

# CITY OF URBANDALE, IOWA

## FY2008-09 ADOPTED BUDGET

## FY2009-10 ESTIMATED BUDGET



Urbandale Public Library - Children's Area

**CITY OF URBANDALE**

Revised FY2007-08 Budget

Adopted FY2008-2009 Budget

Estimated FY2009-2010 Budget

**Mayor and Council**

Robert D. Andeweg, Mayor

John Forbes, Mayor, Pro-Tem

Michael Carver, Councilmember  
Ron Pogge, Councilmember

Tom Gayman, Councilmember  
Mary Polson, Councilmember

**Management Team**

Robert Layton, City Manager  
Su Zanna K. Prophet, Assistant City Manager  
John Konior, Assistant to the City Manager  
Debra Mains, City Clerk  
Nicole Lamb, Finance Director  
Kim Keisler, Assistant Finance Director

David Hamlin, Police  
Jerry Holt, Fire and EMS  
David McKay, Engineering and Public Works  
Sara Pearson, Library  
Jan Herke, Parks and Recreation  
Paul Dekker, Community Development  
Maurice Dudney, Code Enforcement  
John Andrasko, Technology  
Rich Foust, Water



February 20, 2008

Honorable Mayor and  
Members of the City Council  
City of Urbandale, Iowa

Re: FY2008-09 Operating Budget

I am pleased to present to the City Council the FY2008-09 operating budget for the City of Urbandale. This budget represents the City's operating plan for the fiscal year beginning July 1, 2008 and ending June 30, 2009. It was prepared in conformance with the Code of Iowa and the City's fiscal performance goals. At its meeting of February 26, 2008, the City Council will conduct a public hearing to review and approve the FY2008-09 operating budget.

The recommended FY2008-09 budget has been shaped by several significant factors. These key elements include the following:

1. Current Economic Conditions – In his January 17, 2008 comments to Congress, Federal Reserve Chairman Ben Bernanke noted that there are a number of negative factors that will influence the economy in 2008. He indicated that “continuing increases in energy prices, lower equity prices and softening home values” will adversely impact consumer spending. He further noted that unemployment was rising, business spending on equipment and software was declining and that core price inflation was up. In response to these trends, the FY2008-09 operating budget attempts to minimize tax and fee increases for Urbandale's residents. As previously planned, a \$2.00 increase in the monthly solid waste collection fee will be implemented. However, the property tax levy rate will remain at its current level and no other significant fee increases will be initiated.

The slowing economy will also impact the revenue received from licenses, permits and investments. It is projected that housing starts will continue to slow during the year, resulting in a \$67,650 (6.7%) drop in the licenses and permits revenue category. Additionally, interest rates are anticipated to significantly decrease resulting in an \$180,000 (43.4%) reduction in investment income.

2. Personnel Costs and Staffing Levels – Due to the current economic situation, the recommended budget will temporarily suspend portions of the Ten Year Staffing Plan. The Plan anticipated the creation of new positions in Fire, Parks, Engineering and Technology in FY2008-09. At this time, current workloads do not justify the addition of the positions in Engineering and Technology. New part-time positions will be added in Fire and EMS to create the equivalent of two fulltime positions. These new positions will allow a rescue unit to be fully staffed at Station 41, in addition to two units at Station 42. In Parks, a new seasonal position will be added to address the growing maintenance needs in the parks system.

On the benefits side, retirement system contributions for most employees will rise due to the increase in the employer's rate for IPERS. The FY2008-09 rate will increase by .5%, with similar changes anticipated for the following two years. The converse will be true for the Municipal Fire and Police Retirement System of Iowa, which will reduce its contribution rate from 25.48% to 18.75%. Due to favorable claims experience and recent plan changes, contributions to the health insurance reserve fund will essentially remain at existing levels. The budget will also continue to fund the Employee Wellness Program, which includes the operation of the Wellness Center. Finally, a comprehensive training program for the City's managers and supervisors will be continued in FY2008-09.

3. Intergovernmental Initiatives – A number of multi-jurisdictional programs will be funded in FY2008-09. Continued support is recommended for Westcom, Polk County Crime Stoppers, the Regional Drug Task Force, the Suburban Emergency Response Team, the Restorative Justice Program, the Regional Homeland Security Program and the Metro Home Improvement Program. It is also recommended that the City continue to receive support services from the Des Moines Water Works for the safety program and from the City of West Des Moines for the human relations program. A new cooperative venture planned for the year will be the creation of an Urbandale food pantry. The City's contribution of \$15,000 will fund the rent and utilities for the pantry. Staffing for the program will be coordinated by the Caring Corps and Urbandale Ministerial Alliance.

4. Technology – The City Council's strategic initiative involving the use of technology to enhance service delivery will continue to be implemented in FY2008-09. Key technology purchases for the year include the acquisition of replacement computers in Police, Engineering and Public Works Administration, Library, Parks, Code Enforcement, Community Development and Fire and EMS. Additionally, portable printers will be purchased to enhance the field services in Fire and EMS. Other significant technology investments will include citizen crime reporting software, training management software and an infrared digital microscope in Police; two-way radio monitoring for the Emergency Preparedness siren system; upgraded GIS software and engineering design software in

Engineering and Public Works Administration; a microfiche reader in Code Enforcement; and replacement switches, cable broadcasting equipment, and replacement computer servers in Technology. In addition, a public access wireless network will be installed in the Administrative Office Building.

5. Infrastructure – The recommended FY2008-09 budget will finance several important infrastructure projects. In Fire, malfunctioning windows will be replaced at Station 42. In Roadway Maintenance, the expanded asphalt and concrete repair program will be continued and Meredith Drive will be repaired and resurfaced from Merle Hay Road to 76<sup>th</sup> Street. In Traffic Safety, recessed pavement markings will be installed in 86<sup>th</sup> Street, between Hickman Road and Douglas Parkway. In Sanitary Sewer, additional sewer lines will be televised and the enhanced sewer repair and manhole rehabilitation program will be continued. In Storm Sewer, a number of improvements to North Walnut Creek will be completed. In Library, the building's external drainage system will be improved. In Parks, continued improvements and upgrades to the playground and bike path systems will be constructed, the South Karen Acres tennis courts will be resurfaced, a new trail segment will be constructed along Urbandale Avenue and additional improvements will be made to the Memorial Tree Park. In Senior Center, a portable room partition will be installed in the community room and tile will be replaced in the kitchen and restrooms. In Swimming Pool, identification signage will be installed. In General Support, roof inspections for five City-owned buildings will be conducted and the debt service for the Police Station Expansion, Engineering/Community Development Office Building and Administrative Office Building projects will be funded.

6. Economic Development – The Economic Development activity provides funding for business expansions and relocations in Urbandale. This funding is derived from the Iowa Department of Economic Development's CEBA program. The funds are initially awarded to the City and then passed through to the eligible business. Currently the City is working with several companies that may request CEBA assistance for their expansion projects. The FY2008-09 budget anticipates that these firms will be awarded a total of \$1 million in assistance. Funds from the City's Economic Development Revolving Loan Fund will be used to match the State's CEBA awards. However, these funds will not flow directly through the operating budget.

The recommended budget contains an increase of \$2,646,057 (8%) in expenditures over the FY2007-08 adopted budget. Of this total, operating expenses will be increased by \$2,190,040 (8.4%) and debt service expenses will be increased by \$456,017 (6.5%). However, if TIF and CEBA transfers are factored out, the net increase in operating expenses will be \$586,911 (2.5%). The recommended expenditures for FY2008-09 will require no increase in the City's property tax levy rate. Under the recommended FY2008-09 budget, the

general tax levy rate will remain at \$7.17 and the debt service levy rate will remain at \$2.05. The ag land levy rate will drop from \$1.84 to \$1.71. The City's combined tax levy rate will be \$9.22/\$1,000 of valuation.

The recommended operating budget contains financial projections for the 2008-09 and 2009-10 fiscal years. The two-year budget format was approved by the City Council in 1981 and continues to be a useful tool in the City's financial planning efforts. It should be noted that expenditures in the 2009-10 fiscal year are estimated to increase by \$622,251 (1.7%). However, if TIF and CEBA transfers are factored out, the net increase in expenditures will be \$1,633,875 (5.2%). The estimated budget anticipates another increase in the solid waste collection fee in FY2009-10 as projected in the long range financial model. An increase in the property tax levy rate is not anticipated but may be necessary to implement the next phase of the Ten Year Staffing Plan.

The FY2008-09 budget document follows the same format that was established in FY2003-04. The budget includes Goals and Performance Objectives, Budget Summaries and Budget Notes for each activity. The Budget Summaries contain actual expenditure amounts for FY2006-07, estimated expenditure levels for FY2007-08, recommended expenditures for FY2008-09 and estimated expenditures for FY2009-10. This section of the budget also includes revenue information for each activity. Each Summary identifies fees, grants and other revenues attributable to the activity and uses this information to calculate a net property tax support for the activity. Additionally, descriptions of the most significant factors influencing the recommended budget are included. Finally, expenditure trends anticipated to influence future budgets are noted in this section.

Once again, the budget document contains the Goals and Performance Objectives section for each activity. The activity's primary goal and performance objectives are identified and workload, efficiency and outcome measures are included, where appropriate. When available, measures from the ICMA Center for Performance Measurement and the CIPA programs are also utilized. This performance information should allow the City Council to better understand the impact of its budget decisions.

The remainder of this letter will provide additional information regarding the City's estimated revenues and expenditures for the 2008-09 fiscal year. It is hoped that this information will provide the City Council with a more complete picture of the City's financial position resulting from the operating budget.

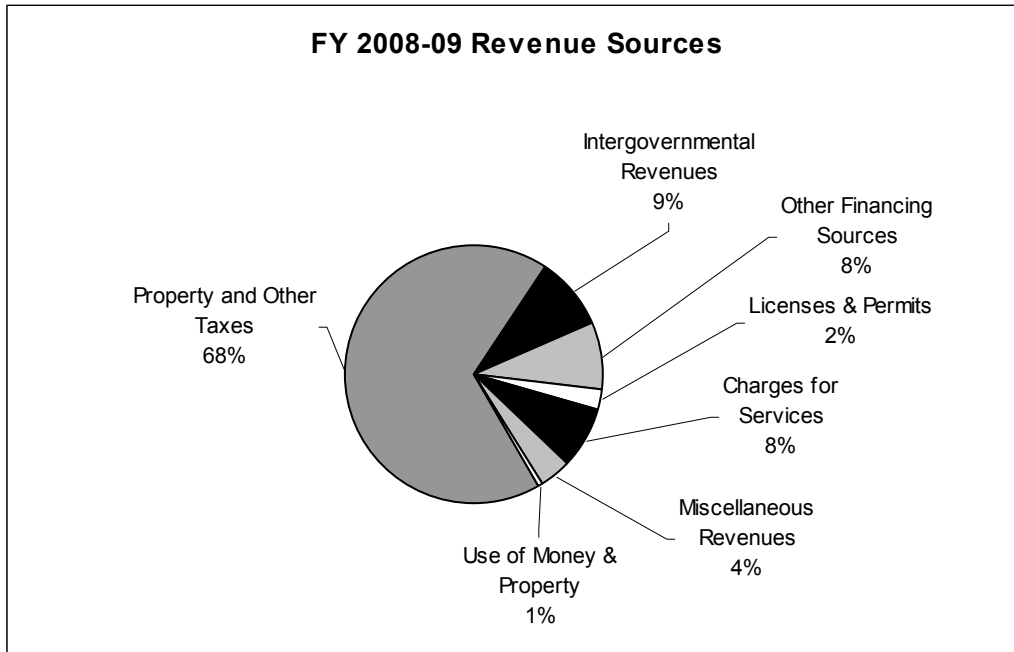
## Revenue

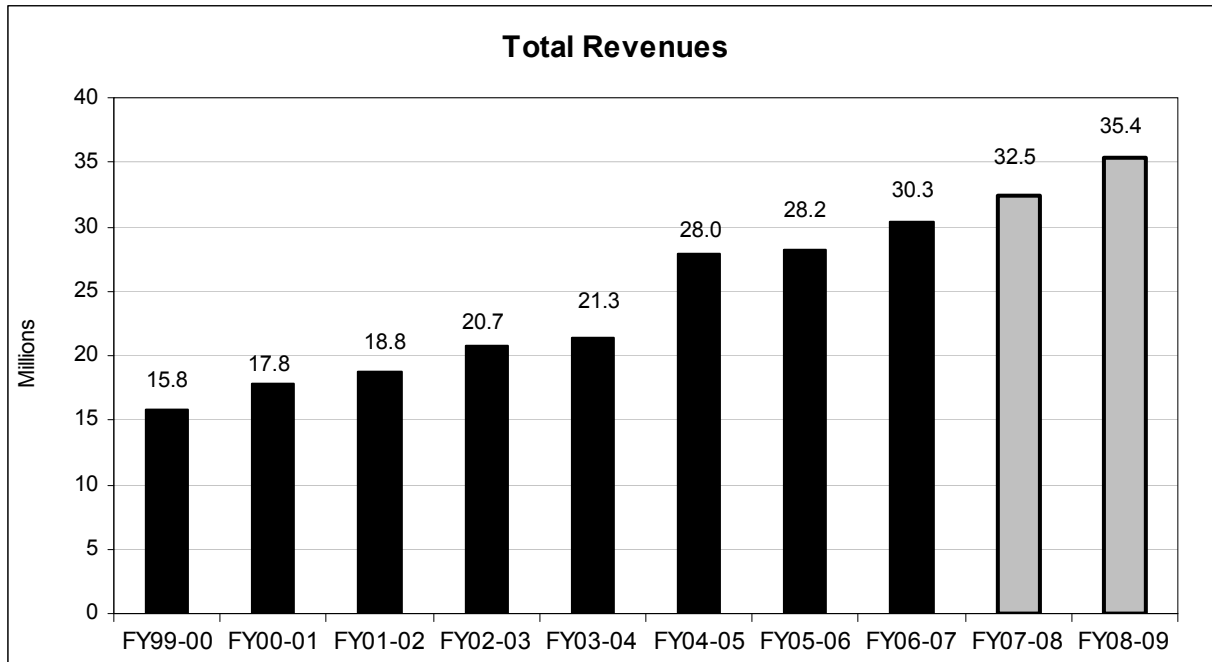
The recommended 2008-09 fiscal year budget anticipates a total revenue increase of \$2,931,363 (9%) over the 2007-08 adopted budget. The total revenue for the 2008-09 fiscal year will be \$35,393,107. This revenue level represents an increase of \$2,832,597 (8.7%) from the FY2007-08 revised budget estimate. The following table summarizes the City's FY2007-08 and FY2008-09 revenue by funding source:

### Revenue by Source

Revenue Source	2007-08 Adopted		2007-08 Revised		2008-09 Recommended	
	Total	%	Total	%	Total	%
Taxes	\$22,837,786	70.4	\$22,505,544	69.1	\$24,035,507	67.9
Licenses & Permits	1,000,250	3.1	1,144,380	3.5	932,600	2.6
Use of Money & Property	415,000	1.3	435,000	1.4	235,000	0.7
Intergovernmental	3,164,622	9.7	3,295,613	10.1	3,186,360	9.0
Charges for Services	2,283,450	7.0	2,409,687	7.4	2,752,175	7.8
Miscellaneous	265,300	0.8	319,950	1.0	1,328,000	3.7
Other Financing Sources	<u>2,495,336</u>	<u>7.7</u>	<u>2,450,336</u>	<u>7.5</u>	<u>2,923,466</u>	<u>8.3</u>
<b>Total</b>	<b>\$32,461,744</b>	<b>100%</b>	<b>\$32,560,510</b>	<b>100%</b>	<b>\$35,393,107</b>	<b>100%</b>

The following charts graphically depict the sources of revenue for FY2008-09 and the revenue trends for the last ten years.





As noted above, total City revenues have increased from \$15,804,426 in FY1999-2000 to \$35,393,107 in FY2007-08. During this period, total revenues averaged an annual increase of 12.4%. Due to a change in reporting format, it is not possible to compare changes in revenue sources over the past ten years. However, for the past five years, most of the growth in revenues has occurred in the Property Tax, Charges for Services and Other Financing Sources categories.

A slow down in residential construction during 2006 is primarily responsible for the 3.6% increase in the City's property tax base. During 2005, the City issued 734 permits for residential construction. However, in 2006 only 521 residential permits were issued. This slow down continued in 2007 with the issuance of only 373 permits, which should once again reduce the growth in taxable valuation for 2009-10. It should be noted that the City's growth in taxable valuation has averaged 8.1% for the past three years.

The City's property tax receipts would have been higher had they not been impacted by the State's limitation on property tax growth. The State imposed rollback on residential property values will drop for the upcoming year. The residential rollback will decrease from 45.5596% to 44.0803%. Under the new residential rollback provision, 44.0803% of a residential property's value will be subject to taxation. The rollback for commercial property will decrease from 100% to 99.7312% in FY2008-09. These changes in the residential and commercial rollbacks will result in a net valuation decrease of approximately \$40.9 million during FY2008-09. During the past fourteen years, it is estimated that the City has lost \$379 million in valuation due to the State's rollback

provisions. This loss represents approximately 18% of the City's current taxable valuation. Since most of the rollback benefits have accrued to residential property owners, there has been a shift in the property tax burden to commercial and industrial properties during this period. Obviously, such a shift in the property tax burden has been counter productive to the City's economic development efforts.

In 1998, the State's method for the valuation of electric utilities was significantly modified by the Iowa Legislature. FY2008-09 represents the ninth year under the new valuation formula. Under the formula, utility properties are valued differently than other commercial properties. The formula bases the utility's value on energy consumption within the community, not on its value in relation to other commercial properties. This revised approach was adopted in anticipation of the deregulation of energy utilities. Under the current methodology, the City's utility valuation will be \$61,670,758 for FY2008-09, representing a \$1,119,289 (1.8%) increase from the previous year. FY2008-09 represents the sixth year that the City's property tax receipts from utilities will reflect the actual property valuation. For the three years prior to that, the City's revenue was protected by a "hold harmless" provision, which ensured that there would not be a revenue drop from the switch to a consumption based valuation method.

The recommended FY2008-09 operating budget also anticipates the prudent use of the General Fund balance to supplement property tax revenues. The City Council's financial goals dictate that the General Fund balance should represent approximately 25% of the annual General Fund expenditures. At the end of FY2007-08, it is estimated that the General Fund balance will be \$6,436,397, representing 29% of General Fund expenditures. This level of fund balance can be attributed to a higher than anticipated growth in ambulance fees and grants, salary savings in Fire, EMS and Community Development and reduced TIF transfers during the current fiscal year. In order to address several one-time capital expenditure needs, approximately \$574,149 of this fund balance will be used to finance the FY2008-09 operating budget. The one-time expenditures to be financed from the fund balance will include building repairs at Fire Station #42, improvements to North Walnut Creek, drainage improvements at the Library, the resurfacing of the South Karen Acres tennis courts, the construction of a new trail along Urbandale Avenue, improvements at the Memorial Tree Park, repairs and upgrades at the Senior Center, identification signage at the Swimming Pool and the acquisition of a number of technology related items. At the end of FY2008-09, it is estimated that the General Fund balance will represent 24% of annual operating expenses.

In order to fund the expenditures contained in the recommended FY2008-09 budget, the general property tax levy rate will remain at \$7.17/\$1,000 of valuation. The debt service tax levy rate will remain at \$2.05/\$1,000 of valuation. Due to increases in valuation, the proposed tax levy rate will generate an

additional \$453,204 (2.5%) in property tax revenues when compared to FY2007-08. It should be noted that this increase would have been greater had there not been an inadvertent error in the calculation of the homestead credit replacement for FY2007-08. In the budget for that fiscal year, the replacement payments were double counted, thereby overstating anticipated revenues by \$323,500.

For comparison purposes, the following table depicts the City's property tax levy rates since FY2004-05:

Property Tax Levies Per One Thousand Dollars of Valuation

	FY04-05	FY05-06	FY06-07	FY07-08	FY08-09
General	\$ 7.02	\$ 7.02	\$ 7.02	\$ 7.17	\$ 7.17
Debt Service	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>
Total	\$ <u>9.07</u>	\$ <u>9.07</u>	\$ <u>9.07</u>	\$ <u>9.22</u>	\$ <u>9.22</u>
Ag Land	\$ <u>2.02</u>	\$ <u>2.02</u>	\$ <u>1.84</u>	\$ <u>1.84</u>	\$ <u>1.71</u>

An Urbandale house valued at \$100,000 will pay approximately \$362 in property taxes to the City as a result of the recommended FY2008-09 budget. This property tax bill represents a decrease of approximately \$13 (3.5%) from FY2007-08. A similarly valued home in FY2007-08 would have paid approximately \$375 in City property taxes. As a point of reference, the property tax bill for a \$100,000 home would be lower in FY2008-09 than it was in FY1998-99. During that ten-year period, this home's property tax bill would have dropped from \$425 to \$362, representing a decrease of \$63 (14.8%). If the value of this home was adjusted for inflation, the property tax bill would be \$47 more in FY2008-09 than in FY1998-99, representing an 11% increase over the ten year period.

An Urbandale business valued at \$100,000 will pay approximately \$920 in property taxes to the City as a result of the recommended FY2008-09 budget. This property tax bill represents a decrease of approximately \$2 (.2%) from FY2007-08. A similarly valued business in FY2007-08 would have paid approximately \$922 in City property taxes. It should be noted that the commercial rollback in FY2007-08 was 100%, resulting in a slightly higher property tax obligation for that year.

During the past few years, the Iowa Legislature has considered a number of proposals for the reform of the property tax system. A two-year study committee will continue its work in 2008, with the goal of producing a comprehensive reform package by the end of the year. Some of the committee's attention has been devoted to the residential rollback and its impact on commercial property. The

Mayor and City Council should work with the Iowa League of Cities to analyze the impact of the committee's preliminary proposals and to monitor any attempts during the current legislative session to modify the property tax system.

It appears that the 2008 Legislature may address the funding shortfall in the Road Use Tax Fund. Revenue growth from the State's fuel tax has slowed significantly during the past few years and revenues are actually expected to drop beginning in 2010. The Legislature is considering bills that would supplement the Fund with increased vehicle registration and title fees. It is also possible that an additional use tax on vehicles, trailers and accessories may be approved. The Mayor, City Council and staff should continue to share the results from the long range financial modeling to show the impact of the current funding situation on the City's street system.

Proceeds from the Hotel/Motel tax, are expected to increase by \$116,069 (10.8%) during FY2008-09. This increase can be primarily attributed to the completion of a new hotel in late 2007.

In FY2007-08, Urbandale followed the national trend and experienced a continued decline in housing starts. The collapse of the sub-prime mortgage industry and a large inventory of new houses had a chilling effect on the housing market in Urbandale. Commercial construction continued to be strong but not in the magnitude that would offset the change in the residential market. It is anticipated that this trend will continue in FY2008-09, resulting in a \$67,650 (6.8%) drop in Licenses and Permits revenue.

The Federal Reserve's continued lowering of interest rates will cause the yield on the City's investments to drop in FY2008-09. It is estimated that earnings from the City's investments will decrease by \$180,000 during the fiscal year.

Most of the City's road maintenance activities are financed from the state's Road Use Tax. Receipts from the Road Use Tax are distributed to municipalities on a per capita basis. As noted above, this tax continues to be negatively impacted by the high price of gasoline. Due to a curb in gasoline consumption, the per capita distribution rate will only rise by .9% in FY2008-09. If the Legislature does not approve additional revenue streams for the Road Use Tax Fund, it is anticipated that there will be no growth in the Fund during FY2009-10.

An improved collection rate for ambulance fees and an increase in the solid waste collection fee are primarily responsible for the \$468,725 (20.5%) rise in the Charges for Services revenue category. The monthly solid waste collection fee will rise by \$2 to \$8 in July, 2008. A similar fee increase is anticipated in July, 2009. These fee increases are designed to make the solid waste collection program less reliant on property tax support.

In the City's miscellaneous and other revenue categories, the receipt of \$1 million in CEBA assistance from the Iowa Department of Economic Development and an increase in the cost of TIF financed projects will increase these categories by \$1,490,829 (54%) in FY 2008-09.

It should be noted that the FY2009-10 revenues are anticipated to be \$517,565 (1.5%) greater than those received in the 2008-09 fiscal year. Increases in property tax receipts and solid waste collection fees will be partially offset by an expected loss of CEBA revenue. Many of the City's other revenue categories are anticipated to experience minimal growth during the year. If a more aggressive approach to public safety staffing is taken in that year, additional revenue enhancements will be necessary to avoid significant reductions in fund balances.

### Expenditures

The recommended FY2008-09 budget projects expenditures of \$35,850,979, representing a \$2,646,057 (8%) increase from the current adopted budget. The proposed expenditures represent an increase of \$2,969,853 (9%) from the revised 2007-08 budget. Several factors are responsible for the recommended funding levels contained in the 2008-09 operating budget.

The recommended budget will fund wage increases for the City's union and non-union employees. In 2006, the City Council approved three-year collective bargaining agreements with the Police and Laborer's units, which contain 3.5% wage increases for FY2008-09. It is anticipated that a similar increase will be implemented for the newly formed Fire unit. The compensation levels for the City's non-union employees will be determined by the merit pay system. This system will reward employees for high performance and the accomplishment of specific goals.

The current collective bargaining agreements also modified the City's health insurance program. The City now provides its employees with two Preferred Provider Organization (PPO) coverage options. Both plans utilize coinsurance levels for hospitalization and major medical expenses. The first plan contains an annual out-of-pocket limit of \$500 per individual and \$1,000 per family. It also covers physician office visits at 100%, with a \$5 per visit deductible. The second plan contains larger deductibles, a greater maximum out-of-pocket expense and higher co-pays. As a result of favorable claims experience and a change in the PPO provider network, the City's cost for health insurance dropped by 5.2% in FY2007-08. Insurance costs are expected to increase in FY2008-09, causing departmental contributions to the health insurance internal service fund to rise by 3%.

It is anticipated that the City will continue its participation in the Iowa Communities Assurance Pool (ICAP) and Iowa Municipalities Workers Compensation Association (IMWCA) in FY2008-09. ICAP provides the City with property and casualty insurance coverage through a combination of traditional insurance and a risk pooling arrangement with other cities and counties in Iowa. The City's comprehensive general liability, automobile, police, public officials liability and property coverages are provided by the Pool. The City's workers compensation coverage is provided by IMWCA, another public sector insurance pool. In FY2007-08, the City's property and casualty and workers compensation premiums increased by \$19,937 (3.6%).

It should be noted that an internal service fund was created to finance property and casualty insurance expenditures when the City joined ICAP. This fund was originally established at a level of \$75,000 and had reached a level of approximately \$265,500 by the start of FY2007-08. The fund will be used to finance any future premium increases, special assessments levied by the pools or losses experienced through an increase in deductibles. This fund could also be used to purchase a "tail" policy for the City's liability, automobile, police, property and public officials liability coverages, if pool membership should be discontinued. A "tail" policy would provide the City with coverage for outstanding claims from the date of withdrawal. In order to maintain the financial integrity of this fund, contributions from the operating budget will increase by 2% during FY2008-09 and FY2009-10.

It has been well documented that gasoline and diesel fuel prices escalated significantly in FY2007-08. In fact, the City's fuel costs will be approximately 11% higher than anticipated in the adopted FY2007-08 operating budget. For this reason, several operating departments have been forced to reduce expenditures in other areas of the budget. The FY2008-09 operating budget assumes that fuel prices will rise by an additional 10%. In order to address this continuing trend, fuel conservation efforts will be expanded by the City's operating departments. This effort will be guided by an employee committee. The committee will continue to review the specifications for all new vehicles, encourage the greater use of alternative fuels, recommend changes in employee driving habits and analyze the effectiveness of hybrid and E85 vehicles.

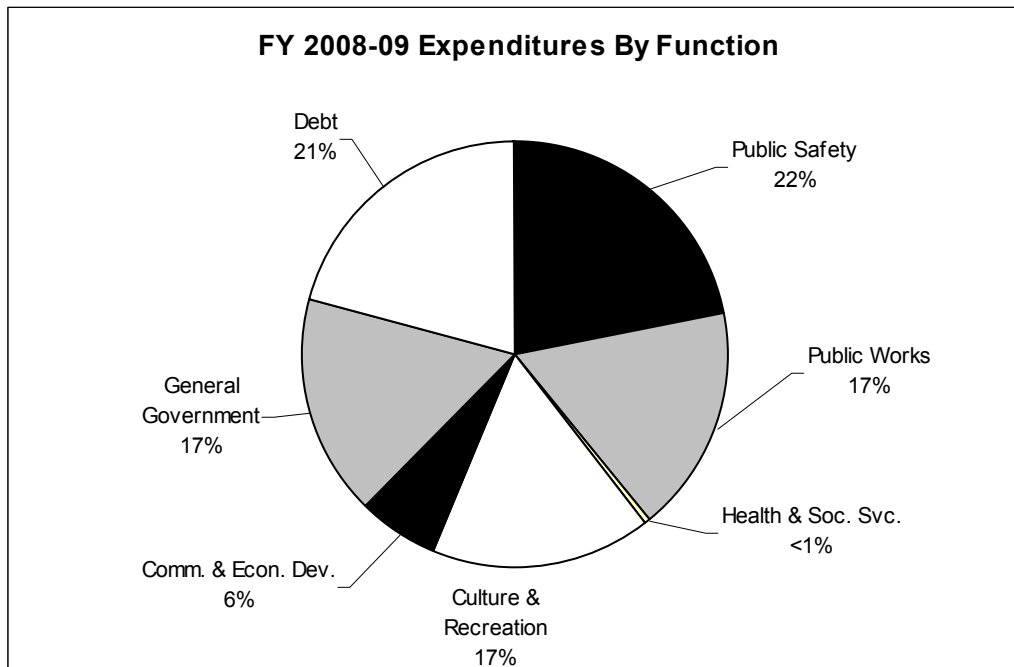
Although natural gas prices rose in FY2007-08, they did not reach anticipated levels. It is anticipated that natural gas prices will continue to increase during the upcoming fiscal year, but that electric prices will remain stable. It is projected that the City's utility costs will increase by 5% during FY2008-09.

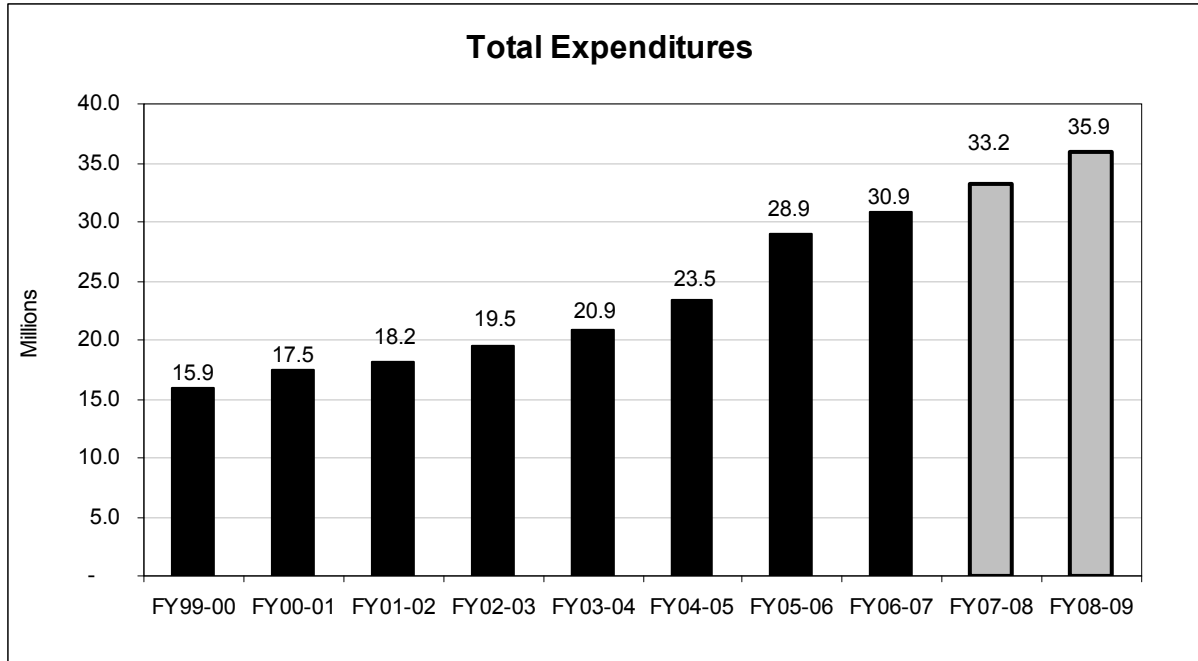
Many of the above mentioned factors helped to shape the recommended operating budget for 2008-09. The following table summarizes expenditures, by function, for the 2007-08 and 2008-09 fiscal years:

### Expenditures by Function

Function	FY2007-08 Adopted	FY2007-08 Revised	FY2008-09 Recommended
Public Safety	\$ 7,656,003	\$ 7,563,234	\$ 7,858,401
Public Works	6,049,569	6,065,921	6,230,316
Health & Social Services	35,000	30,500	35,000
Culture & Recreation	5,795,417	5,841,850	5,958,056
Community & Economic Development	1,197,712	1,082,758	2,195,662
General Government	<u>5,460,604</u>	<u>5,356,297</u>	<u>6,106,910</u>
Subtotal	<u>\$ 26,194,305</u>	<u>\$ 25,940,560</u>	<u>\$ 28,384,345</u>
Debt Service	7,010,617	6,940,566	7,466,634
Total	<u>\$ 33,204,922</u>	<u>\$ 32,881,126</u>	<u>\$ 35,850,979</u>

The following charts graphically depict the FY2008-09 recommended expenditures by major functions and the expenditure trends for the last ten years:





As noted above, total expenditures have increased from \$15,915,691 in FY1999-2000 to \$35,850,979 in FY2008-09. During this time, expenditure levels have increased by approximately 12.5% annually.

The remainder of this section will be devoted to an expenditure summary by activity. The summary will highlight the major initiatives in each of the activities.

Police – Increased personnel, utility and fuel costs, combined with the funding of several intergovernmental initiatives and the acquisition of new equipment, are primarily responsible for the rise in Police expenditures in FY2008-09. A 3.5% increase in wages and a \$10,000 increase in overtime expenses will be partially offset by a drop in the City’s contribution to the Municipal Fire and Police Retirement System of Iowa. The contribution rate will decrease from 25.48% of payroll to 18.75% in FY2008-09. Funding will be continued for Westcom, the Urbandale Restorative Justice Program, the Regional Homeland Security Program and Polk County Crime Stoppers. Westcom will continue to allow the cities of Clive, Urbandale and West Des Moines to share the staff and equipment costs for an advanced dispatch and radio system. The Homeland Security Program will provide bomb squad, emergency response team and terrorism related intelligence services for central Iowa. The Restorative Justice Program will offer juvenile offenders an alternative to the regular court system for certain first time crimes. The increased utility costs will be associated with the opening of the new addition to the Police Station in 2008. Other notable expenditures for FY2008-09 include the installation of an online citizen crime reporting system; the replacement of five staff computers and the replacement of four vehicle light bars.

Fire – In an effort to improve response times, the Fire budget will fund a portion of two new FTE Firefighter/Paramedic positions in FY2008-09. These positions will be staffed by part-time employees and will be assigned to Station 41. With these positions it will now be possible to staff an ambulance at this station on a 24-hour basis. The Fire budget also provides for the replacement of windows at Station 42 and the purchase of new extrication equipment. The new windows should be more energy efficient and water resistant.

EMS – As noted above, two new FTE Firefighter/Paramedic positions will be added in Fire and EMS. The EMS budget also provides for a 3.5% increase in the base wage rates for paid on call and part time staff members.

Emergency Preparedness – In FY2008-09, two-way radio monitoring equipment will be installed at three siren locations to facilitate the testing of the warning siren system. Currently, staff members must be dispatched to these locations to monitor the performance of the sirens. The City will also allocate \$8,250 for the Polk County Emergency Management Agency to coordinate regional planning for disaster mitigation.

Animal Control – The City will continue to provide animal control services through a private contractor during FY2008-09. A 2006 review of service delivery alternatives determined that the current contractual relationship was the most cost effective method for providing this service.

Roadway Maintenance – The limited growth in Road Use Tax revenues will significantly impact this budget in FY2008-09. Based on the findings of the 2006 Street Management Report, the City must invest a minimum of \$1.1 million annually in the repair, reconstruction and upgrading of the City's street system in order to maintain its current condition. The operating budget funds a portion of this effort, including an aggressive concrete and asphalt patching program by City crews. New equipment will be purchased to improve the efficiency of this operation. Additionally, funds are allocated for a contractual concrete repair program and the resurfacing of Meredith Drive, between Merle Hay Road and 76<sup>th</sup> Street. However, \$450,000 in general obligation bond proceeds will also be needed to fully fund these two projects and to meet the \$1.1 million goal. The budget will also be impacted by the transfer of a supervisor position to the Solid Waste Collection activity. In total, the Roadway Maintenance budget will drop by \$61,207 (2.6%).

Street Lighting – This budget funds the electrical costs for the City’s street lighting and streetscape lighting systems. It is anticipated that the energy costs for these systems will rise by 5.3% in FY2008-09. During the year, staff will continue its analysis of LED street lights, in an effort to potentially reduce the City’s energy costs.

Traffic Safety – During the past five years, the City has converted all of the red and green traffic signal bulbs and the pedestrian signal bulbs to LED lights. Although more expensive than the traditional incandescent bulb, the LED light uses less energy. The resulting cost savings has allowed the City to recoup the installation costs in three years or less. It is estimated that the LED conversion has reduced the City's energy and maintenance costs by \$35,000 - \$40,000 annually. A new initiative for FY2008-09 will be the installation of recessed lane markings on 86<sup>th</sup> Street, from Hickman Road to Douglas Avenue. This project should extend the life of the pavement markings on this important arterial street.

Engineering Services – Engineering Services provides design and inspection services for many of the City’s capital improvement projects. Additionally, it provides for the inspection of the public improvements constructed by private developers. In FY2008-09, the Engineering Services staff will continue to implement the Storm Water Phase II regulations and will conduct a number of safety and speed studies throughout the City.

Street Cleaning – In FY2007-08, new staff resources were devoted to the street cleaning operation to expand coverage by 25%. The changes resulted in the sweeping of the City's arterial streets nine times during the year and the sweeping of residential streets four times. This expanded coverage will continue during FY2008-09.

Solid Waste – In 2000, the City initiated an automated solid waste collection system. Three operators were assigned to the program, collecting solid waste from 8,900 homes in Urbandale. During the upcoming fiscal year, it is estimated that the home count will reach 12,510. In order to handle this increased volume, a new collection vehicle was added to the fleet in FY2007-08. The equipment replacement fund contributions for this vehicle will begin in FY2008-09, increasing the budget by approximately \$30,700. Additionally, to more accurately reflect the personnel costs for solid waste, a supervisor position will be transferred to this activity from Roadway Maintenance. New rollout containers will also be purchased for the solid waste and premium yard waste collection programs. It is anticipated that the number of households participating in the premium program will grow from approximately 900 to approximately 1,100.

Sanitary Sewer – For the past several years, the Sanitary Sewer budget has financed a comprehensive sewer line spot and slip line repair program. The locations for these repairs are identified through television surveys of the sewer system. The slip lining program has addressed a number of deficient lines, and resolved extensive root and infiltration problems. In FY2008-09, it is estimated that 322,000 linear feet of sewer lines will be cleaned and 200 manholes will be inspected. Additionally, 20,000 linear feet of sanitary sewer line are scheduled to be televised during the year. It should be noted that most of the cost for this activity is borne by the Urbandale Sanitary Sewer District and the Urbandale/Windsor Heights Sanitary District. In FY2008-09, it is estimated that the districts will reimburse the City for \$362,100 in expenses.

Storm Sewer – The FY2008-09 Storm Sewer activity will implement the recommendations of the 2006 Storm Sewer and Drainage Management Plan. A number of improvements to North Walnut Creek are planned including channel clearing and restoration, rip rap installation and storm sewer outlet protection.

Engineering and Public Works Administration – In order to better utilize the City's GIS database and to expand GIS applications, two replacement computers will be purchased in FY2008-09. Additionally, a toughbook computer will be purchased for use in the department's field operations. Two new software packages will also be purchased. The Autoturn software will simulate vehicle turning movements to assist in the design of turn lanes. The parcel merge software will allow data from the Polk and Dallas county assessors to be converted into the same format.

Mosquito Control – Due to the ongoing threat from the West Nile Virus and in response to citizen concerns about service levels, an expanded mosquito control program will be continued in FY2008-09. This program will include aerial sprayings of mosquito breeding areas and an increased ground based spraying of residential areas. The aerial sprayings will be coordinated with other jurisdictions in Polk County to maximize their effectiveness.

