</b>	<b><u>\$ 217,377</u></b>	

511.100.024 COMPUTER-REPLACEMENT		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
518.81.35	SMALL TOOLS & EQUIPMENT	35,000	25,291	40,500	40,500	6,791	30,375	36,000	36,000	36,000
518.81.35.90	SMALL EQP >1,000 <\$5,000	16,100	23,545	17,400	17,400	10,396	25,500	10,000	10,000	10,000
594.18.64	CAPITAL OUTLAY*	126,378	71,952	122,600	148,775	24,110	73,560	123,100	123,100	123,100
597.18.00	TRANSFER-OUT/FUND 510	8,930	6,789	7,300	18,739	0	18,228	19,839	19,839	19,839
<b>COMPUTER REPLACEMENT TOTAL</b>		<b>186,408</b>	<b>127,577</b>	<b>187,800</b>	<b>225,414</b>	<b>41,298</b>	<b>147,663</b>	<b>188,939</b>	<b>188,939</b>	<b>188,939</b>
508.80.00	ESTIMATED ENDING BALANCE	266,425	344,696	168,355	212,796		290,723	217,377	217,377	217,377
		<b>452,833</b>	<b>472,273</b>	<b>356,155</b>	<b>438,210</b>	<b>41,298</b>	<b>438,386</b>	<b>406,316</b>	<b>406,316</b>	<b>406,316</b>

\* 2013 Capital Outlay

Phone System Upgrade (carry-over from 2012)	\$ 75,000
CivicPlus 2nd yr installment on new website	\$ 11,500
Large format plotter/scanner	\$ 9,000
4-post half-height sound insulated rack enclosure	\$ 2,600
Laserfiche Document Mgmt System	\$ 25,000

Total Capital Outlay **\$ 123,100**

## BUDGET NARRATIVE 2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>520.100.046.514.70</b>	<b>SELF INSURANCE FUND</b>		<b>\$ 612,916</b>	<b>\$ 612,916</b>	<b>\$ 612,916</b>

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%. In 2013, the estimated insurance cost is \$418,425 and the total assessment for all City departments is \$577,350.

2013 Beginning Fund Balance		<b>\$ 30,021</b>	
2013 Department Assessments	\$ 577,351		
2013 AWC Wrkr Comp Retro Payment	\$ 5,500		
Insurance Recovery	\$ -		
Interest	\$ 44	<b>\$ 582,895</b>	
Total Available Resources		<b>\$ 612,916</b>	
2013 Expenses		<b>\$ (601,900)</b>	
2013 Ending Fund Balance		<b>\$ 11,016</b>	



CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE  
SELF INSURANCE FUND

520.100.023 SELF INSURANCE FUND	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 ESTIMATE YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
100.023.									
518.60.41 PROFESSIONAL SVC	-	4,533	-	1,827	1,826	1,826	-	-	-
518.60.46 INSURANCE EXPENSE	562,013	561,397	519,163	519,163	513,701	513,701	481,125	481,125	481,125
518.60.46.02 AWC WRKR COMP RETRO RATING	16,400	10,537	13,275	13,275	13,231	13,231	13,275	13,275	13,275
100.050.									
514.78.49.21 SETTLEMENTS	-	2,391	-	103,530	75,000	103,530	-	-	-
200.04									
553.70.41.27 PROF SERV-GRND WATER MONITORING	107,500	45,610	107,500	107,500	18,982	107,500	107,500	107,500	107,500
<b>SELF INSURANCE TOTAL</b>	685,913	624,468	639,938	745,295	622,741	739,788	601,900	601,900	601,900
508.80.00 <b>ENDING FUND BALANCE</b>	90,282	163,730	88,851	24,774		30,021	11,016	11,016	11,016
	776,195	788,198	728,789	770,069	622,741	769,809	612,916	612,916	612,916

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>520.100.023.518.60.00.00</b>			<b>SELF INSURANCE FUND</b>		
518.60.41	Professional Services	To pay for outplacement assistance.	\$ -	\$ -	\$ -
518.60.46	Insurance Expense	To cover WCIA liability insurance, public officials bond, and insurance at the Marina to include hull insurance and protection and indemnity.	\$ 481,125	\$ 481,125	\$ 481,125
		<b>WCIA</b>			
		Auto Physical damage	\$ 14,500		
		Boiler and Machinery	3,200		
		Crime/Fidelity Bond	1,700		
		Liability (also includes storage tank liab ins)	405,725		
		Property	56,000		
		<b>Total Insurance Expense</b>	<b>\$ 481,125</b>	Allocated to diff depts based on L & I worked hours	
		* Based on 2013 WCIA Liability Rate Estimate = 5.8% decrease			
518.60.46.02	AWC Worker Comp Retro Rating Prog	Provides for AWC Workers Compensation Retro Rating payment based on AWC's estimate for 2013.	\$ 13,275	\$ 13,275	\$ 13,275
520.100.050.514.78.49.21	Settlements	For lawsuit settlement.	\$ -	\$ -	\$ -
520.200.553.70.41.27	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
		<b>TOTAL SELF INSURANCE FUND</b>	<b>\$ 601,900</b>	<b>\$ 601,900</b>	<b>\$ 601,900</b>
508.80.00	Ending Fund Balance		\$ 11,016	\$ 11,016	\$ 11,016
		<b>TOTAL INCLUDING ENDING FUND BALANCE</b>	<b>\$ 612,916</b>	<b>\$ 612,916</b>	<b>\$ 612,916</b>

# BUDGET NARRATIVE

2013

FUND: **UNEMPLOYMENT COMPENSATION**

DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>530.100.023.517.17.00.00</b>		<b>UNEMPLOYMENT COMPENSATION FUND</b>	<b>\$ 278,010</b>	<b>\$ 248,010</b>	<b>\$ 248,010</b>

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	= Per Employee	x Years	+ Ann. Pay Out
118	5%	\$ 27,069	3	\$ 25,029

**Annual Maximum Unemployment Compensation (AMUC): \$505,979**

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 '11	\$ 2,714,226	126	\$ 21,494	\$ 45,116	\$ 22,558
Quarter 4 '11	\$ 2,609,001	111	\$ 23,509		
Quarter 1 '12	\$ 2,569,194	113	\$ 22,754	<u>Weekly Benft</u>	<u>Max Pay Period</u>
Quarter 2 '12	\$ 2,671,051	124	\$ 21,606	902	\$ 27,069

Increased departmental assessments starting 2012 to 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

2013

FUND: **UNEMPLOYMENT COMPENSATION**

DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
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**530.100.023.517.17.00.00**

**UNEMPLOYMENT COMPENSATION FUND**

**Resources Available**

2012 Beginning Fund Balance			\$	<b>190,414</b>
2012 Department Assessments	\$	53,153		
2012 Interest Earnings	\$	302	\$	<b>53,454</b>
<b>Total Available Resources</b>			<b>\$</b>	<b>243,868</b>
2012 Expenses			<b>\$</b>	<b>(50,765)</b>
2012 Ending Fund Balance			<b>\$</b>	<b>193,103</b>
2013 Department Assessments	\$	54,538		
2013 Interest Earnings	\$	369	\$	<b>54,907</b>
<b>Total Available Resources</b>			<b>\$</b>	<b>248,010</b>
2013 Expenses			<b>\$</b>	<b>(70,000)</b>
2013 Ending Fund Balance			<b>\$</b>	<b>178,010</b>