Library – The FY2008-09 budget will emphasize technology upgrades, building improvements and material acquisitions. Sixteen replacement computers will be purchased to accommodate the needs of the Library's upgraded circulation and records system. A new self checkout machine will also be purchased. A number of improvements will be made to the building's drainage system, including the installation of new downspouts and the placement of river rock along the foundation. Finally, over \$216,000 will be spent to acquire new reference and circulation materials for the Library's patrons.

Parks – With the addition of over 200 acres of parkland during the past three years, the maintenance responsibilities of the Parks and Recreation Department have greatly expanded. In order to keep pace with this growth, a seasonal laborer will be added in FY2008-09. This position will be responsible for the maintenance of playgrounds and other park facilities and will be employed from May through November. This additional parkland is also responsible for the \$10,445 rise in the cost for contractual mowing in FY2008-09. Park improvements scheduled for the year include the planting of trees in Hallbrook Park; landscaping in the Walnut Creek Regional Park; the installation of 911 emergency reference signs along the bike trail system; the construction of neighborhood park signs; the installation of a bike path along Urbandale Avenue, connecting to the Des Moines trail system; the resurfacing of the South Karen Acres tennis courts; the resurfacing of several bike trails in the park system; and the upgrading of an existing neighborhood playground.

Grounds Maintenance – This program will provide for the application of herbicide, fertilizer and other materials to the City's public grounds. The mowing of this property will be the responsibility of the City's maintenance contractor. No new initiatives are planned for the Grounds Maintenance activity in FY2008-09.

Recreation – It is anticipated that the Recreation/Community Education activity will continue to grow in FY2008-09, with \$138,650 allocated for instructor fees. Over 520 classes and activities will be offered during the year, with an estimated 5,905 participants. Included in the planned activities will be 52 new program offerings and 22 special events. Recreation will continue to maintain and operate the Wellness Center. The Wellness Center was opened in 2006 to serve City employees and their spouses. There are currently 65 center members. A number of other employees are enrolled in the ongoing wellness program. This program sponsors the monthly lunch and learn education sessions, health screenings and annual wellness challenge.

Cemetery – In FY2007-08, a columbarium will be installed at the McDivitt Grove Cemetery. The columbarium will accommodate the internment of ashes for 32 individuals. Proceeds from the sale of these internment spaces will be used to purchase an additional columbarium and to offset the maintenance costs at the cemetery. The maintenance services at the cemetery are provided by a private contractor, which will continue in FY2008-09.

Senior Center – The City's Senior Center program continues to grow, with over 32,000 participants anticipated in FY2008-09. Additional instructors will be hired during the year to expand program offerings. Also, the tile in the kitchen and restrooms will be replaced and a portable partition will be installed in the community room. It should be noted that an accounting change is primarily

responsible for the 10.8% increase in the FY2008-09 budget. The budget now reflects the full cost for the Senior Center's congregate meal and field trip programs, not just the annual subsidies for these programs.

Swimming Pool – Although the community forum phase has been completed, a final recommendation pertaining to the swimming pool's future has yet to be made by the citizen's advisory committee. For this reason, the FY2008-09 budget anticipates that the facility will remain open and that improvements will commence during the year. Most of the improvements are reflected in the CIP. However, ongoing maintenance and the installation of a building identification sign are included in the budget. Additionally, a contract cleaning service will be initiated to improve the appearance of the facility during its heaviest periods of use.

Cultural and Convention – Due to greater than anticipated revenues from the Hotel/Motel Tax, expenditures for Cultural and Convention activities will increase by approximately \$116,069 in FY2008-09. Under the terms of an intergovernmental agreement, a portion of this increase will be allocated to the Convention and Visitors Bureau. Additional Hotel/Motel Tax funds will be earmarked for BRAVO Greater Des Moines. This agency funds a number of cultural facilities in central Iowa. In 2005, the City Council entered into a formal agreement for the funding of the Iowa Events Center project. The budget allocates \$32,000 for the City's annual funding obligation. The Polk County Master Gardeners will receive \$2,500 to extend electrical service to their demonstration garden in Urbandale. Finally, \$3,500 will be allocated to the Urbandale Little J Hawk Sports Association for the purchase of a portable defibrillator and for the training of volunteers to use this life safety equipment.

Economic Development – This activity provides for the expenditure of economic development assistance received from the State. The assistance is provided to businesses expanding or relocating in Urbandale. Since there are three pending applications for State assistance at this time, it is anticipated that \$1 million in CEBA funding will be disbursed in FY2008-09.

Code Enforcement – With the down turn in new housing construction, few program changes are planned in Code Enforcement for FY2008-09. Technology will continue to be emphasized, with the replacement of three field computers and the purchase of a replacement microfiche reader. Although the City's building permit records are being converted to a digital format, a number of records are still stored on microfiche. The new reader will allow these records to be better accessed. The budget also anticipates that all of the City's rental unit inspections will be conducted by a private contractor. However, before proposals are solicited, staff will also review the feasibility of this work being performed in-house, possibly by Fire Department inspectors.

Community Development – Technology will also be emphasized in the Community Development budget. It is anticipated that the department's use of GIS will be expanded during the year. In order to accommodate this use, two computers will be upgraded. Additionally, software will be purchased to merge the different databases used by the Polk County and Dallas County Assessors.

Mayor and City Council – In response to a proposal from the Urbandale Ministerial Alliance, a food pantry program will be started in FY2008-09. The budget allocates \$15,000 for the leasing of space and the payment of utilities for the pantry. The Alliance will contribute \$20,000 for the staffing of the facility and identify volunteers for the collection and distribution of food. The Urbandale Caring Corps will manage the program in coordination with the Des Moines Area Religious Council. The FY2008-09 budget also provides for a contribution to the Urbandale/Johnston post of the Veterans of Foreign Wars for its home accessibility project.

City Manager – The City Manager's Office is responsible for implementing the Mayor's and City Council's strategic goals. Key goals targeted for FY2008-09 include the development of a new staffing plan for the Fire Department; the implementation of a more comprehensive economic development program; a greater engagement in regional initiatives; and an accelerated development of the Walnut Creek Regional Park. The FY2008-09 budget also funds the City's membership in the Public Technology Institute and ICMA's electronic inquiry service.

Finance and Records – The FY2008-09 budget provides for the continued use of a consultant to determine the value of post-retirement employee benefits. This work will allow the City to comply with a new Government Accounting Standards Board pronouncement. The budget also funds the annual financial audit and an arbitrage study to ensure compliance with the Treasury Department's regulations governing the investment of bond proceeds. The updated financial and human relations reporting system will be installed in 2008 and the FY2008-09 budget will fund the maintenance of the system.

Technology – The FY2008-09 Technology budget provides for the installation of a public access wireless broadband system in the City's Administrative Office Building. Additionally, public access programming will begin on the City's cable television channels. The Technology budget also provides for network updates, including the replacement of servers and switches. Finally, a new computer will be purchased to test the impact of Microsoft's Vista operating system on various software applications in the City.

Legal Services – The Legal Services activity includes funding for a human resources agreement with the City of West Des Moines. Under this agreement, the West Des Moines human resources staff coordinates the recruitment and hiring process for all vacant City positions, including civil service positions. The agreement also provides for the completion of several special projects. In FY2008-09, a staff member will continue to be assigned specifically to Urbandale for 20 hours/week. The Legal Services activity also anticipates an increase in the annual retainer for the City Attorney. The retainer will be increased to \$72,003. Other legal services funded by this budget include the negotiation of collective bargaining agreements with the City's three unions.

General Support – The General Support activity provides for the transfer of tax increment revenue from the Special Revenue Fund to the Debt Service and Capital Improvement Funds. This transfer will total \$3,458,465 in FY2008-09. The General Support activity also funds most of the City's property and casualty insurance program. The 2% increase in contributions to the internal service fund increases the General Support budget by approximately \$10,300. The comprehensive training program for the City's managers and supervisors will continue in FY2008-09, at a cost of approximately \$16,500. The budget also provides for the loan payments associated with the Engineering/ Community Development Office Building, Administrative Office Building and Police Station Expansion projects.

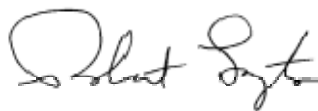
Debt Service – The Debt Service program anticipates the sale of \$12,225,000 in general obligation bonds for various capital improvement projects during 2008. These improvements include the paving of Plum Drive, west of 100<sup>th</sup> Street; the construction of sidewalks at various locations in the City; the paving of 156<sup>th</sup> Street, from the City's south corporate limits to Meredith Drive; the construction of a Clive trail connection; the improvement of the 70<sup>th</sup> Street and Hickman Road intersection; the paving of 74<sup>th</sup> Street and Goodman Drive; the construction of turn lanes at 86<sup>th</sup> Street and Northpark Drive; the paving of 128<sup>th</sup> Street, north of Aurora Avenue; the installation of a traffic signal at 104<sup>th</sup> Street and Douglas Avenue; the reconstruction of the Walker Johnston Park tennis courts; the resurfacing of Meredith Drive, from Merle Hay Road to 76<sup>th</sup> Street; the paving of 100<sup>th</sup> Street, north and south of Plum Drive; the construction of turn lanes at Douglas Avenue and 100<sup>th</sup> Street and the rehabilitation of several existing concrete streets in the City.

## Conclusion

Never is the business of government more difficult than during an economic downturn. Resistance to tax increases is high as residents have trouble balancing their checkbooks. Businesses pull back in response to reduced consumer demand, slowing economic development. Investment earnings decline and building related revenues drop. At the same time, service expectations remain high, especially for the core services such as public safety and public works.

The measure of an effective and responsive local government is the manner in which it balances the financial pressures with its obligation to protect and serve the public. The FY2008-09 operating budget was prepared during a period of economic uncertainty. For this reason, it holds the line on the property tax levy rate and freezes most service fees. Only a planned increase in the solid waste collection fee is anticipated. At the same time, crucial staffing, equipment and capital improvement needs are addressed. New staff will be added in Fire, EMS and Parks. Several intergovernmental programs in public safety will be continued and a cooperative food pantry program will be initiated. New technologies will be employed to enhance staff performance and improve customer service. Necessary improvements to the City's street, parks, drainage and other infrastructure systems will be constructed. All of these initiatives will be undertaken in a manner that benefits Urbandale's residents and businesses from both a cost and service standpoint.

The preparation of the budget document would not have been possible without the cooperation of the City's entire management team. I would like to thank all of the Department Directors for their input and assistance during the budget preparation process. Additionally, I would like to thank Nicci Lamb, Finance Director; Kim Keisler, Assistant Finance Director; Su Zanna Prophet, Assistant City Manager; John Konior, Assistant to the City Manager; and Deb Mains, City Clerk, for their diligent efforts in preparing and reviewing this document.



Robert Layton  
City Manager



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	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
<b>REVENUE SUMMARY</b>						
<b>TAXES</b>						
<b>GENERAL PROPERTY TAXES</b>						
110 General taxes	12,214,285	13,848,112	13,848,112	14,364,859	516,747	14,939,453
111 Ag land taxes	3,629	3,427	3,427	4,049	622	4,000
112 Homestead	257,610	250,000	-	-	(250,000)	-
113 Taxes - TIF	3,525,615	2,855,336	2,767,479	3,458,465	603,129	3,446,835
<b>Subtotal: General Fund</b>	<b>16,001,139</b>	<b>16,956,875</b>	<b>16,619,018</b>	<b>17,827,373</b>	<b>870,498</b>	<b>18,390,288</b>
113 Taxes - TIF	-	-	-	-	-	-
112 Homestead	75,792	73,500	-	-	(73,500)	-
10 Debt service	3,804,114	4,152,991	4,152,991	4,412,326	259,335	4,588,819
117 Debt service-special assessment	22,281	25,000	45,000	40,000	15,000	30,000
<b>Subtotal: Debt Service Fund</b>	<b>3,902,187</b>	<b>4,251,491</b>	<b>4,197,991</b>	<b>4,452,326</b>	<b>200,835</b>	<b>4,618,819</b>
<b>Total: General Property Taxes</b>	<b>19,903,326</b>	<b>21,208,366</b>	<b>20,817,009</b>	<b>22,279,699</b>	<b>1,071,333</b>	<b>23,009,107</b>
<b>OTHER CITY TAXES</b>						
337 Utility excise tax	425,275	434,154	434,154	442,179	8,025	459,866
338 Hotel/Motel tax	366,339	382,548	382,548	424,001	41,453	448,218
<b>Subtotal: General Fund</b>	<b>791,614</b>	<b>816,702</b>	<b>816,702</b>	<b>866,180</b>	<b>49,478</b>	<b>908,084</b>
338 Hotel/Motel tax	695,234	584,352	643,467	661,188	76,836	702,179
<b>Subtotal: Hotel Motel Fund</b>	<b>695,234</b>	<b>584,352</b>	<b>643,467</b>	<b>661,188</b>	<b>76,836</b>	<b>702,179</b>
338 Hotel/Motel tax	98,593	104,235	104,235	102,015	(2,220)	104,615
337 Utility excise tax	124,121	124,131	124,131	126,425	2,294	131,482
<b>Subtotal: Debt Service Fund</b>	<b>222,714</b>	<b>228,366</b>	<b>228,366</b>	<b>228,440</b>	<b>74</b>	<b>236,097</b>
<b>Total: Other City Taxes</b>	<b>1,709,562</b>	<b>1,629,420</b>	<b>1,688,535</b>	<b>1,755,808</b>	<b>126,388</b>	<b>1,846,360</b>
<b>TOTAL TAXES</b>	<b>21,612,888</b>	<b>22,837,786</b>	<b>22,505,544</b>	<b>24,035,507</b>	<b>1,197,721</b>	<b>24,855,467</b>
<b>LICENSES AND PERMITS</b>						
222 Cable TV franchise	254,940	265,000	257,500	260,000	(5,000)	260,000
223 Beer Only permits	-	7,500	-	-	(7,500)	-
224 Liquor permits	40,379	32,000	40,000	40,000	8,000	40,000
225 Cigarette permits	3,150	3,500	3,500	3,500	-	3,500
226 Utility permits	4,160	3,400	3,400	3,400	-	3,400
231 Peddler's licenses	875	750	750	750	-	750
232 Miscellaneous licenses	520	2,500	1,750	2,500	-	2,500
233 Bike licenses	-	-	-	-	-	-
234 Pet licenses	4,915	4,300	4,300	4,500	200	4,600
249 COSESCO inspection fees	9,400	-	45,000	35,000	35,000	35,000
250 Electrician licenses/permits	47,776	40,000	44,350	31,000	(9,000)	36,000
251 Master Card licenses	4,695	-	475	-	-	-
252 Journeyman licenses	8,160	-	8,270	6,250	6,250	6,250
253 Plumbing licenses/permits	47,964	32,000	30,000	31,000	(1,000)	31,000
254 Mechanical licenses/permits	60,291	32,000	29,350	31,475	(525)	35,000
255 Building permits only	582,653	455,000	572,000	390,000	(65,000)	420,000
256 Sidewalk permits	1,860	2,500	1,750	2,150	(350)	2,500
257 Driveway approach	2,220	3,000	2,160	2,450	(550)	3,000
259 Sign permits	3,640	3,000	3,500	1,950	(1,050)	2,500
260 Construction inspections	47,309	80,000	75,000	60,000	(20,000)	75,000
261 Plat and site plan reviews	2,050	6,000	3,125	3,375	(2,625)	3,500
262 Housing inspections	16,048	12,000	6,850	12,000	-	12,000
263 Board of Adjustment fees	1,376	1,800	1,250	1,200	(600)	1,300
264 Change of zoning	12,196	14,000	10,100	10,100	(3,900)	12,000
<b>TOTAL LICENSES AND PERMITS</b>	<b>1,156,577</b>	<b>1,000,250</b>	<b>1,144,380</b>	<b>932,600</b>	<b>(67,650)</b>	<b>989,800</b>
<b>USE OF MONEY &amp; PROPERTY</b>						
524 Interest	521,054	350,000	350,000	170,000	(180,000)	170,000
<b>Subtotal: General Fund</b>	<b>521,054</b>	<b>350,000</b>	<b>350,000</b>	<b>170,000</b>	<b>(180,000)</b>	<b>170,000</b>
524 Interest	94,548	65,000	85,000	65,000	-	65,000
<b>Subtotal: Debt Service Fund</b>	<b>94,548</b>	<b>65,000</b>	<b>85,000</b>	<b>65,000</b>	<b>-</b>	<b>65,000</b>
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>615,602</b>	<b>415,000</b>	<b>435,000</b>	<b>235,000</b>	<b>(180,000)</b>	<b>235,000</b>

	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
<b>REVENUE SUMMARY</b>						
<b>INTERGOVERNMENTAL</b>						
330 Road Use tax	2,992,414	3,030,297	3,030,297	3,059,020	28,723	3,059,020
<b>Subtotal: Road Use Fund</b>	<b>2,992,414</b>	<b>3,030,297</b>	<b>3,030,297</b>	<b>3,059,020</b>	<b>28,723</b>	<b>3,059,020</b>
329 Misc. grants	2,500	-	3,500	2,500	2,500	2,500
335 Federal grants	3,115	-	16,311	-	-	-
336 State grants	58,320	12,000	18,900	10,000	(2,000)	10,000
350 LGIF grant/loan	-	-	-	-	-	-
220 Bank franchise	-	-	-	-	-	-
421 Johnston library reimb.	39,361	42,325	41,000	34,840	(7,485)	37,500
422 Library contracts	86,307	80,000	80,000	80,000	-	80,000
425 Library grant	96,302	-	105,605	-	-	-
<b>Subtotal: General Fund</b>	<b>285,905</b>	<b>134,325</b>	<b>265,316</b>	<b>127,340</b>	<b>(6,985)</b>	<b>130,000</b>
330 Road Use tax	-	-	-	-	-	-
<b>Subtotal: Debt Service Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INTERGOVERNMENTAL</b>	<b>3,278,319</b>	<b>3,164,622</b>	<b>3,295,613</b>	<b>3,186,360</b>	<b>21,738</b>	<b>3,189,020</b>
<b>CHARGES FOR SERVICES</b>						
235 Kennel fees	2,740	3,200	3,200	3,200	-	3,200
406 Health facility fees	2,305	-	5,000	5,250	5,250	5,250
407 Pool program fees	33,057	40,000	33,000	30,000	(10,000)	35,000
408 Ambulance fees	404,317	350,000	440,000	455,400	105,400	470,000
409 Cemetery maintenance	-	7,000	1,000	1,000	(6,000)	1,000
410 W.J. rental	11,845	12,000	12,000	12,000	-	12,000
412 Lions rental	11,360	11,500	13,000	12,500	1,000	13,000
414 Swimming pool	59,819	60,000	62,000	50,000	(10,000)	70,000
415 School reimbursement	118,389	135,000	120,000	120,000	(15,000)	135,000
416 Turf maintenance	13,629	-	12,512	14,000	14,000	14,000
417 USA (sports association)	37,095	40,000	40,000	42,000	2,000	44,100
418 Recreation fees	189,011	149,500	180,000	185,000	35,500	190,000
419 Miscellaneous fees (park)	32,000	-	1,000	-	-	-
511 Yard waste fees	193,598	195,000	198,370	203,350	8,350	208,350
513 Bulk item pickup	17,590	16,000	17,500	17,500	1,500	17,500
514 Urb. Sanitary Sewer District	226,423	303,800	294,550	292,500	(11,300)	295,000
515 Solid waste containers	4,390	4,000	4,000	4,000	-	4,000
516 Urb. W.H. Sanitary District	81,700	61,700	59,455	69,600	7,900	70,000
517 Solid waste fee	815,424	853,000	850,000	1,170,000	317,000	1,550,000
522 Crossing guards	22,156	15,000	15,000	15,525	525	16,050
423 Equipment rental	1,145	1,750	1,100	1,100	(650)	1,100
424 Misc. library receipts	12,463	13,000	12,500	12,500	(500)	13,000
428 Senior Center congregate meal receipts	-	-	16,500	17,000	17,000	17,500
429 Senior Center off-site program fees	-	-	6,000	6,250	6,250	6,500
430 Senior Center on-site program fees	-	-	1,000	1,000	1,000	1,000
426 Senior Center rental	11,050	12,000	11,000	11,500	(500)	12,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,301,506</b>	<b>2,283,450</b>	<b>2,409,687</b>	<b>2,752,175</b>	<b>468,725</b>	<b>3,204,550</b>
<b>MISCELLANEOUS REVENUES</b>						
177 Revolving loan	102,750	-	-	1,000,000	1,000,000	-
265 Sale of maps and copies	17,506	16,000	16,000	16,000	-	16,000
420 Library fines	61,322	65,000	60,000	65,000	-	65,000
427 Library collection fees	936	800	950	1,000	200	1,000
512 Court fines	219,748	175,000	220,000	222,000	47,000	225,000
518 Vehicle impound fees	6,633	8,500	23,000	24,000	15,500	25,000
<b>TOTAL MISCELLANEOUS</b>	<b>408,895</b>	<b>265,300</b>	<b>319,950</b>	<b>1,328,000</b>	<b>1,062,700</b>	<b>332,000</b>
<b>OTHER FINANCING SOURCES</b>						
508 Intergovernmental transfers	-	-	-	10,000	10,000	10,000
510 Sale of assets	56,526	45,000	30,000	45,000	-	45,000
526 Miscellaneous receipts	46,690	60,000	30,000	40,000	(20,000)	40,000
<b>Subtotal: General Fund</b>	<b>103,216</b>	<b>105,000</b>	<b>60,000</b>	<b>95,000</b>	<b>(10,000)</b>	<b>95,000</b>
508 Intergovernmental transfers	2,007,681	2,390,336	2,390,336	2,828,465	438,129	3,009,835
<b>Subtotal: Debt Service Fund</b>	<b>2,007,681</b>	<b>2,390,336</b>	<b>2,390,336</b>	<b>2,828,465</b>	<b>438,129</b>	<b>3,009,835</b>
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>2,110,897</b>	<b>2,495,336</b>	<b>2,450,336</b>	<b>2,923,465</b>	<b>428,129</b>	<b>3,104,835</b>

	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
<b>REVENUE SUMMARY</b>						
<b>ACTIVITIES TOTAL</b>						
General Fund	21,569,906	21,911,902	21,985,053	24,098,668	2,186,766	24,219,722
Road Use	2,992,414	3,030,297	3,030,297	3,059,020	28,723	3,059,020
Hotel Motel	695,234	584,352	643,467	661,188	76,836	702,179
Debt Service	6,227,130	6,935,193	6,901,693	7,574,231	639,038	7,929,751
Capitals	-	-	-	-	-	-
<b>Subtotal:</b>	<b>31,484,684</b>	<b>32,461,744</b>	<b>32,560,510</b>	<b>35,393,107</b>	<b>2,931,363</b>	<b>35,910,672</b>
<b>FUND BALANCE FOR FISCAL YEAR</b>						
General	6,928,454 *	648,844	223,785	614,848	(33,996)	559,447
Road Use	578,988	18,910	57,958	(49,379)	(68,289)	(127,753)
Debt	233,705	75,424	38,873	(107,597)	(183,021)	130,858
<b>Subtotal:</b>	<b>7,741,147</b>	<b>743,178</b>	<b>320,616</b>	<b>457,872</b>	<b>(285,306)</b>	<b>562,552</b>
<b>BUDGET TOTALS</b>	<b>39,225,831</b>	<b>33,204,922</b>	<b>32,881,126</b>	<b>35,850,979</b>	<b>2,646,057</b>	<b>36,473,224</b>

\* Actual Fund Balance at end of F.Y.

\*\* Funds Required for FY

	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
<b>EXPENDITURE SUMMARY</b>						
<b>PUBLIC SAFETY</b>						
110 Police	\$ 5,174,539	\$ 5,605,846	\$ 5,657,659	\$ 5,701,734	\$ 95,888	\$ 5,979,623
150 Fire	551,402	826,151	762,356	873,991	47,840	933,818
160 EMS	843,903	1,142,081	1,084,434	1,194,371	52,290	1,328,025
180 Emergency Preparedness	31,565	30,975	30,645	34,700	3,725	34,825
190 Animal Control	38,777	25,950	28,140	28,605	2,655	29,815
198 Contingency	-	25,000	-	25,000	-	25,000
<b>Sub-Total</b>	<b>\$ 6,640,186</b>	<b>\$ 7,656,003</b>	<b>7,563,234</b>	<b>7,858,401</b>	<b>202,398</b>	<b>8,331,106</b>
<b>PUBLIC WORKS</b>						
210 Roadway Maintenance	\$ 2,236,320	\$ 2,381,207	\$ 2,419,520	\$ 2,320,000	\$ (61,207)	\$ 2,229,179
230 Street Lighting	420,915	432,000	432,000	450,600	18,600	461,800
240 Traffic Safety	114,051	131,880	133,855	131,839	(41)	128,167
260 Engineering Services	495,253	530,646	501,334	526,042	(4,604)	544,608
270 Street Cleaning	97,940	104,120	102,880	107,202	3,082	112,121
290 Solid Waste	1,400,717	1,439,266	1,463,448	1,655,673	216,407	1,789,125
291 Sanitary Sewer	274,456	321,613	314,287	320,428	(1,185)	324,703
292 Storm Sewer	73,192	87,956	86,122	87,277	(679)	90,038
295 E&PW Administration	492,686	595,881	612,475	606,255	10,374	626,178
298 Contingency	-	25,000	-	25,000	-	25,000
<b>Sub-Total</b>	<b>\$ 5,605,530</b>	<b>\$ 6,049,569</b>	<b>6,065,921</b>	<b>6,230,316</b>	<b>180,747</b>	<b>6,330,919</b>
<b>HEALTH &amp; SOCIAL SERVICES</b>						
350 Mosquito Control	\$ 18,355	\$ 35,000	\$ 30,500	\$ 35,000	\$ -	\$ 36,000
<b>Sub-Total</b>	<b>\$ 18,355</b>	<b>\$ 35,000</b>	<b>30,500</b>	<b>35,000</b>	<b>-</b>	<b>36,000</b>
<b>CULTURE AND RECREATION</b>						
410 Library	\$ 1,966,942	\$ 1,980,291	\$ 2,068,568	\$ 2,059,557	\$ 79,266	\$ 2,154,354
430 Parks	1,708,645	2,065,086	1,997,437	2,074,410	9,324	2,148,575
435 Grounds Maintenance	76,336	75,608	80,108	82,650	7,042	85,826
440 Recreation	328,260	385,695	385,682	375,463	(10,232)	394,958
450 Cemetery Maintenance	13,586	35,500	36,050	8,500	(27,000)	8,600
460 Senior Center	189,089	212,431	219,296	235,290	22,859	246,539
470 Swimming Pool	338,865	378,965	382,118	395,299	16,334	430,284
499 Cultural & Convention	624,963	636,841	672,591	701,887	65,046	735,535
498 Contingency	-	25,000	-	25,000	-	25,000
<b>Sub-Total</b>	<b>\$ 5,246,686</b>	<b>\$ 5,795,417</b>	<b>5,841,850</b>	<b>5,958,056</b>	<b>162,639</b>	<b>6,229,671</b>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT</b>						
520 Economic Development	\$ 100,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -
530 Code Enforcement	493,447	578,440	563,880	601,750	23,310	626,757
540 Community Development	465,753	619,272	518,878	593,912	(25,360)	639,004
550 Transit	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$ 1,059,200</b>	<b>\$ 1,197,712</b>	<b>1,082,758</b>	<b>2,195,662</b>	<b>997,950</b>	<b>1,265,761</b>
<b>GENERAL GOVERNMENT</b>						
610 Mayor and City Council	\$ 76,407	\$ 73,405	\$ 75,344	\$ 88,954	\$ 15,549	\$ 109,008
615 City Manager	406,035	415,782	418,478	430,866	15,084	449,200
620 Finance and Records	469,201	524,059	516,143	508,636	(15,423)	560,575
625 Technology	275,629	314,947	316,589	278,167	(36,780)	324,335
640 Legal Services	133,239	138,000	144,400	172,400	34,400	145,950
645 General Support	1,015,121	3,969,411	3,885,343	4,602,887	633,476	4,605,090
698 Contingency	-	25,000	-	25,000	-	25,000
<b>Sub-Total</b>	<b>\$ 2,375,632</b>	<b>\$ 5,460,604</b>	<b>\$ 5,356,297</b>	<b>\$ 6,106,910</b>	<b>\$ 646,306</b>	<b>\$ 6,219,158</b>
<b>OPERATING TOTAL</b>	<b>\$ 20,945,589</b>	<b>\$ 26,194,305</b>	<b>\$ 25,940,560</b>	<b>\$ 28,384,345</b>	<b>\$ 2,190,040</b>	<b>\$ 28,412,615</b>
<b>DEBT SERVICE</b>	<b>\$ 6,140,052</b>	<b>\$ 7,010,617</b>	<b>\$ 6,940,566</b>	<b>\$ 7,466,634</b>	<b>\$ 456,017</b>	<b>\$ 8,060,609</b>
<b>BUDGET TOTAL</b>	<b>\$ 27,085,641</b>	<b>\$ 33,204,922</b>	<b>\$ 32,881,126</b>	<b>\$ 35,850,979</b>	<b>\$ 2,646,057</b>	<b>\$ 36,473,224</b>

	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
<b>ROAD USE SUMMARY</b>						
Beginning Balance	\$ 442,900	\$ 514,787	\$ 578,988	\$ 521,030	\$ 6,243	\$ 570,409
Revenue	2,992,414	3,030,297	3,030,297	3,059,020	28,723	3,059,020
<b>Total</b>	<b>3,435,314</b>	<b>3,545,084</b>	<b>3,609,285</b>	<b>3,580,050</b>	<b>34,966</b>	<b>3,629,429</b>
Traffic Safety	114,051	131,880	133,855	131,839	(41)	128,167
Street Lighting	420,915	432,000	432,000	450,600	18,600	461,800
Street Cleaning	97,940	104,120	102,880	107,202	3,082	112,121
Roadway Maintenance	2,236,320	2,381,207	2,419,520	2,320,000	(61,207)	2,229,179
Debt Service	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,869,226</b>	<b>\$ 3,049,207</b>	<b>\$ 3,088,255</b>	<b>\$ 3,009,641</b>	<b>\$ (39,566)</b>	<b>\$ 2,931,267</b>

	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## HOTEL/MOTEL SUMMARY

Beginning Balance	\$ 356,983	\$ 279,987	\$ 297,396	\$ 268,272	\$ (11,715)	\$ 227,573
Revenue	1,160,166	1,071,135	1,130,250	1,187,204	116,069	1,255,012
<b>Total</b>	<b>1,517,149</b>	<b>1,351,122</b>	<b>1,427,646</b>	<b>1,455,476</b>	<b>104,354</b>	<b>1,482,585</b>

## CULTURAL AND CONVENTION

Greater Des Moines Cultural Alliance/Bravo	187,629	189,803	206,694	227,186	37,383	245,960
Choose Des Moines Communities	25,000	25,000	25,000	25,000	-	30,000
Convention Bureau	303,307	306,038	322,929	339,201	33,163	358,575
Dallas County Development, Inc	36,585	37,000	37,000	37,000	-	37,000
Des Moines Community Orchestra	500	500	500	500	-	-
Downtown Urb.Neighborhood Assoc	500	500	500	500	-	500
Iowa Events Center	32,000	32,000	32,000	32,000	-	32,000
Little J Hawk Sports Association	4,000	3,000	3,000	3,500	500	3,000
Polk County Master Gardeners	-	-	-	2,500	2,500	-
Principal Park	14,599	12,000	12,000	10,000	(2,000)	8,000
Urbandale Community Schools	3,500	3,500	3,500	3,500	-	3,500
Urbandale Community Adult Band	500	500	500	500	-	-
Urbandale Action Council	-	5,000	5,000	-	(5,000)	-
Urbandale Girls Recreation Association	4,000	4,000	4,000	4,000	-	4,000
Urbandale Historical Association	-	-	-	-	-	-
Urbandale Little League	4,000	4,000	4,000	4,000	-	4,000
Urbandale Promotion	843	6,000	6,000	5,000	(1,000)	5,000
Urbandale Soccer Club	4,000	4,000	4,000	-	(4,000)	-
Urbandale Sports Association	4,000	4,000	4,000	7,500	3,500	4,000
American Legion	-	-	-	-	-	-
<b>Sub-Total</b>	<b>624,963</b>	<b>636,841</b>	<b>670,623</b>	<b>701,887</b>	<b>65,046</b>	<b>735,535</b>
<b>West over Urban Renewal</b>	<b>98,593</b>	<b>104,235</b>	<b>104,235</b>	<b>102,015</b>	<b>(2,220)</b>	<b>104,615</b>
<b>Master Gardeners Water Project</b>	<b>-</b>	<b>-</b>	<b>1,968</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parks</b>	<b>31,264</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Earmarked</b>	<b>754,820</b>	<b>741,076</b>	<b>776,826</b>	<b>803,902</b>	<b>62,826</b>	<b>840,150</b>
<b>General Fund Totals</b>	<b>366,339</b>	<b>382,548</b>	<b>382,548</b>	<b>424,001</b>	<b>41,453</b>	<b>448,218</b>
<b>Hotel/Motel Tax Totals</b>	<b>\$ 1,121,159</b>	<b>\$ 1,123,624</b>	<b>\$ 1,159,374</b>	<b>\$ 1,227,903</b>	<b>\$ 104,279</b>	<b>\$ 1,288,368</b>

	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
<b>BUDGET SUMMARY</b>						
<b>PERSONAL SERVICES</b>						
01 Salaries	\$ 7,345,015	\$ 8,235,177	\$ 8,034,755	\$ 8,589,141	\$ 353,964	9,141,439
02 Overtime	269,654	262,834	293,560	293,097	30,263	298,795
03 Part-time	1,041,031	1,258,263	1,207,005	1,307,334	49,071	1,315,525
04 Witness fees	1,018	1,400	1,500	1,600	200	1,700
06 FICA	441,687	504,736	494,057	524,188	19,452	552,197
07 Retirement - IPERS	351,583	422,999	417,471	462,660	39,661	511,371
08 Pension	766,821	854,410	831,141	664,792	(189,618)	718,165
09 Group insurance	1,853,451	1,938,692	1,938,683	1,996,853	58,161	2,056,757
11 Allowance	40,719	52,960	51,290	53,520	560	53,520
<b>Sub-Total</b>	<b>\$ 12,110,979</b>	<b>\$ 13,531,471</b>	<b>\$ 13,269,462</b>	<b>\$ 13,893,185</b>	<b>\$ 361,714</b>	<b>\$ 14,649,469</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21 Advertising	\$ 26,595	\$ 35,910	\$ 30,912	\$ 32,000	\$ (3,910)	\$ 50,700
23 Professional services	592,228	742,009	668,807	843,940	101,931	851,510
24 Contributions to other agencies	2,089,698	2,181,538	2,304,939	2,291,855	110,317	2,469,792
27 Data processing	251,792	457,730	459,307	420,079	(37,651)	458,269
28 Dues and memberships	65,147	69,056	71,396	76,035	6,979	76,957
29 Insurance	597,216	656,938	656,938	670,077	13,139	683,479
32 Uniforms and laundry	57,007	87,575	83,550	85,775	(1,800)	73,600
35 Printing and copying	127,145	139,700	126,779	136,162	(3,538)	144,000
40 Building and grounds maint.	354,801	380,760	375,570	355,250	(25,510)	377,320
41 Vehicle and equipment maint.	77,811	80,000	86,067	84,550	4,550	85,450
46 Training and development	116,238	141,745	152,025	155,930	14,185	155,903
48 Utility service	886,357	940,630	913,320	964,680	24,050	1,004,345
49 Petty cash	368	1,050	798	1,050	-	1,050
51 Maintenance supplies	460,559	591,546	602,575	601,910	10,364	591,650
54 Minor equipment	25,538	13,600	13,183	33,290	19,690	44,850
55 DARE expenditures	3,498	4,000	3,800	3,500	(500)	3,750
56 Vehicle maintenance supplies	109,449	121,500	108,950	120,300	(1,200)	125,350
57 Vehicle operation supplies	300,399	346,550	385,800	424,380	77,830	466,810
58 Office supplies	48,270	53,750	49,300	53,425	(325)	54,250
59 Operating supplies	231,788	251,815	275,589	288,490	36,675	290,785
60 Safety and medical supplies	27,395	42,000	40,394	46,620	4,620	47,100
61 Refunds	43,742	32,000	29,400	19,000	(13,000)	22,000
<b>Sub-total</b>	<b>\$ 6,493,041</b>	<b>\$ 7,371,402</b>	<b>\$ 7,439,399</b>	<b>\$ 7,708,298</b>	<b>\$ 336,896</b>	<b>\$ 8,078,920</b>
<b>CAPITAL OUTLAY</b>						
71 Equipment	\$ 72,775	\$ 81,160	\$ 94,960	\$ 97,000	\$ 15,840	\$ 81,100
72 Furniture and fixtures	82,253	70,525	69,756	64,750	(5,775)	82,325
73 Equipment replacement fund	680,474	690,085	690,085	733,418	43,333	779,556
74 Office equipment	16,248	38,089	16,493	41,975	3,886	25,000
75 Operating equipment	20,000	11,000	115,555	21,000	10,000	15,000
76 Property improvements	1,139,402	1,264,857	1,296,991	1,083,754	(181,103)	969,410
77 Economic development	100,000	-	-	1,000,000	1,000,000	-
79 Books, films and recordings	230,417	180,380	180,380	182,500	2,120	185,000
97 Transfers out	-	2,855,336	2,767,479	3,458,465	603,129	3,446,835
<b>Sub-total</b>	<b>\$ 2,341,569</b>	<b>\$ 5,191,432</b>	<b>\$ 5,231,699</b>	<b>\$ 6,682,862</b>	<b>\$ 1,491,430</b>	<b>\$ 5,584,226</b>
91 Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95 Contingency	-	100,000	-	100,000	-	100,000
<b>BUDGET SUMMARY</b>	<b>\$ 20,945,589</b>	<b>\$ 26,194,305</b>	<b>\$ 25,940,560</b>	<b>\$ 28,384,345</b>	<b>\$ 2,190,040</b>	<b>\$ 28,412,615</b>



<b>PUBLIC SAFETY</b>	<b>FY 2006-07 ACTUAL</b>	<b>FY 2007-08 ADOPTED</b>	<b>FY 2007-08 REVISED</b>	<b>FY 2008-09 ADOPTED</b>	<b>INCREASE (DECREASE)</b>	<b>FY 2009-10 ESTIMATE</b>
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## 100 PUBLIC SAFETY SUMMARY

### PERSONAL SERVICES

01	Salaries	\$ 2,983,606	\$ 3,494,037	\$ 3,397,903	\$ 3,664,293	\$ 170,256	3,923,221
02	Overtime	128,922	136,799	159,760	160,347	23,548	163,200
03	Part-time	303,470	378,250	347,190	444,727	66,477	459,955
04	Witness fees	1,018	1,400	1,500	1,600	200	1,700
06	FICA	55,744	69,192	69,495	74,945	5,753	80,791
07	Retirement - IPERS	43,066	59,025	59,876	66,782	7,757	79,224
08	Pension	766,821	854,410	831,141	664,792	(189,618)	718,165
09	Group insurance	757,541	832,683	832,683	857,663	24,980	883,393
11	Allowance	11,122	21,340	20,300	21,540	200	21,540
<b>Sub-Total</b>		<b>\$ 5,051,310</b>	<b>\$ 5,847,136</b>	<b>\$ 5,719,848</b>	<b>\$ 5,956,689</b>	<b>\$ 109,553</b>	<b>\$ 6,331,189</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 5,535	\$ 6,200	\$ 4,857	\$ 4,200	\$ (2,000)	\$ 5,900
23	Professional services	64,817	70,605	64,800	68,765	(1,840)	71,500
24	Contributions to other agencies	560,565	669,589	745,611	706,211	36,622	740,372
27	Data processing	40,910	50,387	47,687	52,300	1,913	54,000
28	Dues and memberships	8,038	7,325	7,325	7,550	225	7,660
29	Insurance	38,837	42,721	42,721	43,576	855	44,447
32	Uniforms and laundry	30,075	60,500	56,000	59,000	(1,500)	46,000
35	Printing and copying	6,416	18,600	11,200	16,000	(2,600)	17,000
40	Building and grounds maint.	63,508	62,775	66,240	79,300	16,525	82,000
41	Vehicle and equipment maint.	52,653	54,300	50,800	54,300	-	54,300
46	Training and development	41,772	46,000	58,500	50,615	4,615	52,500
48	Utility service	107,978	114,990	109,770	125,955	10,965	136,240
49	Petty cash	156	400	300	400	-	400
51	Maintenance supplies	2,172	350	2,500	2,800	2,450	2,850
54	Minor equipment	12,450	1,600	2,400	20,000	18,400	21,500
55	DARE expenditures	3,498	4,000	3,800	3,500	(500)	3,750
56	Vehicle maintenance supplies	12,205	26,000	23,500	26,000	-	26,500
57	Vehicle operation supplies	115,155	135,850	141,200	155,320	19,470	170,850
58	Office supplies	11,285	10,200	10,000	10,200	-	10,300
59	Operating supplies	87,825	97,350	94,000	86,600	(10,750)	87,200
60	Safety and medical supplies	15,306	30,350	29,000	30,350	-	30,400
61	Refunds	1,978	-	3,000	-	-	-
<b>Sub-total</b>		<b>\$ 1,283,134</b>	<b>\$ 1,510,092</b>	<b>\$ 1,575,211</b>	<b>\$ 1,602,942</b>	<b>\$ 92,850</b>	<b>\$ 1,665,669</b>

### CAPITAL OUTLAY

71	Equipment	\$ 48,168	\$ 66,600	\$ 81,000	\$ 84,400	\$ 17,800	\$ 66,400
72	Furniture and fixtures	2,077	6,325	6,325	-	(6,325)	15,325
73	Equipment replacement fund	183,136	178,150	178,150	169,370	(8,780)	207,523
74	Office equipment	2,988	22,700	2,700	20,000	(2,700)	20,000
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	69,373	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 305,742</b>	<b>\$ 273,775</b>	<b>\$ 268,175</b>	<b>\$ 273,770</b>	<b>\$ (5)</b>	<b>\$ 309,248</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	25,000	-	25,000	-	25,000

<b>PUBLIC SAFETY SUMMARY</b>		<b>\$ 6,640,186</b>	<b>\$ 7,656,003</b>	<b>\$ 7,563,234</b>	<b>\$ 7,858,401</b>	<b>\$ 202,398</b>	<b>\$ 8,331,106</b>
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**FUNCTION: Public Safety**  
**ACTIVITY: Police**

**OVERVIEW:** This activity enhances public safety through preventive patrol, emergency response, crime investigation, and public education.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	4,078,266	4,289,725	4,288,691	4,312,555
Contractual & supply service	960,053	1,145,279	1,203,726	1,212,189
Capital outlay	136,220	170,842	165,242	176,990
<b>Total expenditures</b>	<b>\$ 5,174,539</b>	<b>\$ 5,605,846</b>	<b>\$ 5,657,659</b>	<b>\$ 5,701,734</b>
Fees	24,139	24,500	39,000	40,000
Grants	8,875	12,000	9,406	10,000
Other	740,178	574,435	613,594	571,601
<b>Total revenue</b>	<b>\$ 773,192</b>	<b>\$ 610,935</b>	<b>\$ 662,000</b>	<b>\$ 621,601</b>
<b>Change in fund balance</b>	<b>\$ 4,401,347</b>	<b>\$ 4,994,911</b>	<b>\$ 4,995,659</b>	<b>\$ 5,080,133</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$171,600 in full-time salaries and benefits, which reflects normal salary and benefit increases for existing staff.
- ↓ A decrease of \$148,800 in pension costs, which reflects a lower contribution rate in effect for the year for all officers.
- ↑ An increase of \$36,500 in contributions to other agencies, which reflects an increase in Westcom communication operations.
- ↑ An increase of \$13,500 in utilities, which reflects additional energy needs for the new addition to the existing police facility.
- ↑ An increase of \$13,200 in vehicle operation supplies, which reflects higher fuel costs.
- ↑ An increase of \$9,400 in equipment, which reflects the replacement of four (4) light bars, five (5) mounting consoles, and the cost of equipment changeover for five (5) units.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Additional officers may be required in the future to meet the needs of a growing community.
- ❖ Additional vehicles may be required to be added to the fleet as staff size increases.

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**FUNCTION: Public Safety**  
**ACTIVITY: Police**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: Enhance public safety and improve the quality of life for Urbandale residents through the effective prevention and investigation of criminal activities within the City.**

PERFORMANCE OBJECTIVES:

1. Provide an effective crime deterrent through the use of cruiser and bicycle patrols throughout the City.
2. Deploy the Department's resources so that calls for service are responded to within specified timeframes.
3. Increase the effectiveness of Department staff members by providing the training and equipment appropriate for their positions.
4. Reduce the risk of criminal activity by offering a variety of community education and crime prevention programs targeted toward potential victims of crimes as well as individuals at risk of committing crimes (e.g., D.A.R.E. and pedestrian safety programs).
5. Encourage the public's involvement in preventing and investigating crime through the two-way sharing of information through a variety of media (e.g., web site and neighborhood watch).

**GOAL: Continually seek to improve the effectiveness and efficiency of the Department through appropriate partnerships with other law enforcement agencies.**

PERFORMANCE OBJECTIVES:

1. Leverage partnerships to provide joint training and other opportunities for skill development and information sharing.
2. Coordinate with partner agencies to share resources and increase effectiveness through programs such as the Westcom joint dispatch center and the Regional Drug Task Force.

**GOAL: Seek to improve departmental efficiency and effectiveness through the continuous review and improvement of internal procedures.**

PERFORMANCE OBJECTIVES:

1. Maintain departmental rules, regulations, and standard operating procedures to ensure compliance with legislative and contractual requirements.
2. Continue training and development of the labor-management team to improve the Department's participatory management effort.
3. Actively participate in the City's performance measurement efforts.
4. Utilize reserve officers, when appropriate, so that full-time officers can be assigned to higher priority duties.

**FUNCTION: Public Safety**  
**ACTIVITY: Police**

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Total calls for service	12,514	17,684	13,262	34,089	37,283
UCR Part 1 crimes reported					
Violent crimes	114	47	67	144	164
Property crimes	477	948	831	1,086	1,382
Total arrests					
Adults	1,029	1,259	1,576	2,232	2,743
Juveniles	199	256	300	471	508
DUI arrests	117	128	148	291	299
<b><u>Efficiency Measures</u></b>					
Average response time (minutes)	4.17	5.39	6.56	6.02	6.00
Sworn FTEs per 1,000 population	1.21	1.28	1.35	1.31	1.32
Median for CPM cities < 100K	1.90	1.87	N/A		
<b><u>Outcome Measures</u></b>					
UCR Part 1 crimes reported per 1,000 population	16.51	27.71	25.01	11.65	20.06
Median for CPM cities < 100K	37.50	35.80	N/A		
Percent of UCR Part 1 crimes cleared					
Violent crimes	86.8%	59.6%	46.26	52.3	60.2
Median for CPM cities < 100K	63.1%	59.3%	N/A		
Property crimes	45.0%	NR	.09	27.3	42.3
Median for CPM cities < 100K	39.0%	19.5%	N/A		
<b><u>CIPA Measures</u></b>					
Citizen survey respondents who feel "safe" or "very safe" in Urbandale	N/A	99%	N/A	> 95%	N/A
Number of actionable citizen complaints against the Police Department	1	12	3	0	0

NR = Not Reported

<b>PUBLIC SAFETY</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 110 POLICE

### PERSONAL SERVICES

01	Salaries	\$ 2,538,562	\$ 2,738,683	\$ 2,725,563	\$ 2,870,937	\$ 132,254	\$ 3,005,380
02	Overtime	114,993	100,000	110,000	110,000	10,000	112,000
03	Part-time	64,897	48,250	52,190	52,500	4,250	54,000
04	Witness fees	1,018	1,400	1,500	1,600	200	1,700
06	FICA	43,685	47,965	48,931	51,160	3,195	53,261
07	Retirement - IPERS	20,064	18,946	19,547	21,242	2,296	22,971
08	Pension	655,284	673,532	671,051	524,770	(148,762)	549,540
09	Group insurance	628,641	639,909	639,909	659,106	19,197	678,879
11	Allowance	11,122	21,040	20,000	21,240	200	21,240
<b>Sub-Total</b>		<b>\$ 4,078,266</b>	<b>\$ 4,289,725</b>	<b>\$ 4,288,691</b>	<b>\$ 4,312,555</b>	<b>\$ 22,830</b>	<b>\$ 4,498,971</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 3,044	\$ 2,200	\$ 1,700	\$ 2,200	\$ -	\$ 2,400
23	Professional services	16,973	21,000	17,000	21,000	-	22,000
24	Contributions to other agencies	544,378	654,342	730,364	690,889	36,547	725,000
27	Data processing	35,295	41,700	39,000	43,000	1,300	43,000
28	Dues and memberships	6,656	6,225	6,200	6,390	165	6,500
29	Insurance	31,056	34,162	34,162	34,845	683	35,542
32	Uniforms and laundry	11,323	23,500	20,000	22,500	(1,000)	23,500
35	Printing and copying	5,286	14,000	8,000	12,000	(2,000)	13,000
40	Building and grounds maint.	33,371	47,000	47,000	40,000	(7,000)	42,500
41	Vehicle and equipment maint.	18,553	19,000	16,000	19,000	-	19,000
46	Training and development	26,495	24,000	28,000	28,615	4,615	30,000
48	Utility service	57,152	66,500	66,000	80,000	13,500	88,000
49	Petty cash	156	300	200	300	-	300
51	Maintenance supplies	1,269	-	1,000	800	800	850
54	Minor equipment	11,383	500	1,300	-	(500)	-
55	DARE expenditures	3,498	4,000	3,800	3,500	(500)	3,750
56	Vehicle maintenance supplies	9,689	20,500	18,000	20,500	-	21,000
57	Vehicle operation supplies	94,178	110,000	112,000	123,200	13,200	135,520
58	Office supplies	8,678	7,200	7,000	7,200	-	7,300
59	Operating supplies	40,066	47,000	45,000	54,100	7,100	54,000
60	Safety and medical supplies	1,554	2,150	2,000	2,150	-	2,200
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 960,053</b>	<b>\$ 1,145,279</b>	<b>\$ 1,203,726</b>	<b>\$ 1,212,189</b>	<b>\$ 66,910</b>	<b>\$ 1,275,362</b>

### CAPITAL OUTLAY

71	Equipment	\$ 16,084	\$ 35,600	\$ 50,000	\$ 45,000	\$ 9,400	\$ 35,000
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	117,148	112,542	112,542	111,990	(552)	150,290
74	Office equipment	2,988	22,700	2,700	20,000	(2,700)	20,000
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 136,220</b>	<b>\$ 170,842</b>	<b>\$ 165,242</b>	<b>\$ 176,990</b>	<b>\$ 6,148</b>	<b>\$ 205,290</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>POLICE</b>	<b>\$ 5,174,539</b>	<b>\$ 5,605,846</b>	<b>\$ 5,657,659</b>	<b>\$ 5,701,734</b>	<b>\$ 95,888</b>	<b>\$ 5,979,623</b>
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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	46 officers, 4 office staff; performance bonus -11 staff, 4 civilians	\$ 2,870,937
02	Overtime	\$ 110,000
03	10 crossing guards & part-time	\$ 52,500
04	Witness fees	\$ 1,600
06	FICA	\$ 51,160
07	IPERS	\$ 21,242
08	Contribution rate for police pension fund for 2008-09 – 18.75%	\$ 524,770
09	Group insurance	\$ 659,106
11	Uniform maintenance allowance for 45 officers @ \$360 each per year	\$ 16,200
	Spot awards	\$ 300
	Plain clothes allowance for 12 officers	\$ 1,440
	Vehicle allowance - Chief	\$ 3,300
21	Newspaper advertisements and official publications	\$ 2,200
23	Doctors fees (applicant physicals), information services, interpreters and consultants	\$ 1,500
	Polk County Jail booking and housing costs	\$ 4,500
	Radio and equipment maintenance contracts	\$ 15,000
24	Westcom operations	\$ 600,000
	Urbandale Restorative Justice Program	\$ 32,300
	Regional Homeland Security	\$ 58,089
	Polk County Crime Stoppers	\$ 500
27	Computer forensic equipment supplies	\$ 3,000
	Line lease on state terminal system	\$ 6,000
	Service contracts on data processing equipment , user group memberships, consultant services, software updates and maintenance	\$ 7,500
	Maintenance and service contracts for microfilm equipment	\$ 2,500
	Computer replacement (5)	\$ 7,500
	COPLOGIC – citizens crime reporting software	\$ 12,000
	Advanced training management software	\$ 1,000
	Digital crime scene camera	\$ 3,000
	Portable infrared digital microscope	\$ 500
28	Iowa Chiefs of Police and Peace Officers Association	\$ 630
	Iowa Death Investigators Association (6)	\$ 120
	International Association of Chiefs of Police – Chief and 3 Lieutenants	\$ 400
	Isaac Walton League – range membership	\$ 300
	National Identification Officers Association (1)	\$ 50
	International Association of Computer Investigation Specialists	\$ 120
	Forensic Association of Computer Techs	\$ 400

**FUNCTION: Public Safety****ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Iowa State Peace Officers Association	\$ 630
	Iowa Women Peace Officers Association (4)	\$ 100
	Miscellaneous reports, journals, professional publications	\$ 3,000
	Iowa Tactical Officers Association (14)	\$ 300
	International Association of Certified Fraud Investigators (1)	\$ 150
	International Association of Financial Crime Investigators	\$ 65
	High Tech Crime Consortium (1)	\$ 25
	International Association of Property & Evidence Techs (2)	\$ 100
29	Property and casualty insurance	\$ 34,845
32	Uniform replacement for regular and reserve officers and crossing guards	\$ 22,500
35	Postage and forms, printing of new forms, training manuals, departmental operating procedures and rules and regulations manuals, shipping charges	\$ 12,000
40	Janitorial service and miscellaneous minor building repairs	\$ 40,000
41	Fees for service and shop work, uninsured body work, miscellaneous repairs	\$ 19,000
46	Homicide School, Southern Police Institute (1)	\$ 2,300
	Iowa Sex Crimes Investigators Conference (2)	\$ 250
	Iowa Association of Ident Officers	\$ 340
	L.E.I.N. Training Conference (1)	\$ 650
	Iowa Chiefs of Police Conference (1)	\$ 800
	Iowa State Peace Officers Conference (3)	\$ 1,600
	Polygraph training seminar (1)	\$ 800
	Iowa Women Peace Officers Conference (3)	\$ 1,200
	Iowa Death Investigators Training Conference (1)	\$ 500
	Data processing users conference (1)	\$ 1,000
	I.L.E.A. schools and seminars	\$ 14,175
	Academy training (1)	\$ 5,000
48	Telephone, heat, lights and related utilities	\$ 80,000
49	Petty cash	\$ 300
51	Custodial supplies	\$ 800
55	Dare expenditures	\$ 3,500
56	Replacement tires, batteries, parts, etc.	\$ 20,500
57	Gasoline, oil, grease, transmission oil, anti-freeze, gas line de-icer, windshield solvent, etc.	\$ 123,200
58	Stationery, forms, pens, pencils, typewriter ribbons, folders, file indexing materials	\$ 7,200
59	Training film rental	\$ 150
	Child safety and crime prevention badges and materials	\$ 2,000
	Drug enforcement unit expenses	\$ 4,500
	Fingerprint supplies, evidence bags, narcotics testing supplies, dark room and polygraph supplies, video tapes	\$ 7,200

**FUNCTION: Public Safety****ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Ident-A-Kit rental	\$ 750
	Car wash tickets	\$ 2,000
	Service ammunition replacement	\$ 8,000
	Qualification and training ammunition	\$ 14,500
	Replacement chemical agents	\$ 5,500
	Misc. targets, supplies and cleaning equipment	\$ 3,500
	Vehicle towing and impoundment	\$ 4,000
	Lighted stop signs for crossing guards (12)	\$ 2,000
60	First aid supplies for vehicles, first aid kits, jail medical supplies and safety program items	\$ 2,150
71	Vehicle equipment transfer to new vehicles (5)	\$ 13,500
	Patrol car markings (4)	\$ 500
	Taser (2)	\$ 1,800
	Digital voice recorders	\$ 400
	Replacement S.E.R.T. equipment	\$ 3,500
	Range safety equipment	\$ 1,900
	Patrol vehicle trunk organizers	\$ 2,400
	Vehicle light bar replacement (4)	\$ 14,000
	Replacement of mounting consoles in patrol vehicles (5)	\$ 5,000
	Bike Patrol equipment replacement	\$ 2,000
73	Equipment Replacement Fund contribution	\$ 111,990
74	Miscellaneous equipment	\$ 20,000



**FUNCTION: Public Safety**  
**ACTIVITY: Fire**

**OVERVIEW:** This activity provides for the overall protection of life and property through public education and professional, timely emergency response.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	277,817	576,290	521,215	616,095
Contractual & supply service	183,186	220,279	211,559	237,867
Capital outlay	90,399	29,582	29,582	20,029
<b>Total expenditures</b>	<b>\$ 551,402</b>	<b>\$ 826,151</b>	<b>\$ 762,356</b>	<b>\$ 873,991</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	53,096	56,655	51,015	51,209
<b>Total revenue</b>	<b>\$ 53,096</b>	<b>\$ 56,655</b>	<b>\$ 51,015</b>	<b>\$ 51,209</b>
<b>Change in fund balance</b>	<b>\$ 498,306</b>	<b>\$ 769,496</b>	<b>\$ 711,341</b>	<b>\$ 822,782</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$16,300 in full-time salaries and benefits, which reflects normal salary and benefits increases for existing staff.
- ↑ An increase of \$36,500 in part-time compensation, which reflects the addition of 2 full-time equivalent positions to provide additional coverage under the 24-hour coverage staffing plan.
- ↓ A decrease of \$13,000 in pension costs, which reflects lower contribution rates in effect for the year.
- ↑ An increase of \$23,500 in building maintenance reflects needed facilities repairs, including window replacement at Station 42.
- ↑ An increase of \$14,900 in minor equipment, which reflects a reclassification of routinely purchased equipment to this line item.
- ↓ A decrease of \$16,500 in operating supplies due to the reclassification of minor equipment costs, as well as a reduction of costs associated with radio communications that are now handled by WestCom (portable radios and back-up tower fees).

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Maintaining adequate response capabilities continues to be the top priority in this activity.
- ❖ The future need for renovation of Station 41 (7100 Douglas).
- ❖ The replacement of self-contained breathing apparatus to meet new standards.
- ❖ The possible construction of housing quarters for part-time members who agree to live at the fire station in return for services provided should be considered.
- ❖ The cost of maintaining a part-time staffing configuration versus the cost of full-time staffing.

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**FUNCTION: Public Safety**  
**ACTIVITY: Fire**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To enhance public safety and to protect property through an effective fire prevention and suppression program.**

PERFORMANCE OBJECTIVES:

1. Recruit, train, equip and deploy an adequate complement of staff to be able to respond to fire emergencies at all times.
2. Maintain vehicles and equipment to allow a prompt and safe response to fire emergencies.
3. Implement policies and procedures to ensure that response times meet established standards.
4. Provide opportunities for residents and business owners to learn how to prevent fire emergencies.
5. Reduce the risk of fire emergencies through the enforcement of applicable fire codes and standards.

**GOAL: Protect the health and safety of members of the Fire Department through the use of appropriate equipment and training programs.**

PERFORMANCE OBJECTIVES:

1. Implement and maintain industry-standard safety programs and procedures.
2. Provide and maintain personal protective equipment according to manufacturers' and industry standards.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Fire inspections performed	413	309	180	300	350
Pre-incident plans prepared	42	77	45	80	100
Total structure fire incidents	21	28	41	28	< 20
Total number of fire incident false alarms	209	219	293	225	< 200
Total hazardous materials incidents	55	60	66	74	< 75

**FUNCTION: Public Safety**  
**ACTIVITY: Fire**

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Efficiency Measures</u></b>					
Percent of fire incident calls with a response time of 7-minutes or less	49%	46%	28%	35%	55%
Percent of fire incident calls with a response time of 5-minutes or less	24%	21%	11%	11%	30%
<i>Median for CPM cities &lt; 100K</i>	51%	51%	N/A		
Sworn FTEs per 1,000 population (Fire & EMS, excluding volunteers)	0.12	0.15	0.31	0.38	0.40
<i>Median for CPM cities &lt; 100K</i>	1.32	1.92	N/A		
<b><u>Outcome Measures</u></b>					
Fire incident injuries	5	4	1	2	0
Citizen survey satisfaction rating for this activity	N/A	93%	N/A	> 95%	N/A

<b>PUBLIC SAFETY</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 150 FIRE

### PERSONAL SERVICES

01	Salaries	\$ 120,552	\$ 265,524	\$ 243,635	\$ 276,150	\$ 10,626	\$ 295,269
02	Overtime	1,740	16,760	16,760	17,347	587	18,200
03	Part-time	88,122	140,000	115,000	176,502	36,502	182,680
04	Witness fees	-	-	-	-	-	-
06	FICA	5,317	9,981	9,213	10,778	797	12,900
07	Retirement - IPERS	9,558	18,880	16,675	21,124	2,244	33,017
08	Pension	21,893	56,069	50,856	43,046	(13,023)	51,893
09	Group insurance	30,635	69,076	69,076	71,148	2,072	73,283
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 277,817</b>	<b>\$ 576,290</b>	<b>\$ 521,215</b>	<b>\$ 616,095</b>	<b>\$ 39,805</b>	<b>\$ 667,242</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 2,491	\$ 4,000	\$ 3,000	\$ 2,000	\$ (2,000)	\$ 2,000
23	Professional services	18,288	18,105	16,500	14,865	(3,240)	15,200
24	Contributions to other agencies	8,013	7,072	7,072	7,072	-	7,072
27	Data processing	2,488	7,087	7,087	6,800	(287)	8,500
28	Dues and memberships	761	800	800	810	10	810
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	14,883	28,000	28,000	28,000	-	14,000
35	Printing and copying	1,016	1,500	1,200	1,500	-	1,500
40	Building and grounds maint.	17,734	15,275	18,000	38,800	23,525	39,000
41	Vehicle and equipment maint.	26,866	26,000	26,000	26,000	-	26,000
46	Training and development	9,154	13,500	12,000	13,500	-	14,000
48	Utility service	44,876	44,890	40,000	42,000	(2,890)	44,100
49	Petty cash	-	100	100	100	-	100
51	Maintenance supplies	903	350	1,500	2,000	1,650	2,000
54	Minor equipment	1,067	1,100	1,100	16,000	14,900	17,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	1,841	4,500	4,500	4,500	-	4,500
57	Vehicle operation supplies	10,712	14,300	15,200	16,720	2,420	18,390
58	Office supplies	2,607	2,500	2,500	2,500	-	2,500
59	Operating supplies	11,244	18,000	15,000	1,500	(16,500)	1,500
60	Safety and medical supplies	7,798	13,200	12,000	13,200	-	13,200
61	Refunds	444	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 183,186</b>	<b>\$ 220,279</b>	<b>\$ 211,559</b>	<b>\$ 237,867</b>	<b>\$ 17,588</b>	<b>\$ 231,372</b>

### CAPITAL OUTLAY

71	Equipment	\$ 1,608	\$ 3,000	\$ 3,000	\$ 8,000	\$ 5,000	\$ 8,000
72	Furniture and fixtures	2,077	6,325	6,325	-	(6,325)	15,325
73	Equipment replacement fund	17,341	20,257	20,257	12,029	(8,228)	11,879
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	69,373	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 90,399</b>	<b>\$ 29,582</b>	<b>\$ 29,582</b>	<b>\$ 20,029</b>	<b>\$ (9,553)</b>	<b>\$ 35,204</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>FIRE</b>		<b>\$ 551,402</b>	<b>\$ 826,151</b>	<b>\$ 762,356</b>	<b>\$ 873,991</b>	<b>\$ 47,840</b>	<b>\$ 933,818</b>
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**FUNCTION: Public Safety**  
**ACTIVITY: Fire**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	4 Firefighter/Paramedics, Department Secretary, Fire Marshal, Performance Bonus	\$ 276,150
02	Overtime	\$ 17,347
03	Compensation – volunteer officers, volunteer firefighters, part-time firefighters/paramedics	\$ 176,502
06	FICA	\$ 10,778
07	IPERS	\$ 21,124
08	Contribution rate for pension fund for FY 2008-09 - 18.75%	\$ 43,046
09	Group insurance	\$ 71,148
21	Advertising	\$ 2,000
23	Radio and pager maintenance contracts	\$ 3,815
	Pager purchase	\$ 2,100
	SCBA fill station maintenance	\$ 1,250
	Annual ladder testing	\$ 2,700
	Annual pump testing	\$ 2,000
	Annual SCBA flow testing	\$ 2,500
	Annual maintenance contract on A/V Equipment	\$ 500
24	Iowa Innovations Fund loan repayment (payment #4 of 5)	\$ 7,072
27	Software maintenance	\$ 1,800
	Computers (2)	\$ 3,000
	Portable printers (4)	\$ 2,000
28	Iowa Firefighters Association	\$ 20
	Iowa Fire Chief's Association	\$ 50
	Hawkeye Fire Safety Association	\$ 25
	Polk County Fire Chiefs	\$ 25
	Polk County Firefighters Association	\$ 25
	International Fire Service Instructor's Association	\$ 75
	National Fire Protection Association	\$ 270
	International Association of Fire Chiefs	\$ 285
	Iowa Fire Service Instructors Association	\$ 35
32	Personal equipment and uniforms (coats, pants, boots, etc)	\$ 28,000
35	Printing and copying (recruitment campaign materials, forms, etc)	\$ 1,500
40	Building & grounds maintenance: cleaning contract, pest control, and supplies	\$ 2,000
	Facility repairs and maintenance	\$ 11,000
	Generator service	\$ 625
	Window replacement	\$ 25,000
	Sprinkler contract	\$ 175

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**FUNCTION: Public Safety**  
**ACTIVITY: Fire**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
41	Vehicle repair and maintenance by outside firms	\$ 26,000
46	Classes, certifications and development	\$ 9,500
	Equipment and materials	\$ 2,000
	Fire prevention materials	\$ 2,000
48	Telephone, data, heating and air conditioning, water service	\$ 42,000
49	Reimburse petty cash	\$ 100
51	Batteries, paint, hardware supplies, exterior bulb replacement	\$ 2,000
54	Hoses, nozzles, air bags and other fire fighting equipment	\$ 16,000
56	Vehicle maintenance supplies	\$ 4,500
57	Gas, oil, grease	\$ 16,720
58	Miscellaneous office supplies	\$ 2,000
	NFPA standards subscription on CD	\$ 500
59	Operating supplies	\$ 1,500
60	Respirator protection program, including medical evaluations	\$ 13,000
	Corrective lenses for SCBA	\$ 200
71	Extrication tools (other ½ in EMS)	\$ 8,000
73	Equipment Replacement Fund contribution	\$ 12,029

**FUNCTION: Public Safety**  
**ACTIVITY: EMS**

**OVERVIEW:** This activity enhances public safety through emergency medical response and public education.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	695,227	981,121	909,942	1,028,039
Contractual & supply service	91,212	107,609	121,141	112,981
Capital outlay	57,464	53,351	53,351	53,351
<b>Total expenditures</b>	<b>\$ 843,903</b>	<b>\$ 1,142,081</b>	<b>\$ 1,084,434</b>	<b>\$ 1,194,371</b>
Fees	404,317	350,000	440,000	455,400
Grants	-	-	-	-
Other	81,262	78,321	72,567	69,981
<b>Total revenue</b>	<b>\$ 485,579</b>	<b>\$ 428,321</b>	<b>\$ 512,567</b>	<b>\$ 525,381</b>
<b>Change in fund balance</b>	<b>\$ 358,324</b>	<b>\$ 713,760</b>	<b>\$ 571,867</b>	<b>\$ 668,990</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$49,000 in full-time salaries and benefits, which reflects the addition of an Assistant Chief of EMS position to oversee the department's Emergency Medical Services programs, and normal salary and benefit increases for existing staff.
- ↑ An increase of \$25,700 in part-time compensation, which reflects the addition of 2 full-time equivalent positions to provide additional coverage under the 24-hour coverage staffing plan.
- ↓ A decrease of \$27,800 in pension costs, which reflects lower contribution rates in effect for the year.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Maintaining adequate response capabilities continues to be the top priority in this activity.
- ❖ The possible construction of housing quarters for part-time personnel who agree to live at the fire station in return for services provided should be considered.
- ❖ The cost of maintaining a part-time staffing configuration versus the cost of full-time staffing.
- ❖ The needed addition of a third fire station to allow adequate coverage and response times.

**FUNCTION: Public Safety**  
**ACTIVITY: EMS**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To enhance public safety and to improve the quality of life through the implementation of a complete professional EMS program.**

PERFORMANCE OBJECTIVES:

1. Recruit, train, equip and deploy adequate staffing to be able to respond to EMS emergencies at all times.
2. Maintain vehicles and equipment to allow staff to respond to an EMS emergency promptly and safely.
3. Implement policies and procedures to ensure that response times meet established standards.
4. Provide opportunities for residents and business owners to learn about emergency preparedness.

**GOAL: Protect the health and safety of members of the Fire Department through the use of appropriate equipment and training programs.**

PERFORMANCE OBJECTIVES:

1. Implement and maintain industry-standard safety programs and procedures.
2. Provide and maintain personal protective equipment according to manufacturers' and industry standards.

**PERFORMANCE MEASURES**

	<u>04-05</u> <u>Actual</u>	<u>05-06</u> <u>Actual</u>	<u>06-07</u> <u>Actual</u>	<u>07-08</u> <u>Estimate</u>	<u>08-09</u> <u>Target</u>
<u>Workload Measures</u>					
EMS responses	1,398	1,407	1,593	1,784	2,000
EMS responses per 1,000 population	37.3	39.2	44.4	49.6	50.5
<i>Median for CPM cities &lt; 100K</i>	73.0	69.8	N/A		
<u>Efficiency Measures</u>					
Percent of calls with a response time of 7 minutes or less	63%	62%	48%	60%	80%
Average time from conclusion of dispatch until arrival on scene (minutes)	6.22	6.33	7.20	7.15	6.3
<i>Median for CPM cities &lt; 100K</i>	5.30	4.55	N/A		
Sworn FTEs per 1,000 population (Fire & EMS, excluding volunteers)	0.12	0.15	0.31	0.38	0.40
<i>Median for CPM cities &lt; 100K</i>	1.32	1.92	N/A		

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**FUNCTION: Public Safety**  
**ACTIVITY: EMS**

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Outcome Measures</u></b>					
Percent of EMS responses that receive paramedic-level care	83%	84%	93%	95%	95%
Citizen survey satisfaction rating for this activity	N/A	93%	N/A	> 95%	N/A

<b>PUBLIC SAFETY</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>160 EMS</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 324,492	\$ 489,830	\$ 428,705	\$ 517,206	\$ 27,376	\$ 622,572
02	Overtime	12,189	20,039	33,000	33,000	12,961	33,000
03	Part-time	150,451	190,000	180,000	215,725	25,725	223,275
04	Witness fees	-	-	-	-	-	-
06	FICA	6,742	11,246	11,351	13,007	1,761	14,630
07	Retirement - IPERS	13,444	21,199	23,654	24,416	3,217	23,236
08	Pension	89,644	124,809	109,234	96,976	(27,833)	116,732
09	Group insurance	98,265	123,698	123,698	127,409	3,711	131,231
11	Allowance	-	300	300	300	-	300
<b>Sub-Total</b>		<b>\$ 695,227</b>	<b>\$ 981,121</b>	<b>\$ 909,942</b>	<b>\$ 1,028,039</b>	<b>\$ 46,918</b>	<b>\$ 1,164,976</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ 157	\$ -	\$ -	\$ 1,500
23	Professional services	9,256	8,500	8,500	9,000	500	9,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	3,127	1,600	1,600	2,500	900	2,500
28	Dues and memberships	621	300	325	350	50	350
29	Insurance	7,781	8,559	8,559	8,731	172	8,905
32	Uniforms and laundry	3,869	9,000	8,000	8,500	(500)	8,500
35	Printing and copying	114	3,100	2,000	2,500	(600)	2,500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	6,989	8,000	8,000	8,000	-	8,000
46	Training and development	6,123	8,500	18,500	8,500	-	8,500
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	4,000	4,000	4,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	675	1,000	1,000	1,000	-	1,000
57	Vehicle operation supplies	10,265	11,550	14,000	15,400	3,850	16,940
58	Office supplies	-	500	500	500	-	500
59	Operating supplies	34,904	32,000	32,000	29,000	(3,000)	29,500
60	Safety and medical supplies	5,954	15,000	15,000	15,000	-	15,000
61	Refunds	1,534	-	3,000	-	-	-
<b>Sub-total</b>		<b>\$ 91,212</b>	<b>\$ 107,609</b>	<b>\$ 121,141</b>	<b>\$ 112,981</b>	<b>\$ 5,372</b>	<b>\$ 117,695</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 8,817	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	48,647	45,351	45,351	45,351	-	45,354
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 57,464</b>	<b>\$ 53,351</b>	<b>\$ 53,351</b>	<b>\$ 53,351</b>	<b>\$ -</b>	<b>\$ 45,354</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>EMS</b>		<b>\$ 843,903</b>	<b>\$ 1,142,081</b>	<b>\$ 1,084,434</b>	<b>\$ 1,194,371</b>	<b>\$ 52,290</b>	<b>\$ 1,328,025</b>

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**FUNCTION: Public Safety**  
**ACTIVITY: EMS**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Chief, Assistant Chief, Lieutenants (3), Paramedic/Firefighters (5), performance bonus	\$ 517,206
02	Overtime	\$ 33,000
03	Compensation – rescue calls and training meetings	\$ 215,725
06	FICA	\$ 13,007
07	IPERS	\$ 24,416
08	Contribution rate for pension fund for 2008-09 – 18.75%	\$ 96,976
09	Group insurance	\$ 127,409
11	Spot awards	\$ 300
21	Advertising	\$ 1,500
23	Medical Director fee	\$ 9,000
27	Medical billing software updates	\$ 1,000
	Computer	\$ 1,500
28	IA EMS Association	\$ 350
29	Property and casualty insurance	\$ 8,731
32	Squad suits, coats, uniforms	\$ 8,500
35	Printing and copying, postage	\$ 2,800
41	Vehicle and equipment repairs by outside firms	\$ 8,000
46	EMS training programs and continuing education	\$ 7,000
	EMS training materials and supplies	\$ 1,500
54	Minor equipment	\$ 4,000
56	Batteries, tires, parts for repairs	\$ 1,000
57	Gas, oil, grease	\$ 15,400
58	Office supplies	\$ 500
59	Rescue supplies/equipment	\$ 29,000
60	TB tests and physicals, hepatitis shots	\$ 12,500
	Flu shots	\$ 2,500
71	Extrication tools (other ½ in Fire)	\$ 8,000
73	Equipment Replacement Fund contribution	\$ 45,351



**FUNCTION: Public Safety**  
**ACTIVITY: Emergency Preparedness**

**OVERVIEW:** This activity enhances public safety through the early warning of natural and other disasters.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	9,906	10,975	10,645	11,300
Capital outlay	21,659	20,000	20,000	23,400
<b>Total expenditures</b>	<b>\$ 31,565</b>	<b>\$ 30,975</b>	<b>\$ 30,645</b>	<b>\$ 34,700</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	3,039	2,124	2,051	2,033
<b>Total revenue</b>	<b>\$ 3,039</b>	<b>\$ 2,124</b>	<b>\$ 2,051</b>	<b>\$ 2,033</b>
<b>Change in fund balance</b>	<b>\$ 28,526</b>	<b>\$ 28,851</b>	<b>\$ 28,594</b>	<b>\$ 32,667</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$3,400 in equipment to cover the cost of retrofitting three outdoor warning sirens with two-way capability which will allow the sirens to be monitored for readiness, activation and testing remotely.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Existing sirens may need to be replaced as they approach the end of their useful life.
- ❖ Efforts will continue to be made to explore the possibilities of partnering with neighboring communities to reduce the costs of new sirens.

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**FUNCTION: Public Safety**  
**ACTIVITY: Emergency Preparedness**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To protect the public safety by maintaining and operating a siren warning system to warn the community of potential disasters.**

PERFORMANCE OBJECTIVES:

1. Ensure maximum coverage of the warning siren system by analyzing current and proposed siren locations.
2. Reduce costs by partnering with neighboring communities to install new sirens when necessary.
3. Ensure proper working order of the warning siren system through a regular testing procedure and by repairing malfunctioning sirens whenever necessary.
4. Evaluate the City's disaster plan, update as necessary and distribute copies to all city departments and appropriate individuals.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Monthly siren tests	12	12	12	11	12

<b>PUBLIC SAFETY</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## **180 EMERGENCY PREPAREDNESS**

<b>PERSONAL SERVICES</b>						
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-
03	Part-time	-	-	-	-	-
04	Witness fees	-	-	-	-	-
06	FICA	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-
08	Pension	-	-	-	-	-
09	Group insurance	-	-	-	-	-
11	Allowance	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -

<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	-	-	-	-	-
24	Contributions to other agencies	8,174	8,175	8,175	8,250	8,300
27	Data processing	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-
29	Insurance	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-
35	Printing and copying	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-
41	Vehicle and equipment maint.	245	1,300	800	1,300	1,300
46	Training and development	-	-	-	-	-
48	Utility service	1,487	1,500	1,670	1,750	1,825
49	Petty cash	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-
54	Minor equipment	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-
58	Office supplies	-	-	-	-	-
59	Operating supplies	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-
61	Refunds	-	-	-	-	-
<b>Sub-total</b>		\$ 9,906	\$ 10,975	\$ 10,645	\$ 11,300	\$ 11,425

<b>CAPITAL OUTLAY</b>						
71	Equipment	\$ 21,659	\$ 20,000	\$ 20,000	\$ 23,400	\$ 23,400
72	Furniture and fixtures	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-
74	Office equipment	-	-	-	-	-
75	Operating equipment	-	-	-	-	-
76	Property improvements	-	-	-	-	-
77	Economic development	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-
97	Transfers out	-	-	-	-	-
<b>Sub-total</b>		\$ 21,659	\$ 20,000	\$ 20,000	\$ 23,400	\$ 23,400

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-

<b>EMERGENCY PREPAREDNESS</b>		\$ 31,565	\$ 30,975	\$ 30,645	\$ 34,700	\$ 34,825
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**FUNCTION: Public Safety**  
**ACTIVITY: Emergency Preparedness**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
24	Polk County EMA	\$ 8,250
41	Siren repairs	\$ 1,300
48	Utility service	\$ 1,700
71	Installation of two-way radio monitoring capabilities for three existing sirens	\$ 23,400

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**FUNCTION: Public Safety**  
**ACTIVITY: Animal Control**

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**OVERVIEW:** This activity protects the public health and safety through the enforcement of animal control and welfare ordinances.

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	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	38,777	25,950	28,140	28,605
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 38,777</b>	<b>\$ 25,950</b>	<b>\$ 28,140</b>	<b>\$ 28,605</b>
Fees	7,655	7,500	7,500	7,700
Grants	-	-	-	-
Other	3,734	1,780	1,883	1,676
<b>Total revenue</b>	<b>\$ 11,389</b>	<b>\$ 9,280</b>	<b>\$ 9,383</b>	<b>\$ 9,376</b>
<b>Change in fund balance</b>	<b>\$ 27,388</b>	<b>\$ 16,670</b>	<b>\$ 18,757</b>	<b>\$ 19,229</b>

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**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from the prior year's budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ To look at a Full-time Animal Control Officer, and/or a joint adventure with other agencies.