CITY OF DES MOINES

2013 BUDGET REQUEST

EXECUTIVE  
UNEMPLOYMENT COMPENSATION FUND

530.100.023 UNEMPLOYMENT COMPENSATION FUND	2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 ESTIMATE YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
517.70.20.26 UNEMPLOYMENT INSURANCE CLAIMS	100,000	60,871	100,000	100,000	16,070	50,765	100,000	70,000	70,000
<b>UNEMPLOYMENT COMPENSATION TOTAL</b>	100,000	60,871	100,000	100,000	16,070	50,765	100,000	70,000	70,000
508.80.00 <b>ENDING FUND BALANCE</b>	152,391	190,414	111,388	146,257		193,103	178,010	178,010	178,010
	252,391	251,285	211,388	246,257	16,070	243,868	278,010	248,010	248,010

# BUDGET NARRATIVE

2013

FUND: **UNEMPLOYMENT COMPENSATION**

DEPARTMENT: **EXECUTIVE**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted																																													
<b>530.100.023 UNEMPLOYMENT COMPENSATION FUND</b>																																																		
517.70.20	Unemployment Claims	<p>\$100,000 has been budgeted to cover anticipated unemployment claims. The following is a 15-year history of claims payments:</p> <table style="margin-left: 40px; border: none;"> <tr><td>2011</td><td>\$</td><td>60,872</td></tr> <tr><td>2010</td><td>\$</td><td>90,466</td></tr> <tr><td>2009</td><td>\$</td><td>114,425</td></tr> <tr><td>2008</td><td>\$</td><td>15,239</td></tr> <tr><td>2007</td><td>\$</td><td>3,798</td></tr> <tr><td>2006</td><td>\$</td><td>6,665</td></tr> <tr><td>2005</td><td>\$</td><td>31,170</td></tr> <tr><td>2004</td><td>\$</td><td>7,584</td></tr> <tr><td>2003</td><td>\$</td><td>11,072</td></tr> <tr><td>2002</td><td>\$</td><td>22,885</td></tr> <tr><td>2001</td><td>\$</td><td>19,150</td></tr> <tr><td>2000</td><td>\$</td><td>18,304</td></tr> <tr><td>1999</td><td>\$</td><td>24,971</td></tr> <tr><td>1998</td><td>\$</td><td>26,150</td></tr> <tr><td>1997</td><td>\$</td><td>8,795</td></tr> </table>	2011	\$	60,872	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	\$ 100,000	\$ 70,000	\$ 70,000
2011	\$	60,872																																																
2010	\$	90,466																																																
2009	\$	114,425																																																
2008	\$	15,239																																																
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2000	\$	18,304																																																
1999	\$	24,971																																																
1998	\$	26,150																																																
1997	\$	8,795																																																
<b>TOTAL UNEMPLOYMENT COMPENSATION</b>			<b><u>\$ 100,000</u></b>	<b><u>\$ 70,000</u></b>	<b><u>\$ 70,000</u></b>																																													
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.	\$ 178,010	\$ 178,010	\$ 178,010																																													
<b>TOTAL INCLUDING ENDING FUND BALANCE</b>			<b><u>\$ 278,010</u></b>	<b><u>\$ 248,010</u></b>	<b><u>\$ 248,010</u></b>																																													

# BUDGET NARRATIVE

## 2013

FUND: **MUNICIPAL CAPITAL IMPROVEMENT**  
 DEPARTMENTS: **PARK, RECREATION, AND SENIOR SERVICES**  
**PLANNING, BUILDING, AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>310.000.000.500.00.00.00</b>	<b>MUNICIPAL CAPITAL IMPROVEMENTS</b>		<b>\$ 1,689,015</b>	<b>\$ 1,689,015</b>	<b>\$ 1,689,015</b>

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 2013-2018 six-year Capital Improvement Plan.

CITY OF DES MOINES

2013 BUDGET REQUEST

MUNICIPAL CAPITAL IMPROVEMENT

MUNICIPAL CAPITAL IMPROVEMENT		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 YR-END EST	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
310.050.100.594.76.62.00	DM BEACH PARK REHAB-AUDITORIUM	\$ 553,565	\$ 503,956	\$ 145,000	\$ 231,110	\$ 85,874	\$ 553,565	\$ -	\$ -	\$ -
310.054.045.594.76.62.00	DM BEACH PARK REHAB-DINING HALL	371,106	359,137	750	47,273	23,838	371,106	875,025	875,025	875,025
310.055.045.594.76.63.00	DM CREEK (URBAN) TRAIL IMPRV (Tsf to Trans CIP Fd)	-	-	-	-	-	100,000	156,843	156,843	156,843
310.052.000.594.73.62.00	GRANDSTAND RESTORATION	65,826	66,299	-	-	-	50,484	-	-	-
310.053.000.594.76.63.00	FIELD HS PARK BALLFIELD EXPANSION	37,360	27,414	-	-	-	-	-	-	-
310.056.045.594.76.63.00	MARINA DISTRICT BANNERS & READERBOARDS	-	-	-	-	-	-	162,510	162,510	162,510
310.331.000.594.73.63.00	BEACH PARK/JAN 2009 MUDSLIDE	543,578	406,660	-	11,763	12,641	543,578	-	-	-
310.700.000.594.19.63.01	CITY-WIDE ENERGY SAVINGS & UTILITY IMPR	-	352,479	-	27,016	-	440,000	-	-	-
310.700.000.594.73.62.01	DM FIELD HOUSE RENOVATION	109,383	92,573	-	19,962	19,961	109,383	-	-	-
310.700.000.594.76.63.01	PARKS AND RECREATION MASTER PLAN	-	-	-	-	27,128	-	-	-	-
310.700.000.594.76.63.02	PBPW FACILITIES MASTER PLAN	-	-	-	-	-	-	-	-	-
310.700.000.594.76.63.03	DM CREEK TRAIL WTRFRNT DWNTWN CONNECTIONS	105,932	94,422	-	11,510	1,010	105,932	-	-	-
310.701.040.594.18.63.00	KEYLESS ENTRY SYSTEMS (CH/PW/ENGINEERING)	-	-	-	-	-	-	83,272	83,272	83,272
310.799.040.597.18	TSF TO FUND 219 - 2008 GO REFUNDING BONDS	131,050	130,732	126,750	126,750	13,583	130,944	122,750	122,750	122,750
310.799.040.597.95	TSF TO TRANSPORTATION CAPITAL IMPRV FUND	-	308,544	500,000	500,000	125,000	250,000	220,000	220,000	220,000
<b>TOTAL MUNICIPAL CAPITAL IMP.</b>		<b>1,917,800</b>	<b>2,342,214</b>	<b>772,500</b>	<b>975,384</b>	<b>309,035</b>	<b>2,654,992</b>	<b>1,620,400</b>	<b>1,620,400</b>	<b>1,620,400</b>
310.000.000.508.50.00.00	ENDING FUND BALANCE-ASSIGNED	342,694	243,763	70,097	302,735	-	246,197	68,615	68,615	68,615
<b>TOTAL MCI FUND</b>		<b>2,260,494</b>	<b>2,585,977</b>	<b>842,597</b>	<b>1,278,119</b>	<b>309,035</b>	<b>2,901,189</b>	<b>1,689,015</b>	<b>1,689,015</b>	<b>1,689,015</b>