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**FUNCTION: Public Safety**  
**ACTIVITY: Animal Control**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To protect the public's health and safety through the enforcement of the City's pet licensing and vaccination requirements.**

PERFORMANCE OBJECTIVES:

1. Issue a citation to animal owners that violate the City's licensing and tie-up requirements, and require all owners to obtain proper licenses and vaccinations for their pets.
2. Follow proper quarantine procedures for all animal bite cases.
3. Review animal bite cases and take appropriate action if a vicious animal is identified.
4. Inform City residents of all pet licensing and vaccination requirements.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Pet licenses issued (CY)	1,260	1,437	1,413	1,460	1,500
<i><u>Outcome Measures</u></i>					
Pets impounded	78	44	176	75	83
Citizen survey satisfaction rating for the activity	N/A	73%	N/A	> 85%	N/A

<b>PUBLIC SAFETY</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>190 ANIMAL CONTROL</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	20,300	23,000	22,800	23,900	900	24,800
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	12,403	500	1,240	500	-	500
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	4,463	2,100	2,100	2,205	105	2,315
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	1,611	350	2,000	2,000	1,650	2,200
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 38,777	\$ 25,950	\$ 28,140	\$ 28,605	\$ 2,655	\$ 29,815
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>ANIMAL CONTROL</b>		\$ 38,777	\$ 25,950	\$ 28,140	\$ 28,605	\$ 2,655	\$ 29,815

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**FUNCTION: Public Safety**  
**ACTIVITY: Animal Control**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	Animal Control Officer salary	\$ 23,100
	Animal clinic fees	\$ 800
40	Building maintenance and grounds mowing	\$ 500
48	Utility services	\$ 2,205
59	Feeding equipment, cleaning chemicals, paper supplies, animal food, animal intake trip charges	\$ 2,000

<b>PUBLIC WORKS</b>	<b>FY 2005-06 ACTUAL</b>	<b>FY 2007-08 ADOPTED</b>	<b>FY 2007-08 REVISED</b>	<b>FY 2008-09 ADOPTED</b>	<b>INCREASE (DECREASE)</b>	<b>FY 2009-10 ESTIMATE</b>
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## 200 PUBLIC WORKS SUMMARY

### PERSONAL SERVICES

01	Salaries	\$ 1,629,289	\$ 1,919,862	\$ 1,889,082	\$ 1,989,950	\$ 70,088	2,065,383
02	Overtime	77,259	88,000	90,000	92,000	4,000	93,820
03	Part-time	42,040	52,340	50,164	53,650	1,310	53,840
04	Witness fees	-	-	-	-	-	-
06	FICA	130,541	157,606	154,955	163,292	5,686	169,281
07	Retirement - IPERS	103,509	135,799	133,763	147,293	11,494	159,243
08	Pension	-	-	-	-	-	-
09	Group insurance	422,368	467,856	467,856	481,892	14,036	496,347
11	Allowance	2,935	3,850	3,500	3,850	-	3,850
<b>Sub-Total</b>		<b>\$ 2,407,941</b>	<b>\$ 2,825,313</b>	<b>\$ 2,789,320</b>	<b>\$ 2,931,927</b>	<b>\$ 106,614</b>	<b>\$ 3,041,764</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ 400	\$ 245	\$ 500	\$ 100	\$ 500
23	Professional services	31,276	44,200	29,857	40,200	(4,000)	40,400
24	Contributions to other agencies	652,288	767,440	770,670	799,548	32,108	861,270
27	Data processing	17,193	46,190	71,417	47,655	1,465	44,000
28	Dues and memberships	1,882	2,750	6,530	2,800	50	2,800
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	18,260	17,300	18,800	18,400	1,100	18,750
35	Printing and copying	7,713	15,350	10,515	11,800	(3,550)	12,800
40	Building and grounds maint.	83,041	95,240	93,000	83,640	(11,600)	84,520
41	Vehicle and equipment maint.	17,683	15,500	26,950	19,550	4,050	19,500
46	Training and development	9,769	10,920	10,300	10,920	-	11,020
48	Utility service	474,260	497,820	496,700	516,800	18,980	530,330
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	351,934	397,235	408,800	399,050	1,815	381,500
54	Minor equipment	7,404	3,800	3,348	3,000	(800)	11,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	78,259	79,000	68,950	77,300	(1,700)	81,500
57	Vehicle operation supplies	145,176	168,500	199,600	219,560	51,060	241,510
58	Office supplies	3,470	4,200	3,900	4,000	(200)	4,000
59	Operating supplies	19,135	13,300	19,700	16,050	2,750	16,850
60	Safety and medical supplies	2,875	3,950	3,700	4,200	250	4,200
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 1,921,616</b>	<b>\$ 2,183,095</b>	<b>\$ 2,242,982</b>	<b>\$ 2,274,973</b>	<b>\$ 91,878</b>	<b>\$ 2,366,950</b>

### CAPITAL OUTLAY

71	Equipment	\$ 4,618	\$ 7,600	\$ 7,000	\$ 5,700	\$ (1,900)	\$ 7,500
72	Furniture and fixtures	74,369	57,200	55,000	49,500	(7,700)	55,000
73	Equipment replacement fund	380,249	425,761	425,761	480,216	54,455	486,905
74	Office equipment	-	4,600	4,600	-	(4,600)	-
75	Operating equipment	-	11,000	9,950	21,000	10,000	15,000
76	Property improvements	304,406	510,000	531,308	442,000	(68,000)	332,800
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 763,642</b>	<b>\$ 1,016,161</b>	<b>\$ 1,033,619</b>	<b>\$ 998,416</b>	<b>\$ (17,745)</b>	<b>\$ 897,205</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	25,000	-	25,000	-	25,000

<b>PUBLIC WORKS SUMMARY</b>		<b>\$ 5,093,199</b>	<b>\$ 6,049,569</b>	<b>\$ 6,065,921</b>	<b>\$ 6,230,316</b>	<b>\$ 180,747</b>	<b>\$ 6,330,919</b>
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**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

**OVERVIEW:** This activity provides for a safe and efficient transportation system through effective pavement maintenance, snow and ice removal operations, equipment maintenance, and right-of way management.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	1,073,999	1,177,144	1,153,154	1,150,764
Contractual & supply service	448,694	523,250	556,250	539,150
Capital outlay	713,627	680,813	710,116	630,086
<b>Total expenditures</b>	<b>\$ 2,236,320</b>	<b>\$ 2,381,207</b>	<b>\$ 2,419,520</b>	<b>\$ 2,320,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	2,332,335	2,366,440	2,374,112	2,358,064
<b>Total revenue</b>	<b>\$ 2,332,335</b>	<b>\$ 2,366,440</b>	<b>\$ 2,374,112</b>	<b>\$ 2,358,064</b>
<b>Change in fund balance</b>	<b>\$ 96,015</b>	<b>\$ (14,767)</b>	<b>\$ (45,408)</b>	<b>\$ 38,064</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$26,400 in full-time salaries and benefits, which reflects moving a supervisor to the Solid Waste budget, netted against the normal salary and benefits for existing staff.
- ↓ A decrease of \$4,100 in professional services as a result of the department no longer contracting for rural ditch mowing.
- ↓ A decrease of \$13,000 in contributions to other agencies, which reflects the Pavement Condition Inventory being conducted every other year.
- ↑ An increase of \$7,700 in maintenance supplies for the rising cost of materials. This line item will reflect a more aggressive concrete maintenance program while asphalt expenditures continue to decline due to the reconstruction of Douglas Parkway and 156<sup>th</sup> Street.
- ↑ An increase of \$20,900 in vehicle operation supplies, which reflects a rise in fuel costs.
- ↑ An increase of \$10,000 in equipment, which reflects the purchase of a new pavement saw and dowel machine for the concrete pavement maintenance program.
- ↓ A decrease of \$65,000 in property improvement costs. This reflects provides for the Meredith Drive Preservation Project (Merle Hay Road to 76<sup>th</sup> Street) at a net cost of \$110,000, and the annual concrete street rehabilitation program costs of \$225,000.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The Capital Improvement Program provides for an aggressive reconstruction schedule for asphalt streets located west of Interstate 35/80. This will significantly decrease maintenance expenditures on temporary streets and allow the Department to focus on permanent repairs that will have a positive impact on overall street conditions.

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**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

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**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The Road Use Fund supports many General Fund activities. The increases in Solid Waste fees and implementation of a Stormwater Utility will allow for higher expenditures on the contracted street maintenance program.
- ❖ In order to maintain existing levels of service for snow and ice removal, an aggressive approach to expanding the fleet of equipment and staffing must be taken.
- ❖ Due to high fuel prices, it is not cost-efficient to receive delivery of salt during the snow and ice removal season. Therefore, a proposal is being constructed that would allow for a joint salt storage located in Des Moines that would allow Urbandale to store an entire season of salt in the immediate area. This may increase the cost of salt slightly.

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: Improve the overall quality of street condition through an aggressive rehabilitation and reconstruction program.**

PERFORMANCE OBJECTIVES

1. Remove and replace 4,000 square yards of defective concrete pavement annually.
2. Remove and replace 8,100 square yards of defective asphalt pavement annually.
3. Continue using the pavement management program to improve the overall condition rating of the street system.

**GOAL: Reduce future maintenance costs and extend the life of existing pavement through an aggressive preventative maintenance program.**

PERFORMANCE OBJECTIVES

1. Seal cracks on 20 miles of pavement, which represents 5% of streets not sealed in the last five years.

**GOAL: Provide safe movement of traffic during inclement weather through an effective snow and ice removal program.**

PERFORMANCE OBJECTIVES

1. During the course of any storm, keep arterial streets safe for travel with proper anti-icing techniques, material application and plowing.
2. Open all residential streets within four hours of the end of a winter storm event and clear all roadways and streets from curb to curb within 12 hours.

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**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

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**GOAL: Maintain the equipment and vehicle fleet to maximize operational effectiveness and useful life.**

PERFORMANCE OBJECTIVES

1. Maintain all vehicles and equipment so operational readiness exceeds 95%.
2. Perform preventative maintenance on all vehicles and equipment to prevent failures and extend life.

**GOAL: Improve safety and appearance of City rights-of-way.**

PERFORMANCE OBJECTIVES

1. Mow all rural ditches once per month from May to September.
2. Control weeds within the rights-of-way through a spring and fall treatment and removal.

**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Paved lane miles maintained	407	409	410	414	416
Unpaved lane miles maintained	1	1	3	1	1
Square yards of concrete replaced	3,257	2,080	2,638	3,500	4,050
Asphalt streets repaired (tons)	1,610	3,180	2,609	2,700	1,800
Miles of streets crack sealed	17	7	12	20	20
Days with snow and ice control activities	21	18	21	30	30
Inches of snowfall	19.8	24.9	39.3	36	36
<b><u>Efficiency Measures</u></b>					
Rehabilitation expenditures per paved lane mile	\$2,263	\$4,383	\$2,401	\$2,353	\$2,858
Median for CPM cities < 100K	\$2,873	\$2,580	N/A		
Snow and ice control expenditures per lane mile	\$354	\$420	\$593	\$630	\$650
Snow and ice control expenditures per capita	\$4.03	\$4.78	\$6.82	\$7.28	\$7.55
Median for CPM cities < 100K	\$5.48	\$5.21	N/A		
<b><u>Outcome Measures</u></b>					
Citizen survey satisfaction rating					
For street maintenance	N/A	91%	N/A	90%	92%
For snow and ice control	N/A	96%	N/A	95%	97%
Percent of lane miles that are assessed in satisfactory or better condition	N/A	N/A	N/A	N/A	80%
Median for CPM cities < 100K	81.4%	85.2%			
Overall pavement condition index	73	73	72	72	72
<b><u>CIPA Measures</u></b>					
Surveyed residents who are satisfied with the City's efforts to inform them of delays or detours	N/A	94%	N/A	95%	N/A
Surveyed residents who are satisfied with the growth of the street network to keep pace with development	N/A	91%	N/A	90%	N/A

<b>PUBLIC WORKS</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>210 ROADWAY MAINTENANCE</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 700,977	\$ 796,911	\$ 775,543	\$ 763,062	\$ (33,849)	\$ 745,813
02	Overtime	57,316	33,000	35,000	35,000	2,000	36,225
03	Part-time	15,033	17,000	15,654	17,800	800	18,423
04	Witness fees	-	-	-	-	-	-
06	FICA	58,503	64,789	63,077	62,413	(2,376)	61,235
07	Retirement - IPERS	47,063	57,985	56,421	58,806	821	60,035
08	Pension	-	-	-	-	-	-
09	Group insurance	195,107	207,459	207,459	213,683	6,224	220,093
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 1,073,999</b>	<b>\$ 1,177,144</b>	<b>\$ 1,153,154</b>	<b>\$ 1,150,764</b>	<b>\$ (26,380)</b>	<b>\$ 1,141,824</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 91	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	1,923	4,100	-	-	(4,100)	-
24	Contributions to other agencies	-	13,000	13,000	-	(13,000)	13,000
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	9,934	10,650	11,650	11,650	1,000	12,000
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	7,015	8,500	10,200	8,000	(500)	10,000
46	Training and development	795	1,000	900	1,000	-	1,000
48	Utility service	25,122	23,100	25,000	26,250	3,150	27,560
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	274,324	342,350	361,000	350,050	7,700	330,000
54	Minor equipment	5,372	2,000	2,000	2,000	-	10,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	40,837	37,000	38,000	37,000	-	38,000
57	Vehicle operation supplies	69,032	69,300	82,000	90,200	20,900	99,220
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	10,719	9,500	9,500	10,000	500	10,500
60	Safety and medical supplies	3,530	2,750	3,000	3,000	250	3,000
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 448,694</b>	<b>\$ 523,250</b>	<b>\$ 556,250</b>	<b>\$ 539,150</b>	<b>\$ 15,900</b>	<b>\$ 554,280</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 80	\$ 7,600	\$ 7,000	\$ 2,500	\$ (5,100)	\$ 7,500
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	264,290	262,213	262,213	271,586	9,373	277,775
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	11,000	9,950	21,000	10,000	15,000
76	Property improvements	449,257	400,000	430,953	335,000	(65,000)	232,800
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 713,627</b>	<b>\$ 680,813</b>	<b>\$ 710,116</b>	<b>\$ 630,086</b>	<b>\$ (50,727)</b>	<b>\$ 533,075</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>ROADWAY MAINTENANCE</b>		<b>\$ 2,236,320</b>	<b>\$ 2,381,207</b>	<b>\$ 2,419,520</b>	<b>\$ 2,320,000</b>	<b>\$ (61,207)</b>	<b>\$ 2,229,179</b>

**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Supervisor, Mechanics (2) Heavy Equipment Operators (2), Light Equipment Operators (3), ½ Light Equipment Operator – Other ½ in Street Cleaning, Laborers (7), ½ Laborer – other ½ in Storm Sewer, 1/3 Laborer (2) – Other 2/3 in Solid Waste Collection, performance bonus	\$ 763,062
02	Overtime	\$ 35,000
03	Seasonal personnel (4) – 14 weeks	\$ 17,800
06	FICA	\$ 62,413
07	IPERS	\$ 58,806
09	Group insurance	\$ 213,683
32	Uniforms, shop towels, coats, floor mats	\$ 11,650
41	Radio maintenance and installs	\$ 1,000
	Contract repairs or major component replacement	\$ 7,000
46	Seminars or special training	\$ 1,000
48	Water, electric and gas	\$ 25,770
	Supervisor cell phones	\$ 480
51	Concrete (900 c.y.)	\$ 73,800
	Asphalt (1,800 tons)	\$ 108,000
	Crack sealing materials	\$ 15,000
	Various construction materials (dowels, epoxy, tack, snow fence, etc.)	\$ 15,000
	Aggregates	\$ 5,000
	Equipment rentals	\$ 5,000
	Brush grinding services	\$ 5,000
	Salt (2,500 tons)	\$ 103,750
	Calcium for snow and ice removal (10,000 gal.)	\$ 7,500
	Snow plow blades	\$ 9,000
	Construction signs	\$ 2,000
	Miscellaneous materials	\$ 1,000
54	Miscellaneous shop tools	\$ 2,000
56	Tires, batteries and wear items	\$ 7,000
	Maintenance parts	\$ 30,000
57	Fuel	\$ 83,200
	Oil, hydraulic fluid, coolant, grease	\$ 7,000
59	Shop supplies	\$ 5,600
	Towing	\$ 1,000
	Cylinder rental and propane	\$ 3,000
	Parts washer service agreement	\$ 400
60	First aid supplies and fire extinguishers	\$ 2,000
	Safety equipment	\$ 500

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**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Gloves and related safety items	\$ 500
71	Pickup lift gate	\$ 2,500
73	Equipment Replacement Fund contribution	\$ 271,586
75	Concrete saw	\$ 16,000
	Dowel machine	\$ 5,000
76	Meredith Drive Preservation Project (Merle Hay Road to 76 <sup>th</sup> Street)	\$ 110,000
	Annual Concrete Street Rehabilitation	\$ 225,000



**FUNCTION: Public Works**  
**ACTIVITY: Street Lighting**

**OVERVIEW:** This activity provides for a safe transportation system for motorists and pedestrians by funding the energy costs for publicly-owned street lights.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	420,915	432,000	432,000	450,600
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 420,915</b>	<b>\$ 432,000</b>	<b>\$ 432,000</b>	<b>\$ 450,600</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	438,987	429,321	423,893	457,993
<b>Total revenue</b>	<b>\$ 438,987</b>	<b>\$ 429,321</b>	<b>\$ 423,893</b>	<b>\$ 457,993</b>
<b>Change in fund balance</b>	<b>\$ 18,072</b>	<b>\$ (2,679)</b>	<b>\$ (8,107)</b>	<b>\$ 7,393</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$22,600 in utilities reflects the increasing cost of energy coupled with additional newly constructed street lights being in service.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ MidAmerican Energy has indicated that electric rates will remain stable for the foreseeable future.

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**FUNCTION: Public Works**  
**ACTIVITY: Street Lighting**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To enhance public safety through the management of an effective street lighting system.**

PERFORMANCE OBJECTIVES:

1. Evaluate requests for street lighting to ensure compliance with applicable standards and specifications and City plans and policies.
2. Annually inspect a portion of the street light system to ensure that the inventory is current and accurate.
3. Promptly forward street lighting repair requests to MidAmerican Energy.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Percentage of street lights inventoried	100%	100%	100%	100%	100%
<u>Outcome Measures</u>					
Citizen survey satisfaction rating for this activity	N/A	95%	N/A	> 95%	N/A

<b>PUBLIC WORKS</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>230 STREET LIGHTING</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	6,000	3,000	2,000	(4,000)	2,000
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	420,915	426,000	429,000	448,600	22,600	459,800
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 420,915	\$ 432,000	\$ 432,000	\$ 450,600	\$ 18,600	\$ 461,800
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>STREET LIGHTING</b>		\$ 420,915	\$ 432,000	\$ 432,000	\$ 450,600	\$ 18,600	\$ 461,800

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**FUNCTION: Public Works**  
**ACTIVITY: Street Lighting**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
40	Street light maintenance	\$ 2,000
48	Energy cost for existing street light system	\$ 448,600

**FUNCTION: Public Works**  
**ACTIVITY: Traffic Safety**

**OVERVIEW:** This activity contributes to a safe street system for motorists and pedestrians by providing timely street painting and sign maintenance.

FINANCIAL SUMMARY				
	FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09
	Actual	Adopted	Revised	Adopted
Personal services	54,307	60,535	59,555	62,019
Contractual & supply service	59,744	71,345	74,300	62,820
Capital outlay	-	-	-	7,000
<b>Total expenditures</b>	<b>\$ 114,051</b>	<b>\$ 131,880</b>	<b>\$ 133,855</b>	<b>\$ 131,839</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	118,948	131,062	131,343	134,002
<b>Total revenue</b>	<b>\$ 118,948</b>	<b>\$ 131,062</b>	<b>\$ 131,343</b>	<b>\$ 134,002</b>
<b>Change in fund balance</b>	<b>\$ 4,897</b>	<b>\$ (818)</b>	<b>\$ (2,512)</b>	<b>\$ 2,163</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$3,500 in utilities, which reflects the completion of the LED retrofit project.
- ↓ A decrease of \$4,400 in maintenance supplies, which reflects the completion of expenses dedicated to the LED retrofit project.
- ↑ An increase of \$7,000 in property improvements to fund the installation of recessed, durable pavement markings on 86<sup>th</sup> Street between Hickman Road and Douglas Avenue.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Traffic signal electrical costs have gone from an average of just under \$1,100 per signal per year to \$340. In addition, approximately \$10,000 is being saved annually in maintenance. However, the life of the LED's is an estimated five to seven years and replacement will be more expensive than the original installation because there are no rebates from MidAmerican Energy.
- ❖ As the number of traffic signals and complexity of the system increases, it may become more cost effective and improve operation of the system if full-time staff were hired to specialize in signal maintenance versus utilizing a contractor.

**FUNCTION: Public Works**  
**ACTIVITY: Traffic Safety**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: Provide motorists in the City of Urbandale with clearly marked pavement lines.**

PERFORMANCE OBJECTIVES:

1. Paint all lane lines clearly and accurately in the spring within ten working days when pavement and air temperatures allow.
2. Paint all lane lines clearly and accurately in the fall.
3. Paint all intersections clearly and accurately between July 1 and August 15.

**GOAL: Provide a safe street system based on properly maintained traffic control devices.**

PERFORMANCE OBJECTIVES:

1. In the event signs are damaged, replace all essential signs within two hours of notification and other regulatory signs within three days.
2. Replace at least 300 substandard signs.
3. Periodically inspect all signals and interconnects and cooperate with private contractor to assure all are performing optimally.
4. Now that the LED project is complete, monitor savings and life cycle costs.
5. Continue upgrading traffic control devices to new state and federal standards.

**PERFORMANCE MEASURES**

	<u>04-05</u> <u>Actual</u>	<u>05-06</u> <u>Actual</u>	<u>06-07</u> <u>Actual</u>	<u>07-08</u> <u>Estimate</u>	<u>08-09</u> <u>Target</u>
<u>Workload Measures</u>					
Number of times lane lines painted	2	2	2	2	2
Number of times other markings painted	1	1	1	1	1
Hours spent on street painting	1,111	1,517	1,711	1,700	1,540
Signs erected, replaced and repaired	875	778	821	800	800
Hours spent on sign maintenance	1,538	1,476	1,593	1,500	1,400
<u>Efficiency Measures</u>					
Staff hours per sign	1.76	1.90	1.94	1.88	1.75
Staff hour per gallon of paint	0.69	0.92	1.11	1.10	1.00
<u>Outcome Measures</u>					
Citizen survey satisfaction rating for this activity	N/A	88%	N/A	90%	N/A

<b>PUBLIC WORKS</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>240 TRAFFIC SAFETY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 39,592	\$ 41,433	\$ 41,433	\$ 42,874	\$ 1,441	\$ 44,366
02	Overtime	-	-	-	-	-	-
03	Part-time	1,577	4,940	4,030	4,450	(490)	4,605
04	Witness fees	-	-	-	-	-	-
06	FICA	3,149	3,548	3,478	3,620	72	3,746
07	Retirement - IPERS	2,277	2,921	2,921	3,151	230	3,394
08	Pension	-	-	-	-	-	-
09	Group insurance	7,712	7,693	7,693	7,924	231	8,161
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 54,307</b>	<b>\$ 60,535</b>	<b>\$ 59,555</b>	<b>\$ 62,019</b>	<b>\$ 1,484</b>	<b>\$ 64,272</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	12,304	13,800	20,000	13,200	(600)	13,520
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	19,120	18,160	17,000	14,620	(3,540)	14,375
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	27,879	38,385	36,300	34,000	(4,385)	35,000
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	441	1,000	1,000	1,000	-	1,000
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 59,744</b>	<b>\$ 71,345</b>	<b>\$ 74,300</b>	<b>\$ 62,820</b>	<b>\$ (8,525)</b>	<b>\$ 63,895</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	7,000	7,000	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>TRAFFIC SAFETY</b>		<b>\$ 114,051</b>	<b>\$ 131,880</b>	<b>\$ 133,855</b>	<b>\$ 131,839</b>	<b>\$ (41)</b>	<b>\$ 128,167</b>

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**FUNCTION: Public Works**  
**ACTIVITY: Traffic Safety**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Laborer	\$ 42,874
03	Seasonal personnel (1) – 14 weeks	\$ 4,450
06	FICA	\$ 3,620
07	IPERS	\$ 3,151
09	Group insurance	\$ 7,924
40	Signal maintenance contract (32 signals 100%, 12 signals 50%)	\$ 12,200
	City of Clive - Hickman Road signal maintenance	\$ 1,000
48	Traffic signal electrical service (36 signals @ 100%, 12 signals @ 50%)	\$ 14,620
51	Signs	\$ 13,000
	Posts, brackets, miscellaneous hardware	\$ 7,000
	Street painting materials	\$ 14,000
56	Paint machine maintenance	\$ 1,000
76	Pavement marking on 86 <sup>th</sup> Street (Hickman Road to Douglas Avenue)	\$ 7,000

**FUNCTION: Public Works**  
**ACTIVITY: Engineering Services**

**OVERVIEW:** This activity provides engineering review and inspection of all new infrastructures in Urbandale and assures that it is built according to approved plans and specifications. This activity also supports all infrastructure mapping and record keeping for the City.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	434,813	461,187	437,821	467,426
Contractual & supply service	36,806	43,750	37,804	45,300
Capital outlay	23,634	25,709	25,709	13,316
<b>Total expenditures</b>	<b>\$ 495,253</b>	<b>\$ 530,646</b>	<b>\$ 501,334</b>	<b>\$ 526,042</b>
Fees	56,709	80,000	120,000	95,000
Grants	-	-	-	-
Other	47,690	36,390	33,548	30,822
<b>Total revenue</b>	<b>\$ 104,399</b>	<b>\$ 116,390</b>	<b>\$ 153,548</b>	<b>\$ 125,822</b>
<b>Change in fund balance</b>	<b>\$ 390,854</b>	<b>\$ 414,256</b>	<b>\$ 347,786</b>	<b>\$ 400,220</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$6,200 in full-time salary and benefit costs, resulting from normal increases for existing staff.
- ↓ A decrease of \$4,600 in office furniture resulting from the purchase of a cubical in FY07-08.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ A large portion of this budget is salary and vehicle related expenses. This budget is closely tied to the amount of development that occurs in the City.

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**FUNCTION: Public Works**  
**ACTIVITY: Engineering Services**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To provide a sound public utility and street system through appropriate engineering review and inspection of all public improvement projects.**

PERFORMANCE OBJECTIVES:

1. Prepare plans and specifications, identify funding sources, and estimate construction timeframes for the City's Capital Improvements Program.
2. Review all rezonings, platting, public improvement projects, and site plans to ensure that proposed projects conform to applicable standards and specifications.
3. Develop and implement inventories and maintenance schedules for the City's infrastructure assets.
4. Provide leadership and expertise to other City departments in the implementation of the geographic information system technologies.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Percentage of paved streets inspected	100%	100%	0%	100%	0%
Subdivision plans reviewed and inspected	28	20	14	5	8
Site plans reviewed and inspected	33	26	26	25	25
Residential sidewalk inspections	3,280	1,545	2,805	2,940	3,812
Utility locates	11,366	11,187	9,565	10,000	10,000
Signs input into the sign management program	423	0	73	50	50
Traffic counts and intersection analyses	20	23	20	20	25

<b>PUBLIC WORKS</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## **260 ENGINEERING SERVICES**

### **PERSONAL SERVICES**

01	Salaries	\$ 284,384	\$ 290,220	\$ 270,669	\$ 292,257	\$ 2,037	\$ 306,334
02	Overtime	28,622	40,000	39,000	40,000	-	40,000
03	Part-time	17,864	21,600	21,600	22,500	900	21,600
04	Witness fees	-	-	-	-	-	-
06	FICA	24,889	26,914	25,342	27,139	225	28,147
07	Retirement - IPERS	17,733	21,285	20,042	22,527	1,242	24,468
08	Pension	-	-	-	-	-	-
09	Group insurance	61,321	61,168	61,168	63,003	1,835	64,893
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 434,813</b>	<b>\$ 461,187</b>	<b>\$ 437,821</b>	<b>\$ 467,426</b>	<b>\$ 6,239</b>	<b>\$ 485,442</b>

### **CONTRACTUAL AND SUPPLY SERVICES**

21	Advertising	\$ 3,288	\$ -	\$ 45	\$ 100	\$ 100	\$ 100
23	Professional services	13,293	22,500	13,000	22,500	-	22,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	7	-	-	-
28	Dues and memberships	3,802	-	3,780	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	2,477	2,500	3,000	2,500	-	2,500
35	Printing and copying	7	-	15	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	718	750	250	750	-	750
46	Training and development	2,718	2,500	2,500	2,500	-	2,500
48	Utility service	2,281	2,000	1,700	2,000	-	2,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	57	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	175	1,000	950	1,000	-	1,000
57	Vehicle operation supplies	6,528	9,900	10,500	11,550	1,650	12,700
58	Office supplies	108	700	400	500	(200)	500
59	Operating supplies	1,411	1,800	1,500	1,800	-	1,800
60	Safety and medical supplies	-	100	100	100	-	100
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 36,806</b>	<b>\$ 43,750</b>	<b>\$ 37,804</b>	<b>\$ 45,300</b>	<b>\$ 1,550</b>	<b>\$ 46,450</b>

### **CAPITAL OUTLAY**

71	Equipment	\$ 1,510	\$ -	\$ -	\$ 700	\$ 700	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	17,537	21,109	21,109	12,616	(8,493)	12,716
74	Office equipment	4,587	4,600	4,600	-	(4,600)	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 23,634</b>	<b>\$ 25,709</b>	<b>\$ 25,709</b>	<b>\$ 13,316</b>	<b>\$ (12,393)</b>	<b>\$ 12,716</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>ENGINEERING SERVICES</b>		<b>\$ 495,253</b>	<b>\$ 530,646</b>	<b>\$ 501,334</b>	<b>\$ 526,042</b>	<b>\$ (4,604)</b>	<b>\$ 544,608</b>
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**FUNCTION: Public Works**  
**ACTIVITY: Engineering Services**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Senior Engineering Technician (4), Engineering Drafting Technician (1), performance bonus	\$ 292,257
02	Overtime	\$ 40,000
03	Part-time	\$ 22,500
06	FICA	\$ 27,139
07	IPERS	\$ 22,527
09	Group insurance	\$ 63,003
21	Advertising	\$ 100
23	Engineering studies/grant preparation	\$ 4,000
	Sylvan Ridge well monitoring	\$ 5,000
	Update of design standards	\$ 2,500
	Storm Water Phase II regulations	\$ 5,000
	Fiber optic work and supplies	\$ 5,000
	Traffic signal annual maintenance	\$ 1,000
32	Uniforms (5)	\$ 2,500
41	Emergency vehicle repairs	\$ 750
46	Software training	\$ 2,500
48	Inspector cell phones (5)	\$ 2,000
56	Vehicle maintenance and repair parts - batteries, tires, etc.	\$ 1,000
57	Gasoline and oil	\$ 11,550
58	Toner for fax and copiers	\$ 500
59	Drafting supplies	\$ 600
	Field supplies (paint lath, flagging, etc.)	\$ 1,200
60	First aid supplies	\$ 100
71	Utility locator	\$ 700
73	Equipment Replacement Fund contribution	\$ 12,616

**FUNCTION: Public Works**  
**ACTIVITY: Street Cleaning**

**OVERVIEW:** This activity contributes to a safe and attractive street system through periodic sweeping of all curb lanes.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	85,744	88,820	89,280	92,492
Contractual & supply service	12,196	15,300	13,600	14,710
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 97,940</b>	<b>\$ 104,120</b>	<b>\$ 102,880</b>	<b>\$ 107,202</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	102,145	103,474	100,949	108,961
<b>Total revenue</b>	<b>\$ 102,145</b>	<b>\$ 103,474</b>	<b>\$ 100,949</b>	<b>\$ 108,961</b>
<b>Change in fund balance</b>	<b>\$ 4,205</b>	<b>\$ (646)</b>	<b>\$ (1,931)</b>	<b>\$ 1,759</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from the current budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The Street Cleaning program can be funded by a Stormwater Utility, which the City is planning to implement in subsequent years. This implementation will result in Road Use tax revenues being freed up for street maintenance activities.
- ❖ Stormwater regulations will continue to be more stringent, which will put an emphasis on the street cleaning program. This additional level of regulation will likely result in additional costs for this program.

**FUNCTION: Public Works**  
**ACTIVITY: Street Cleaning**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To provide a safe and attractive street system based on an effective street cleaning program.**

PERFORMANCE OBJECTIVES:

1. Sweep arterial streets on a monthly basis and residential streets twice in the summer and once in the spring and fall.
2. With the assistance of contractors, improve efforts in keeping areas under construction clean and swept.
3. Comply with Phase II Stormwater Regulations.

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Number of lane miles swept	1,595	1,568	1,864	2,150	2,150
<b><u>Efficiency Measures</u></b>					
Street sweeping expenditures					
Per linear mile swept	\$46.74	\$48.49	\$45.20	\$42.00	\$40.00
Mean for CPM cities <100K	26.32	\$26.53	N/A		
Per capita	\$4.03	\$4.78	\$2.35	\$2.51	\$2.40
Mean for CPM cities <100K	\$2.97	\$3.14	N/A		
<b><u>Outcome Measures</u></b>					
Citizen survey satisfaction rating for this activity	N/A	91%	N/A	90%	N/A
Mean for CPM cities <100K	87%	85%	N/A		

<b>PUBLIC WORKS</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 270 STREET CLEANING

### PERSONAL SERVICES

01	Salaries	\$ 61,825	\$ 64,093	\$ 64,494	\$ 66,720	\$ 2,627	\$ 69,024
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	4,663	4,903	4,934	5,104	201	5,280
07	Retirement - IPERS	3,912	4,519	4,547	4,904	385	5,280
08	Pension	-	-	-	-	-	-
09	Group insurance	15,344	15,305	15,305	15,764	459	16,237
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 85,744</b>	<b>\$ 88,820</b>	<b>\$ 89,280</b>	<b>\$ 92,492</b>	<b>\$ 3,672</b>	<b>\$ 95,821</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	68	500	500	500	-	500
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	5,229	6,000	5,000	5,300	(700)	6,000
57	Vehicle operation supplies	6,856	8,800	8,100	8,910	110	9,800
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	43	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 12,196</b>	<b>\$ 15,300</b>	<b>\$ 13,600</b>	<b>\$ 14,710</b>	<b>\$ (590)</b>	<b>\$ 16,300</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>STREET CLEANING</b>		<b>\$ 97,940</b>	<b>\$ 104,120</b>	<b>\$ 102,880</b>	<b>\$ 107,202</b>	<b>\$ 3,082</b>	<b>\$ 112,121</b>
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**FUNCTION: Public Works**  
**ACTIVITY: Street Cleaning**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Light Equipment Operator, ½ Light Equipment Operator – other ½ in Roadway Maintenance	\$ 66,720
06	FICA	\$ 5,104
07	IPERS	\$ 4,904
08	Group insurance	\$ 15,764
41	Contract repairs or major component replacement	\$ 500
56	Brooms	\$ 4,000
	Vehicle maintenance supplies	\$ 1,300
57	Fuel, oil, hydraulic fluid, coolant, grease	\$ 8,910

**FUNCTION: Public Works**  
**ACTIVITY: Solid Waste Collection**

**OVERVIEW:** This activity contributes to the public health through the timely collection of solid waste, including garbage, yard waste and recyclables.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	367,917	379,140	383,692	469,504
Contractual & supply service	813,850	867,960	889,790	944,503
Capital outlay	218,950	192,166	189,966	241,666
<b>Total expenditures</b>	<b>\$ 1,400,717</b>	<b>\$ 1,439,266</b>	<b>\$ 1,463,448</b>	<b>\$ 1,655,673</b>
Fees	1,026,612	1,064,000	1,065,870	1,390,850
Grants	52,560	-	-	-
Other	139,270	102,701	101,930	101,009
<b>Total revenue</b>	<b>\$ 1,218,442</b>	<b>\$ 1,166,701</b>	<b>\$ 1,167,800</b>	<b>\$ 1,491,859</b>
<b>Change in fund balance</b>	<b>\$ 182,275</b>	<b>\$ 272,565</b>	<b>\$ 295,648</b>	<b>\$ 163,814</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$90,400 in full-time salary and benefit costs, which reflects the shifting of a supervisor from the Roadway Maintenance budget and normal increases for existing staff.
- ↑ An increase of \$45,100 in contributions to other agencies, which reflects costs related to landfill and transfer station charges, and to the Curb It! recycling program.
- ↑ An increase of \$20,500 in vehicle operations, which reflects higher fuel prices and increased usage.
- ↑ An increase of \$54,700 in the contribution to the Equipment Replacement Fund which reflects the replacement costs of the four recently purchased automated collection vehicles.
- ↑ An increase in revenues of \$317,000 due to a \$2 per month increase in solid waste collection fees.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ A fee increase of \$2.00 per month in FY2008/09 and a proposed \$2.00 per month increase in FY2009/10. Revenues are estimated at \$1,170,000 in FY2008/09 and \$1,550,000 in FY 2009/10.
- ❖ The Curb It! recycling program may undergo some changes when the current contract with Artistic Waste Services is considered for renewal in 2009. A committee is entertaining service changes, with possibilities that include automated collection, which may result in increased costs.
- ❖ Growth has slowed considerably and it is anticipated that the staffing levels should remain stable for the next five years and fleet size for the next ten years.
- ❖ In the next two to four years, the inventory of solid waste containers purchased when automated collection was implemented in 2000 will approach the end of their life.

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**FUNCTION: Public Works**  
**ACTIVITY: Solid Waste Collection**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**Goal: To provide residents with a cost-efficient and reliable solid waste program with an emphasis on customer service.**

PERFORMANCE OBJECTIVES:

1. Analyze route efficiency to optimize collection in an effort to provide the most cost-effective service.
2. Emphasize customer service and education in an effort to increase recycling and divert yard waste from the landfill.
3. Respond to all work requests as scheduled, or within one-half day of the request if immediate attention is required.
4. Plan for future growth of the City and the impact that growth may have on service levels.

**FUNCTION: Public Works**  
**ACTIVITY: Solid Waste Collection**

**PERFORMANCE MEASURES**

	<b>04-05 Actual</b>	<b>05-06 Actual</b>	<b>06-07 Actual</b>	<b>07-08 Estimate</b>	<b>08-09 Target</b>
<b><u>Workload Measures</u></b>					
Number of households	10,910	11,450	11,950	12,280	12,510
Tons of refuse collected	9,818	10,307	11,248	11,875	12,370
Tons of refuse per household	0.90	0.90	0.94	0.97	0.99
<i>Median for CPM cities &lt; 100K</i>	1.38	1.11	N/A		
Tons of recycling collected	2,580	2,814	2,968	3,190	3,250
Tons of recycling per household	0.24	0.25	0.25	0.26	0.26
<i>Median for CPM cities &lt; 100K</i>	0.24	0.19	N/A		
Recycling tonnage as a percentage of total refuse and recycling tonnage	21%	21%	21%	21%	21%
<i>Median for CPM cities &lt; 100K</i>	13%	15%	N/A		
Tons of yard waste collected	1,955	2,120	2,463	2,390	2,450
Tons of yard waste per household	0.18	0.19	0.21	0.19	0.20
Bulk item/log and limb collections	639	627	865	800	800
<b><u>Efficiency Measures</u></b>					
Route efficiency (homes/hour for solid waste)	130	130	125	130	135
Route efficiency (homes/hour for yard waste)	220	205	210	220	225
Operating and maintenance expenditures:					
For refuse collection per ton	\$30.35	\$30.41	\$30.45	\$31.00	\$32.00
<i>Median for CPM cities &lt; 100K</i>	\$39.56	\$44.11	N/A		
For refuse collection per account	\$27.26	\$27.37	\$28.67	\$29.98	\$31.64
<i>Median for CPM cities &lt; 100K</i>	\$62.29	\$72.73	N/A		
For refuse collection & disposal per account	\$55.51	\$56.54	\$56.54	\$57.00	\$58.00
<i>Median for CPM cities &lt; 100K</i>	\$121.95	\$131.19	N/A		
For recycling services per account	\$25.36	\$26.20	\$28.86	\$29.76	\$30.96
<i>Median for CPM cities &lt; 100K</i>	\$24.37	\$26.32	N/A		
<b><u>Outcome Measures</u></b>					
Citizen survey satisfaction ratings for:					
Refuse collection	N/A	98%	N/A	98%	N/A
Recycling services	N/A	88%	N/A	90%	N/A
Yard waste collection	N/A	91%	N/A	90%	N/A
<b><u>CIPA Measures</u></b>					
Surveyed residents who said solid waste collection is timely and reliable	N/A	98%	N/A	98%	N/A
Surveyed residents who said the City keeps them informed of changes in the collection schedule	N/A	90%	N/A	90%	N/A

<b>PUBLIC WORKS</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>290 SOLID WASTE COLLECTION</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 242,683	\$ 251,799	\$ 255,272	\$ 327,246	\$ 75,447	\$ 382,450
02	Overtime	12,760	12,000	12,500	13,000	1,000	13,455
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	19,262	20,181	20,485	26,029	5,848	30,287
07	Retirement - IPERS	16,338	18,478	18,753	24,246	5,768	29,499
08	Pension	-	-	-	-	-	-
09	Group insurance	76,874	76,682	76,682	78,983	2,301	81,352
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 367,917</b>	<b>\$ 379,140</b>	<b>\$ 383,692</b>	<b>\$ 469,504</b>	<b>\$ 90,364</b>	<b>\$ 537,043</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ 200	\$ -	\$ 200	\$ -	\$ 200
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	700,668	754,440	757,670	799,548	45,108	848,270
27	Data processing	-	2,520	2,410	3,655	1,135	4,000
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	3,761	3,000	3,000	3,000	-	3,000
35	Printing and copying	733	800	1,500	800	-	800
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	7,130	5,000	7,500	5,800	800	7,500
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	2,363	-	-	-	-	-
54	Minor equipment	-	-	10	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	33,821	28,000	19,000	28,000	-	30,000
57	Vehicle operation supplies	64,029	71,500	90,000	99,000	27,500	108,900
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	1,295	2,000	8,500	4,000	2,000	4,250
60	Safety and medical supplies	40	500	200	500	-	500
61	Refunds	10	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 813,850</b>	<b>\$ 867,960</b>	<b>\$ 889,790</b>	<b>\$ 944,503</b>	<b>\$ 76,543</b>	<b>\$ 1,007,420</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -
72	Furniture and fixtures	65,187	57,200	55,000	49,500	(7,700)	55,000
73	Equipment replacement fund	133,763	134,966	134,966	189,666	54,700	189,662
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	20,000	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 218,950</b>	<b>\$ 192,166</b>	<b>\$ 189,966</b>	<b>\$ 241,666</b>	<b>\$ 49,500</b>	<b>\$ 244,662</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>SOLID WASTE COLLECTION</b>		<b>\$ 1,400,717</b>	<b>\$ 1,439,266</b>	<b>\$ 1,463,448</b>	<b>\$ 1,655,673</b>	<b>\$ 216,407</b>	<b>\$ 1,789,125</b>

**FUNCTION: Public Works**  
**ACTIVITY: Solid Waste Collection**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Supervisor, Waste Collection Operators (4) 2/3 Waste Collection Operators (2) – other 1/3 in Roadway Maintenance	\$ 327,246
02	Overtime	\$ 13,000
06	FICA	\$ 26,029
07	IPERS	\$ 24,246
09	Group insurance	\$ 78,983
21	Informational advertisements and brochures	\$ 200
24	Landfill and transfer station charges	\$ 376,048
	Curb It! Recycling program	\$ 387,000
	Appliance disposal	\$ 3,000
	Bulk item collection (annual)	\$ 33,500
27	AVL operation fees	\$ 3,655
32	Uniform allowance for six employees	\$ 3,000
35	Spring clean-up mailing and solid waste brochures	\$ 800
41	Contracted repairs	\$ 5,800
56	Wear items (tires, batteries, etc.)	\$ 8,000
	Repair parts for eight vehicles	\$ 20,000
57	Fuel	\$ 96,000
	Oil, hydraulic fluid, coolant, grease	\$ 3,000
59	Miscellaneous supplies	\$ 500
	Vehicle washing	\$ 3,000
	Towing	\$ 500
60	Safety equipment	\$ 500
71	Lift gate for solid waste pickup	\$ 2,500
72	Solid waste containers	\$ 49,500
73	Equipment Replacement Fund contribution	\$ 189,666



**FUNCTION: Public Works**  
**ACTIVITY: Sanitary Sewer and Wastewater**

**OVERVIEW:** This activity contributes to the public health through the installation and maintenance of an effective sanitary sewer system.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	148,591	156,580	157,239	162,950
Contractual & supply service	40,267	47,560	49,220	51,130
Capital outlay	85,598	117,473	107,828	106,348
<b>Total expenditures</b>	<b>\$ 274,456</b>	<b>\$ 321,613</b>	<b>\$ 314,287</b>	<b>\$ 320,428</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	334,551	387,555	375,036	380,875
<b>Total revenue</b>	<b>\$ 334,551</b>	<b>\$ 387,555</b>	<b>\$ 375,036</b>	<b>\$ 380,875</b>
<b>Change in fund balance</b>	<b>\$ (60,095)</b>	<b>\$ (65,942)</b>	<b>\$ (60,749)</b>	<b>\$ (60,447)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$6,400 in full-time salary and benefit costs, which reflects normal increases for existing staff.
- ↑ An increase of \$3,750 in equipment maintenance for upgrades to the lift station.
- ↓ A decrease of \$10,000 in property improvements due to a decreased cost for rehabilitation efforts.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The overall condition of the sanitary sewer collection system has improved significantly over the last ten years due to aggressive funding by both Sewer Districts. Therefore, the Property Improvement budget is expected to remain stable or even decrease in subsequent years.
- ❖ The Wastewater Reclamation Authority has completed a Facility Plan Update that outlines the needs of the agency for the next 20 year and beyond. Implementation of the Facility Plan Update may impact both governance and funding in the future.

**FUNCTION: Public Works**  
**ACTIVITY: Sanitary Sewer and Wastewater**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To improve the condition of the collection system through cleaning, structure maintenance and rehabilitation.**

PERFORMANCE OBJECTIVES

1. Routinely clean at least 320,000 linear feet of sanitary sewer line. This would enable the City of Urbandale to clean each line every 3.0 years.
2. Isolate problem areas and televise 20,000 feet of sanitary sewer line. Using the results, develop a maintenance program that utilizes lining, excavation repairs or other rehabilitation methods.
3. Inspect 200 sanitary manholes and develop a maintenance plan to maintain structural integrity and eliminate infiltration.

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Linear feet of lines maintained	N/A	910,000	950,000	960,000	965,000
Linear feet of lines cleaned	261,390	275,170	296,846	320,000	322,000
Number of structures repaired	60	65	57	60	60
<i><u>Efficiency Measures</u></i>					
Linear feet cleaned per FTE	322,474	319,751	347,658	350,000	350,000
Structures repaired per FTE	122	179	141	140	140
<i><u>Outcome Measures</u></i>					
Average years between cleaning	3.56	3.31	3.23	3.00	3.00
Sanitary sewer backups	6	2	5	6	6
Citizen survey satisfaction rating for this activity	N/A	88%	N/A	95%	N/A

<b>PUBLIC WORKS</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>291 SANITARY SEWERS</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 91,703	\$ 98,174	\$ 98,174	\$ 101,539	\$ 3,365	\$ 105,022
02	Overtime	5,988	3,000	3,500	4,000	1,000	4,140
03	Part-time	6,503	8,800	8,880	8,900	100	9,212
04	Witness fees	-	-	-	-	-	-
06	FICA	7,895	8,413	8,457	8,755	342	9,056
07	Retirement - IPERS	5,868	7,635	7,670	8,282	647	8,922
08	Pension	-	-	-	-	-	-
09	Group insurance	30,634	30,558	30,558	31,474	916	32,419
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 148,591</b>	<b>\$ 156,580</b>	<b>\$ 157,239</b>	<b>\$ 162,950</b>	<b>\$ 6,370</b>	<b>\$ 168,771</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	13,052	16,600	15,520	16,500	(100)	16,600
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	1,090	1,000	1,000	1,100	100	1,100
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	750	8,500	4,500	3,750	750
46	Training and development	380	400	400	400	-	500
48	Utility service	1,267	2,310	2,000	2,230	(80)	2,340
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	11,566	10,000	7,000	10,000	-	10,000
54	Minor equipment	14	1,000	500	1,000	-	1,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	5,757	6,000	5,000	5,000	(1,000)	5,500
57	Vehicle operation supplies	6,451	9,000	9,000	9,900	900	10,890
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	514	-	-	-	-	-
60	Safety and medical supplies	176	500	300	500	-	500
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 40,267</b>	<b>\$ 47,560</b>	<b>\$ 49,220</b>	<b>\$ 51,130</b>	<b>\$ 3,570</b>	<b>\$ 49,180</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	6,563	7,473	7,473	6,348	(1,125)	6,752
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	79,035	110,000	100,355	100,000	(10,000)	100,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 85,598</b>	<b>\$ 117,473</b>	<b>\$ 107,828</b>	<b>\$ 106,348</b>	<b>\$ (11,125)</b>	<b>\$ 106,752</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>SANITARY SEWERS</b>		<b>\$ 274,456</b>	<b>\$ 321,613</b>	<b>\$ 314,287</b>	<b>\$ 320,428</b>	<b>\$ (1,185)</b>	<b>\$ 324,703</b>

**FUNCTION: Public Works**  
**ACTIVITY: Sanitary Sewer and Wastewater**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Sewer System Operator II (2)	\$ 101,539
02	Overtime	\$ 4,000
03	Seasonal Laborers (2)	\$ 8,900
06	FICA	\$ 8,755
07	IPERS	\$ 8,282
09	Group insurance	\$ 31,474
23	Television survey of sanitary sewer lines	\$ 15,000
	Mowing	\$ 1,500
32	Uniform allowance	\$ 1,100
41	Merle Hay Road lift station repairs	\$ 3,500
	Outside contractor	\$ 1,000
46	Waste water technical training	\$ 400
48	Electric service, telephone	\$ 2,230
51	Castings, adjusting rings, concrete	\$ 10,000
54	Tools	\$ 1,000
56	Maintenance items for four vehicles	\$ 1,000
	Jet machine replacement parts	\$ 4,000
57	Fuel	\$ 9,100
	Oil, hydraulic fluid, coolant, grease	\$ 800
60	Safety equipment	\$ 500
73	Equipment Replacement Fund contribution	\$ 6,348
76	Sewer line spot repairs	\$ 10,000
	Sewer lining program	\$ 70,000
	Manhole rehabilitation program	\$ 20,000

**FUNCTION: Public Works**  
**ACTIVITY: Storm Sewers**

**OVERVIEW:** This activity provides for the maintenance of street drainage and storm sewer structures, and the creek system within the City.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	29,955	31,456	31,456	32,577
Contractual & supply service	43,237	56,500	54,666	54,700
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 73,192</b>	<b>\$ 87,956</b>	<b>\$ 86,122</b>	<b>\$ 87,277</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	7,048	6,032	5,763	5,114
<b>Total revenue</b>	<b>\$ 7,048</b>	<b>\$ 6,032</b>	<b>\$ 5,763</b>	<b>\$ 5,114</b>
<b>Change in fund balance</b>	<b>\$ 66,144</b>	<b>\$ 81,924</b>	<b>\$ 80,359</b>	<b>\$ 82,163</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from the current budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The Storm Sewer budget can be funded by a Stormwater Utility, which the City is planning to implement in subsequent years. This implementation will result in General Fund revenues being freed up for other activities.
- ❖ Compliance with Phase II Stormwater Regulations may require additional staffing and resources to be allocated to this activity in the future.

**FUNCTION: Public Works**  
**ACTIVITY: Storm Sewers**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To protect the City's infrastructure investment and to protect private property by providing an efficient, well-maintained system for the removal of storm water runoff.**

PERFORMANCE OBJECTIVES:

1. Maintain the infrastructure and natural drainage ways of the storm sewer system to effectively remove storm water runoff.
2. Design and implement appropriate inventory, evaluation, and repair prioritization programs to ensure that storm sewer infrastructure is properly maintained.
3. Extend the useful life of the storm sewer infrastructure through effective preventive maintenance procedures.
4. Ensure that the storm sewer system capacity is appropriate by conducting periodic engineering reviews of the system.

**GOAL: To protect the public health and the environment by providing an efficient, well-maintained system for the removal of storm water runoff.**

PERFORMANCE OBJECTIVES:

1. Monitor and comply with storm water regulations related to the National Pollutant Discharge Elimination System (NPDES) Phase II.
2. Maintain the storm sewer system to minimize flooding, ponding, or dangerous conditions.

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Percentage of structures inspected	25%	25%	25%	25%	25%
Storm sewer repairs	16	77	25	30	30
<b><u>Efficiency Measures</u></b>					
Hours per storm sewer repair	15.1	17.2	37.7	20	15
<b><u>Outcome Measures</u></b>					
NPDES violations	0	0	0	0	0
Citizen survey satisfaction rating for this activity	N/A	83%	N/A	85%	N/A

<b>PUBLIC WORKS</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>292 STORM SEWERS</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 19,588	\$ 20,717	\$ 20,717	\$ 21,437	\$ 720	\$ 22,183
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	1,516	1,585	1,585	1,640	55	1,697
07	Retirement - IPERS	1,139	1,461	1,461	1,576	115	1,697
08	Pension	-	-	-	-	-	-
09	Group insurance	7,712	7,693	7,693	7,924	231	8,161
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 29,955</b>	<b>\$ 31,456</b>	<b>\$ 31,456</b>	<b>\$ 32,577</b>	<b>\$ 1,121</b>	<b>\$ 33,738</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	15	1,000	1,334	1,200	200	1,300
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	700	-	-	-	-	-
40	Building and grounds maint.	41,130	50,000	50,000	50,000	-	50,000
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	500	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	678	5,000	3,000	3,500	(1,500)	5,000
54	Minor equipment	-	500	332	-	(500)	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	214	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 43,237</b>	<b>\$ 56,500</b>	<b>\$ 54,666</b>	<b>\$ 54,700</b>	<b>\$ (1,800)</b>	<b>\$ 56,300</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>STORM SEWERS</b>		<b>\$ 73,192</b>	<b>\$ 87,956</b>	<b>\$ 86,122</b>	<b>\$ 87,277</b>	<b>\$ (679)</b>	<b>\$ 90,038</b>

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**FUNCTION: Public Works**  
**ACTIVITY: Storm Sewers**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	½ Laborer – other ½ in Roadway Maintenance	\$ 21,437
06	FICA	\$ 1,640
07	IPERS	\$ 1,576
09	Group insurance	\$ 7,924
23	Television survey of storm sewer lines	\$ 1,200
40	North Walnut Creek – channel restoration	\$ 20,000
	North Walnut Creek – outlet protection	\$ 10,000
	North Walnut Creek – footing, rip rap	\$ 10,000
	North Walnut Creek – channel clearing	\$ 10,000
51	Intake maintenance supplies	\$ 2,000
	Storm sewer maintenance supplies	\$ 1,000
	Creek maintenance supplies	\$ 500

**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

**OVERVIEW:** This activity provides administrative support for the Engineering and Public Works Department.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	405,208	470,451	477,123	494,195
Contractual & supply service	87,478	125,430	135,352	112,060
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 492,686</b>	<b>\$ 595,881</b>	<b>\$ 612,475</b>	<b>\$ 606,255</b>
Fees	4,160	3,400	3,400	3,400
Grants	-	-	6,908	-
Other	47,442	40,864	40,985	35,522
<b>Total revenue</b>	<b>\$ 51,602</b>	<b>\$ 44,264</b>	<b>\$ 51,293</b>	<b>\$ 38,922</b>
<b>Change in fund balance</b>	<b>\$ 441,084</b>	<b>\$ 551,617</b>	<b>\$ 561,182</b>	<b>\$ 567,333</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$23,700 in salaries and benefits due to the normal salary and benefit increases for existing staff.
- ↓ A decrease of \$7,000 in building maintenance due to completion of a new roof on the salt bunker and painting of corridor walls in FY2007-08.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As the Geographic Information System (GIS) continues to become more integral to the operations of the Engineering and Public Works Department, ongoing software maintenance expenses will continue to increase.

**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To administer all Engineering and Public Works activities in support of service delivery and infrastructure maintenance.**

PERFORMANCE OBJECTIVES:

1. Plan, schedule and supervise all engineering and public works assignments on a daily basis to complete weekly and seasonal activities, and to respond to emergency situations.
2. Prepare plans and specifications, and identify funding sources and estimated construction timeframes for the City's Capital Improvements Program.
3. Review all rezoning, platting, public improvement projects, and site plans to ensure that the proposed public improvement projects meet required specifications and standards.
4. Coordinate and assist others to plan, develop and execute public improvement projects.
5. Coordinate the inspection of structural, mechanical and electrical systems in City owned buildings and develop a preventative maintenance program for the structures.
6. Provide a safe working environment through active participation in the employee's safety program, safety training for all the department's divisions and special training to employees with specific job exposures.
7. Administer the replacement of the vehicles and equipment for all of the department's divisions.
8. Respond to all citizen concerns or inquiries within established City timeframes.

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Utility permits reviewed and approved	70	52	74	60	70
Invoices prepared and collected	1,094	1,115	1,543	1,330	1,500
Work orders processed	4,595	4,601	4,438	4,900	5,000

<b>PUBLIC WORKS</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>295 ENGINEERING and PUBLIC WORKS ADMIN.</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 301,757	\$ 356,515	\$ 362,780	\$ 374,815	\$ 18,300	\$ 390,191
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	21,348	27,273	27,597	28,592	1,319	29,833
07	Retirement - IPERS	17,351	21,515	21,948	23,801	2,286	25,948
08	Pension	-	-	-	-	-	-
09	Group insurance	61,452	61,298	61,298	63,137	1,839	65,031
11	Allowance	3,300	3,850	3,500	3,850	-	3,850
<b>Sub-Total</b>		<b>\$ 405,208</b>	<b>\$ 470,451</b>	<b>\$ 477,123</b>	<b>\$ 494,195</b>	<b>\$ 23,744</b>	<b>\$ 514,853</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	\$ 200
23	Professional services	711	-	3	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	30,033	43,670	69,000	44,000	330	40,000
28	Dues and memberships	2,043	2,750	2,750	2,800	50	2,800
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	156	150	150	150	-	150
35	Printing and copying	8,139	14,550	9,000	11,000	(3,550)	12,000
40	Building and grounds maint.	14,290	25,440	20,000	18,440	(7,000)	19,000
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	5,308	7,020	6,500	7,020	-	7,020
48	Utility service	20,396	26,250	22,000	23,100	(3,150)	24,255
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	1,434	1,500	1,500	1,500	-	1,500
54	Minor equipment	286	300	449	-	(300)	500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	3,540	3,500	3,500	3,500	-	3,500
59	Operating supplies	589	-	200	250	250	300
60	Safety and medical supplies	353	100	100	100	-	100
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 87,478</b>	<b>\$ 125,430</b>	<b>\$ 135,352</b>	<b>\$ 112,060</b>	<b>\$ (13,370)</b>	<b>\$ 111,325</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>ENGINEERING and PUBLIC WORKS /</b>		<b>\$ 492,686</b>	<b>\$ 595,881</b>	<b>\$ 612,475</b>	<b>\$ 606,255</b>	<b>\$ 10,374</b>	<b>\$ 626,178</b>

**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director of Engineering and Public Works, Assistant Director of Public Works, Assistant City Engineer, Departmental Secretary, Staff Engineer in Training, performance bonus	\$ 374,815
06	FICA	\$ 28,592
07	IPERS	\$ 23,801
09	Group insurance	\$ 63,137
11	Vehicle allowance	\$ 3,300
	Spot awards	\$ 550
21	Bid advertising	\$ 200
27	GeoPak software maintenance	\$ 3,000
	CarteGraph maintenance	\$ 12,500
	GeoMedia maintenance	\$ 2,000
	Microstation maintenance	\$ 2,100
	QuickBooks user fee	\$ 400
	ArcView maintenance	\$ 4,100
	GIS computer	\$ 3,000
	Autoturn Software	\$ 1,800
	Toughbook	\$ 5,000
	Adobe Professional (8)	\$ 1,100
	Wireless data cards	\$ 1,500
	Parcel Merge software (other ½ in Community Development)	\$ 1,500
	Replacement printers (2)	\$ 3,000
	Replacement computers (2)	\$ 3,000
28	APWA, AWW, NSPS, IES, and ASCE memberships	\$ 2,800
32	Rain and cold weather jackets	\$ 150
35	Miscellaneous printing/copying	\$ 6,350
	City map printing	\$ 1,500
	Copy machine lease ( other ½ in Community Development)	\$ 2,500
	Plan copier maintenance ( other ½ in Community Development)	\$ 650
40	Electrical maintenance contract	\$ 3,000
	Facility maintenance (janitorial & HVAC maintenance)	\$ 7,200
	Miscellaneous maintenance supplies and contract maintenance	\$ 5,240
	Streetscape banner pole parts	\$ 3,000
46	APWA National Conference	\$ 3,500
	APWA State Conference	\$ 200
	Technical conferences	\$ 2,500
	Concrete paving seminars	\$ 720
	IES meetings	\$ 100

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**FUNCTION: Public Works**

**ACTIVITY: Engineering and Public Works Administration**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
48	Voice and data, water, electric, gas, cell phones (Director, Assistant Director, PW Coordinator)	\$ 23,100
51	Operating supplies, janitorial supplies	\$ 1,500
58	Office supplies	\$ 3,500
59	Operating supplies	\$ 250
60	First aid supplies	\$ 100



HEALTH & SOCIAL SERVICES	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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### 300 HEALTH AND SOCIAL SERVICES SUMMARY

#### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-
03	Part-time	-	-	-	-	-
04	Witness fees	-	-	-	-	-
06	FICA	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-
08	Pension	-	-	-	-	-
09	Group insurance	-	-	-	-	-
11	Allowance	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	2,280	17,000	12,500	17,000	17,000
24	Contributions to other agencies	-	-	-	-	-
27	Data processing	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-
29	Insurance	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-
35	Printing and copying	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-
46	Training and development	-	-	-	-	-
48	Utility service	-	-	-	-	-
49	Petty cash	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-
54	Minor equipment	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-
58	Office supplies	-	-	-	-	-
59	Operating supplies	10,575	18,000	18,000	18,000	19,000
60	Safety and medical supplies	-	-	-	-	-
61	Refunds	-	-	-	-	-
<b>Sub-total</b>		\$ 12,855	\$ 35,000	\$ 30,500	\$ 35,000	\$ 36,000

#### CAPITAL OUTLAY

71	Equipment	\$ 5,500	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-
74	Office equipment	-	-	-	-	-
75	Operating equipment	-	-	-	-	-
76	Property improvements	-	-	-	-	-
77	Economic development	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-
97	Transfers out	-	-	-	-	-
<b>Sub-total</b>		\$ 5,500	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-

<b>HEALTH AND SOCIAL SERVICES SUI</b>		\$ 18,355	\$ 35,000	\$ 30,500	\$ 35,000	\$ 36,000
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**FUNCTION: Health and Social Services**  
**ACTIVITY: Mosquito Control**

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**OVERVIEW:** This activity protects the public health through the control of nuisance mosquito populations.

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	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	12,855	35,000	30,500	35,000
Capital outlay	5,500	-	-	-
<b>Total expenditures</b>	<b>\$ 18,355</b>	<b>\$ 35,000</b>	<b>\$ 30,500</b>	<b>\$ 35,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	1,767	2,400	2,041	2,051
<b>Total revenue</b>	<b>\$ 1,767</b>	<b>\$ 2,400</b>	<b>\$ 2,041</b>	<b>\$ 2,051</b>
<b>Change in fund balance</b>	<b>\$ 16,588</b>	<b>\$ 32,600</b>	<b>\$ 28,459</b>	<b>\$ 32,949</b>

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**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from the current budget.

**FUTURE BUDGET CONSIDERATIONS**

- ❖ None identified at this time.

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**FUNCTION: Health and Social Services**  
**ACTIVITY: Mosquito Control**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To protect Urbandale residents and visitors from the risk of mosquito-borne disease and to reduce the nuisance created by a large mosquito population.**

PERFORMANCE OBJECTIVES:

1. Control the mosquito population through the use of aerial sprayings of mosquito breeding areas and ground-based spraying of residential areas.
2. Coordinate with chemical suppliers, the City of Des Moines, and Polk County, to control mosquito populations while minimizing the use of chemicals.
3. Ensure the safe application of chemicals by providing training and equipment for staff.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Aerial spraying	2	2	1	2	2
Ground-based sprayings	3	2	2	3	4
<u>Outcome Measures</u>					
Citizen survey satisfaction rating for this activity	N/A	67%	N/A	80%	N/A

HEALTH & SOCIAL SERVICES	FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	INCREASE	FY 2009-10
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

### 350 MOSQUITO CONTROL

#### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	2,280	17,000	12,500	17,000	-	17,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	10,575	18,000	18,000	18,000	-	19,000
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 12,855	\$ 35,000	\$ 30,500	\$ 35,000	\$ -	\$ 36,000

#### CAPITAL OUTLAY

71	Equipment	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>MOSQUITO CONTROL</b>		\$ 18,355	\$ 35,000	\$ 30,500	\$ 35,000	\$ -	\$ 36,000
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**FUNCTION: Health and Social Services**  
**ACTIVITY: Mosquito Control**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	Spraying (air application)	\$ 17,000
59	Chemicals (\$6,000 per ground application x 3 times a year)	\$ 18,000

<b>CULTURE AND RECREATION</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>400 CULTURE AND RECREATION SUMMARY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 1,391,118	\$ 1,448,215	\$ 1,452,950	\$ 1,507,999	\$ 59,784	1,659,031
02	Overtime	16,136	14,000	19,000	15,000	1,000	16,000
03	Part-time	668,193	799,173	780,770	780,457	(18,716)	773,230
04	Witness fees	-	-	-	-	-	-
06	FICA	152,197	171,966	170,736	176,215	4,249	187,294
07	Retirement - IPERS	112,562	131,155	130,987	144,121	12,966	160,343
08	Pension	-	-	-	-	-	-
09	Group insurance	387,811	386,842	386,833	398,446	11,604	410,399
11	Allowance	3,691	4,230	4,100	4,230	-	4,230
<b>Sub-Total</b>		<b>\$ 2,731,708</b>	<b>\$ 2,955,581</b>	<b>\$ 2,945,376</b>	<b>\$ 3,026,468</b>	<b>\$ 70,887</b>	<b>\$ 3,210,527</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 3,693	\$ 10,310	\$ 8,810	\$ 11,300	\$ 990	\$ 13,300
23	Professional services	294,668	395,240	330,050	468,290	73,050	490,116
24	Contributions to other agencies	624,963	636,841	672,591	701,887	65,046	735,535
27	Data processing	145,188	108,263	108,363	115,780	7,517	118,800
28	Dues and memberships	27,132	30,431	30,431	36,295	5,864	36,475
29	Insurance	88,393	97,232	97,232	99,177	1,945	101,161
32	Uniforms and laundry	9,514	9,775	8,750	8,375	(1,400)	8,850
35	Printing and copying	59,507	62,374	61,554	63,950	1,576	66,550
40	Building and grounds maint.	199,505	195,400	190,685	163,677	(31,723)	170,300
41	Vehicle and equipment maint.	9,321	10,000	8,000	10,500	500	11,450
46	Training and development	23,880	33,885	27,825	28,150	(5,735)	30,500
48	Utility service	250,140	278,040	262,250	275,375	(2,665)	289,180
49	Petty cash	132	450	373	450	-	450
51	Maintenance supplies	139,742	192,921	190,525	199,260	6,339	206,500
54	Minor equipment	7,416	8,200	7,435	10,290	2,090	11,850
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	10,786	14,000	14,000	15,000	1,000	15,250
57	Vehicle operation supplies	28,066	35,200	38,000	41,800	6,600	45,980
58	Office supplies	20,104	25,950	22,750	26,175	225	26,675
59	Operating supplies	111,775	115,725	136,200	160,200	44,475	159,900
60	Safety and medical supplies	7,624	7,365	7,415	11,295	3,930	11,725
61	Refunds	7,389	-	8,000	-	-	-
<b>Sub-total</b>		<b>\$ 2,068,938</b>	<b>\$ 2,267,602</b>	<b>\$ 2,231,239</b>	<b>\$ 2,447,226</b>	<b>\$ 179,624</b>	<b>\$ 2,550,547</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 16,857	\$ 4,960	\$ 4,960	\$ 4,900	\$ (60)	\$ 5,200
72	Furniture and fixtures	14,491	6,000	6,072	13,150	7,150	10,000
73	Equipment replacement fund	63,309	73,305	73,305	71,352	(1,953)	72,647
74	Office equipment	8,673	2,289	2,289	21,975	19,686	5,000
75	Operating equipment	-	-	105,605	-	-	-
76	Property improvements	112,293	280,300	292,624	165,485	(114,815)	165,750
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	230,417	180,380	180,380	182,500	2,120	185,000
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 446,040</b>	<b>\$ 547,234</b>	<b>\$ 665,235</b>	<b>\$ 459,362</b>	<b>\$ (87,872)</b>	<b>\$ 443,597</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	25,000	-	25,000	-	25,000
<b>CULTURE AND RECREATION SUMMARY</b>		<b>\$ 5,246,686</b>	<b>\$ 5,795,417</b>	<b>\$ 5,841,850</b>	<b>\$ 5,958,056</b>	<b>\$ 162,639</b>	<b>\$ 6,229,671</b>



**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

**OVERVIEW:** The Urbandale Public Library is committed to providing diverse resources for life-long learning and enjoyment.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	1,311,591	1,408,285	1,399,706	1,458,798
Contractual & supply service	398,233	389,337	380,588	396,284
Capital outlay	257,118	182,669	288,274	204,475
<b>Total expenditures</b>	<b>\$ 1,966,942</b>	<b>\$ 1,980,291</b>	<b>\$ 2,068,568</b>	<b>\$ 2,059,557</b>
Fees	201,534	202,875	195,550	194,440
Grants	96,302	-	105,605	-
Other	189,403	135,803	138,423	120,674
<b>Total revenue</b>	<b>\$ 487,239</b>	<b>\$ 338,678</b>	<b>\$ 439,578</b>	<b>\$ 315,114</b>
<b>Change in fund balance</b>	<b>\$ 1,479,703</b>	<b>\$ 1,641,613</b>	<b>\$ 1,628,990</b>	<b>\$ 1,744,443</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$42,300 in full-time salaries and benefits, which reflects an Adult Services Librarian position being increased from part-time to full-time, and normal increases for existing staff.
- ↑ An increase of \$8,200 in part-time salaries, which reflects normal increases for existing staff.
- ↑ An increase of \$5,800 in data processing, which reflects the replacement of six circulation computers and ten staff computers.
- ↑ An increase of \$5,800 in subscriptions, which reflects the addition of online public access to the Value Line investment research program and an Urbandale newspaper preservation project through the State Historical Society of Iowa.
- ↑ An increase of \$19,700 in office equipment, which reflects the purchase of a replacement self-check machine.

**FUTURE BUDGET CONSIDERATIONS**

- ❖ None identified at this time.

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: Residents of the Urbandale community will have current materials offered in multiple formats to meet their recreational needs.**

PERFORMANCE OBJECTIVES:

1. The Urbandale Public Library will hold 95% of the titles on best-seller lists representing a variety of formats.
2. The average wait for materials on the Urbandale Public Library hold list will be no more than three months.
3. By 2010, the median age of the overall Urbandale Public Library adult hardback fiction collection will be five years. The median age of the adult non-fiction collection will be six years.
4. The collection will increase in net size by approximately 4% annually, based on acquisition rates between 8%-12% of the collection and weeding rates between 6%-8% of the collection.

**GOAL: The youth of the Urbandale community will have diverse resources and programming that foster, encourage, and stimulate their interest in reading and learning.**

PERFORMANCE OBJECTIVES:

1. By 2009, the number of youth in 5<sup>th</sup> – 8<sup>th</sup> grade attending programs will increase 10% [20 per program].
2. By 2009, the number of preschool children in off site childcare locations served will increase 5%.
3. The median age of the overall Urbandale Public Library youth hardback fiction collection will be seven years. The median age of the youth picture book collection will be five years, measured by acquisition age. The median age of the youth nonfiction collection will be seven years.
4. The number of participants in the summer library program will remain constant.

**GOAL: Residents of the Urbandale community will have places to meet and interact with others in the community to invite discussion.**

PERFORMANCE OBJECTIVES:

1. The number of organizations using the meeting room will be maintained at the current annual level.
2. In fiscal year 2008/09, the number of people booking meetings online will increase by 50%.
3. Improve user satisfaction of meeting room features and services by 5% annually.

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**FUNCTION: Culture and Recreation**

**ACTIVITY: Library**

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**GOAL: Residents of the Urbandale community will have a comfortable and convenient destination to enhance family activities and encourage informal gathering.**

PERFORMANCE OBJECTIVES:

1. An average of 10% of the leisure and study seating at the Urbandale Public Library will be unoccupied.
2. The number of items needing repair, maintenance, or correction on an annual survey of the physical facility will remain constant or decrease from a baseline survey conducted in the fall of 2005.

**GOAL: Residents of the Urbandale community will have diverse sources to meet the need for information and answers to questions on topics related to work, school, and personal life.**

PERFORMANCE OBJECTIVES:

1. The use of reference web links on the Urbandale Public Library web site will increase between 3%-5% annually.
2. The number of reference questions answered at the Urbandale Public Library will increase 5% annually.

**GOAL: Residents of the Urbandale community will have diverse resources that meet their need for information about local and world events.**

PERFORMANCE OBJECTIVES:

1. Total use of online subscription databases will increase by 5% annually.
2. The number of adult programs offered annually will increase by one.

**GOAL: Residents of the Urbandale community will have consumer information sources that address their need to make informed decisions and become more self-sufficient.**

PERFORMANCE OBJECTIVES:

1. The number of printed consumer aids distributed by the library will increase by 3% annually from the baseline determined in fiscal year 2005/06.
2. The number of persons attending consumer information sessions at the Urbandale Public Library will increase an average of 10% a year from a baseline measured in fiscal year 2005/06.

**GOAL: Residents of the Urbandale community will have the resources, public technology, and skills for self-directed personal growth and development.**

PERFORMANCE OBJECTIVES:

1. The number of participants in public technology classes will increase by 10% annually.
2. The number of public computer uses will continue at the same level annually.

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

**GOAL: Residents of the city of Urbandale will have priority to the services and resources available at the Urbandale Public Library.**

PERFORMANCE OBJECTIVES:

- Increase the use of the library by Urbandale residents by 2% annually.

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Service area population	35,732	38,542	38,542	38,542	38,542
Registered borrowers	44,610	46,214	45,696	46,000	46,000
Attendance at library programs	8,254	9,389	7,679	8,050	8,100
Registered borrowers as percentage of service area population	125%	120%	119%	119%	119%
<i>Median for CPM cities &lt; 100K</i>	59%	66%	N/A		
Total Library visits	337,406	351,877	335,064	321,000	321,000
Library visits per capita	9.4	9.1	8.7	8.3	8.3
<i>Median for CPM cities &lt; 100K</i>	6.3	5.8	N/A		
Library visits per registered borrower	7.6	7.6	7.3	7.0	7.0
<i>Median for CPM cities &lt; 100K</i>	10.5	7.8	N/A		
Total circulation	617,217	621,395	649,028	500,000	550,000
Circulation per capita	17.3	16.1	16.8	13.0	14.3
<i>Median for CPM cities &lt; 100K</i>	11.5	9.8	N/A		
Circulation per registered borrower	13.8	13.4	14.2	10.9	12.0
<i>Median for CPM cities &lt; 100K</i>	16.5	14.3	N/A		
<b><u>Efficiency Measures</u></b>					
Operating and maintenance expenditures per capita (service area population)	\$48.65	\$48.19	\$51.03	\$53.67	\$53.44
<i>Median for CPM cities &lt; 100K</i>	\$30.76	\$33.73	N/A		
Operating and maintenance expenditures per registered borrower (service area population)	\$38.97	\$40.19	\$43.04	\$44.96	\$44.77
<i>Median for CPM cities &lt; 100K</i>	\$52.45	\$45.99	N/A		
Operating and maintenance expenditures per circulated item (service area population)	\$2.82	\$2.99	\$3.03	\$4.14	\$3.74
<i>Median for CPM cities &lt; 100K</i>	\$2.90	\$3.54	N/A		
Paid FTEs per 1,000 population	0.66	0.61	0.65	0.66	0.66
<i>Median for CPM cities &lt; 100K</i>	0.57	0.49	N/A		
<b><u>Outcome Measures</u></b>					
Citizen survey satisfaction rating for this activity	N/A	93%	N/A	> 95%	N/A

<b>CULTURE AND RECREATION</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>410 LIBRARY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 648,786	\$ 673,469	\$ 677,659	\$ 701,621	\$ 28,152	\$ 777,185
02	Overtime	-	-	-	-	-	-
03	Part-time	336,681	392,847	381,234	401,058	8,211	400,640
04	Witness fees	-	-	-	-	-	-
06	FICA	74,281	81,573	81,005	84,355	2,782	90,104
07	Retirement - IPERS	55,741	64,512	64,063	70,020	5,508	78,325
08	Pension	-	-	-	-	-	-
09	Group insurance	195,843	195,354	195,345	201,214	5,860	207,251
11	Allowance	259	530	400	530	-	530
<b>Sub-Total</b>		<b>\$ 1,311,591</b>	<b>\$ 1,408,285</b>	<b>\$ 1,399,706</b>	<b>\$ 1,458,798</b>	<b>\$ 50,513</b>	<b>\$ 1,554,035</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 444	\$ 2,910	\$ 2,910	\$ 3,200	\$ 290	\$ 3,500
23	Professional services	5,313	7,265	6,500	6,000	(1,265)	6,200
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	114,407	86,663	86,663	92,430	5,767	95,000
28	Dues and memberships	25,384	28,246	28,246	34,010	5,764	34,000
29	Insurance	10,773	11,850	11,850	12,087	237	12,329
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	14,050	13,654	13,654	13,525	(129)	13,700
40	Building and grounds maint.	64,830	73,185	73,185	69,077	(4,108)	70,000
41	Vehicle and equipment maint.	1,427	500	500	1,000	500	1,200
46	Training and development	4,381	7,840	6,500	6,100	(1,740)	7,500
48	Utility service	93,004	100,800	95,000	99,750	(1,050)	104,740
49	Petty cash	-	150	100	150	-	150
51	Maintenance supplies	19,648	18,379	21,000	17,560	(819)	20,000
54	Minor equipment	1,216	-	85	1,550	1,550	2,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	15,575	21,000	17,500	21,000	-	21,000
59	Operating supplies	27,233	16,500	16,500	17,200	700	16,800
60	Safety and medical supplies	548	395	395	1,645	1,250	1,700
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 398,233</b>	<b>\$ 389,337</b>	<b>\$ 380,588</b>	<b>\$ 396,284</b>	<b>\$ 6,947</b>	<b>\$ 410,319</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 9,582	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	8,446	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	8,673	2,289	2,289	21,975	19,686	5,000
75	Operating equipment	-	-	105,605	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	230,417	180,380	180,380	182,500	2,120	185,000
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 257,118</b>	<b>\$ 182,669</b>	<b>\$ 288,274</b>	<b>\$ 204,475</b>	<b>\$ 21,806</b>	<b>\$ 190,000</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>LIBRARY</b>		<b>\$ 1,966,942</b>	<b>\$ 1,980,291</b>	<b>\$ 2,068,568</b>	<b>\$ 2,059,557</b>	<b>\$ 79,266</b>	<b>\$ 2,154,354</b>

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Library Director, Assistant Library Director, Technology Assistant, Youth Services Librarian, Technical Services Manager, Audio Visual Librarian, Head of Circulation, Head of Reference Department, Administrative Assistant, Custodian, Librarian (Children's, Delinquencies), Librarian (Circulation), performance bonus, Adult Services Librarian	\$ 701,621
03	Part-time – 30 positions	\$ 401,058
06	FICA	\$ 84,355
07	IPERS	\$ 70,020
09	Group insurance	\$ 201,214
11	Spot awards	\$ 530
21	Community directory, Children's Book Week, Library promotional photos, National Book Week	\$ 3,200
23	Annual audit	\$ 2,700
	Cleaning service	\$ 800
	Van delivery to Johnston	\$ 2,500
27	OCLC cataloging	\$ 16,000
	Johnston contract services	\$ 8,968
	SIRSI annual software support	\$ 12,776
	Enhanced catalog	\$ 2,520
	Serials control support	\$ 1,650
	Veritas backup software support	\$ 1,740
	Envisionware maintenance	\$ 2,500
	Meeting room booking system annual service	\$ 1,225
	Authority control annual (AUP)	\$ 666
	Authority control express quarterly (AEX)	\$ 900
	Printer maintenance (9 printers)	\$ 1,300
	Computer support services (Vital)	\$ 5,000
	Altiris software maintenance	\$ 1,700
	Replacement circulation computers (6)	\$ 12,468
	Pocket Circ annual maintenance	\$ 125
	Altris licenses (20)	\$ 3,075
	Replacement staff computers (10)	\$ 19,817
28	Johnston subscriptions	\$ 375
	Microsoft Technet subscription	\$ 375
	Newsbank	\$ 3,050
	Ebsco	\$ 850
	Reference USA	\$ 4,300
	Current newspapers/periodical subscriptions	\$ 16,650
	Preservation of Urbandale newspapers	\$ 2,000
	Auto repair reference center	\$ 1,495

**FUNCTION: Culture and Recreation****ACTIVITY: Library**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Next Reads	\$ 1,200
	Heritage Quest online	\$ 715
	Value Line online	\$ 3,000
29	Property and casualty insurance	\$ 12,087
35	Postage	\$ 8,600
	Postage meter lease	\$ 825
	Stationery	\$ 1,600
	Printing	\$ 2,500
40	Electrical contract	\$ 7,500
	Mechanical plant maintenance	\$ 31,950
	Carpet cleaning	\$ 3,500
	Window cleaning	\$ 500
	Paint touchup	\$ 2,500
	Miscellaneous service calls	\$ 2,200
	Wood furniture repair	\$ 900
	Chimney cleaning	\$ 100
	Roof/gutter maintenance and service	\$ 1,000
	Pest control	\$ 950
	Cash register annual maintenance	\$ 165
	Fabricate downspouts (7), install diverters on roof	\$ 3,500
	Repair downspouts, add adapters (5)	\$ 1,950
	Roof repair	\$ 800
	Concrete edging, fabric, river rock under overhang	\$ 10,872
	Downspouts in butterfly garden	\$ 690
41	Office equipment repair	\$ 1,000
46	Iowa Library Association Conference-Dubuque (3)	\$ 600
	DISC class (25)	\$ 1,050
	Kids First conference	\$ 300
	OCLC workshops	\$ 250
	Continuing education courses	\$ 200
	Johnston portion	\$ 550
	American Library Association registration – Chicago (8)	\$ 1,600
	Committee meetings/workshops	\$ 200
	Iowa Library Association fall town meeting	\$ 100
	First Aid & AED training and materials (10)	\$ 250
	SIRSI User Conference – Dallas (1)	\$ 1,000
48	Electric, gas, water, telephone, internet	\$ 99,750
49	Petty cash	\$ 150

**FUNCTION: Culture and Recreation****ACTIVITY: Library**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
51	Copier maintenance	\$ 6,200
	Alarm system monitoring	\$ 580
	Janitorial supplies/paper products	\$ 5,100
	Bindery	\$ 800
	3M maintenance	\$ 4,280
	Laminator maintenance	\$ 300
	Ice melt/bird seed	\$ 300
54	Teen games	\$ 1,300
	TV/VCR/DVD	\$ 250
58	Forms, staff computer supplies, circulation system supplies, other office supplies	\$ 21,000
59	Mending supplies, book processing supplies, detection strips, audio visual supplies, ribbons/cartridges, art supplies, patron printer supplies	\$ 17,200
60	Safety & medical supplies	\$ 225
	Pre-employment screening	\$ 200
	Fire extinguisher/smoke detector annual maintenance	\$ 1,220
74	Self check	\$ 21,975
79	Books	\$ 134,000
	DVDs	\$ 15,000
	CD books	\$ 15,000
	Compact discs – adult and juvenile	\$ 13,000
	Realia	\$ 500
	Downloadable audio books	\$ 5,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

**OVERVIEW:** This activity maintains and develops the City park system and provides a safe and clean venue for residents to spend their leisure time.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	915,417	976,278	987,458	1,039,598
Contractual & supply service	614,094	747,293	668,464	789,725
Capital outlay	179,134	341,515	341,515	245,087
<b>Total expenditures</b>	<b>\$ 1,708,645</b>	<b>\$ 2,065,086</b>	<b>\$ 1,997,437</b>	<b>\$ 2,074,410</b>
Fees	73,929	63,500	78,512	80,500
Grants	-	-	18,897	-
Other	195,795	141,618	164,927	121,544
<b>Total revenue</b>	<b>\$ 269,724</b>	<b>\$ 205,118</b>	<b>\$ 262,336</b>	<b>\$ 202,044</b>
<b>Change in fund balance</b>	<b>\$ 1,438,921</b>	<b>\$ 1,859,968</b>	<b>\$ 1,735,101</b>	<b>\$ 1,872,366</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$33,000 in full-time salaries and benefits, which reflects normal increases for existing staff.
- ↑ An increase of \$30,400 in part-time salaries and benefits, which reflects the addition of one seasonal worker for the May through November season, and the normal increases for existing seasonal help.
- ↑ An increase of \$43,900 in professional services costs, which reflects a reclassification of contract tree work from building maintenance and costs for chipping storm debris at the north plant.
- ↓ A decrease of \$23,300 in building maintenance reflects the reclassification of contracted tree maintenance to professional services.
- ↑ An increase of \$6,600 in vehicle operations reflects higher fuel costs.
- ↑ An increase of \$9,200 in operating supplies, which reflects the addition of trail signs and E911 signs for the Urbandale Avenue trail.
- ↓ A decrease of \$99,000 in property improvements due to the completion of the Walker Johnston Park tree house project.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The Master Plan for the Walnut Creek Regional Park outlines multiple projects for the ongoing development of this area. Cost of projects may be significant and may result in the need for a bond referendum in order to continue development as planned.
- ❖ The Ralph Whitten Shelter House in Lions Park will be in need of roof repairs and new shingles in the near future.