## BUDGET NARRATIVE 2013

FUND: **MUNICIPAL CAPITAL IMPROVEMENT**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>310.000.045.594</b>		<b>MUNICIPAL CAPITAL IMPROVEMENT</b>			
310.054.045.594.76.62.00	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.	\$ 875,025	\$ 875,025	\$ 875,025
310.055.045.594.76.63.00	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.	\$ 156,843	\$ 156,843	\$ 156,843
310.056.045.594.76.63.00	MARINA DISTRICT BANNERS & READERBOARDS	Install Civic Readerboards and Marina District Banners to improve citizen communications, create a sense of place and promote Des Moines as a destination.	162,510	162,510	162,510
310.701.040.594.18.63.00	KEYLESS ENTRY SYSTEMS (CH/PW/ENGINEERING)	Install new keyless entry systems at City Hall, Public Works Service Center, and Public Works Engineering buildings.	\$ 83,272	\$ 83,272	\$ 83,272
310.799.040.597.18	TSF TO FUND 219 - 2008 GO REFUNDING BONDS	Transfer to Fund 219 - Refunding Debt Service for the City Hall South Wing Remodel.	\$ 122,750	\$ 122,750	\$ 122,750
310.799.040.597.95	TSF TO TRANSPORTATION CAPITAL IMPRV FUND	Transfer to Fund 319	\$ 220,000	\$ 220,000	\$ 220,000
<b>TOTAL EXPENDITURES MUNICIPAL CAPITAL IMPROVEMENTS</b>			<b>\$ 1,620,400</b>	<b>\$ 1,620,400</b>	<b>\$ 1,620,400</b>
<b>310.000.000.508.50.00.00</b>	<b>ENDING FUND BALANCE</b>		<b>\$ 68,615</b>	<b>\$ 68,615</b>	<b>\$ 68,615</b>
<b>TOTAL EXPENDITURES AND ENDING FUND BALANCE</b>			<b>\$ 1,689,015</b>	<b>\$ 1,689,015</b>	<b>\$ 1,689,015</b>

# BUDGET NARRATIVE

## 2013

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

Account No.	Title	Departmental Request	Executive Amendment	Adopted
<b>319.000.040.595.00.00.00</b>	<b>TRANSPORTATION CAPITAL IMPROVEMENT FUND</b>	<b>\$ 17,508,043</b>	<b>\$ 17,508,043</b>	<b>\$ 17,508,043</b>

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 (2013 to 2018) Capital Improvement Plan.

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
TRANSPORTATION CAPITAL IMPRV FUND

		2011 AMENDED	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>319.XXX.040</b>	<b>TRANSPORTATION CAPITAL IMPRV FUND</b>									
319.100.000.595.XX.63.00	Pavement Management Program	\$ -	\$ 494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
319.300.040.595.xx.6x	24th Ave S. Improvements (DM Transportation Gateway)	1,458,604	1,110,758	5,856,291	6,089,007	115,830	257,623	7,811,897	7,811,897	7,811,897
319.132.000.595.XX.63.00	North Twin Bridge Footings Repair	453,104	623,706	80,000	80,000	1,369	45,000			
319.301.040.595.xx.63	16th Ave South Improvements - Segment 5A	27,500	-	27,500	27,500		27,500	101,339	101,339	101,339
319.205.000.595.XX.63.05	16th Ave South Improvements - Segment B									
319.322.000.595.XX.63.00	North Twin Bridge Seismic Retrofit	722,859	293,023	80,000	80,000	912	40,000			
319.326.040.595.xx.63	Saltwater St Pk Bridge Seismic Retrofit	-	-					510,933	510,933	510,933
319.332.040.595.xx.63	South 216th St. Project Segment 1A (29th to 24th)	183,471	148,883	125,000	159,588	9,254	35,000	104,117	104,117	104,117
319.333.040.595.xx.6x	South 216th St. Project Segment 2 (18th to 24th)	648,572	486,540	4,324,291	5,266,562	862,339	1,039,420	6,979,934	6,979,934	6,979,934
319.335.000.595.XX.63.00	South 216th St. Project Segment 4	1,416,156	1,453,305	-	224,372	176,035	224,372			
319.336.000.595.XX.63.00	South 224th St Improvements	326,163	-	326,163	326,163	-	326,163			
319.345.040.595.xx.6x	Barnes Creek Trail/SR 509 Right-of-Way Study	1,128,700	3,157	770,000	2,206,843	1,381,840	1,500,000	980,000	980,000	980,000
319.370.000.595.20.61.00	Downtown Water System			-	-					
319.601.000.595.XX.63.00	Intelligent Transportation System (ITS)	50,000	5,834	-	31,000	79	31,000			
319.602.000.595.64.63.00	School Zones Flashing Beacons	35,000	36,734	-	-					
319.603.000.595.64.63.00	Traffic Safety Program			557,500	369,000		55,000			
319.604.040.595.xx.63	Citywide Arterial Street Improvements				250,000		250,000			
319.605.040.595.xx.63	Traffic Safety Program-North Hill Elem SRTS							94,000	94,000	94,000
319.606.040.595.xx.63	Traffic Safety Program-Midway Elem - SRTS							94,000	94,000	94,000
319.607.040.595.6x.63	Traffic Safety Program-MVD Crosswalk Impr							120,000	120,000	120,000
319.608.040.595.xx.6x	Traffic Safety Program-MVD & @ 240th RAB							258,838	258,838	258,838
319.699.040.597.95	Transfer-Out/220.102/PWTF-P Hwy Const	25,273	25,272	25,154	25,154	25,154	25,154	25,036	25,036	25,036
319.699.040.597.95.00.01	Transfer-Out to Fund 219/2008 GO Bonds Debt Service	194,513	194,382	200,912	200,912	50,502	200,784	191,813	191,813	191,813
319.699.040.597.95.00.02	Transfer-Out to Fund 220/PWTF Loan DM Gateway	274,326	274,111	273,542	34,572	34,571	34,572	34,412	34,412	34,412
319.800.000.597.40.17.00	Transfer-Out to Fund 001/Surplus ROW Proceeds	63,733	63,733		-					
	<b>TRANSPORTATION CAPITAL IMPRV TOTAL</b>	<b>\$ 7,007,974</b>	<b>\$ 4,719,933</b>	<b>\$ 12,646,353</b>	<b>\$ 15,370,673</b>	<b>\$ 2,657,884</b>	<b>\$ 4,091,588</b>	<b>\$ 17,306,319</b>	<b>\$ 17,306,319</b>	<b>\$ 17,306,319</b>
319.000.000.508.50	ENDING FUND BALANCE	\$ 537,909	\$ 1,222,960	\$ 362,679	\$ 296,859		\$ 620,473	\$ 201,724	\$ 201,724	\$ 201,724
	<b>TOTAL TRANSPORTATION CAPITAL IMPRV</b>	<b>\$ 7,545,883</b>	<b>\$ 5,942,893</b>	<b>\$ 13,009,032</b>	<b>\$ 15,667,532</b>	<b>\$ 2,657,884</b>	<b>\$ 4,712,061</b>	<b>\$ 17,508,043</b>	<b>\$ 17,508,043</b>	<b>\$ 17,508,043</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>319.xxx.040.595</b>		<b>TRANSPORTATION CAPITAL IMPROVEMENT</b>			
319.300.040.595.xx.6x	24th Ave S. Improvements (DM Transportation Gateway)	Reconstruct roadway to five-lane cross section with pedestrian and bicycle facilities along 24th Avenue South as identified in the City's Comprehensive Transportation Plan and the six-year Transportation Improvement Plan.	\$ 7,811,897	\$ 7,811,897	\$ 7,811,897
319.301.040.595.xx.63	16th Ave South Improvements - Segment 5A	Install curbs, gutters, sidewalks, planters, enclosed drainage system, retaining walls, a left-turn lane, and bike lanes. Improve the street lighting and install left turn lanes.	\$ 101,339	\$ 101,339	\$ 101,339
319.326.040.595.xx.63	Saltwater St Pk Bridge Seismic Retrofit	Repairs and seismic retrofitting of the bridge. Replace the pin and hanger system for suspended sections of the bridge.	\$ 510,933	\$ 510,933	\$ 510,933
319.332.040.595.xx.63	South 216th St. Project Segment 1A (29th to 24th)	Widen roadway to 5 lanes with a continuous left turn lane, bicycle lanes, sidewalks planter strips and U-turn pockets at Pacific Highway S.	\$ 104,117	\$ 104,117	\$ 104,117
319.333.040.595.xx.6x	South 216th St. Project Segment 2 (18th to 24th)	Widen Roadway to 5 lanes and provide a continuous center turn lane, bike lanes, transit stops, curb, gutter, planters and sidewalks, and a new signalized intersection at 20th Avenue S.	\$ 6,979,934	\$ 6,979,934	\$ 6,979,934
319.345.040.595.xx.6x	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.	\$ 980,000	\$ 980,000	\$ 980,000
319.605.040.595.xx.63	Traffic Safety Program- North Hill Elem SRTS	Install sidewalk, widened shoulder, flashing beacons and sign assembly's for school zone.	\$ 94,000	\$ 94,000	\$ 94,000
319.606.040.595.xx.63	Traffic Safety Program- Midway Elem - SRTS	Install sidewalk, widened shoulders, overhead school crossing sign for school crossing.	\$ 94,000	\$ 94,000	\$ 94,000

## BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>319.xxx.040.595</b>			<b>TRANSPORTATION CAPITAL IMPROVEMENT</b>		
319.607.040.595.6x.63	Traffic Safety Program-MVD Crosswalk Impr	Install signing and Rectangular Rapid Flashing Beacons and overhead crossing signs.	\$ 120,000	\$ 120,000	\$ 120,000
319.608.040.595.xx.6x	Traffic Safety Program-MVD & @ 240th RAB	Realign intersection and install a modern Roundabout	\$ 258,838	\$ 258,838	\$ 258,838
319.699.040.597.95	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.	\$ 25,036	\$ 25,036	\$ 25,036
319.699.040.597.95.00.01	Transfer-Out to Fund 219/2008 GO Bonds Debt Service	Debt Service for the 2008 G.O. Bonds.	\$ 191,813	\$ 191,813	\$ 191,813
319.699.040.597.95.00.02	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.	\$ 34,412	\$ 34,412	\$ 34,412
<b>TOTAL EXPENDITURES TRANSPORTATION CAPITAL IMPRV FUND</b>			<b>\$ 17,306,318</b>	<b>\$ 17,306,319</b>	<b>\$ 17,306,319</b>
319.000.000.508.50	ENDING FUND	This is the assigned Ending Fund Balance	\$ 201,724	\$ 201,724	\$ 201,724
<b>TOTAL EXPENDITURES AND ENDING FUND BALANCE</b>			<b>\$ 17,508,042</b>	<b>\$ 17,508,043</b>	<b>\$ 17,508,043</b>

# BUDGET NARRATIVE

2013

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>406.000.000.594.00.00.00</b>	<b>MARINA DEPRECIATION AND IMPROVEMENT FUND, 2008</b>		<b>\$ 711,630</b>	<b>\$ 711,630</b>	<b>\$ 711,630</b>

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 capital improvements.

CITY OF DES MOINES

2013 BUDGET REQUEST

MARINA DEPRECIATION AND  
IMPROVEMENT FUND - 2008 BONDS

MARINA DEPRECIATION AND IMPROVEMENT FUND		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 EST YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
<b>406.441.000</b>	<b>NORTH MARINA RENOVATION PROJ</b>									
594.79.61.00	BOAT REPAIR YARD EXPANSION PROJECT	-	27,954	-	-	-	-	-	-	-
594.79.63.01	BULKHEAD REPLACEMENT-A	-	75,141	-	-	-	-	-	-	-
594.79.63.02	BULKHEAD REPLACEMENT-B	-	7,019	-	-	-	-	-	-	-
594.79.63.03	UTILITY RELOCATIONS	-	14,528	-	-	-	-	-	-	-
	<b>SUBTOTAL</b>	-	124,642	-	-	-	-	-	-	-
<b>406.44X.070</b>	<b>MISC CAPITAL PROJECTS</b>									
594.79.61.00	WATER MAIN RELOCATION/UPGRADES PROJECT	-	4,244	-	-	-	-	-	-	-
594.79.61.01	POWER LINES RELOCATION	-	23,508	-	-	-	-	-	-	-
594.79.61.03	STORM WATER OUTFALL RELOCATION	-	687	-	-	-	-	-	-	-
594.75.63	SECURITY CAMERA PROJECT	-		29,218	29,218	6,612	6,000	29,218	29,218	29,218
594.79.63.03	REPLACE BOAT (TRAVEL) LIFT PIER	-	34,928	-	-	-	-	-	-	-
594.75.63	RECONFIGURE SMALL DOCKS	150,000	2,853	161,250	161,250	-	-	2,500	2,500	2,500
594.79.64.00	FUEL SYSTEM UPGRADES	65,000	42,791	-	-	-	-	-	-	-
594.79.63.09	PORT SECURITY GRANT PROGRAM	1,022,991	14,610	-	-	-	-	-	-	-
594.79.62.00	SOUTH LOT RESTROOM PROJECT	30,000	-	30,000	30,000	-	30,000	-	-	-
594.79.62.00	CANOPY STRUCTURE FOR ACTIVITY FLOAT	32,850	-	-	-	-	-	32,500	32,500	32,500
594.79.63.17	GATE OPENING SYSTEM FOR M & N DOCKS	-	9,305	-	-	3,552	10,000	-	-	-
594.75.63	REDONDO RAMP BOARDING FLOATS	-	-	21,635	21,635	9,683	18,983	21,635	21,635	21,635
594.75.63	FISHING PIER RENOVATIONS	-	-	41,250	41,250	17,282	-	2,500	2,500	2,500
594.75.63	NEW BREAKWATER AT MARINA ENTRANCE	-	-	41,250	41,250	-	-	2,500	2,500	2,500
594.75.63	TIMBER BREAKWATER REMOVAL	-	-	41,250	41,250	-	-	2,500	2,500	2,500
594.75.61	OFF-SITE STORAGE YARD	-	-	-	-	-	-	30,000	30,000	30,000
594.75.63	SITE MANAGEMENT PROJECT	-	-	-	-	-	-	100,000	100,000	100,000
	<b>SUBTOTAL</b>	1,300,841	132,926	365,853	365,853	37,129	64,983	223,353	223,353	223,353
<b>406.000.000</b>	<b>DEBT SERVICE AND TRANSFERS</b>									
582.79.71.02	PRINCIPAL-2008 BONDS	125,000	125,000	175,000	175,000	-	175,000	225,000	225,000	225,000
592.79.83.01	INTEREST-2008 BONDS	269,716	269,716	264,716	264,716	132,358	264,716	257,716	257,716	257,716
592.79.84.00	DEBT ISSUANCE COSTS	-	-	-	-	-	-	-	-	-
592.79.85.01	FISCAL AGENT FEES-2008 GO BONDS	320	302	320	320	303	303	320	320	320
	<b>SUBTOTAL</b>	395,036	395,018	440,036	440,036	132,661	440,019	483,036	483,036	483,036
	<b>TOTAL DEPR AND IMPROVEMENT FUND 406</b>	\$ 1,695,877	\$ 652,586	\$ 805,889	\$ 805,889	\$ 169,790	\$ 505,002	\$ 706,389	\$ 706,389	\$ 706,389
508.10.00.00	ENDING FUND BALANCE	\$ 14,711	\$ 291,278	\$ 39,345	\$ 92,425	\$ -	\$ 227,295	\$ 5,241	\$ 5,241	\$ 5,241
	<b>TOTAL DEPRECIATION &amp; IMPROVEMENT</b>	\$ 1,710,588	\$ 943,864	\$ 845,234	\$ 898,314	\$ 169,790	\$ 732,297	\$ 711,630	\$ 711,630	\$ 711,630