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To improve the quality of life of Urbandale residents and visitors by providing safe, well-maintained, attractive parks and open spaces that meet the social, recreational and fitness needs of users.**

PERFORMANCE OBJECTIVES:

1. Ensure the safety of all park users by maintaining open spaces, parklands, trails, equipment, and facilities according to appropriate industry and City standards.
2. Maximize park usage by employing maintenance techniques and procedures that allow high-volume use of sports fields, diamonds, trails, shelters, playgrounds, and other facilities.
3. Ensure park users have an enjoyable experience by making park facilities attractive to users. (e.g., ball fields, shelter houses, and trails)
4. Provide a variety of parks and open spaces to attract users with diverse social, recreational and fitness goals.
5. Undertake appropriate planning to ensure adequate park and open space capacity in the future, particularly in recognition of the growth patterns of the City.
6. Enhance the community's park system by developing, maintaining and leveraging partnerships with appropriate service organizations and neighboring communities.
7. Support the Tree Board's annual community tree event and annual tree plan to promote the City's image through planting, maintenance, removal and replacement of trees.

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Total park acreage	676	880	895	904	910
Median for CPM cities < 100K	493	531	N/A		
Developed park acreage	455	461	605	675	700
Undeveloped park acreage	221	419	315	229	210
Miles of trails	33	34	35	37	40
<u>Outcome Measures</u>					
Citizen survey satisfaction rating for this activity	N/A	89%	N/A	95%	N/A
Percent of survey respondents who believe that the parks maintenance level is "Excellent" Or "Good"	N/A	95%	N/A	97%	N/A

<b>CULTURE AND RECREATION</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 430 PARKS

### PERSONAL SERVICES

01	Salaries	\$ 497,646	\$ 516,440	\$ 521,273	\$ 535,165	\$ 18,725	\$ 553,960
02	Overtime	16,136	14,000	19,000	15,000	1,000	16,000
03	Part-time	178,230	207,650	207,650	238,000	30,350	247,970
04	Witness fees	-	-	-	-	-	-
06	FICA	49,988	56,464	57,216	60,295	3,831	62,572
07	Retirement - IPERS	39,474	47,839	48,434	53,348	5,509	57,806
08	Pension	-	-	-	-	-	-
09	Group insurance	130,511	130,185	130,185	134,090	3,905	138,113
11	Allowance	3,432	3,700	3,700	3,700	-	3,700
<b>Sub-Total</b>		<b>\$ 915,417</b>	<b>\$ 976,278</b>	<b>\$ 987,458</b>	<b>\$ 1,039,598</b>	<b>\$ 63,320</b>	<b>\$ 1,080,121</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 297	\$ 1,500	\$ 500	\$ 1,000	\$ (500)	\$ 1,000
23	Professional services	178,587	249,475	185,000	293,340	43,865	307,966
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	18,575	19,300	19,300	20,750	1,450	21,000
28	Dues and memberships	350	650	650	650	-	700
29	Insurance	38,810	42,691	42,691	43,545	854	44,416
32	Uniforms and laundry	5,807	7,400	6,500	6,000	(1,400)	6,250
35	Printing and copying	4,334	6,320	5,500	5,475	(845)	6,000
40	Building and grounds maint.	98,333	73,000	73,000	49,750	(23,250)	52,000
41	Vehicle and equipment maint.	5,105	4,000	3,500	4,000	-	4,250
46	Training and development	3,139	4,200	4,200	4,425	225	4,500
48	Utility service	70,408	82,690	78,000	81,900	(790)	85,995
49	Petty cash	-	-	23	-	-	-
51	Maintenance supplies	108,527	163,767	155,000	166,300	2,533	170,000
54	Minor equipment	4,705	4,000	4,000	4,890	890	5,250
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	10,786	14,000	14,000	15,000	1,000	15,250
57	Vehicle operation supplies	28,066	35,200	38,000	41,800	6,600	45,980
58	Office supplies	1,735	1,600	1,600	1,700	100	1,800
59	Operating supplies	27,141	32,000	28,500	41,200	9,200	37,000
60	Safety and medical supplies	5,924	5,500	5,500	8,000	2,500	8,250
61	Refunds	3,465	-	3,000	-	-	-
<b>Sub-total</b>		<b>\$ 614,094</b>	<b>\$ 747,293</b>	<b>\$ 668,464</b>	<b>\$ 789,725</b>	<b>\$ 42,432</b>	<b>\$ 817,607</b>

### CAPITAL OUTLAY

71	Equipment	\$ 7,275	\$ 2,210	\$ 2,210	\$ 4,900	\$ 2,690	\$ 5,200
72	Furniture and fixtures	6,045	6,000	6,000	7,850	1,850	8,000
73	Equipment replacement fund	63,309	73,305	73,305	71,352	(1,953)	72,647
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	102,505	260,000	260,000	160,985	(99,015)	165,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 179,134</b>	<b>\$ 341,515</b>	<b>\$ 341,515</b>	<b>\$ 245,087</b>	<b>\$ (96,428)</b>	<b>\$ 250,847</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>PARKS</b>		<b>\$ 1,708,645</b>	<b>\$ 2,065,086</b>	<b>\$ 1,997,437</b>	<b>\$ 2,074,410</b>	<b>\$ 9,324</b>	<b>\$ 2,148,575</b>
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**FUNCTION: Culture and Recreation****ACTIVITY: Parks****Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director, Assistant Director, Turf Specialist, Construction Coordinator, Mechanic, Facilities Maintenance Worker, Laborers (3), ½ Administrative Assistant – other ½ in Recreation, Administrative Assistant (¼), performance bonus	\$ 535,165
02	Overtime	\$ 15,000
03	Seasonal staff, May 1 – November 28 (9), Seasonal staff, May 19 – September 5 (2),	\$ 238,000
06	FICA	\$ 60,295
07	IPERS	\$ 53,348
09	Group insurance	\$ 134,090
11	Vehicle allowance (Director)	\$ 3,300
	Spot awards	\$ 400
21	Legal notices – employment advertisements	\$ 1,500
23	Contractual parks maintenance (mowing contract)	\$ 259,440
	Tree service work	\$ 30,000
	Tree chipping at north plant	\$ 3,000
	Annual inspection for underground chemical storage tank	\$ 400
	Records retention	\$ 500
27	Computer software and supplies	\$ 500
	ReservePartner fees and credit card fees	\$ 18,750
	Replacement computer	\$ 1,500
28	National Park and Recreation Association – Director	\$ 150
	Iowa Park and Recreation Association	\$ 135
	Iowa Sports Turf Mgr. Association	\$ 150
	Tree Board – National Arbor Day Foundation	\$ 15
	Subscriptions/publications	\$ 200
29	Property and casualty insurance	\$ 43,545
32	Full time uniforms/stipends (8), part time T-shirts, full time winter uniforms	\$ 6,500
35	Printing, copying and shipping	\$ 300
	Seasonal Program Guide (3 times annually)	\$ 3,000
	Regional bike path maps (500)	\$ 250
	Copy machine maintenance/contract – (1/2 other half in Recreation)	\$ 500
	Caring Corp – printing and copying	\$ 200
	Caring Corp – postage	\$ 1,225
40	Miscellaneous electrical, plumbing and building repairs, security system maintenance, custodial, service, mechanical system maintenance contract	\$ 32,000
	Shelter house/outside bathroom cleaning/custodial service contract	\$ 15,000
	Mat cleaning service – park facilities	\$ 2,750
41	Contract work on trucks and equipment, tire repair	\$ 4,000

**FUNCTION: Culture and Recreation****ACTIVITY: Parks**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
46	Iowa Turf Grass Conference	\$ 1,000
	Iowa Parks and Recreation Conference and workshops – Director	\$ 625
	National Park and Recreation Association Revenue School - Director	\$ 1,700
	Staff development/ team building training / Park staff training (playground inspections, electrical, plumbing workshops, etc)	\$ 1,000
	Tree Board – training and development	\$ 100
48	Gas, electric, water, telephone and data	\$ 81,150
	Caring Corps – Utilities (electric and security system)	\$ 300
	Caring Corps – Telephone	\$ 450
51	Seed and fertilizer (Parks and School District)	\$ 66,000
	Turf chemicals (Parks and School District), chemicals for pond treatment	\$ 13,800
	Walnut Creek Regional Park – annual landscaping	\$ 35,000
	Plants and trees	\$ 12,500
	Tree Board plantings - Hallbrook Park	\$ 10,000
	Mechanical aeration	\$ 2,500
	Flower garden material	\$ 8,500
	Sand and gravel (for bike trail overlays and backfill, playground installations, etc.)	\$ 3,000
	Safety wood fiber for playground fall zones (28 playgrounds)	\$ 15,000
54	Tools and replacement equipment	\$ 4,500
	Safety gas cans (4)	\$ 240
	Hand held blower (2)	\$ 400
56	Equipment and truck parts, tires	\$ 14,000
	Tires for end loader	\$ 1,000
57	Fuel, gas, etc.	\$ 41,800
58	Office supplies (Parks and Caring Corps)	\$ 1,700
59	Paint, hardware, shop chemicals, trash can liners, athletic, field supplies	\$ 23,500
	Restroom supplies, park shop janitorial supplies, shelter house supplies, paper products, etc.	\$ 5,000
	Graffiti removal/vandalism	\$ 5,000
	Tree Board – supplies for community events (t-shirts, giveaways, supplies, entertainment, etc.)	\$ 1,000
	E911 signs for bike trails	\$ 800
	Signs for Urbandale Avenue trail	\$ 5,200
	Signs for bow hunting in parks/tobacco free parks signs	\$ 700
60	First aid supplies (masks, gloves, aprons, boots for chemical applications, respirators, etc.)	\$ 1,775
	Random drug testing for staff, re-supply 1 <sup>st</sup> aid kits for trucks and 1 <sup>st</sup> aid station	\$ 1,250
	Safety compliance supplies (OSHA and Fire Department mandated)	\$ 1,000
	Hoist and sling compliance safety inspection	\$ 500
	Hearing tests for staff	\$ 300
	Drug tests and physicals for seasonal employees	\$ 1,800

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**FUNCTION: Culture and Recreation****ACTIVITY: Parks**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Safety boots	\$ 1,375
71	Permanent signs for neighborhood parks (Walnut Creek Hills Park, Bestland Park, Walnut Creek Regional Park)	\$ 3,600
	Pole pruner	\$ 600
	Chain saw sharpener	\$ 700
72	Benches, grills, inside tables and chairs, replacement play equipment, bleachers, tennis court wind screens, waste receptacles and shop equipment	\$ 4,250
	Permanent picnic tables in parks, plus concrete pads (6)	\$ 3,600
73	Equipment Replacement Fund contribution	\$ 71,352
76	Bike path improvements	\$ 55,000
	Playground improvements	\$ 50,000
	Infrastructure development – Memorial Tree Park (Tree Board)	\$ 10,000
	Tennis court repairs and resurfacing – South Karen Acres	\$ 10,985
	Trail segment - Urbandale Avenue (to connect Beaverdale /Des Moines Trail to Urbandale)	\$ 35,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Grounds Maintenance**

**OVERVIEW:** This activity provides grounds maintenance services for all city-owned properties.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	68,592	71,608	71,608	74,150
Contractual & supply service	7,744	4,000	8,500	8,500
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 76,336</b>	<b>\$ 75,608</b>	<b>\$ 80,108</b>	<b>\$ 82,650</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	7,351	5,185	5,361	4,843
<b>Total revenue</b>	<b>\$ 7,351</b>	<b>\$ 5,185</b>	<b>\$ 5,361</b>	<b>\$ 4,843</b>
<b>Change in fund balance</b>	<b>\$ 68,985</b>	<b>\$ 70,423</b>	<b>\$ 74,747</b>	<b>\$ 77,807</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$4,500 in maintenance supplies reflects a reclassification of expenditures relating to upkeep of the City’s administrative office buildings that were previously accounted for in the Parks Department budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None noted at this time.

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Grounds Maintenance**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To maintain the appearance of City facilities through a cost-effective turf landscaping program.**

PERFORMANCE OBJECTIVES:

1. Maintain the health and appearance of the turf and landscaping materials at City facilities using industry-accepted and environmentally-sensitive procedures and materials.
2. Maintain the turf in the City's road medians to create safe and attractive thoroughfares.
3. Enhance the attractiveness of City facilities through the installation and maintenance of appropriate seasonal plantings and landscaping materials.
4. Maintain the trees and shrubs on the City's public grounds and in the Douglas Avenue, 100<sup>th</sup> Street, 109<sup>th</sup> Street, Hickman Road corridors and 142<sup>nd</sup> Street round-about.
5. Assist City departments with grounds maintenance and improvement projects.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Acres of turf maintained	300	300	300	300	300

CULTURE AND RECREATION	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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### 435 GROUNDS MAINTENANCE

#### PERSONAL SERVICES

01	Salaries	\$ 46,994	\$ 49,087	\$ 49,087	\$ 50,770	\$ 1,683	\$ 52,765
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	3,552	3,755	3,755	3,884	129	4,037
07	Retirement - IPERS	2,702	3,461	3,461	3,732	271	4,037
08	Pension	-	-	-	-	-	-
09	Group insurance	15,344	15,305	15,305	15,764	459	16,237
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 68,592</b>	<b>\$ 71,608</b>	<b>\$ 71,608</b>	<b>\$ 74,150</b>	<b>\$ 2,542</b>	<b>\$ 77,076</b>

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	7,744	4,000	8,500	8,500	4,500	8,750
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 7,744</b>	<b>\$ 4,000</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>	<b>\$ 4,500</b>	<b>\$ 8,750</b>

#### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>GROUNDS MAINTENANCE</b>		<b>\$ 76,336</b>	<b>\$ 75,608</b>	<b>\$ 80,108</b>	<b>\$ 82,650</b>	<b>\$ 7,042</b>	<b>\$ 85,826</b>
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Grounds Maintenance**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Turf Specialist	\$ 50,770
06	FICA	\$ 3,884
07	IPERS	\$ 3,732
09	Group insurance	\$ 15,764
51	Seed, fertilizer, plants/material/pots for city grounds	\$ 5,500
	Ice melt for city parking lots, sidewalks, etc.	\$ 2,500
	Flags and flag maintenance for city facilities	\$ 500

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Recreation**

**OVERVIEW:** This activity offers a wide variety of leisure time programs to meet the social, recreational, educational, and fitness needs of participants.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	153,374	173,405	171,782	143,548
Contractual & supply service	174,886	209,540	211,150	231,915
Capital outlay	-	2,750	2,750	-
<b>Total expenditures</b>	<b>\$ 328,260</b>	<b>\$ 385,695</b>	<b>\$ 385,682</b>	<b>\$ 375,463</b>
Fees	262,349	230,500	257,000	262,250
Grants	2,500	-	3,500	2,500
Other	31,609	26,450	25,809	21,999
<b>Total revenue</b>	<b>\$ 296,459</b>	<b>\$ 256,950</b>	<b>\$ 286,309</b>	<b>\$ 286,749</b>
<b>Change in fund balance</b>	<b>\$ 31,801</b>	<b>\$ 128,745</b>	<b>\$ 99,373</b>	<b>\$ 88,714</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$3,900 in full-time salary and benefits, which reflects normal increases for existing staff.
- ↓ A decrease of \$33,700 in part-time compensation, which reflects a reclassification of instructor fees for non-employee personnel to be moved to professional services. This reclassification results in only payroll employees being accounted for as part-time and all other independent contractors to be accounted for under professional services. Additionally, instructors for pool programming are also being reclassified to the Swimming Pool budget.
- ↑ An increase of \$20,200 in professional services, which reflects the reclassification of independent contractor instructor fees to this line.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Recreation**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To improve the quality of life of Urbandale residents and visitors by offering a wide variety of leisure time programs that meet the social, recreational, educational and fitness needs of participants.**

PERFORMANCE OBJECTIVES:

1. Maximize program participation by offering a variety of programs and events in subject areas that are attractive to participants and that are led by qualified instructors.
2. Continually evaluate participant satisfaction through surveys and other customer feedback.
3. Increase program participation through the use of appropriate advertising and marketing materials and techniques, including the Program Guide.
4. Increase participation in use of on-line registration by marketing the availability as well as promotions and perks for using it.
5. Ensure participation from diverse segments of the community by accommodating persons with disabilities or constrained incomes, and those typically under-represented in such programs.
6. Ensure the safety of all program participants by complying with applicable standards and policies.
7. Promote a healthy lifestyle through the City's Wellness Program by providing health screenings, flu shots, and wellness incentives.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Programs offered	421	435	440	445	450
New programs	41	43	48	50	52
"Special events" offered	18	19	20	21	22
Total program participants	5,731	5,792	5,810	5,840	5,905
<u>Outcome Measures</u>					
Percentage of survey respondents who are "satisfied" or "very satisfied" with this activity		89%	N/A	90%	N/A

<b>CULTURE AND RECREATION</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>440 RECREATION</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 76,823	\$ 81,406	\$ 79,978	\$ 86,253	\$ 4,847	\$ 91,920
02	Overtime	-	-	-	-	-	-
03	Part-time	40,912	53,736	53,736	20,000	(33,736)	22,000
04	Witness fees	-	-	-	-	-	-
06	FICA	8,023	10,338	10,229	8,128	(2,210)	8,715
07	Retirement - IPERS	4,559	4,925	4,839	5,477	552	6,113
08	Pension	-	-	-	-	-	-
09	Group insurance	23,057	23,000	23,000	23,690	690	24,400
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ 153,374	\$ 173,405	\$ 171,782	\$ 143,548	\$ (29,857)	\$ 153,148
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 1,152	\$ 3,000	\$ 2,500	\$ 3,000	\$ -	\$ 3,100
23	Professional services	104,930	118,500	118,500	138,650	20,150	145,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	500	500	500	-	500
28	Dues and memberships	438	500	500	550	50	600
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	3,363	1,650	1,650	1,650	-	1,850
35	Printing and copying	30,897	34,200	34,200	35,500	1,300	37,000
40	Building and grounds maint.	838	3,640	3,500	3,640	-	3,800
41	Vehicle and equipment maint.	-	1,500	1,000	1,500	-	1,500
46	Training and development	8,640	12,300	12,300	12,300	-	12,500
48	Utility service	912	4,200	3,500	3,675	(525)	3,860
49	Petty cash	18	100	100	100	-	100
51	Maintenance supplies	1,789	1,800	1,800	1,800	-	2,000
54	Minor equipment	-	350	350	350	-	350
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	1,678	1,850	1,850	1,850	-	2,000
59	Operating supplies	17,015	25,300	25,300	26,700	1,400	27,500
60	Safety and medical supplies	72	150	100	150	-	150
61	Refunds	3,144	-	3,500	-	-	-
<b>Sub-total</b>		\$ 174,886	\$ 209,540	\$ 211,150	\$ 231,915	\$ 22,375	\$ 241,810
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ 2,750	\$ 2,750	\$ -	\$ (2,750)	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ 2,750	\$ 2,750	\$ -	\$ (2,750)	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>RECREATION</b>		\$ 328,260	\$ 385,695	\$ 385,682	\$ 375,463	\$ (10,232)	\$ 394,958

**FUNCTION: Culture and Recreation****ACTIVITY: Recreation****Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Recreation and Community Education Supervisor, ½ Administrative Assistant – other ½ in Parks, ¼ Secretary, performance bonus	\$ 86,253
03	Summer Recreation Staff (Kids Kamp, Youth in Parks)	\$ 20,000
06	FICA	\$ 8,128
07	IPERS	\$ 5,477
09	Group insurance	\$ 23,690
21	Program advertising	\$ 2,500
	Employment advertising	\$ 500
23	Contract instructor fees, summer instructor and clinic fees, program supervisor fees	\$ 138,650
27	Computer software and supplies	\$ 500
28	National Park and Recreation Association	\$ 150
	Iowa Park and Recreation Association	\$ 135
	American License fees (broadcast permit)	\$ 115
	Subscriptions/publications	\$ 150
32	Shirts (summer sports clinics, youth rec. programs, staff)	\$ 1,650
35	Program guide (3 seasonal x \$11,500)	\$ 34,500
	Flyers, schedules and brochures	\$ 600
	Copy machine maintenance/contract (½ Recreation – other ½ in Parks)	\$ 400
40	Portable toilets for parks and recreation fields and building and grounds maintenance	\$ 360
	Wellness Center – cleaning contract	\$ 2,500
	Wellness Center – security service	\$ 360
	Pest control	\$ 420
41	Wellness Center – Maintenance and repair of wellness equipment	\$ 1,500
46	State IPRA Conference	\$ 350
	State IPRA Workshop	\$ 275
	Iowa Community Education Conference	\$ 225
	Staff development training/workshops	\$ 400
	National Parks and Recreation Conference (Baltimore)	\$ 1,500
	Misc. mileage for Recreation Supervisor/mileage for conferences	\$ 500
	Youth Advisory Board (annual retreat, training, etc)	\$ 750
	Wellness program – incentive program	\$ 6,700
	Wellness program – health screenings	\$ 1,600
48	Wellness Center – utilities (water, gas, electric)	\$ 3,195
	Wellness Center – phone	\$ 480
49	Reimburse petty cash	\$ 100
51	Wading pool repairs and supplies, ball diamond supplies, recreation facility supplies	\$ 1,200
	Wellness Center – cleaning supplies, toilet paper, paper towels, etc.	\$ 600

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**FUNCTION: Culture and Recreation****ACTIVITY: Recreation**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
54	Wellness equipment - exercise equipment (balls, ropes, bands, mats, etc.)	\$ 350
58	Office supplies	\$ 1,850
59	Recreation program supplies	\$ 18,000
	Make – a – Difference Program supplies	\$ 500
	Summer Recreation programs - transportation	\$ 1,200
	Summer Youth in Parks Program - transportation	\$ 6,500
	Signs/banners for special events	\$ 500
60	First aid supplies	\$ 150

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cemetery Maintenance**

**OVERVIEW:** This activity maintains the McDivitt Grove Cemetery grounds.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	5,780	20,500	21,050	8,500
Capital outlay	7,806	15,000	15,000	-
<b>Total expenditures</b>	<b>\$ 13,586</b>	<b>\$ 35,500</b>	<b>\$ 36,050</b>	<b>\$ 8,500</b>
Fees	32,000	7,000	1,000	1,000
Grants	-	-	-	-
Other	1,308	2,435	2,412	10,498
<b>Total revenue</b>	<b>\$ 33,308</b>	<b>\$ 9,435</b>	<b>\$ 3,412</b>	<b>\$ 11,498</b>
<b>Change in fund balance</b>	<b>\$ (19,722)</b>	<b>\$ 26,065</b>	<b>\$ 32,638</b>	<b>\$ (2,998)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$12,000 in professional services reflects the completion of a plot surveying project in FY2007-08.
- ↓ A decrease of \$15,000 in property improvements reflects the purchase of a 32-niche columbarium in FY2007-08.

**FUTURE BUDGET CONSIDERATIONS**

- ❖ With installation of a new columbarium in FY2007-08, future space requirements will be monitored such that additional columbaria can be ordered and installed to keep up with demand for burial sites. Revenues generated from the sale of each niche will be used to fund the next columbarium purchase.

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cemetery Maintenance**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To maintain the appearance of McDivitt Grove Cemetery through a cost-effective turf and landscaping program.**

PERFORMANCE OBJECTIVES:

1. Maintain the health and appearance of the Cemetery turf and landscaping materials using industry-accepted and environmentally sensitive procedures and materials.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Acres of turf maintained	3.5	3.5	3.5	3.5	3.5
<u>Outcome Measures</u>					
Complaints regarding Cemetery appearance	0	0	2	1	0

CULTURE AND RECREATION		FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	INCREASE	FY 2009-10
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
<b>450 CEMETERY MAINTENANCE</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	5,215	19,500	19,500	7,500	(12,000)	7,600
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	565	1,000	750	1,000	-	1,000
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	800	-	-	-
<b>Sub-total</b>		\$ 5,780	\$ 20,500	\$ 21,050	\$ 8,500	\$ (12,000)	\$ 8,600
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	7,806	15,000	15,000	-	(15,000)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ 7,806	\$ 15,000	\$ 15,000	\$ -	\$ (15,000)	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>CEMETERY MAINTENANCE</b>		\$ 13,586	\$ 35,500	\$ 36,050	\$ 8,500	\$ (27,000)	\$ 8,600

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cemetery Maintenance**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	Contract maintenance	\$ 7,500
51	Turf chemicals, road stone	\$ 1,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Senior Center**

**OVERVIEW:** The activity contributes to the quality of life of Urbandale's senior population by offering diversified programs that meet the social, cultural, recreational, health and fitness needs of the participants.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	108,708	132,286	122,271	111,205
Contractual & supply service	80,381	74,845	91,725	118,285
Capital outlay	-	5,300	5,300	5,800
<b>Total expenditures</b>	<b>\$ 189,089</b>	<b>\$ 212,431</b>	<b>\$ 219,296</b>	<b>\$ 235,290</b>
Fees	11,050	12,000	34,500	35,750
Grants	-	-	-	-
Other	18,208	14,568	14,675	13,786
<b>Total revenue</b>	<b>\$ 29,258</b>	<b>\$ 26,568</b>	<b>\$ 49,175</b>	<b>\$ 49,536</b>
<b>Change in fund balance</b>	<b>\$ 159,831</b>	<b>\$ 185,863</b>	<b>\$ 170,121</b>	<b>\$ 185,754</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$25,400 in part-time compensation, which reflects reclassification of independent contractor instructor fees to professional services.
- ↑ An increase of \$14,100 in professional services, reflecting reclassification of program instructor fees out of part-time compensation.
- ↓ A decrease of \$4,500 in training and development, which reflects the reclassification of trip and event expenditures to operating supplies.
- ↑ An increase of \$30,800 in operating supplies. This increase is a result of an accounting change in how revenues and expenditures for the Senior Center programming and events are flowing through the budget. In prior years, the expenditures net of revenues were reflected in the expenditure budget, whereas now, the gross expenditures are shown here with the offsetting gross revenues shown in the revenue section of the budget.
- ↑ An increase of \$5,300 in furniture and fixtures, reflecting the purchase of two 24-foot portable room dividers, two additional seminar tables and four chairs to accommodate increased program participation.

**Future Budget Considerations:**

- ❖ Increased programming to service the growing needs of the program will result in increases in professional services and operating supplies.
- ❖ Building maintenance costs will likely increase as the building and equipment age.

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Senior Center**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To contribute to the quality of life in Urbandale by offering innovative programs promoting active, self-reliant living and fun, through social, educational, recreational, and physically enriching programs for people over 55.**

PERFORMANCE OBJECTIVES:

1. Maximize participation in senior citizen programs by offering a variety of regular and special events that are attractive to the diverse individuals and groups that make up the senior population.
2. Continuously develop new and innovative programs to be offered at the Senior Center.
3. Seek to improve the health and fitness of participants by offering programs that educate, stimulate and provide resources for dealing with the health issues of seniors.
4. Increase participation in the senior citizen programs through an effective advertising and marketing program.
5. Ensure that all interested program participants have access to safe, affordable, and convenient transportation to and from selected off-site program events.
6. Continually improve the senior citizen program offerings by actively seeking feedback from participants.

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**PERFORMANCE MEASURES**

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	<u>04-05</u> <u>Actual</u>	<u>05-06</u> <u>Actual</u>	<u>06-07</u> <u>Actual</u>	<u>07-08</u> <u>Estimate</u>	<u>08-09</u> <u>Target</u>
<b><u>Workload Measures</u></b>					
Total participants in all programs	24,532	26,500	29,047	31,000	32,000
Travel outings offered	21	25	22	25	25
Subsidized meals served (lunch)	7,476	8,500	7,872	8,400	8,900
On-site special events (attendance)	750	750	1,207	1,300	1,500
Number of programs offered	87	90	102	100	100
<b><u>Outcome Measures</u></b>					
Percentage of survey respondents who are "satisfied" or "very satisfied" with this activity	N/A	75%	N/A	80%	N/A

<b>CULTURE AND RECREATION</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 460 SENIOR CENTER

### PERSONAL SERVICES

01	Salaries	\$ 54,994	\$ 60,146	\$ 58,286	\$ 64,198	\$ 4,052	\$ 69,115
02	Overtime	-	-	-	-	-	-
03	Part-time	35,532	51,790	45,000	26,399	(25,391)	28,254
04	Witness fees	-	-	-	-	-	-
06	FICA	5,976	7,533	6,305	6,931	(602)	7,449
07	Retirement - IPERS	4,494	5,124	4,987	5,753	629	6,475
08	Pension	-	-	-	-	-	-
09	Group insurance	7,712	7,693	7,693	7,924	231	8,161
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 108,708</b>	<b>\$ 132,286</b>	<b>\$ 122,271</b>	<b>\$ 111,205</b>	<b>\$ (21,081)</b>	<b>\$ 119,454</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 600	\$ 2,400	\$ 2,400	\$ 2,600	\$ 200	\$ 2,700
23	Professional services	-	-	-	14,100	14,100	14,100
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	11,412	500	500	500	-	500
28	Dues and memberships	507	650	650	700	50	750
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	175	-	-	-	-	-
35	Printing and copying	7,826	4,600	4,600	5,450	850	5,600
40	Building and grounds maint.	16,166	22,425	20,000	23,210	785	24,500
41	Vehicle and equipment maint.	1,419	-	-	-	-	-
46	Training and development	5,942	6,520	1,800	2,000	(4,520)	2,500
48	Utility service	19,625	18,750	18,750	19,700	950	20,685
49	Petty cash	114	200	150	200	-	200
51	Maintenance supplies	683	975	975	1,100	125	1,250
54	Minor equipment	530	1,000	1,000	1,000	-	1,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	575	600	600	625	25	625
59	Operating supplies	14,354	16,025	40,000	46,800	30,775	49,600
60	Safety and medical supplies	453	200	300	300	100	325
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 80,381</b>	<b>\$ 74,845</b>	<b>\$ 91,725</b>	<b>\$ 118,285</b>	<b>\$ 43,440</b>	<b>\$ 124,335</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	5,300	5,300	2,000
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	5,300	5,300	500	(4,800)	750
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ 5,300</b>	<b>\$ 5,300</b>	<b>\$ 5,800</b>	<b>\$ 500</b>	<b>\$ 2,750</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>SENIOR CENTER</b>		<b>\$ 189,089</b>	<b>\$ 212,431</b>	<b>\$ 219,296</b>	<b>\$ 235,290</b>	<b>\$ 22,859</b>	<b>\$ 246,539</b>
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**FUNCTION: Culture and Recreation****ACTIVITY: Senior Center****Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Supervisor, (1/4) Administrative Assistant, performance bonus	\$ 64,198
03	Assistant Coordinator	\$ 26,399
06	FICA	\$ 6,931
07	IPERS	\$ 5,753
09	Group insurance	\$ 7,924
21	Advertisements and program promotion	\$ 300
	Program guide publications (3 guides)	\$ 2,300
23	Professional services (Instructors -fitness, dance, tai chi, crafts, etc)	\$ 14,100
27	Computer software and supplies	\$ 500
28	Senior Center resource materials	\$ 200
	NCOA membership / ICAA membership	\$ 400
	American License fee (broadcast permit)	\$ 100
35	Mailing and printing newsletters, bulk mail permit, stamps	\$ 3,100
	Bulk mailing system lease (2/3 share with Finance & Records)	\$ 2,350
40	Cleaning contract	\$ 7,000
	Professional cleaning contracts for the following services: bi-annual kitchen cleaning, annual carpet extraction, semi-monthly interior/exterior window cleaning, annual strip & re-wax of craft room floor.	\$ 2,260
	Mat service	\$ 2,000
	Fire alarm maintenance	\$ 500
	Mechanical maintenance contract – Johnson Controls	\$ 1,700
	Quarterly grease trap cleaning	\$ 400
	Pest control service	\$ 350
	Building maintenance	\$ 9,000
46	Miscellaneous mileage	\$ 300
	NCOA conference – Las Vegas, NV (registration, lodging, transportation) - Supervisor	\$ 1,200
	Iowa Governor's Conference on Aging – Supervisor and Assistant Coordinator	\$ 200
	Local conferences and workshops (including IASC) - Supervisor and Assistant Coordinator	\$ 300
48	Telephone, water, electric and natural gas	\$ 19,700
49	Reimburse petty cash	\$ 200
51	Maintenance supplies – kitchen & restroom cleaning & paper supplies for seniors & public rentals	\$ 1,100
54	Minor equipment -coffee urns, utility carts, small electronics, weights & personal fitness equipment	\$ 1,000
58	Stationery, copier supplies, computer lab supplies, paper, cartridges	\$ 625
59	Program supplies, kitchen & miscellaneous operations supplies	\$ 2,800
	Congregate meals	\$ 28,000
	Off-site trips & events	\$ 10,500
	On-site events	\$ 5,500
60	Safety and medical supplies	\$ 300

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**FUNCTION: Culture and Recreation**

**ACTIVITY: Senior Center**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
72	Additional seminar tables (2) & chairs (4) for meeting/class room (\$500), Portable room partition for community room (\$4,800)	\$ 5,300
76	Tile replacement in kitchen & restrooms	\$ 500



**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool**

**OVERVIEW:** This activity enhances the quality of life of Urbandale residents and visitors by offering a comprehensive aquatic program that meets the social, recreational, and fitness needs of participants in a safe, attractive, and comfortable facility.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	174,026	193,719	192,551	199,169
Contractual & supply service	162,857	185,246	177,171	192,130
Capital outlay	1,982	-	12,396	4,000
<b>Total expenditures</b>	<b>\$ 338,865</b>	<b>\$ 378,965</b>	<b>\$ 382,118</b>	<b>\$ 395,299</b>
Fees	140,232	154,000	143,000	128,000
Grants	-	-	-	-
Other	32,630	25,988	25,570	23,161
<b>Total revenue</b>	<b>\$ 172,862</b>	<b>\$ 179,988</b>	<b>\$ 168,570</b>	<b>\$ 151,161</b>
<b>Change in fund balance</b>	<b>\$ 166,003</b>	<b>\$ 198,977</b>	<b>\$ 213,548</b>	<b>\$ 244,138</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$5,500 in full-time salaries and benefits and part-time compensation reflects normal increases for existing staff.
- ↑ An increase of \$8,200 in professional services, which reflects the independent contractor instructor fees, which were previously accounted for in the Recreation budget.
- ↓ A decrease of \$5,200 in building and grounds maintenance, reflecting the lack of annual plaster repair expense.
- ↑ An increase of \$2,400 in operating supplies reflects increase in the cost of pool filters and chemicals.
- ↑ An increase of \$4,000 in property improvements reflects the addition of a sign on the outside of the pool facility.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ In order to keep the current pool facility operational, significant renovation costs will be necessary in the near future.

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To improve the quality of life for Urbandale residents and visitors by offering a comprehensive aquatic program that meets the social, recreational and fitness needs of participants in a safe, attractive, and comfortable facility.**

PERFORMANCE OBJECTIVES:

1. Maximize attendance at the pool facility by offering programs and special events that are attractive to diverse individuals and groups.
2. Increase usage of the pool facility and attendance at pool programs through an effective advertising and marketing program.
3. Ensure that the pool facility is safe and attractive to patrons by maintaining the facility according to accepted industry and City standards.
4. Continually improve the pool facility and program offerings by actively seeking feedback from patrons and other residents in the community not currently using the pool.
5. Minimize the tax subsidy required to operate the pool program by setting competitive prices and by continually seeking to control operating costs.