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>406.000.070.594</b>	<b>MARINA DEPRECIATION AND IMPROVEMENT FUND - 2008 BONDS</b>				
	<b>DEBT SERVICE</b>				
406.000.000.582.79.71.02	PRINCIPAL-2008 BONDS		\$ 225,000	\$ 225,000	\$ 225,000
406.000.000.592.79.83.01	INTEREST-2008 BONDS		\$ 257,716	\$ 257,716	\$ 257,716
406.000.000.597.79.85.01	FISCAL AGENT FEES-2008 GO BONDS		\$ 320	\$ 320	\$ 320
	<b>TOTAL DEBT SERVICE</b>		<b>\$ 483,036</b>	<b>\$ 483,036</b>	<b>\$ 483,036</b>
<b>406.000.000.594.00.00.00</b>	<b>DEPRECIATION AND IMPROVEMENT</b>				
406.440.594.75.63	SECURITY CAMERA PROJECT	This project would provide for the installation of four more security cameras in the Marina.	\$ 29,218	\$ 29,218	\$ 29,218
406.442.594.75.63	RECONFIGURE SMALL DOCKS	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.	\$ 2,500	\$ 2,500	\$ 2,500
406.444.594.79.62.00	CANOPY STRUCTURE FOR ACTIVITY FLOAT	This project would replace the existing 10 X 20 canopies that are in the guest moorage area with a larger, 15 X 40 canopy. The new canopy will be custom made to fit a space on the new activity float and will be substantially stronger than the existing canopies.	\$ 32,500	\$ 32,500	\$ 32,500
406.447.594.75.63	REDONDO RAMP BOARDING FLOATS	Replace two of the original boarding floats at the Redondo Boat Ramp.	\$ 21,635	\$ 21,635	\$ 21,635



**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>406.000.070.594</b>	<b>MARINA DEPRECIATION AND IMPROVEMENT FUND - 2008 BONDS</b>				
406.448.594.75.63	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.	\$ 2,500	\$ 2,500	\$ 2,500
406.449.594.75.63	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.	\$ 2,500	\$ 2,500	\$ 2,500
406.450.594.75.63	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.	\$ 2,500	\$ 2,500	\$ 2,500
406.450.594.75.61	OFF-SITE STORAGE YARD	Consolidate all the Marina's large storage just outside the Public Works Service Center main gate area.	\$ 30,000	\$ 30,000	\$ 30,000
406.450.594.75.63	SITE MANAGEMENT PROJECT	Develop and design traffic and parking control systems that would regulate access to the Marina parking lots.	\$ 100,000	\$ 100,000	\$ 100,000
<b>TOTAL MARINA IMPROVEMENT PROJECTS</b>			<b>\$ 223,353</b>	<b>\$ 223,353</b>	<b>\$ 223,353</b>
<b>TOTAL MARINA DEPRECIATION AND IMPROVEMENT, 2008 BONDS EXPENDITURES</b>			<b>\$ 706,389</b>	<b>\$ 706,389</b>	<b>\$ 706,389</b>
<b>406.000.000.508.10.00.00</b>	<b>Ending Fund Balance</b>		<b>\$ 5,241</b>	<b>\$ 5,241</b>	<b>\$ 5,241</b>

**BUDGET NARRATIVE**  
**2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
451.000.000.500.00.00.00		<b>SURFACE WATER MANAGEMENT - CAPITAL</b>	<b>\$ 1,609,492</b>	<b>\$ 1,609,492</b>	<b>\$ 1,609,492</b>

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 (2013-2018) Capital Improvement Plan.

CITY OF DES MOINES

2013 BUDGET REQUEST

PLANNING, BUILDING, AND PUBLIC WORKS  
SURFACE WATER MANAGEMENT CAPITAL

451.800.040 SURFACE WATER MANAGEMENT CAPITAL		2011 AMEND	2011 ACTUAL	2012 ADOPTED	2012 AMEND	2012 ACTUAL Jan-June	2012 ESTIMATE YR TOTAL	2013 DEPT REQUEST	2013 EXEC AMEND	2013 ADOPTED
451.804.040.595.40.63.00	BARNES CREEK /KDM RD CULVERT	\$ -	\$ 16,583	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000
451.804.000.595.40.63.01	BARNES CREEK DETENTION FACILITY	1,043,779	26,146	-	-	-	-			
451.806.000.595.40.63.00	DES MOINES CREEK BASIN PROJECTS	4,000	4,388	6,000	6,000	1,777	6,000			
451.806.000.595.40.63.01	LOWER DM CREEK CHANNEL MODIFICATIONS	420,090	328,060		-	37,689	39,124			
451.811.000.595.40.63.00	199TH NORTH HILL TRUNK LINE UPGRADE									
451.810.040.595.40.63	DETENTION POND SAFETY IMPROVEMENTS							60,000	60,000	60,000
451.812.040.595.40.63	DMMD PIPELINE S. 212th to S. 213th	-	-		29,000		29,000	144,500	144,500	144,500
451.813.000.595.40.63.00	NORTH HILL ELEMENTARY - 4th AVE PIPELINE REPL	-	-		-					
451.814.000.595.40.63.00	250TH PIPELINE REPLACEMENT	-	-		-					
451.815.000.595.40.63.00	REDONDO CREEK CULVERT REPLACEMENT				-					
451.818.000.595.40.63.00	REDONDO HEIGHTS CULVERT REPLACEMENT						748,200			
451.819.040.595.40.63	216TH PLACE CULVERT REPLACEMENT						35,100	139,200	139,200	139,200
451.820.000.595.40.63.00	BARNES CREEK 223RD CULVERT REPLACEMENT					3,992	343,000			
451.821.040.595.40.63	LOWER MASSEY CREEK CHANNEL MODIFICATIONS							212,500	212,500	212,500
451.809.000.595.40.63.00	MCSORELY CREEK BASIN PLAN									
451.899.000.595.40.62.00	VEHICLE WASH/DECANT FACILITY	-	-		-					
<b>SWM - CAPITAL TOTAL</b>		<b>\$ 1,467,869</b>	<b>\$ 375,177</b>	<b>\$ 6,000</b>	<b>\$ 35,000</b>	<b>\$ 43,457</b>	<b>\$ 1,200,424</b>	<b>\$ 706,200</b>	<b>\$ 706,200</b>	<b>\$ 706,200</b>
451.000.000.508.10.00.00	ENDING FUND BALANCE-RESERVED	12,912	1,324,051	946,012	821,263	-	827,823	903,292	903,292	903,292
<b>SWM - CAPITAL TOTAL</b>		<b>\$ 1,480,781</b>	<b>\$ 1,699,228</b>	<b>\$ 952,012</b>	<b>\$ 856,263</b>	<b>\$ 43,457</b>	<b>\$ 2,028,247</b>	<b>\$ 1,609,492</b>	<b>\$ 1,609,492</b>	<b>\$ 1,609,492</b>