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Pool users	63,974	55,559	62,671	63,000	64,000
Pool rentals	71	84	67	80	82
Number of swimmers	1,965	2,006	1,511	2,150	2,200
Swimming lesson participants	710	908	712	800	850
Special events	15	17	17	19	20
Special events patrons	390	450	507	550	600
Water aerobics participants	3,788	3,821	4,504	4,600	4,650
<u>Outcome Measures</u>					
Citizen survey satisfaction rating for this activity	N/A	65%	N/A	> 75%	N/A

<b>CULTURE AND RECREATION</b>		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>INCREASE</b>	<b>FY 2009-10</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>470 SWIMMING POOL</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 65,875	\$ 67,667	\$ 66,667	\$ 69,992	\$ 2,325	\$ 114,086
02	Overtime	-	-	-	-	-	-
03	Part-time	76,838	93,150	93,150	95,000	1,850	74,366
04	Witness fees	-	-	-	-	-	-
06	FICA	10,377	12,303	12,226	12,622	319	14,417
07	Retirement - IPERS	5,592	5,294	5,203	5,791	497	7,587
08	Pension	-	-	-	-	-	-
09	Group insurance	15,344	15,305	15,305	15,764	459	16,237
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ 174,026	\$ 193,719	\$ 192,551	\$ 199,169	\$ 5,450	\$ 226,693
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 1,200	\$ 500	\$ 500	\$ 1,500	\$ 1,000	\$ 3,000
23	Professional services	623	500	550	8,700	8,200	9,250
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	794	1,300	1,400	1,600	300	1,800
28	Dues and memberships	453	385	385	385	-	425
29	Insurance	38,810	42,691	42,691	43,545	854	44,416
32	Uniforms and laundry	169	725	600	725	-	750
35	Printing and copying	2,400	3,600	3,600	4,000	400	4,250
40	Building and grounds maint.	19,338	23,150	21,000	18,000	(5,150)	20,000
41	Vehicle and equipment maint.	1,370	4,000	3,000	4,000	-	4,500
46	Training and development	1,778	3,025	3,025	3,325	300	3,500
48	Utility service	66,191	71,600	67,000	70,350	(1,250)	73,900
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	786	3,000	2,500	3,000	-	3,500
54	Minor equipment	965	2,850	2,000	2,500	(350)	2,750
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	541	900	1,200	1,000	100	1,250
59	Operating supplies	26,032	25,900	25,900	28,300	2,400	29,000
60	Safety and medical supplies	627	1,120	1,120	1,200	80	1,300
61	Refunds	780	-	700	-	-	-
<b>Sub-total</b>		\$ 162,857	\$ 185,246	\$ 177,171	\$ 192,130	\$ 6,884	\$ 203,591
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	72	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	1,982	-	12,324	4,000	4,000	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ 1,982	\$ -	\$ 12,396	\$ 4,000	\$ 4,000	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>SWIMMING POOL</b>		\$ 338,865	\$ 378,965	\$ 382,118	\$ 395,299	\$ 16,334	\$ 430,284

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Recreation Supervisor/Aquatics, performance bonus	\$ 69,992
03	Guards, managers, wading pool guards, office manager, water aerobic instructors	\$ 95,000
06	FICA	\$ 12,622
07	IPERS	\$ 5,791
09	Group insurance	\$ 15,764
21	Employment and special advertisements	\$ 1,500
23	Special events, State of Iowa Inspections	\$ 700
	Water aerobics instructors (independent contractors)	\$ 8,000
27	Computer software and supplies	\$ 400
	Credit card fees	\$ 1,200
28	Iowa Park and Recreation Association membership	\$ 135
	Pool registration renewal	\$ 150
	American License Fee (Broadcast permit)	\$ 100
29	Property and casualty insurance	\$ 43,545
32	Staff shirts	\$ 375
	Staff suit refund	\$ 350
35	Program Guide (3 times a year)	\$ 3,600
	Printer cartridges	\$ 400
40	Cleaning contract (lobby, office, locker rooms and pool deck)	\$ 9,500
	Pest control	\$ 1,200
	Electrical maintenance	\$ 1,500
	Mat service	\$ 1,000
	Window cleaning	\$ 850
	A & W Electric – monthly GFI checks and walk through, and repairs	\$ 2,500
	Misc. required building maintenance	\$ 1,450
41	Lighting repairs, motor parts and air filters, inspections (outside contract work)	\$ 1,000
	Preventative maintenance of pool storage tank, air compressor and boiler system	\$ 1,500
	Equipment maintenance and repair	\$ 1,500
46	Lifeguard training reimbursement	\$ 500
	IPRA Fall Workshop and Spring Conference	\$ 625
	National Conference – Aquatic Supervisor – Salt Lake City, UT	\$ 1,500
	Mileage reimbursement	\$ 700
48	Telephone, gas, electric and water services and cell phone for aquatic supervisor	\$ 70,350
51	Maintenance and cleaning supplies, toilet paper, soap, etc.	\$ 3,000
54	Replacement equipment	\$ 2,500
58	Office supplies, toner	\$ 1,000

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
59	Lease for chlorine and pH controller, chemicals, iron treatment	\$ 20,500
	Red Cross instruction supplies	\$ 700
	Red Cross Swim Lesson Certification cards	\$ 900
	Pool filters (10)	\$ 5,000
	Special event supplies (T-shirts, ribbons, supplies)	\$ 1,200
60	First aid supplies	\$ 275
	State of Iowa water tests	\$ 125
	Pre-employment drug testing for staff	\$ 560
	Pocket masks	\$ 140
	Fire extinguisher maintenance	\$ 100
76	Building sign	\$ 4,000



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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cultural and Convention**

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**OVERVIEW:** This activity enhances the quality of life for Urbandale residents through financial contributions to a number of not-for-profit community organizations.

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	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	624,963	636,841	672,591	701,887
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 624,963</b>	<b>\$ 636,841</b>	<b>\$ 672,591</b>	<b>\$ 701,887</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	663,970	584,352	612,203	661,188
<b>Total revenue</b>	<b>\$ 663,970</b>	<b>\$ 584,352</b>	<b>\$ 612,203</b>	<b>\$ 661,188</b>
<b>Change in fund balance</b>	<b>\$ 39,007</b>	<b>\$ (52,489)</b>	<b>\$ (60,388)</b>	<b>\$ (40,699)</b>

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### **GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL:** To enhance the quality of life for Urbandale residents by broadening the variety of cultural opportunities available and by promoting Urbandale's cultural and convention attractions.

PERFORMANCE OBJECTIVES:

1. Increase the visibility of Urbandale as a potential tourist attraction, convention destination, and business location by providing financial assistance to the Convention and Visitors Bureau to promote Urbandale.
2. Increase the number and variety of cultural, historical and recreational opportunities available to Urbandale residents by providing financial support to qualified metropolitan area organizations.

CULTURE AND RECREATION	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## 499 CULTURAL AND CONVENTION

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-
03	Part-time	-	-	-	-	-
04	Witness fees	-	-	-	-	-
06	FICA	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-
08	Pension	-	-	-	-	-
09	Group insurance	-	-	-	-	-
11	Allowance	-	-	-	-	-

**Sub-Total** \$ - \$ - \$ - \$ - \$ - \$ -

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	-	-	-	-	-
24	Contributions to other agencies	624,963	636,841	672,591	701,887	65,046
27	Data processing	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-
29	Insurance	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-
35	Printing and copying	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-
46	Training and development	-	-	-	-	-
48	Utility service	-	-	-	-	-
49	Petty cash	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-
54	Minor equipment	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-
58	Office supplies	-	-	-	-	-
59	Operating supplies	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-
61	Refunds	-	-	-	-	-

**Sub-total** \$ 624,963 \$ 636,841 \$ 672,591 \$ 701,887 \$ 65,046 \$ 735,535

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-
74	Office equipment	-	-	-	-	-
75	Operating equipment	-	-	-	-	-
76	Property improvements	-	-	-	-	-
77	Economic development	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-
97	Transfers out	-	-	-	-	-

**Sub-total** \$ - \$ - \$ - \$ - \$ - \$ -

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-

**CULTURAL AND CONVENTION** \$ 624,963 \$ 636,841 \$ 672,591 \$ 701,887 \$ 65,046 \$ 735,535

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cultural and Convention**

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**Activity Notes**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
24	Contributions to cultural and convention activities in metropolitan Des Moines	\$ 701,887

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COMMUNITY & ECON. DEV.		FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	INCREASE	FY 2009-10
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
<b>500 COMMUNITY AND ECONOMIC DEVELOPMENT SUMMARY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 594,650	\$ 699,206	\$ 620,655	\$ 719,153	\$ 19,947	753,466
02	Overtime	19,132	23,250	23,000	24,250	1,000	24,250
03	Part-time	353	-	306	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	46,401	55,268	49,263	56,870	1,602	59,495
07	Retirement - IPERS	35,292	43,709	38,960	47,206	3,497	51,718
08	Pension	-	-	-	-	-	-
09	Group insurance	129,191	128,867	128,867	132,734	3,867	136,716
11	Allowance	6,031	6,840	6,840	7,050	210	7,050
<b>Sub-Total</b>		<b>\$ 831,050</b>	<b>\$ 957,140</b>	<b>\$ 867,891</b>	<b>\$ 987,263</b>	<b>\$ 30,123</b>	<b>\$ 1,032,695</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	16,439	31,100	31,100	41,000	9,900	43,000
24	Contributions to other agencies	28,571	45,568	45,567	25,809	(19,759)	46,065
27	Data processing	16,815	72,885	52,885	52,060	(20,825)	51,000
28	Dues and memberships	1,444	2,450	2,200	2,850	400	3,050
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	6,660	7,250	7,500	8,300	1,050	8,700
40	Building and grounds maint.	7,042	9,200	7,500	8,000	(1,200)	8,500
41	Vehicle and equipment maint.	-	-	117	-	-	-
46	Training and development	7,589	13,000	13,000	14,100	1,100	14,700
48	Utility service	15,206	26,100	21,000	21,800	(4,300)	22,640
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	177	500	500	500	-	500
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	198	2,500	2,500	2,000	(500)	2,100
57	Vehicle operation supplies	4,282	7,000	7,000	7,700	700	8,470
58	Office supplies	4,558	4,750	4,450	4,400	(350)	4,400
59	Operating supplies	4,789	4,350	4,200	4,750	400	4,910
60	Safety and medical supplies	45	50	79	550	500	550
61	Refunds	1,961	-	1,400	-	-	-
<b>Sub-total</b>		<b>\$ 115,776</b>	<b>\$ 226,703</b>	<b>\$ 200,998</b>	<b>\$ 193,819</b>	<b>\$ (32,884)</b>	<b>\$ 218,585</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	498	1,000	1,000	2,100	1,100	2,000
73	Equipment replacement fund	11,876	12,869	12,869	12,480	(389)	12,481
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	100,000	-	-	1,000,000	1,000,000	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 112,374</b>	<b>\$ 13,869</b>	<b>\$ 13,869</b>	<b>\$ 1,014,580</b>	<b>\$ 1,000,711</b>	<b>\$ 14,481</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>COMMUNITY AND ECONOMIC DEVELOPMENT SUMMARY</b>		<b>\$ 1,059,200</b>	<b>\$ 1,197,712</b>	<b>\$ 1,082,758</b>	<b>\$ 2,195,662</b>	<b>\$ 997,950</b>	<b>\$ 1,265,761</b>



**FUNCTION: Community and Economic Development**  
**ACTIVITY: Economic Development**

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**OVERVIEW:** This activity serves as a pass-through account for economic development assistance from the state to local businesses.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	-	-	-	-
Capital outlay	100,000	-	-	1,000,000
<b>Total expenditures</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	102,750	-	-	1,000,000
<b>Total revenue</b>	<b>\$ 102,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<b>Change in fund balance</b>	<b>\$ (2,750)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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**GOALS AND OBJECTIVES**

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**GOAL:** To expand Urbandale's commercial and industrial tax base by providing financial assistance for business expansions and relocations.

PERFORMANCE OBJECTIVES:

1. Provide CEBA assistance to at least three companies in FY2008/09 for new economic development projects in Urbandale.

COMMUNITY & ECON. DEV.	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## 520 ECONOMIC DEVELOPMENT

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-
03	Part-time	-	-	-	-	-
04	Witness fees	-	-	-	-	-
06	FICA	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-
08	Pension	-	-	-	-	-
09	Group insurance	-	-	-	-	-
11	Allowance	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-
27	Data processing	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-
29	Insurance	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-
35	Printing and copying	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-
46	Training and development	-	-	-	-	-
48	Utility service	-	-	-	-	-
49	Petty cash	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-
54	Minor equipment	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-
58	Office supplies	-	-	-	-	-
59	Operating supplies	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-
61	Refunds	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-
74	Office equipment	-	-	-	-	-
75	Operating equipment	-	-	-	-	-
76	Property improvements	-	-	-	-	-
77	Economic development	100,000	-	-	1,000,000	1,000,000
79	Books, films and recordings	-	-	-	-	-
97	Transfers out	-	-	-	-	-
<b>Sub-total</b>		\$ 100,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-

<b>ECONOMIC DEVELOPMENT</b>		\$ 100,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Economic Development**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
77	CEBA loan payments	\$ 1,000,000



**FUNCTION: Community and Economic Development**  
**ACTIVITY: Code Enforcement**

**OVERVIEW:** This activity contributes to the creation and maintenance of a safe built environment through public education and the enforcement of applicable laws.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	438,842	460,271	457,694	481,270
Contractual & supply service	42,729	104,300	92,317	105,900
Capital outlay	11,876	13,869	13,869	14,580
<b>Total expenditures</b>	<b>\$ 493,447</b>	<b>\$ 578,440</b>	<b>\$ 563,880</b>	<b>\$ 601,750</b>
Fees	393,858	294,250	351,028	259,163
Grants	-	-	-	-
Other	47,516	39,668	37,733	35,258
<b>Total revenue</b>	<b>\$ 441,373</b>	<b>\$ 333,918</b>	<b>\$ 388,761</b>	<b>\$ 294,420</b>
<b>Change in fund balance</b>	<b>\$ 52,074</b>	<b>\$ 244,522</b>	<b>\$ 175,119</b>	<b>\$ 307,330</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$21,000 in full-time salary and benefit costs, which reflects the normal increases for existing staff.
- ↑ An increase of \$9,900 in professional services, which reflects contracting for all rental property inspections.
- ↓ A net decrease of \$7,500 in data processing, which reflects the absence of prior year software upgrades, but includes the purchase of a replacement microfiche reader and three Toughbook replacement computers.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Increasing service demands may require the addition of a Permit Technician and a Housing Inspector.

**FUNCTION: Community and Economic Development**  
**ACTIVITY: Code Enforcement**

**GOALS AND OBJECTIVES**

**GOAL: To ensure the public's health, safety, and welfare through the enforcement of applicable federal, state and local regulations.**

PERFORMANCE OBJECTIVES:

1. Conduct all appropriate construction inspections within specified timeframes.
2. Investigate potential code violations related to zoning, signage, property maintenance, and other concerns, and seek appropriate compliance.
3. Biennially inspect all non-owner occupied dwelling units to ensure compliance with applicable regulations.

**GOAL: To encourage voluntary compliance with applicable regulations and requirements by making appropriate information available to all interested parties in a variety of formats.**

PERFORMANCE OBJECTIVES:

1. Ensure that applicable plans, policy documents, regulations, and codes reflect current City Council policies, federal and state regulations, and industry standards.
2. Implement value-added services such as on-line inspection requests, electronic permit package filing and utilization of credit/debit cards.

**PERFORMANCE MEASURES**

	<u>04-05</u> <u>Actual</u>	<u>05-06</u> <u>Actual</u>	<u>06-07</u> <u>Actual</u>	<u>07-08</u> <u>Estimate</u>	<u>08-09</u> <u>Target</u>
<u>Workload Measures</u>					
Building permits reviewed:					
Single-family detached	436	359	168	170	200
Single-family attached	181	100	98	60	30
Multi-family structures	1	0	4	0	0
Residential additions, remodels, etc.	174	191	146	150	165
Miscellaneous residential	471	386	356	390	375
Commercial buildings	16	18	14	15	15
Commercial additions, remodels, etc.	110	103	107	115	115
Inspections:					
New construction	10,802	8,609	5,760	6,000	6,100
Housing code	1,598	2,691	604	2,000	600
Major ordinances prepared and adopted	0	3	2	3	0
<u>Outcome Measures</u>					
Value of new construction (\$ millions)	\$166.3	\$129.9	\$133.8	\$135.3	\$140.0

COMMUNITY & ECON. DEV.	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## 530 CODE ENFORCEMENT

### PERSONAL SERVICES

01	Salaries	\$ 303,689	\$ 318,394	\$ 316,127	\$ 332,841	\$ 14,447	\$ 347,352
02	Overtime	17,387	20,000	20,000	21,000	1,000	21,000
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	24,265	25,887	25,714	27,069	1,182	28,179
07	Retirement - IPERS	18,462	20,473	20,336	22,469	1,996	24,495
08	Pension	-	-	-	-	-	-
09	Group insurance	72,308	72,127	72,127	74,291	2,164	76,520
11	Allowance	2,731	3,390	3,390	3,600	210	3,600
<b>Sub-Total</b>		<b>\$ 438,842</b>	<b>\$ 460,271</b>	<b>\$ 457,694</b>	<b>\$ 481,270</b>	<b>\$ 20,999</b>	<b>\$ 501,146</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	11,288	31,100	31,100	41,000	9,900	43,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	9,518	40,800	30,800	33,300	(7,500)	35,000
28	Dues and memberships	1,093	1,200	1,200	1,600	400	1,700
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	806	2,000	1,000	1,500	(500)	1,500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	117	-	-	-
46	Training and development	7,065	8,400	8,400	9,300	900	9,700
48	Utility service	2,216	7,200	5,000	5,000	(2,200)	5,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	198	2,500	2,500	2,000	(500)	2,100
57	Vehicle operation supplies	4,282	7,000	7,000	7,700	700	8,470
58	Office supplies	212	500	200	-	(500)	-
59	Operating supplies	4,180	3,600	3,600	4,000	400	4,160
60	Safety and medical supplies	-	-	-	500	500	500
61	Refunds	1,871	-	1,400	-	-	-
<b>Sub-total</b>		<b>\$ 42,729</b>	<b>\$ 104,300</b>	<b>\$ 92,317</b>	<b>\$ 105,900</b>	<b>\$ 1,600</b>	<b>\$ 111,130</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	1,000	1,000	2,100	1,100	2,000
73	Equipment replacement fund	11,876	12,869	12,869	12,480	(389)	12,481
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 11,876</b>	<b>\$ 13,869</b>	<b>\$ 13,869</b>	<b>\$ 14,580</b>	<b>\$ 711</b>	<b>\$ 14,481</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>CODE ENFORCEMENT</b>	<b>\$ 493,447</b>	<b>\$ 578,440</b>	<b>\$ 563,880</b>	<b>\$ 601,750</b>	<b>\$ 23,310</b>	<b>\$ 626,757</b>
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**FUNCTION: Community and Economic Development****ACTIVITY: Code Enforcement****Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Building Official, Assistant Building Official, Building Inspectors (3), ½ Building/Property Maintenance Inspector (other ½ in Community Development), performance bonus	\$ 332,841
02	Overtime	\$ 21,000
06	FICA	\$ 27,069
07	IPERS	\$ 22,469
09	Group insurance	\$ 74,291
11	Mileage reimbursement and clothing allowance	\$ 3,600
23	Structural plan reviews	\$ 8,000
	Transcription	\$ 600
	Records retention & radio maintenance	\$ 1,000
	Housing code inspections	\$ 31,400
27	Software upgrades	\$ 500
	Plan Analyst update	\$ 700
	½ CD Partner hosting fee (other ½ in Community Development)	\$ 12,000
	Microfiche electronic viewer	\$ 6,600
	Replacement Toughbook computers (3)	\$ 13,500
28	International Code Conference	\$ 500
	National Fire Protection Association	\$ 150
	Iowa Association of Building Officials	\$ 150
	Iowa ACE (Housing Officials)	\$ 100
	Subscriptions	\$ 150
	International Association of Electrical Inspectors	\$ 550
35	Printing of forms, postage	\$ 1,500
46	International Code Conference (ICC) Annual Business Meeting	\$ 1,650
	ICC Code development meeting	\$ 1,650
	Inspector training @ Univ. Wisc., Colorado, Texas, Nevada, Minnesota, etc.	\$ 3,000
	IA Association of Building Officials seminars	\$ 1,200
	International Association of Electrical Inspectors seminars	\$ 500
	IA ACE (housing code) seminars	\$ 300
	International Code Campus	\$ 700
	Customer service training	\$ 300
48	Service for cell phones (5) and Toughbooks (5)	\$ 5,000
56	Tires, batteries, miscellaneous parts, oil changes, tire repairs, belts, hoses, etc.	\$ 2,000
57	Fuel, oil, fluids	\$ 7,700
59	Operating supplies (measuring tapes, test instruments, etc.)	\$ 1,000
	Code book updates	\$ 3,000
60	Vehicle first aid kits, fire extinguishers	\$ 500

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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Code Enforcement**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
72	File racks	\$ 1,600
	Work surfaces	\$ 500
73	Equipment Replacement Fund contribution	\$ 12,869



**FUNCTION: Community and Economic Development**  
**ACTIVITY: Community Development**

**OVERVIEW:** This activity provides staff support to the City Council and the City's boards and commissions on development, redevelopment, urban renewal, economic development and planning matters. This activity also enforces City ordinances and prepares or assists preparation of grant applications used primarily for capital purposes such as parks and transportation improvements.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	392,208	496,869	410,197	505,993
Contractual & supply service	73,047	122,403	108,681	87,919
Capital outlay	498	-	-	-
<b>Total expenditures</b>	<b>\$ 465,753</b>	<b>\$ 619,272</b>	<b>\$ 518,878</b>	<b>\$ 593,912</b>
Fees	397,071	307,050	362,153	263,788
Grants	-	-	-	-
Other	44,849	42,468	34,722	34,799
<b>Total revenue</b>	<b>\$ 441,919</b>	<b>\$ 349,518</b>	<b>\$ 396,874</b>	<b>\$ 298,586</b>
<b>Change in fund balance</b>	<b>\$ 23,834</b>	<b>\$ 269,754</b>	<b>\$ 122,004</b>	<b>\$ 295,326</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$9,100 in full-time salaries and benefits, which reflects normal increases for existing staff.
- ↓ A decrease of \$19,800 in contributions to other agencies reflects a decrease in the annual contribution required for the Metro Home Improvement Program.
- ↓ A decrease of \$13,300 in data processing reflects the absence of prior year software upgrades, but includes the purchase of two replacement computers.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

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**FUNCTION: Community and Economic Development**

**ACTIVITY: Community Development**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To promote and coordinate orderly development in compliance with the Comprehensive Plan and City Council policy.**

PERFORMANCE OBJECTIVES:

1. Review proposed projects or revisions under the jurisdiction of this department, and present the findings and recommendations to the City Council and other Boards or Commissions for final approval.
2. Provide "neighborhood" planning scenarios to assist the City Council, Planning and Zoning Commission, and developers in their review of development plans.
3. Assist in updating the Capital Improvements Program, the preparation of plans and specifications for park improvement projects, and infrastructure extensions for other departments.

**GOAL: To facilitate and promote Economic Development opportunities conducive to the City's character, infrastructure and planning efforts.**

PERFORMANCE OBJECTIVES:

1. Represent the City by developing, maintaining and leveraging partnerships with intergovernmental agencies and appropriate service organizations to ensure orderly economic development and planned growth.
2. Meet with developers and builders to discuss and advise on the City's requirements and policies, and to negotiate development proposals that would be acceptable to existing standards and future plans.

**GOAL: To encourage voluntary compliance with applicable regulations and requirements by making appropriate information available to all interested parties in a variety of formats.**

PERFORMANCE OBJECTIVES:

1. Maintain the City's databases for planning activities, new construction and platting, and enable other departments, citizens, developers, and researchers to use the databases.
2. Ensure that applicable plans, policy documents, regulations, and codes reflect current City Council policies, federal and state regulations, and industry standards.
3. Explore opportunities to provide value-added services—such as on-line zoning information by lot or parcel—to customers.

**FUNCTION: Community and Economic Development**  
**ACTIVITY: Community Development**

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Site plans reviewed	43	30	40	30	30
Subdivision plats reviewed	43	34	20	20	20
PUD re-zoning reviewed	9	3	13	10	10
Conventional re-zoning reviewed	7	0	6	3	3
Address changes, right-of-way and easement vacations and conveyances	3	7	2	4	4
Zoning variances presented to the Board of Adjustment	41	44	31	40	30
Sign permits reviewed and issued	134	180	134	145	150
Building permits reviewed and issues	1,389	1,157	893	900	900
Major ordinances/plans prepared	2	1	1	3	2
<b><u>Outcome Measures</u></b>					
Value of new construction (\$ millions)	\$166.3	\$129.9	\$133.8	\$135.3	\$140.0

COMMUNITY & ECON. DEV.		FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	INCREASE	FY 2009-10
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
<b>540 COMMUNITY DEVELOPMENT</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 290,961	\$ 380,812	\$ 304,528	\$ 386,312	\$ 5,500	\$ 406,114
02	Overtime	1,745	3,250	3,000	3,250	-	3,250
03	Part-time	353	-	306	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	22,136	29,381	23,549	29,801	420	31,316
07	Retirement - IPERS	16,830	23,236	18,624	24,737	1,501	27,223
08	Pension	-	-	-	-	-	-
09	Group insurance	56,883	56,740	56,740	58,443	1,703	60,196
11	Allowance	3,300	3,450	3,450	3,450	-	3,450
<b>Sub-Total</b>		<b>\$ 392,208</b>	<b>\$ 496,869</b>	<b>\$ 410,197</b>	<b>\$ 505,993</b>	<b>\$ 9,124</b>	<b>\$ 531,549</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	5,151	-	-	-	-	-
24	Contributions to other agencies	28,571	45,568	45,567	25,809	(19,759)	46,065
27	Data processing	7,297	32,085	22,085	18,760	(13,325)	16,000
28	Dues and memberships	351	1,250	1,000	1,250	-	1,350
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	5,854	5,250	6,500	6,800	1,550	7,200
40	Building and grounds maint.	7,042	9,200	7,500	8,000	(1,200)	8,500
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	524	4,600	4,600	4,800	200	5,000
48	Utility service	12,990	18,900	16,000	16,800	(2,100)	17,640
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	177	500	500	500	-	500
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	4,346	4,250	4,250	4,400	150	4,400
59	Operating supplies	609	750	600	750	-	750
60	Safety and medical supplies	45	50	79	50	-	50
61	Refunds	90	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 73,047</b>	<b>\$ 122,403</b>	<b>\$ 108,681</b>	<b>\$ 87,919</b>	<b>\$ (34,484)</b>	<b>\$ 107,455</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	498	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 498</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>COMMUNITY DEVELOPMENT</b>		<b>\$ 465,753</b>	<b>\$ 619,272</b>	<b>\$ 518,878</b>	<b>\$ 593,912</b>	<b>\$ (25,360)</b>	<b>\$ 639,004</b>

**FUNCTION: Community and Economic Development**  
**ACTIVITY: Community Development**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director, Development Manager/Chief Planner, ½ Building/Property Maintenance Inspector (other ½ in Code Enforcement), Associate Planner (2), Department Secretary, performance bonus	\$ 386,312
02	Overtime	\$ 3,250
06	FICA	\$ 29,801
07	IPERS	\$ 24,737
09	Group insurance	\$ 58,443
11	Vehicle Allowance – Director	\$ 3,300
	Spot awards	\$ 150
24	Annual assessment for Metropolitan Planning Organization	\$ 21,542
	Metro Home Improvement Program	\$ 4,267
27	½ CD Partner hosting fee (other ½ in Code Enforcement)	\$ 12,000
	GeoMedia maintenance	\$ 1,260
	ArcView annual maintenance	\$ 1,000
	½ Parcel Merge software for GIS data (other ½ in Engineering and Public Works Administration)	\$ 1,500
	Replacement computers (2)	\$ 3,000
28	American Planning Association and Urban Land Institute; library resource materials	\$ 1,250
35	½ Copy machine lease (other ½ in Engineering and Public Works Administration)	\$ 1,500
	½ Plan copier maintenance (other ½ in Engineering and Public Works Administration)	\$ 650
	Miscellaneous printing/copying, postage	\$ 4,650
40	Facility maintenance (janitorial and HVAC maintenance)	\$ 8,000
46	American Planning Association National Conference (2) – Minneapolis, MN	\$ 3,600
	Local and regional planning workshops or seminars	\$ 700
	Mileage reimbursement	\$ 500
48	Electric, gas, telephone, data, water	\$ 16,800
51	Janitorial supplies	\$ 500
58	Paper, office supplies	\$ 4,400
59	Operating supplies	\$ 750
60	Safety and first-aid supplies	\$ 50



GENERAL GOVERNMENT	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## 600 GENERAL GOVERNMENT SUMMARY

### PERSONAL SERVICES

01	Salaries	\$ 633,132	\$ 673,857	\$ 674,165	\$ 707,746	\$ 33,889	740,338
02	Overtime	778	785	1,800	1,500	715	1,525
03	Part-time	28,038	28,500	28,575	28,500	-	28,500
04	Witness fees	-	-	-	-	-	-
06	FICA	46,120	50,704	49,608	52,866	2,162	55,336
07	Retirement - IPERS	48,982	53,311	53,885	57,258	3,947	60,843
08	Pension	-	-	-	-	-	-
09	Group insurance	122,752	122,444	122,444	126,118	3,674	129,902
11	Allowance	16,575	16,700	16,550	16,850	150	16,850
<b>Sub-Total</b>		<b>\$ 896,377</b>	<b>\$ 946,301</b>	<b>\$ 947,027</b>	<b>\$ 990,838</b>	<b>\$ 44,537</b>	<b>\$ 1,033,294</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 13,788	\$ 19,000	\$ 17,000	\$ 16,000	\$ (3,000)	\$ 31,000
23	Professional services	185,030	183,864	200,500	208,685	24,821	189,494
24	Contributions to other agencies	174,931	62,100	70,500	58,400	(3,700)	86,550
27	Data processing	18,846	180,005	178,955	152,284	(27,721)	190,469
28	Dues and memberships	22,688	26,100	24,910	26,540	440	26,972
29	Insurance	469,986	516,985	516,985	527,324	10,339	537,871
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	44,983	36,126	36,010	36,112	(14)	38,950
40	Building and grounds maint.	17,022	18,145	18,145	20,633	2,488	32,000
41	Vehicle and equipment maint.	906	200	200	200	-	200
46	Training and development	33,296	37,940	42,400	52,145	14,205	47,183
48	Utility service	23,932	23,680	23,600	24,750	1,070	25,955
49	Petty cash	80	200	125	200	-	200
51	Maintenance supplies	224	540	250	300	(240)	300
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	8,675	8,650	8,200	8,650	-	8,875
59	Operating supplies	2,082	3,090	3,489	2,890	(200)	2,925
60	Safety and medical supplies	278	285	200	225	(60)	225
61	Refunds	32,404	32,000	17,000	19,000	(13,000)	22,000
<b>Sub-total</b>		<b>\$ 1,049,151</b>	<b>\$ 1,148,910</b>	<b>\$ 1,158,469</b>	<b>\$ 1,154,338</b>	<b>\$ 5,428</b>	<b>\$ 1,241,169</b>

### CAPITAL OUTLAY

71	Equipment	\$ 660	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
72	Furniture and fixtures	-	-	1,359	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	8,500	6,904	-	(8,500)	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	429,444	474,557	473,059	476,269	1,712	470,860
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	2,855,336	2,767,479	3,458,465	603,129	3,446,835
<b>Sub-total</b>		<b>\$ 430,104</b>	<b>\$ 3,340,393</b>	<b>\$ 3,250,801</b>	<b>\$ 3,936,734</b>	<b>\$ 596,341</b>	<b>\$ 3,919,695</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	25,000	-	25,000	-	25,000

<b>GENERAL GOVERNMENT SUMMARY</b>	<b>\$ 2,375,632</b>	<b>\$ 5,460,604</b>	<b>\$ 5,356,297</b>	<b>\$ 6,106,910</b>	<b>\$ 646,306</b>	<b>\$ 6,219,158</b>
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**FUNCTION: General Government**  
**ACTIVITY: Mayor and City Council**

**OVERVIEW:** This activity sets the strategic direction for the City and provides extensive public information services.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	30,106	31,655	31,655	31,709
Contractual & supply service	46,301	41,750	43,689	57,245
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 76,407</b>	<b>\$ 73,405</b>	<b>\$ 75,344</b>	<b>\$ 88,954</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	7,357	5,034	5,042	5,212
<b>Total revenue</b>	<b>\$ 7,357</b>	<b>\$ 5,034</b>	<b>\$ 5,042</b>	<b>\$ 5,212</b>
<b>Change in fund balance</b>	<b>\$ 69,050</b>	<b>\$ 68,371</b>	<b>\$ 70,302</b>	<b>\$ 83,742</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$2,000 in advertising since the biennial Citizen Survey will not be conducted in the off-year.
- ↑ An increase of \$14,000 in contributions to other agencies, which reflects a contribution to the Caring Corps food pantry project.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ A potential request of \$15,000 in advertising to convert from an in-house Citizen Survey to a National Citizen Survey that would tie in with the City's ICMA performance measurements and convert the past three biennial in-house surveys.

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**FUNCTION: General Government**  
**ACTIVITY: Mayor and City Council**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To establish a strategic direction for the City that builds on current strengths and anticipates future challenges.**

PERFORMANCE OBJECTIVES:

1. Promote a strong sense of community, which is welcoming and safe to residents and visitors.
2. Communicate with residents and businesses through a multi-media outreach program.
3. Oversee development of a City-wide technology infrastructure, which attracts developers, businesses and residents to Urbandale.
4. Institute policies designed to attract and retain desired businesses.
5. Authorize Tax Increment Financing districts appropriate for economic development.
6. Encourage the development of a healthy balance of housing options, and continue to partner with other cities to finance housing rehabilitation grants and loans.
7. Partner with local businesses and educational institutions to cultivate a highly-skilled labor pool in the community.
8. Enforce policies that protect and conserve the City's financial resources.
9. Facilitate development of upscale retail and entertainment districts, and continue efforts to create a City Center.
10. Acquire additional land and begin the development process for the Walnut Creek Regional Park.
11. Partner with neighboring communities to enhance the region's bicycle trail system.
12. Hold joint meetings with other City Councils, Boards, Commissions and School Districts to further partnerships and mutually beneficial projects.
13. Utilize a multi-year financial model to develop the City's operating budget and capital improvements program.
14. Establish a new business corridor through the construction of Plum Drive.

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**FUNCTION: General Government**  
**ACTIVITY: Mayor and City Council**

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Quarterly newsletters published	75,300	75,900	80,000	80,000	80,500
Average monthly website hits	N/A	N/A	152,801	160,000	165,000
Average daily website visits	N/A	N/A	645	675	690
Electronic agendas sent to citizens via Email	1,800	1,834	2,646	2,330	2,500
Cultural agencies funded through hotel/motel revenues	18	17	16	18	16

GENERAL GOVERNMENT	FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	INCREASE	FY 2009-10
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 610 MAYOR and COUNCIL

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	28,000	28,500	28,500	28,500	-	28,500
04	Witness fees	-	-	-	-	-	-
06	FICA	1,646	2,066	2,066	2,066	-	2,066
07	Retirement - IPERS	460	1,089	1,089	1,143	54	1,197
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
	<b>Sub-Total</b>	\$ 30,106	\$ 31,655	\$ 31,655	\$ 31,709	\$ 54	\$ 31,763

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ (2,000)	\$ 15,000
23	Professional services	-	500	3,000	500	-	3,250
24	Contributions to other agencies	1,500	1,500	1,500	15,500	14,000	16,000
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	9,799	10,750	10,300	12,020	1,270	12,150
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	28,073	19,000	19,000	20,425	1,425	21,770
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	6,795	8,000	7,500	8,500	500	8,750
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	134	-	389	300	300	325
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	\$ 46,301	\$ 41,750	\$ 43,689	\$ 57,245	\$ 15,495	\$ 77,245

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>MAYOR and COUNCIL</b>	\$ 76,407	\$ 73,405	\$ 75,344	\$ 88,954	\$ 15,549	\$ 109,008
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**FUNCTION: General Government**  
**ACTIVITY: Mayor and City Council**

### Activity Notes

Object	Description	Amount
01	Mayor	\$ 7,000
	City Council	\$ 20,000
	Treasurer	\$ 1,500
06	FICA	\$ 2,066
07	IPERS	\$ 1,143
23	Radio information system – annual lease and maintenance	\$ 500
24	Caring Corps – food pantry	\$ 15,000
	VFW ramp project	\$ 500
28	Iowa League of Cities	\$ 7,020
	MIALG membership	\$ 750
	Urbandale Chamber of Commerce (includes membership to Greater Des Moines Partnership)	\$ 915
	National League of Cities	\$ 3,135
	Miscellaneous subscriptions	\$ 200
35	Quarterly newsletter printing and postage	\$ 20,425
46	City Council Lunch and Learn, Iowa League of Cities convention and meetings; Greater Des Moines and Urbandale Chamber of Commerce meetings; Chamber of Commerce's Washington trip; National League of Cities annual conference; and miscellaneous meetings	\$ 8,500
59	Service awards and plaques	\$ 300



**FUNCTION: General Government**  
**ACTIVITY: City Manager**

**OVERVIEW:** This activity provides professional management of the City by recommending options to the City Council and by implementing the policy directives of the City Council. This activity also manages the City's finances.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	381,185	397,152	400,054	415,106
Contractual & supply service	24,850	18,630	17,910	15,760
Capital outlay	-	-	514	-
<b>Total expenditures</b>	<b>\$ 406,035</b>	<b>\$ 415,782</b>	<b>\$ 418,478</b>	<b>\$ 430,866</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	39,098	28,513	28,003	25,245
<b>Total revenue</b>	<b>\$ 39,098</b>	<b>\$ 28,513</b>	<b>\$ 28,003</b>	<b>\$ 25,245</b>
<b>Change in fund balance</b>	<b>\$ 366,937</b>	<b>\$ 387,269</b>	<b>\$ 390,475</b>	<b>\$ 405,621</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$18,000 in full-time salaries and benefits, which reflect normal increases for existing staff.
- ↓ A decrease of \$2,800 in data processing since no computers are programmed for replacement.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

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**FUNCTION: General Government**  
**ACTIVITY: City Manager**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To provide high-quality, effective and efficient services to the residents, businesses and visitors of Urbandale, in accordance with the policy direction of the City Council.**

PERFORMANCE OBJECTIVES:

1. Manage the City's financial and human resources to maximize customer satisfaction while minimizing costs.
2. Execute the City Council's policy directives in accordance with applicable federal, state and local regulations.

**GOAL: To assist the City Council in making informed decisions.**

PERFORMANCE OBJECTIVES:

1. Ensure the long-term health and growth of the City by actively participating in the City Council's strategic planning process and the community's visioning process.
2. Assist the City Council in its review of innovation in service delivery methods and strategies.
3. Provide reliable, accurate, and timely analysis and recommendations.

**GOAL: To safeguard the resources of the City through a financial management program that conforms to all applicable laws and meets the standards set by relevant professional organizations.**

PERFORMANCE OBJECTIVES:

1. Establish appropriate planning and budgeting policies and procedures to ensure that resources are available to implement City programs.
2. Establish and follow rigorous policies and procedures for managing the City's assets.
3. Manage a City-wide system of performance measurement and benchmarking to maximize efficiency and effectiveness in City operations.
4. Continue the multi-year revenue and expenditure long-range modeling forecast to address concerns in advance.

**FUNCTION: General Government**  
**ACTIVITY: City Manager**

**PERFORMANCE MEASURES**

	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Council letters written and presented	216	186	200	200	200
Citizen requests for service:					
Number	5,165	5,161	4,867	5,000	5,200
Percent completed at end of year	99.6%	99.6%	98.9%	99.0%	99.9%
<b><u>Efficiency Measures</u></b>					
Citizen request response rates:					
Same day turnaround	36%	33%	31%	32%	34%
2-3 day turnaround	32%	33%	32%	32%	35%
4-10 day turnaround	21%	24%	28%	27%	26%
11+ day turnaround	11%	10%	9%	9%	5%

\* It should be noted that some citizen requests – such as property maintenance complaints – could take 30 days or more to complete because of the due process requirements that are involved.