**BUDGET NARRATIVE  
2013**

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>451.000.040.595</b>	<b>SURFACE WATER MANAGEMENT</b>				
451.804.040.595.40.63.00	BARNES CREEK /KDM RD CULVERT	Replace existing culvert with a new 42-inch diameter concrete culvert and install an energy dissipater structure at the downstream end of the culvert.	\$ 150,000	\$ 150,000	\$ 150,000
451.810.040.595.40.63	DETENTION POND SAFETY IMPROVEMENTS	Install 6-foot vinyl coated fencing (with access gates) at four pond locations (Mediterranean Heights, Bluffs at Redondo (2 ponds), and Saltwater Highlands.	\$ 60,000	\$ 60,000	\$ 60,000
451.812.040.595.40.63	DMMD PIPELINE S. 212th to S. 213th	This project will replace 350 feet of existing storm drainage and ditches with 18-inch pipe.	\$ 144,500	\$ 144,500	\$ 144,500
451.819.040.595.40.63	216TH PLACE CULVERT REPLACEMENT	This project will replace existing 18-inch corrugated metal pipe with 400 feet of 24-inch pipe.	\$ 139,200	\$ 139,200	\$ 139,200
451.821.040.595.40.63	LOWER MASSEY CREEK CHANNEL MODIFICATIONS	Widen Massey Creek channel, between 10th Avenue South and Marine View Drive, and berming the north side of the stream.	\$ 212,500	\$ 212,500	\$ 212,500
<b>TOTAL SURFACE WATER MANAGEMENT CAPITAL PROJECTS</b>			<b>\$ 706,200</b>	<b>\$ 706,200</b>	<b>\$ 706,200</b>
<b>451.000.000.508.10.00.00</b>	<b>Ending Fund Balance</b>		<b>\$ 903,292</b>	<b>\$ 903,292</b>	<b>\$ 903,292</b>
<b>TOTAL SURFACE WATER MANAGEMENT CAPITAL FUND</b>			<b>\$ 1,609,492</b>	<b>\$ 1,609,492</b>	<b>\$ 1,609,492</b>

# CITY OF DES MOINES

## Staffing Comparisons by Department

	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2010 Budget	2011 Budget	2012 Budget	2013 Budget	% chg '12-'13
<b>Executive:</b>													
City Manager	3.00	4.00	4.00	4.00					3.00	4.00	4.00	4.00	0.0%
Record Services	1.60	1.60	2.00	2.00					1.60	1.60	2.00	2.00	0.0%
Record Services-frozen position Personnel				-1.00					-	-	-	0.00	N/A
<b>Total Executive</b>	<b>4.60</b>	<b>5.60</b>	<b>6.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.60</b>	<b>5.60</b>	<b>6.00</b>	<b>5.00</b>	<b>8.7%</b>
<b>Judicial:</b>													
Municipal Court	7.40	7.22	7.40	7.70					7.40	7.22	7.40	7.70	4.1%
Municipal Court-assigned to ASE			-0.30	-1.02					-	-	-0.30	-1.02	N/A
<b>Total Judicial</b>	<b>7.40</b>	<b>7.22</b>	<b>7.10</b>	<b>6.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.40</b>	<b>7.22</b>	<b>7.10</b>	<b>6.68</b>	<b>-9.7%</b>
<b>Finance:</b>													
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%
<b>Total Finance</b>	<b>5.80</b>	<b>5.80</b>	<b>5.80</b>	<b>5.80</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>8.80</b>	<b>8.80</b>	<b>8.80</b>	<b>8.80</b>	<b>0.0%</b>
<b>Legal:</b>													
Legal	4.20	4.20	4.00	4.50					4.20	4.20	4.00	4.50	12.5%
Legal-assigned to ASE				-0.20					-	-	-	-0.20	N/A
Domestic Violence									-	-	-	0.00	N/A
<b>Total Legal</b>	<b>4.20</b>	<b>4.20</b>	<b>4.00</b>	<b>4.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.20</b>	<b>4.20</b>	<b>4.00</b>	<b>4.30</b>	<b>7.5%</b>
<b>Law Enforcement:</b>													
Administration	12.00	12.00	12.00	12.00	1.00	1.00	1.00		13.00	13.00	13.00	12.00	-7.7%
Administration-tsf from Levy Lid Lift				1.00								1.00	N/A
Administration-assigned to ASE	0.00	0.00	-0.19	-0.37					-	-	-0.19	-0.37	N/A
Administration-frozen positions				-2.00								-2.00	N/A
Detective	5.80	5.80	5.80	5.80	0.20	0.20	-	-	6.00	6.00	5.80	5.80	0.0%
Patrol	21.00	20.00	20.00	20.00					21.00	20.00	20.00	20.00	0.0%
Patrol- tsf from Levy Lid Lift			1.00	7.00								7.00	N/A
Patrol-assigned to ASE	0.00	0.00	-0.13	-0.25					-	-	-0.13	-0.25	N/A
Patrol-frozen positions				-2.00								-2.00	N/A
Crime Prevention				2.00					-	-	-	2.00	N/A
Automated Speed Enforcement (ASE)			0.63	1.86							0.63	1.86	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					9.00	9.00	9.00		9.00	9.00	9.00	0.00	-100.0%
Levy Lid Lift - Patrol (tsf to Gen Fund)							-1.00		-	-	-1.00	0.00	N/A
<b>Total Law Enforcement</b>	<b>39.80</b>	<b>38.80</b>	<b>40.12</b>	<b>46.04</b>	<b>10.20</b>	<b>10.20</b>	<b>9.00</b>	<b>0.00</b>	<b>50.00</b>	<b>49.00</b>	<b>48.12</b>	<b>46.04</b>	<b>-4.3%</b>

# CITY OF DES MOINES

## Staffing Comparisons by Department

	2010	2011	2012	2013	2010	2011	2012	2013	2010	2011	2012	2013	% chg
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	'12-'13
<b>Planning/Building/Public Works:</b>													
Administration	3.25	3.25	3.25	1.25					3.25	3.25	3.25	1.25	-61.5%
All City Buildings	1.10	1.10	1.20	1.20					1.10	1.10	1.20	1.20	0.0%
Facilities/CIP Management				1.00								1.00	N/A
Code Enforcement				1.00								1.00	N/A
Engineering Services	4.85	4.95	5.05	4.15					4.85	4.95	5.05	4.15	-17.8%
Engineering Services-assigned to ASE			-0.02	-0.02					-	-	-0.02	-0.02	N/A
Joint Minor Home Repair Prog			0.10	0.10					-	-	0.10	0.10	N/A
Building Division	7.00	7.00	6.00	6.00					7.00	7.00	6.00	6.00	0.0%
Bldg Div-Bldg Inspector for Artemis Hotel			1.00						-	-	1.00	0.00	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	3.00	3.00	2.00					2.80	3.00	3.00	2.00	-33.3%
Development Services-tsf to SWM			-0.40	-0.10			0.40	0.10				0.00	N/A
Parks Maintenance Operations	5.54	5.54	3.80	3.80					5.54	5.54	3.80	3.80	0.0%
Street	4.65	4.55	4.60	4.35					4.65	4.55	4.60	4.35	-5.4%
Surface Water Management					11.17	11.17	11.00	11.45	11.17	11.17	11.00	11.45	4.1%
Equipment Rental					2.20	2.20	1.90	1.70	2.20	2.20	1.90	1.70	-10.5%
<b>Total Planning/Building/Public Works</b>	<b>30.19</b>	<b>30.39</b>	<b>28.58</b>	<b>25.73</b>	<b>13.37</b>	<b>13.37</b>	<b>13.30</b>	<b>13.25</b>	<b>43.55</b>	<b>43.75</b>	<b>41.88</b>	<b>38.98</b>	<b>-6.9%</b>
<b>Parks, Recreation &amp; Senior Services:</b>													
Administration	1.80	1.80	1.80	1.80					1.80	1.80	1.80	1.80	0.0%
Arts Commission-Recreation Specialist			0.20	0.20					-	-	0.20	0.20	N/A
HEAL Prog	0.00	1.00	1.00						-	1.00	1.00	0.00	-100.0%
Recreation Programs	12.908	14.50	15.80	14.00					12.91	14.50	15.80	14.00	-11.4%
Events & Facility Rentals				1.00								1.00	N/A
Events & Facility Rentals-assigned to Arts Commission				-0.20								-0.20	N/A
Senior Services	2.00	2.00	2.00	2.00					2.00	2.00	2.00	2.00	0.0%
Senior Programs	0.50	0.70	0.70	0.70					0.50	0.70	0.70	0.70	0.0%
<b>Total Parks, Recreation &amp; Senior Services</b>	<b>17.21</b>	<b>20.00</b>	<b>21.51</b>	<b>19.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17.21</b>	<b>20.00</b>	<b>21.51</b>	<b>19.50</b>	<b>-9.3%</b>
<b>Marina:</b>													
Administration					3.55	3.55	2.60	2.60	3.55	3.55	2.60	2.60	0.0%
Service					6.126	7.126	6.526	4.826	6.13	7.13	6.53	4.826	-26.0%
Maintenance					2.000	2.000	2.000	3.300	2.00	2.00	2.00	3.300	65.0%
Special Events								0.40	-	-	-	0.40	N/A
<b>Total Marina</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.68</b>	<b>12.68</b>	<b>11.13</b>	<b>11.13</b>	<b>11.68</b>	<b>12.68</b>	<b>11.13</b>	<b>11.13</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>109.20</b>	<b>112.01</b>	<b>113.11</b>	<b>113.05</b>	<b>38.24</b>	<b>39.24</b>	<b>36.43</b>	<b>27.38</b>	<b>147.44</b>	<b>151.25</b>	<b>148.53</b>	<b>140.425</b>	<b>-5.5%</b>

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

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**CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES (Jan. to June 2013)**

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
<b>CITY MANAGER</b>												
M43	CITY MANAGER	1	10,853	130,236	11,396	136,752	11,966	143,592	12,564	150,768	13,192	158,304
<b>JUDGE</b>												
41	JUDGE	1	10,331	123,972	10,848	130,176	11,390	136,680	11,960	143,520	12,558	150,696
<b>NON-UNION DEPARTMENT HEADS</b>												
39	CITY ATTORNEY	1	9,551	114,612	10,029	120,348	10,530	126,360	11,057	132,684	11,610	139,320
38	CHIEF OF POLICE	1	9,184	110,208	9,643	115,716	10,125	121,500	10,631	127,572	11,163	133,956
	FINANCE DIRECTOR	1										
	ASST. CITY MANAGER	1										
	ACTING PUBLIC WORKS DIRECTOR	1										
37	PARKS, RECREATION & SR SERV. DIR.	1	8,831	105,972	9,273	111,276	9,737	116,844	10,224	122,688	10,735	128,820
33	HARBORMASTER	1	7,549	90,588	7,926	95,112	8,322	99,864	8,738	104,856	9,175	110,100
30	COURT ADMINISTRATOR	1	6,711	80,532	7,047	84,564	7,399	88,788	7,769	93,228	8,157	97,884
<b>NON-UNION</b>												
PMA 34	COMMANDER	2					9,264	111,168	9,727	116,724	10,213	122,556
34	ACTING TRANSPORTATION MANAGER	1	8,088	97,056	8,492	101,904	8,917	107,004	9,363	112,356	9,831	117,972
	ASST. DIR. UTILITIES & ENVIRON. ENGR.	1										
33			7,777	93,324	8,166	97,992	8,574	102,888	9,003	108,036	9,453	113,436
32			7,478	89,736	7,852	94,224	8,245	98,940	8,657	103,884	9,090	109,080
31			7,190	86,280	7,550	90,600	7,928	95,136	8,324	99,888	8,740	104,880
30	INFO SYSTEMS MANAGER	1	6,914	82,968	7,260	87,120	7,623	91,476	8,004	96,048	8,404	100,848
	FINANCE OPERATIONS MANAGER	1										
	BUILDING OFFICIAL	1										
	ECONOMIC DEVELOPMENT MANAGER	1										
29			6,648	79,776	6,980	83,760	7,329	87,948	7,695	92,340	8,080	96,960
28	DEVELOPMENT SERVICES MANAGER	1	6,392	76,704	6,712	80,544	7,048	84,576	7,400	88,800	7,770	93,240
	CIP PROJECT MANAGER	1										
	PLANNING MANAGER	1										
27			6,146	73,752	6,453	77,436	6,776	81,312	7,115	85,380	7,471	89,652

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**CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES (Jan. to June 2013)**

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	5,910	70,920	6,206	74,472	6,516	78,192	6,842	82,104	7,184	86,208
	PUBLIC WORKS & PARKS MAINTENANCE SUPERINTENDENT	1										
25	SENIOR SERVICES MANAGER	1	5,683	68,196	5,967	71,604	6,265	75,180	6,578	78,936	6,907	82,884
	CITY CLERK	1										
	GIS ADMINISTRATOR	1										
	CIVIL ENGINEER I	1										
	SENIOR PLANNER	0										
24			5,464	65,568	5,737	68,844	6,024	72,288	6,325	75,900	6,641	79,692
23	ASST BUILDING OFFICIAL-LEAD ELECTRICAL/BLDG INSPECTOR	1	5,254	63,048	5,517	66,204	5,793	69,516	6,083	72,996	6,387	76,644
	ENGINEERING INSPECTOR	1										
22	CODE ENFORCEMENT OFFICER	1	5,052	60,624	5,305	63,660	5,570	66,840	5,849	70,188	6,141	73,692
	LAND USE PLANNER II	1										
21	COMBO BUILDING INSPECTOR	1	4,858	58,296	5,101	61,212	5,356	64,272	5,624	67,488	5,905	70,860
	BUILDING INSPECTOR/PLANS EXAMINER	1										
	SENIOR ACCOUNTING SPECIALIST	0.80										
	ACCOUNTANT II-GENERAL LEDGER	1										
20	"ARTEMIS HOTEL" BUILDING INSPECTOR - Limited term	0	4,671	56,052	4,905	58,860	5,150	61,800	5,408	64,896	5,678	68,136
	TRANSPORTATION TECHNICIAN	1										
	ENGINEERING TECHNICIAN (SWM)	2.9										
	EXECUTIVE ADMINISTRATIVE ASSISTANT	1										
	PROSECUTING ATTORNEY	1										
	PARALEGAL	1.5										



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**CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES (Jan. to June 2013)**

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	4,491	53,892	4,716	56,592	4,952	59,424	5,200	62,400	5,460	65,520
	MARINA SERVICE MANAGER	1										
	MARINA OFFICE MANAGER	1										
	LEAD COURT CLERK	1										
	RECREATION COORDINATOR-Recreation Program	1										
	EVENTS & FACILITY RENTALS COORDINATOR	1										
	RECREATION COORDINATOR-Senior Center	1										
	DESKTOP SUPPORT TECHNICIAN	1										
	PAYROLL BENEFITS SPECIALIST	1										
	OFFICE MANAGER-PD	1										
18	COURT SECURITY OFFICER	0.60	4,318	51,816	4,534	54,408	4,761	57,132	4,999	59,988	5,249	62,988
	COURT MARSHALL	0.60										
17	MECHANIC	1	4,152	49,824	4,360	52,320	4,578	54,936	4,807	57,684	5,047	60,564
	ENGINEERING AIDE (SWM)	1										
	ACCOUNTING ASST-ACCTS PAYABLE	1										
	ADMINISTRATIVE ASSISTANT II-PBPW	1										
	ADMINISTRATIVE ASSISSTANT II-Parks & Recreation	0.80										
16			3,993	47,916	4,193	50,316	4,403	52,836	4,623	55,476	4,854	58,248
15	PERMIT COORDINATOR	1	3,839	46,068	4,031	48,372	4,233	50,796	4,445	53,340	4,667	56,004
14	ASSISTANT MECHANIC	1	3,691	44,292	3,876	46,512	4,070	48,840	4,274	51,288	4,488	53,856
13	SENIOR SECRETARY-PD	1	3,549	42,588	3,726	44,712	3,912	46,944	4,108	49,296	4,313	51,756
	ADMINISTRATIVE ASSISTANT I	0										
	COURT CLERK	3										
	PERMIT SPECIALIST II	1										
	RECREATION OFFICE ASSISTANT	1										
	EVIDENCE TECHNICIAN	0.80										
12	RECORDS SPECIALIST	5	3,413	40,956	3,584	43,008	3,763	45,156	3,951	47,412	4,149	49,788
	RECREATION SPECIALIST-Recreation Program	0.76										
11	MARINA OFFICE ASSISTAN/EVENT SPECIALIST	1	3,282	39,384	3,446	41,352	3,618	43,416	3,799	45,588	3,989	47,868
	JOINT MINOR HOME REPAIR PROG	0.10										
10			3,155	37,860	3,313	39,756	3,479	41,748	3,653	43,836	3,836	46,032

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**CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES (Jan. to June 2013)**

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			3,034	36,408	3,186	38,232	3,345	40,140	3,512	42,144	3,688	44,256
8			2,917	35,004	3,063	36,756	3,216	38,592	3,377	40,524	3,546	42,552
7	COURT FILE CLERK	0.50	2,805	33,660	2,945	35,340	3,092	37,104	3,247	38,964	3,409	40,908
6			2,697	32,364	2,832	33,984	2,974	35,688	3,123	37,476	3,279	39,348
5	SENIOR CENTER PROGRAMMER	0.50	2,593	31,116	2,723	32,676	2,859	34,308	3,002	36,024	3,152	37,824
4			2,494	29,928	2,619	31,428	2,750	33,000	2,888	34,656	3,032	36,384
3			2,398	28,776	2,518	30,216	2,644	31,728	2,776	33,312	2,915	34,980
2	PARKS OPERATIONS MAINTENANCE WORKER/PART-TIME	1	2,306	27,672	2,421	29,052	2,542	30,504	2,669	32,028	2,802	33,624
1			2,217	26,604	2,328	27,936	2,444	29,328	2,566	30,792	2,694	32,328
g			2,132	25,584	2,239	26,868	2,351	28,212	2,469	29,628	2,592	31,104
f			2,050	24,600	2,153	25,836	2,261	27,132	2,374	28,488	2,493	29,916
e			1,971	23,652	2,070	24,840	2,174	26,088	2,283	27,396	2,397	28,764
d			1,895	22,740	1,990	23,880	2,090	25,080	2,195	26,340	2,305	27,660
c			1,822	21,864	1,913	22,956	2,009	24,108	2,109	25,308	2,214	26,568
b			1,752	21,024	1,840	22,080	1,932	23,184	2,029	24,348	2,130	25,560
a			1,685	20,220	1,769	21,228	1,857	22,284	1,950	23,400	2,048	24,576

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**CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES (Jan. to June 2013)**

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	5,015	60,180	5,266	63,192	5,529	66,348	5,805	69,660	6,095	73,140
T18	SENIOR PUBLIC WORKS MTC (SWM)	2	4,458	53,496	4,681	56,172	4,915	58,980	5,161	61,932	5,419	65,028
	SENIOR PUBLIC WORKS MTC	1										
	FACILITY MAINTENANCE WORKER	1										
T17			4,287	51,444	4,501	54,012	4,726	56,712	4,962	59,544	5,210	62,520
T16	TRAFFIC CONTROL SPECIALIST	1	4,122	49,464	4,328	51,936	4,544	54,528	4,771	57,252	5,010	60,120
T15	PUBLIC WORKS MAINTENANCE WORKER	2	3,963	47,556	4,161	49,932	4,369	52,428	4,587	55,044	4,816	57,792
	PUBLIC WORKS MAINTENANCE WORKER (SWM)	3										
	PARKS MAINTENANCE WORKER	2										
	HARBOR ATTENDANT	4										
T14	PUBLIC WORKS MAINTENANCE WORKER	-	3,811	45,732	4,002	48,024	4,202	50,424	4,412	52,944	4,633	55,596

# CITY OF DES MOINES

## 2013 Budget

### CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES (Jan. to June 2013)

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
<b>POLICE GUILD</b>														
P30	MASTER POLICE SERGEANT I	5					7,730	92,760	8,117	97,404	8,523	102,276	8,693	104,316
	MASTER POLICE SERGEANT I/DETECTIVE	1												
P29	MASTER POLICE SERGEANT						7,433	89,196	7,805	93,660	8,195	98,340		
P27	MASTER POLICE OFFICER III	10			6,544	78,528	6,871	82,452	7,215	86,580	7,576	90,912		
	MASTER POLICE OFFICER/DETECTIVE	3												
P26	MASTER POLICE OFFICER II	4			6,294	75,528	6,609	79,308	6,939	83,268	7,286	87,432	7,432	89,184
	MASTER POLICE OFFICER/DETECTIVE	1												
P25	MASTER POLICE OFFICER	3					6,355	76,260	6,673	80,076	7,007	84,084	7,147	85,764
	MASTER POLICE OFFICER/DETECTIVE													
P22	POLICE OFFICER II	2					5,649	67,788	5,931	71,172	6,228	74,736		
P21	MASTER ANIMAL CONTROL OFFICER	1					5,221	62,652	5,482	65,784	5,756	69,072		
P20	POLICE OFFICER I	2	4,553	54,636	4,781	57,372	5,020	60,240	5,271	63,252	5,535	66,420		
P20	MASTER ANIMAL CONTROL OFFICER												5,646	67,752
P18	MASTER COMMUNITY SERV OFFICER II	1	4,211	50,532	4,422	53,064	4,643	55,716	4,875	58,500	5,119	61,428		
P17	MASTER COMMUNITY SERV OFFICER I	1					4,464	53,568	4,687	56,244	4,921	59,052	5,019	60,228
P16	COMMUNITY SERVICE OFFICER		3,894	46,728	4,089	49,068	4,293	51,516	4,508	54,096	4,733	56,796		
	ANIMAL CONTROL OFFICER													

**CITY OF DES MOINES**  
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**CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES (Jan. to Dec. 2013)**

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	\$ 9.19						
II	RECREATION LEADER I RECREATION ATTENDANT I	4.347 1.693	\$ 9.19	\$ 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

**CITY OF DES MOINES  
2013 Budget**

**2013 CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES - Continued**

**ADDITIONAL COMPENSATION**

DESCRIPTION	COMPENSATION
-------------	--------------

ALL EMPLOYEES
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<b>SAFETY COMMITTEE</b>	Per Quarter	
Representative	\$200.00	
Alternate Representative	\$100.00	
<b>COMPUTER SUPPORT</b>	2% of base wages while supporting computer services (Police Department Only)	<i>Minimum No. of</i>
<b>WORKING AT A HIGHER CLASSIFICATION</b>		<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
<b>DEFERRED COMPENSATION (Social Security Replacement - 401A)</b>		
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
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<b>DEFERRED COMPENSATION (457)</b>	1.52% of gross wages	
<small>(For those non-union employees qualifying for social security replacement)</small>		

UNION - LOCAL NO. 763
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<b>STANDBY STATUS</b>		
Per Non-Working Hour On Call	\$1.00 per Hour	

<b>UNION CALLBACK COMPENSATION</b>	1-1/2 x hrly rate with a 2 hour minimum	
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**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  
2013 Budget

**2013 CITY OF DES MOINES INDEX OF POSITIONS AND PAY RANGES - Continued**

**ADDITIONAL COMPENSATION**

DESCRIPTION	COMPENSATION
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POLICE GUILD
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**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).