**Outcome Measures**

Percent completion of high priority projects in the City Council's Strategic Plan:

Develop a long range financial plan	N/A	N/A	75%	100%	100%
Retain and attract niche commercial and retail businesses	N/A	N/A	25%	50%	75%
Continue technology improvements	N/A	N/A	50%	75%	100%
Facilitate the development of Plum Drive	N/A	N/A	50%	75%	100%

GENERAL GOVERNMENT	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## 615 CITY MANAGER

### PERSONAL SERVICES

01	Salaries	\$ 278,382	\$ 292,613	\$ 295,280	\$ 307,055	\$ 14,442	\$ 319,720
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	18,913	19,413	19,197	20,086	673	21,031
07	Retirement - IPERS	28,083	29,109	29,710	30,620	1,511	31,620
08	Pension	-	-	-	-	-	-
09	Group insurance	46,032	45,917	45,917	47,295	1,378	48,714
11	Allowance	9,775	10,100	9,950	10,050	(50)	10,050
<b>Sub-Total</b>		<b>\$ 381,185</b>	<b>\$ 397,152</b>	<b>\$ 400,054</b>	<b>\$ 415,106</b>	<b>\$ 17,954</b>	<b>\$ 431,135</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	9,738	500	600	640	140	155
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	349	3,550	3,000	750	(2,800)	2,500
28	Dues and memberships	5,374	6,350	6,210	6,145	(205)	6,200
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	957	450	800	825	375	850
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	7,228	6,700	6,500	6,300	(400)	7,260
48	Utility service	-	580	600	600	20	600
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	904	500	200	500	-	500
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 24,850</b>	<b>\$ 18,630</b>	<b>\$ 17,910</b>	<b>\$ 15,760</b>	<b>\$ (2,870)</b>	<b>\$ 18,065</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	514	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 514</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>CITY MANAGER</b>	<b>\$ 406,035</b>	<b>\$ 415,782</b>	<b>\$ 418,478</b>	<b>\$ 430,866</b>	<b>\$ 15,084</b>	<b>\$ 449,200</b>
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**FUNCTION: General Government**  
**ACTIVITY: City Manager**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	City Manager, Assistant City Manager, Assistant to City Manager, performance bonus	\$ 307,055
06	FICA	\$ 20,086
07	Retirement	\$ 30,620
09	Group insurance	\$ 47,295
11	Vehicle allowances	\$ 9,900
	Spot awards	\$ 150
23	Records retention, storage and destruction	\$ 640
27	Website hosting	\$ 500
	Software and network support	\$ 250
28	ICMA	\$ 2,600
	ICMA IQ Reports	\$ 150
	ICMA IQ Service – searchable database	\$ 645
	laCMA	\$ 600
	Public Technology, Inc. membership	\$ 2,000
	Miscellaneous publications	\$ 150
35	Capital Improvements Program document printing	\$ 825
46	ICMA Conference (2) – Richmond, VA	\$ 4,080
	Technology or performance measurement training	\$ 1,450
	Iowa City and County Management Association meetings	\$ 770
48	PDA service	\$ 600
58	Stationery and miscellaneous office supplies	\$ 500



**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

**OVERVIEW:** This activity monitors all financial operations to ensure fiscal viability of the City, and maintains all City Council proceedings and essential documents of the City.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	316,141	337,259	334,869	356,889
Contractual & supply service	153,060	178,300	173,525	151,747
Capital outlay	-	8,500	7,749	-
<b>Total expenditures</b>	<b>\$ 469,201</b>	<b>\$ 524,059</b>	<b>\$ 516,143</b>	<b>\$ 508,636</b>
Fees	44,924	46,250	46,000	46,750
Grants	-	-	-	-
Other	45,181	35,939	34,539	29,802
<b>Total revenue</b>	<b>\$ 90,105</b>	<b>\$ 82,189</b>	<b>\$ 80,539</b>	<b>\$ 76,552</b>
<b>Change in fund balance</b>	<b>\$ 379,096</b>	<b>\$ 441,870</b>	<b>\$ 435,604</b>	<b>\$ 432,084</b>

**SIGNIFICANT BUDGET IMPACTS:** The budget includes:

- ↑ A net increase of \$19,600 in full-time salaries and benefits, which reflects normal salary and benefit increases for existing staff.
- ↓ A decrease of \$20,000 in contributions to other agencies, which reflects the lack of expected City Council elections or referendum votes for the upcoming year.
- ↓ A decrease of \$13,000 in refunds, which reflects lower abandoned property auction proceeds remittances to the State of Iowa due to the implementation of vehicle storage fees, which offset the amount of proceeds payable to the State.
- ↓ A decrease of \$8,500 in office equipment, which reflects a photocopier purchased in the prior year.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

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**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To monitor and appropriately manage all financial operations to preserve the fiscal viability of the City.**

PERFORMANCE OBJECTIVES:

1. Manage all financial transactions, investment procedures, payroll and bill payments to safeguard the proper use of public funds.
2. Assist in the preparation and development of all published financial documents and procedural manuals related to financial transactions to develop consistent operations and accurate transaction reports.
3. Issue applicable permits and licenses, and maintain accurate records of regulated animals and services to enhance public safety and orderly business transactions.
4. Implement financial control recommendations from the external auditor based on the annual fiscal year review.
5. Assist City departments in the use of technology for budget development and fiscal year expenditure monitoring.
6. Manage the City's conversion to the new financial system.

**GOAL: To maintain the City's human resource systems.**

PERFORMANCE OBJECTIVES:

1. Ensure the bi-weekly payroll is processed accurately and on time.
2. Manage the City's conversion to the new payroll system.
3. Maintain all human resources records to ensure accuracy and compliance with applicable laws and regulations.
4. Prepare official Minutes of the Civil Service Commission.

**GOAL: To maintain complete and accurate records of all City Council proceedings.**

PERFORMANCE OBJECTIVES:

1. Record all City Council approved Ordinances and Resolutions, and maintain official documents to preserve the City's vital records.
2. Prepare official Minutes for City Council proceedings and publish all public notices within established City timelines.

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**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Purchase orders processed	3,048	3,235	2,931	2,900	2,700
Ordinances published	30	26	18	25	25
<b><u>Outcome Measures</u></b>					
Bond rating	Aa2	Aa2	Aa2	Aa2	Aa2
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	N/A	Yes	Yes

GENERAL GOVERNMENT	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## 620 FINANCE and RECORDS

### PERSONAL SERVICES

01	Salaries	\$ 235,508	\$ 252,935	\$ 250,577	\$ 267,577	\$ 14,642	\$ 282,590
02	Overtime	327	400	1,200	1,000	600	1,000
03	Part-time	38	-	75	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	17,229	19,380	18,500	20,500	1,120	21,649
07	Retirement - IPERS	13,557	15,327	15,300	17,017	1,690	18,819
08	Pension	-	-	-	-	-	-
09	Group insurance	46,032	45,917	45,917	47,295	1,378	48,714
11	Allowance	3,450	3,300	3,300	3,500	200	3,500
<b>Sub-Total</b>		<b>\$ 316,141</b>	<b>\$ 337,259</b>	<b>\$ 334,869</b>	<b>\$ 356,889</b>	<b>\$ 19,630</b>	<b>\$ 376,272</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 13,488	\$ 17,000	\$ 15,000	\$ 16,000	\$ (1,000)	\$ 16,000
23	Professional services	45,119	53,164	58,000	59,795	6,631	61,589
24	Contributions to other agencies	11,637	20,000	28,500	-	(20,000)	25,000
27	Data processing	18,497	20,500	20,000	22,300	1,800	22,969
28	Dues and memberships	1,906	2,345	2,300	2,400	55	2,472
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	14,730	15,396	15,000	13,532	(1,864)	15,000
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	638	-	-	-	-	-
46	Training and development	7,191	10,095	10,000	10,920	825	11,248
48	Utility service	-	-	-	-	-	-
49	Petty cash	80	200	125	200	-	200
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	7,276	7,500	7,500	7,500	-	7,725
59	Operating supplies	94	100	100	100	-	100
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	32,404	32,000	17,000	19,000	(13,000)	22,000
<b>Sub-total</b>		<b>\$ 153,060</b>	<b>\$ 178,300</b>	<b>\$ 173,525</b>	<b>\$ 151,747</b>	<b>\$ (26,553)</b>	<b>\$ 184,303</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	845	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	8,500	6,904	-	(8,500)	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ 8,500</b>	<b>\$ 7,749</b>	<b>\$ -</b>	<b>\$ (8,500)</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>FINANCE and RECORDS</b>	<b>\$ 469,201</b>	<b>\$ 524,059</b>	<b>\$ 516,143</b>	<b>\$ 508,636</b>	<b>\$ (15,423)</b>	<b>\$ 560,575</b>
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**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	City Clerk, Finance Director, Assistant Finance Director, Acct Payable Clerk, performance bonus	\$ 267,577
02	Overtime	\$ 1,000
06	FICA	\$ 20,500
07	IPERS	\$ 17,017
09	Group insurance	\$ 47,295
11	Vehicle allowance	\$ 3,500
21	Newspaper publication of Council minutes, official publications, ordinances, recording of deeds, and easements	\$ 16,000
23	Annual audit & A-133 audit	\$ 39,775
	State filing fee for audit	\$ 850
	Certificate of Achievement fee	\$ 500
	Employee assistance program	\$ 1,920
	OPEB consultation for GASB 45	\$ 1,000
	Arbitrage study	\$ 5,000
	Health insurance fund actuarial evaluation	\$ 650
	Bond trustee fees	\$ 6,400
	CUSIP registration service	\$ 900
	Piper Jaffray dissemination fees	\$ 500
	Records retention and storage	\$ 1,800
	Other services	\$ 500
27	Finance and payroll management system & data dictionaries maintenance contracts	\$ 20,800
	Supplies and software	\$ 1,000
	Printer maintenance	\$ 500
28	Iowa Municipal Finance Officers Association (2)	\$ 160
	Government Finance Officers Association (2)	\$ 240
	Institute of Municipal Clerks	\$ 150
	Iowa Society of CPAs	\$ 155
	American Institute of CPAs	\$ 190
	Iowa Licensing Division – CPA certificate renewal	\$ 100
	GCMOA (Golden Circle Municipal Officers Association)	\$ 55
	International Personnel Management Association	\$ 150
	GASB pronouncements/publications service	\$ 600
	Miscellaneous dues and subscriptions	\$ 600
35	Postage and shipping cost	\$ 10,000
	Postage meter lease	\$ 1,068
	Bulk mailing system (1/3 share with Sr. Center)	\$ 144

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**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Copy machine lease and maintenance	\$ 720
	Paper, ribbons and other supplies	\$ 1,000
	Financial document printing	\$ 600
46	Municipal Clerks meeting	\$ 150
	CPE –Finance Director	\$ 3,500
	GFOA annual conference (2) – Seattle, WA	\$ 2,980
	International Institute of Municipal Clerks conference (1) – Chicago	\$ 1,825
	New World user conference (2) – Scottsdale, AZ	\$ 1,765
	Mileage reimbursement	\$ 500
	Miscellaneous training	\$ 200
49	Petty cash	\$ 200
58	Stationery, office forms, miscellaneous office supplies	\$ 7,500
61	Auction proceeds to State	\$ 15,000
	State sales tax	\$ 4,000

**FUNCTION: General Government**  
**ACTIVITY: Technology**

**OVERVIEW:** This activity provides effective technology tools to staff and citizens to maximize efficiency and productivity.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	114,790	122,642	123,134	127,433
Contractual & supply service	160,179	190,305	191,455	148,734
Capital outlay	660	2,000	2,000	2,000
<b>Total expenditures</b>	<b>\$ 275,629</b>	<b>\$ 314,947</b>	<b>\$ 316,589</b>	<b>\$ 278,167</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	26,541	21,598	21,185	16,298
<b>Total revenue</b>	<b>\$ 26,541</b>	<b>\$ 21,598</b>	<b>\$ 21,185</b>	<b>\$ 16,298</b>
<b>Change in fund balance</b>	<b>\$ 249,088</b>	<b>\$ 293,349</b>	<b>\$ 295,404</b>	<b>\$ 261,869</b>

**SIGNIFICANT BUDGET IMPACTS:** The budget includes:

- ↑ A net increase of \$4,800 in full-time salaries and benefits, which reflects normal salary and benefit increases for existing staff.
- ↓ A decrease of \$14,000 in professional services, which reflects the elimination of the website redesign project.
- ↓ A net decrease of \$26,700 in data processing, which reflects several major purchases in prior year. This budget allows for purchases of replacement switches, an MS server, and replacement domain servers.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As service demands increase, additional staff will likely be required to maintain effective service levels.

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**FUNCTION: General Government**  
**ACTIVITY: Technology**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To implement the objectives of the City's Strategic Plan for Technology.**

PERFORMANCE OBJECTIVES:

1. Implement policies and procedures to protect the security, availability, and integrity of data and applications on the network.
2. Renovate the City's website to expand current content and develop strategies for maintaining the site's content.
3. Develop increased flexibility for electronic commerce between the City and Urbandale residents and businesses.
4. Implement a cable Government Access channel, with production and recording facilities.

**GOAL: To increase the technological abilities of the City's staff**

PERFORMANCE OBJECTIVES:

1. Provide users with increased training opportunities to expand technology efficiencies.
2. Implement project management software and provide software training.
3. Manage the expanded deployment of the document imaging system throughout the City.
4. Implement a mobile work environment allowing staff to work throughout the City remotely.

**GOAL: To build and maintain the integrity of the back-office systems**

PERFORMANCE OBJECTIVES:

1. Strengthen the working relationships between the City and external organizations in relation to Technology.
2. Maintain reliable network systems providing accessibility and functionality.
3. Establish and maintain an inventory of components to minimize system downtime.

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**FUNCTION: General Government**  
**ACTIVITY: Technology**

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Desktop PCs managed	133	140	206	215	220
Servers managed	13	15	17	20	21
Help desk calls	401	560	363	400	400
<b><u>Outcome Measures</u></b>					
Network availability	99.9%	99.8%	99.90%	99.95%	99.95%
Network problems corrected within 24 hours	98%	95%	86%	90%	90%
<i>Median for CPM Cities &lt;100K</i>	80%	80%	N/A		
Help desk call resolved within 24 hours	73%	75%	82%	80%	80%

GENERAL GOVERNMENT	FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	INCREASE	FY 2009-10
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 625 TECHNOLOGY

### PERSONAL SERVICES

01	Salaries	\$ 85,460	\$ 91,501	\$ 91,934	\$ 95,061	\$ 3,560	\$ 98,686
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	5,722	7,000	7,033	7,272	272	7,549
07	Retirement - IPERS	4,914	5,536	5,562	6,036	500	6,563
08	Pension	-	-	-	-	-	-
09	Group insurance	15,344	15,305	15,305	15,764	459	16,237
11	Allowance	3,350	3,300	3,300	3,300	-	3,300
<b>Sub-Total</b>		<b>\$ 114,790</b>	<b>\$ 122,642</b>	<b>\$ 123,134</b>	<b>\$ 127,433</b>	<b>\$ 4,791</b>	<b>\$ 132,335</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	26,035	28,500	31,500	14,500	(14,000)	20,000
24	Contributions to other agencies	130,094	-	-	-	-	-
27	Data processing	-	155,955	155,955	129,234	(26,721)	165,000
28	Dues and memberships	-	850	-	-	(850)	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	268	-	-	-	-	-
46	Training and development	3,737	5,000	4,000	5,000	-	5,000
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	45	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 160,179</b>	<b>\$ 190,305</b>	<b>\$ 191,455</b>	<b>\$ 148,734</b>	<b>\$ (41,571)</b>	<b>\$ 190,000</b>

### CAPITAL OUTLAY

71	Equipment	\$ 660	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 660</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>TECHNOLOGY</b>	<b>\$ 275,629</b>	<b>\$ 314,947</b>	<b>\$ 316,589</b>	<b>\$ 278,167</b>	<b>\$ (36,780)</b>	<b>\$ 324,335</b>
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**FUNCTION: General Government**  
**ACTIVITY: Technology**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director of Technology, (1/4) Secretarial Assistant, performance bonus	\$ 95,061
06	FICA	\$ 7,272
07	IPERS	\$ 6,036
09	Group insurance	\$ 15,764
11	Vehicle allowance	\$ 3,300
23	Telecommunication support	\$ 3,500
	Network support	\$ 10,000
	LaserFiche support	\$ 1,000
27	Software licensing	\$ 31,464
	RequestPartner fees	\$ 6,000
	AV maintenance	\$ 5,700
	Replacement switches	\$ 12,510
	MS server	\$ 8,000
	Tape media	\$ 4,560
	CarePaq warranty	\$ 15,025
	Cable television broadcasting	\$ 7,500
	Spare drive components	\$ 2,911
	Replacement domain servers	\$ 16,000
	Managed service contracts	\$ 15,564
	Vista test machine	\$ 2,000
	Public wireless service (Administrative Office Building)	\$ 2,000
46	PTI Leadership conference	\$ 1,500
	PTI Annual conference	\$ 1,500
	Training materials	\$ 500
	MS Government CIO Summit	\$ 1,500
71	Computer tools and equipment	\$ 2,000



**FUNCTION: General Government**  
**ACTIVITY: Legal Services**

**OVERVIEW:** This activity ensures the City’s compliance with applicable statutes to minimize the City’s exposure to legal action and to ensure fair treatment of City employees in its personnel-related activities.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	133,239	138,000	144,400	172,400
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 133,239</b>	<b>\$ 138,000</b>	<b>\$ 144,400</b>	<b>\$ 172,400</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	12,830	9,464	9,663	10,101
<b>Total revenue</b>	<b>\$ 12,830</b>	<b>\$ 9,464</b>	<b>\$ 9,663</b>	<b>\$ 10,101</b>
<b>Change in fund balance</b>	<b>\$ 120,409</b>	<b>\$ 128,536</b>	<b>\$ 134,737</b>	<b>\$ 162,299</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$32,000 in professional services, which reflects additional outside counsel services.
- ↑ An increase of \$2,400 in contributions to other agencies related to the human resources contract with the City of West Des Moines.

**FUTURE BUDGET CONSIDERATIONS:**

- ↑ A potential request to convert the part-time human resources employee from the City of West Des Moines to become an employee of the City of Urbandale, either as a part-time or full-time employee.

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**FUNCTION: General Government**

**ACTIVITY: Legal Services**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To ensure the City's compliance with all applicable statutes and regulations, and to minimize the City's exposure to legal action, by providing professional, timely and accurate legal advice to the City Council and staff.**

PERFORMANCE OBJECTIVES:

1. Ensure that the City Council and staff comply with all applicable statutes and regulations by advising on the legality of actions.
2. Represent the City in all appropriate courts of law, judicial hearings and administrative hearings.
3. Enforce the City's Ordinances by prosecuting individuals and businesses in violation.

**GOAL: To ensure appropriate treatment of City employees by providing advice and guidance to the City in its personnel-related activities.**

PERFORMANCE OBJECTIVES:

1. Provide staff with advice regarding the development and enforcement of personnel policies and practices.
2. Assist in the formulation of policy recommendations to the Civil Service Commission.
3. Negotiate new collective bargaining agreements with the City's bargaining units.

**GOAL: To manage the Human Resource program in compliance with applicable laws and regulations.**

PERFORMANCE OBJECTIVES:

1. Continue the cost effective intergovernmental agreement for professional human resource consulting.
2. Coordinate the revision and approval of the personnel manual.

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**FUNCTION: General Government**  
**ACTIVITY: Legal Services**

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Personnel billable hours	29.5	35	32.9	75	125
Legal billable hours (City Attorney, Bond Attorney, Cable Attorney)	453	400	376	390	400
Legal retainer hours	450	450	370.8	400	450
<b><u>Outcome Measures</u></b>					
Multi-year agreement in place					
Fire union	N/A	N/A	N/A	Yes	Yes
Laborers' union	No	Yes	Yes	Yes	Yes
Police union	Yes	Yes	Yes	Yes	Yes

GENERAL GOVERNMENT	FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	INCREASE	FY 2009-10
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 640 LEGAL SERVICES

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	102,039	98,000	104,400	130,000	32,000	101,000
24	Contributions to other agencies	31,200	40,000	40,000	42,400	2,400	44,950
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 133,239	\$ 138,000	\$ 144,400	\$ 172,400	\$ 34,400	\$ 145,950

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>LEGAL SERVICES</b>		\$ 133,239	\$ 138,000	\$ 144,400	\$ 172,400	\$ 34,400	\$ 145,950
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**FUNCTION: General Government**  
**ACTIVITY: Legal Services**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	City Attorney, \$72,003 annual plus \$90 per hour for billable work	\$ 83,000
	Outside counsel and miscellaneous expenses	\$ 45,000
	Cable Attorney	\$ 2,000
24	Human resources contract – West Des Moines	\$ 42,400



**FUNCTION: General Government**  
**ACTIVITY: General Support**

**OVERVIEW:** This activity protects the City against loss due to catastrophic events or liability claims, and protects the health and safety of the City’s workforce by providing a safe work environment.

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	54,155	57,593	57,315	59,701
Contractual & supply service	531,522	581,925	587,490	608,452
Capital outlay	429,444	3,329,893	3,240,538	3,934,734
<b>Total expenditures</b>	<b>\$ 1,015,121</b>	<b>\$ 3,969,411</b>	<b>\$ 3,885,343</b>	<b>\$ 4,602,887</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	97,749	272,212	259,996	269,693
<b>Total revenue</b>	<b>\$ 97,749</b>	<b>\$ 272,212</b>	<b>\$ 259,996</b>	<b>\$ 269,693</b>
<b>Change in fund balance</b>	<b>\$ 917,372</b>	<b>\$ 3,697,199</b>	<b>\$ 3,625,347</b>	<b>\$ 4,333,194</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$10,300 in insurance for property, casualty, worker’s compensation and other insurance premiums.
- ↑ An increase of \$2,500 in buildings maintenance to annually inspect the roofs of 5 buildings.
- ↑ An increase of \$13,300 in training to continue the second year of a four year supervisory training program for approximately 60 employees.
- ↑ An increase of \$603,100 in transfers out, which reflects the TIF revenues expected to be received.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ FY2009-10 will continue the supervisory training on an individual/elective course selection, with the cost to either remain in General Support or transfer out to each department’s budget.

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**FUNCTION: General Government**  
**ACTIVITY: General Support**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To support the goals and objectives of the City Council and the City Manager through programs that protect against loss and maximizes the effective use of resources.**

PERFORMANCE OBJECTIVES:

1. Protect the City's financial assets from loss due to catastrophic events or liability claims by managing a comprehensive insurance program.
2. Protect the health and safety of the City's workforce by providing a safe work environment and promote employee safety training.

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**PERFORMANCE MEASURES**

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	<b><u>04-05</u></b> <b><u>Actual</u></b>	<b><u>05-06</u></b> <b><u>Actual</u></b>	<b><u>06-07</u></b> <b><u>Actual</u></b>	<b><u>07-08</u></b> <b><u>Estimate</u></b>	<b><u>08-09</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Safety incidents	41	35	38	20	< 30
Total Workers' Compensation claims	15	16	16	11	< 10
Total Workers' Compensation claim value	\$18,448	\$15,564	\$27,832	\$14,000	< \$15,000

GENERAL GOVERNMENT	FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	INCREASE	FY 2009-10
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 645 GENERAL SUPPORT

### PERSONAL SERVICES

01	Salaries	\$ 33,782	\$ 36,808	\$ 36,374	\$ 38,053	\$ 1,245	\$ 39,342
02	Overtime	451	385	600	500	115	525
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	2,610	2,845	2,812	2,942	97	3,041
07	Retirement - IPERS	1,968	2,250	2,224	2,442	192	2,644
08	Pension	-	-	-	-	-	-
09	Group insurance	15,344	15,305	15,305	15,764	459	16,237
11	Allowance	-	-	-	-	-	-
	<b>Sub-Total</b>	<b>\$ 54,155</b>	<b>\$ 57,593</b>	<b>\$ 57,315</b>	<b>\$ 59,701</b>	<b>\$ 2,108</b>	<b>\$ 61,789</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	2,099	3,200	3,000	3,250	50	3,500
24	Contributions to other agencies	500	600	500	500	(100)	600
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	5,609	5,805	6,100	5,975	170	6,150
29	Insurance	469,986	516,985	516,985	527,324	10,339	537,871
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	1,223	1,280	1,210	1,330	50	1,330
40	Building and grounds maint.	17,022	18,145	18,145	20,633	2,488	32,000
41	Vehicle and equipment maint.	-	200	200	200	-	200
46	Training and development	8,345	8,145	14,400	21,425	13,280	14,925
48	Utility service	23,932	23,100	23,000	24,150	1,050	25,355
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	224	540	250	300	(240)	300
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	450	650	500	650	-	650
59	Operating supplies	1,854	2,990	3,000	2,490	(500)	2,500
60	Safety and medical supplies	278	285	200	225	(60)	225
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	<b>\$ 531,522</b>	<b>\$ 581,925</b>	<b>\$ 587,490</b>	<b>\$ 608,452</b>	<b>\$ 26,527</b>	<b>\$ 625,606</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	429,444	474,557	473,059	476,269	1,712	470,860
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	2,855,336	2,767,479	3,458,465	603,129	3,446,835
	<b>Sub-total</b>	<b>\$ 429,444</b>	<b>\$ 3,329,893</b>	<b>\$ 3,240,538</b>	<b>\$ 3,934,734</b>	<b>\$ 604,841</b>	<b>\$ 3,917,695</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>GENERAL SUPPORT</b>	<b>\$ 1,015,121</b>	<b>\$ 3,969,411</b>	<b>\$ 3,885,343</b>	<b>\$ 4,602,887</b>	<b>\$ 633,476</b>	<b>\$ 4,605,090</b>
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**FUNCTION: General Government**  
**ACTIVITY: General Support**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Receptionist, performance bonus	\$ 38,053
03	Overtime	\$ 500
06	FICA	\$ 2,942
07	IPERS	\$ 2,442
09	Group insurance	\$ 15,764
23	Safety Officer – Des Moines Water Works	\$ 3,250
24	DNR annual aerial deer survey	\$ 500
28	ICMA Center for Performance Measurement	\$ 5,550
	Iowa/Illinois Safety Council	\$ 400
	Iowa League of Human Rights Agencies (Urbandale Civil Rights Commission)	\$ 25
29	Property and casualty insurance	\$ 527,324
35	Bulk mailing system lease	\$ 380
	Pet licensing brochures	\$ 850
	Miscellaneous postage and shipping	\$ 100
40	Janitor service (City Council, City Administration, Technology)	\$ 6,693
	Electric maintenance	\$ 576
	Rug service	\$ 900
	Mechanical/HVAC maintenance agreement for administrative offices	\$ 3,000
	Pesticide service	\$ 108
	Semi-annual roof inspections – 5 buildings	\$ 9,236
	Alarm service	\$ 120
41	Repairs to general office equipment	\$ 200
46	Employee Safety Goals Program	\$ 2,000
	Safety training conferences	\$ 1,500
	OSHA compliance manual (3 manuals)	\$ 725
	CDL supervisor training (2)	\$ 100
	Training – Receptionist	\$ 100
	Supervisory training – 60 employees, 4 courses	\$ 16,500
	Civil Rights Commission	\$ 500
48	Electric, gas, water, telephone, data	\$ 24,150
51	Janitorial supplies	\$ 300
58	Timecards	\$ 500
	Office supplies – Civil Rights Commission	\$ 150
59	Pet licensing tags, forms, rings	\$ 290
	Office forms and check stock	\$ 2,000
	Miscellaneous supplies	\$ 200

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**FUNCTION: General Government**  
**ACTIVITY: General Support**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
60	Annual service fee – CDL random pool	\$ 90
	Controlled substance forms	\$ 50
	Fire extinguisher inspection	\$ 60
	Medicine cabinet supplies	\$ 25
76	Community Development /Engineering Office Building (lease/purchase payment)	\$ 118,120
	Police Station Expansion (loan agreement payment)	\$ 165,681
	Administrative Office Expansion (loan agreement payment)	\$ 192,468
97	Transfers out – TIF	\$ 3,458,465



**FUNCTION: Debt Service**  
**ACTIVITY: Debt Service**

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	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	6,140,052	7,010,617	6,940,566	7,466,634
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 6,140,052</b>	<b>\$ 7,010,617</b>	<b>\$ 6,940,566</b>	<b>\$ 7,466,634</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	6,227,130	6,935,193	6,901,693	7,574,231
<b>Total revenue</b>	<b>\$ 6,227,130</b>	<b>\$ 6,935,193</b>	<b>\$ 6,901,693</b>	<b>\$ 7,574,231</b>
<b>Change in fund balance</b>	<b>\$ 87,078</b>	<b>\$ (75,424)</b>	<b>\$ (38,873)</b>	<b>\$ 107,597</b>

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	FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	INCREASE	FY 2009-10
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## DEBT SERVICE

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
	<b>Sub-Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

91	Debt retirement	\$ 6,140,052	\$ 7,010,617	\$ 6,940,566	\$ 7,466,634	\$ 456,017	\$ 8,060,609
95	Contingency	-	-	-	-	-	-

<b>DEBT SERVICE</b>		\$ 6,140,052	\$ 7,010,617	\$ 6,940,566	\$ 7,466,634	\$ 456,017	\$ 8,060,609
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**FUNCTION: General Government**  
**ACTIVITY: Contingency**

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**OVERVIEW:** The contingency account is intended for one-time, extraordinary purchases that are not budgeted elsewhere.

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	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Adopted</b>
Personal services	-	-	-	-
Contractual & supply service	-	100,000	-	100,000
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	-	-	-	-
<b>Total revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change in fund balance</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

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	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
<b>CONTINGENCY</b>						
<b>PERSONAL SERVICES</b>						
01 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02 Overtime	-	-	-	-	-	-
03 Part-time	-	-	-	-	-	-
04 Witness fees	-	-	-	-	-	-
06 FICA	-	-	-	-	-	-
07 Retirement - IPERS	-	-	-	-	-	-
08 Pension	-	-	-	-	-	-
09 Group insurance	-	-	-	-	-	-
11 Allowance	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23 Professional services	-	-	-	-	-	-
24 Contributions to other agencies	-	-	-	-	-	-
27 Data processing	-	-	-	-	-	-
28 Dues and memberships	-	-	-	-	-	-
29 Insurance	-	-	-	-	-	-
32 Uniforms and laundry	-	-	-	-	-	-
35 Printing and copying	-	-	-	-	-	-
40 Building and grounds maint.	-	-	-	-	-	-
41 Vehicle and equipment maint.	-	-	-	-	-	-
46 Training and development	-	-	-	-	-	-
48 Utility service	-	-	-	-	-	-
49 Petty cash	-	-	-	-	-	-
51 Maintenance supplies	-	-	-	-	-	-
54 Minor equipment	-	-	-	-	-	-
55 DARE expenditures	-	-	-	-	-	-
56 Vehicle maintenance supplies	-	-	-	-	-	-
57 Vehicle operation supplies	-	-	-	-	-	-
58 Office supplies	-	-	-	-	-	-
59 Operating supplies	-	-	-	-	-	-
60 Safety and medical supplies	-	-	-	-	-	-
61 Refunds	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
71 Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72 Furniture and fixtures	-	-	-	-	-	-
73 Equipment replacement fund	-	-	-	-	-	-
74 Office equipment	-	-	-	-	-	-
75 Operating equipment	-	-	-	-	-	-
76 Property improvements	-	-	-	-	-	-
77 Economic development	-	-	-	-	-	-
79 Books, films and recordings	-	-	-	-	-	-
97 Transfers out	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91 Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95 Contingency	-	100,000	-	100,000	-	100,000
<b>CONTINGENCY</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## WATER

### DISTRIBUTION OPERATIONS

#### Personal Services

1	Regular Salaries and Wages	335,748	343,212	355,166	357,509	14,297	371,809
3	Part-Time and Temporary Salaries	40,280	50,400	50,400	41,400	(9,000)	50,400
6	FICA	28,249	30,093	31,025	31,205	1,112	32,387
7	IPERS	19,396	20,750	21,487	22,702	1,952	23,554
9	Health and Life Insurance	75,995	82,761	82,954	80,476	(2,285)	86,109
SUB TOTAL		\$ 499,668	\$ 527,216	\$ 541,032	\$ 533,292	\$ 6,076	\$ 564,259

#### Contractual and Supply Services

20	Miscellaneous	363	1,500	1,500	1,500	-	1,500
35	Drafting Supplies	585	1,000	1,000	1,000	-	1,000
44A	Communication (Pager & Radio Maintenance)	533	1,000	500	1,000	-	1,000
44B	One Call Service	8,715	12,000	12,000	12,000	-	13,000
47	Utilities	75,825	72,000	38,400	72,000	-	72,000
48	Bacteriological Samples	8,556	25,200	15,000	11,200	(14,000)	20,000
51	Bldg & Grounds Maint & Operation	48,130	35,500	35,500	131,300	95,800	50,000
57	Motor Vehicle Operation Supplies	23,253	22,000	25,000	30,000	8,000	30,000
64	New Meters	291,778	401,150	351,150	307,800	(93,350)	300,000
71	Automotive Equipment	15,777	35,000	35,000	80,000	45,000	40,000
82	Easements	-	2,500	2,500	2,500	-	2,500
87	Utility Systems & Structures & Tower	2,131	390,000	470,000	306,750	(83,250)	300,000
88	Inspection & Engineering	-	50,000	25,000	50,000	-	25,000
SUB TOTAL		\$ 475,646	\$ 1,048,850	\$ 1,012,550	\$ 1,007,050	\$ (41,800)	\$ 856,000

<b>Total Water Distribution Operations</b>	\$ 975,314	\$ 1,576,066	\$ 1,553,582	\$ 1,540,342	\$ (35,724)	\$ 1,420,259
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### DISTRIBUTION MAINTENANCE

#### Personal Services

01	Regular Salaries	199,472	239,560	239,560	250,548	10,988	250,548
01A	Pager Pay	3,299	3,400	3,400	3,400	-	3,400
06	FICA	15,362	18,856	18,856	19,427	571	19,427
07	IPERS	11,569	14,699	14,699	16,125	1,426	16,125
09	Health & Life Insurance	36,366	52,502	45,000	51,617	(885)	55,230
SUB TOTAL		\$ 266,068	\$ 329,017	\$ 321,515	\$ 341,117	\$ 12,100	\$ 344,730

#### Contractual and Supply Services

20	Miscellaneous	318	400	1,500	750	350	500
34	Miscellaneous Contract Work (Repair help)	-	7,500	7,500	7,500	-	10,000
41A	Purchase, Repair & Maintenance of Tractor	259	500	500	500	-	500
41B	Purchase, Repair, Maintenance of Equipment	42,662	46,150	46,150	8,100	(38,050)	30,000
54	Minor Equipment, Tools, Clothes	7,243	7,500	7,500	8,000	500	8,000
61	Main Maintenance Supplies	8,357	14,000	14,000	14,000	-	18,000
64	Meter Parts	6,112	9,000	9,000	7,000	(2,000)	9,000
65	Hydrants, Valves & Parts	17,541	28,000	25,000	22,000	(6,000)	22,000
87	System Maintenance	29,211	30,000	30,000	30,000	-	34,000
SUB TOTAL		\$ 111,703	\$ 143,050	\$ 141,150	\$ 97,850	\$ (45,200)	\$ 132,000

<b>Total Water Distribution Maintenance</b>	\$ 377,771	\$ 472,067	\$ 462,665	\$ 438,967	\$ (33,100)	\$ 476,730
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	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## WATER

### ACCOUNTING AND COLLECTION

#### Personal Services

01	Regular Salaries	158,132	182,434	165,000	173,931	(8,503)	197,320
03	Part-time & Temporary Salaries	3,608	8,000	8,000	8,000	-	8,000
06	FICA	11,927	14,568	13,234	13,917	(651)	15,731
07	IPERS	8,757	11,037	9,982	11,044	7	11,485
09	Health & Life Insurance	42,932	49,581	49,581	45,670	(3,911)	48,886
SUB TOTAL		\$ 225,356	\$ 265,620	\$ 245,797	\$ 252,562	\$ (13,058)	\$ 281,422

#### Contractual and Supply Services

20	Miscellaneous	1,169	1,500	1,500	1,500	-	1,500
22	Collection Cost	809	600	600	600	-	600
24	Payments to Other Agencies	3,296,659	3,793,553	3,793,553	3,764,858	(28,695)	3,800,000
24A	Sewer Exempt Fee	2,620	4,000	4,000	3,000	(1,000)	4,000
36	Postage & Shipping	75,540	77,313	80,000	86,877	9,564	90,000
37	Printing-Computer & Billing	13,571	11,337	11,337	18,105	6,768	20,000
37A	Computer Rent & Equipment	100,459	167,480	167,480	161,205	(6,275)	50,000
42	Solid Waste	842,478	885,600	850,000	885,600	-	890,000
43	Sales Tax Water	327,909	323,736	386,000	327,003	3,267	323,736
43A	Sales Tax Urbandale Sanitary (SD)	38,793	33,000	33,000	32,757	(243)	35,000
43B	Sales Tax Urbandale W/H Sanitary (SR)	2,274	2,505	2,505	2,486	(19)	3,000
49	Deposit Refund (based on first 1/2 2007)	3,906	7,000	5,000	5,000	(2,000)	7,000
52	Customer Overpayment	5,468	9,000	9,000	9,000	-	10,000
SUB TOTAL		\$ 4,711,655	\$ 5,316,624	\$ 5,343,975	\$ 5,297,991	\$ (18,633)	\$ 5,234,836

<b>Total Water Accounting and Collection</b>		\$ 4,937,011	\$ 5,582,244	\$ 5,589,772	\$ 5,550,553	\$ (31,691)	\$ 5,516,258
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### ADMINISTRATION AND GENERAL

#### Personal Services

01	Regular Salaries	193,663	201,781	201,781	210,236	8,455	217,986
01A	Trustee Salary	3,600	3,600	3,600	3,600	-	3,600
06	FICA	13,311	15,418	15,418	16,358	940	16,675
07	IPERS	11,136	12,193	12,193	13,578	1,385	13,841
08	Retirement Trust	18,705	21,000	21,000	25,597	4,597	26,000
09	Health & Life Insurance	26,808	27,897	29,000	27,387	(510)	29,304
09B	Dental & Visual Insurance	2,191	2,700	2,700	2,550	(150)	2,700
09C	Self Insurance	25,429	30,128	30,128	32,984	2,856	32,596
SUB TOTAL		\$ 294,843	\$ 314,717	\$ 315,820	\$ 332,290	\$ 17,573	\$ 342,702

#### Contractual and Supply Services

11	Auto Allowance	6,600	6,600	6,600	6,600	-	6,600
20	Miscellaneous	1,169	1,500	2,000	2,000	500	2,000
20A	Trust Disbursement	31,690	48,600	35,000	35,000	(13,600)	48,600
21	Advertising & Legal Publications	676	1,500	1,500	1,500	-	1,500
23	Consulting & Legal Fees	-	15,000	10,000	15,000	-	15,000
23A	Audit	5,420	8,000	8,000	7,000	(1,000)	8,000
24	Permit Fees (DNR)	4,354	5,000	5,000	8,000	3,000	8,000
28	Dues,Memberships,Subscriptions	4,370	5,000	6,000	6,000	1,000	6,000
29	Liability Insurance	35,220	38,000	35,000	33,000	(5,000)	38,000
36	Postage & Shipping (Stamps & Etc.)	2,740	4,208	3,500	4,256	48	4,500
44	Telephone (Phones & Service Bill)	12,457	15,240	15,000	13,575	(1,665)	13,575
45	Training	3,241	10,000	5,000	7,500	(2,500)	10,000
46	Travel & Conference Expense	5,348	12,000	10,000	12,000	-	12,000
47	Utilities	13,668	15,000	15,000	15,000	-	15,000
50	Petty Cash	780	1,000	1,000	1,000	-	1,000
58	Office Equipment & Supplies	10,648	23,599	20,000	36,021	12,422	22,000
94	Bank Service Charge	7,108	6,000	8,000	8,580	2,580	10,000
SUB TOTAL		\$ 145,489	\$ 216,247	\$ 186,600	\$ 212,032	\$ (4,215)	\$ 221,775

<b>Total Water Administration and General</b>		\$ 440,332	\$ 530,964	\$ 502,420	\$ 544,322	\$ 13,358	\$ 564,477
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	FY 2006-07 ACTUAL	FY 2007-08 ADOPTED	FY 2007-08 REVISED	FY 2008-09 ADOPTED	INCREASE (DECREASE)	FY 2009-10 ESTIMATE
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## WATER

### OPERATING REVENUE

#### Revenue

601	Metered Water Sales	5,510,560	5,395,603	5,500,000	5,450,052	54,449	5,500,000
602	Sewer-SR	290,792	330,039	315,000	327,542	(2,497)	361,000
603	Sewer-SD	3,029,349	3,463,513	3,300,000	3,437,315	(26,198)	3,500,000
605	Service Charges	9,369	14,000	12,000	14,000	-	14,000
606	Late Charge	31,918	30,600	30,600	32,850	2,250	35,000
607	Water Service Hook On Fee	64,683	82,360	75,000	71,000	(11,360)	100,000
608	Meter & Parts	110,376	154,000	125,000	133,000	(21,000)	140,000
609	Sewer Exempt Fee	3,480	4,500	4,000	4,500	-	5,000
612	Collect Sewer (For Billing)	104,901	106,080	112,000	110,160	4,080	115,000
613	Taps	11,225	15,000	15,000	15,000	-	15,000
615	Bacteriological Samples	1,625	3,500	2,500	3,500	-	5,000
616	Miscellaneous	15,599	20,000	22,000	20,000	-	20,000
616A	Trust Receipts	30,760	36,000	36,000	36,000	-	40,000
617	Main Reimbursement	63,592	20,500	-	20,500	-	25,000
618	Rentals	-	500	500	500	-	500
620	Sales Tax Water	333,062	295,912	386,000	329,253	33,341	329,000
621	Sales Tax Sewer	41,623	35,505	40,000	35,243	(262)	40,000
623	Bulk & Construction Water	39,003	40,000	50,000	38,750	(1,250)	45,000
627	Hydrant Meter Rental	31,800	30,000	35,000	32,000	2,000	35,000
646	Lease Revenue (Nextel)	26,450	41,400	30,000	30,000	(11,400)	50,000
647	Solid Waste	850,845	885,600	885,600	885,600	-	900,000
648	Solid Waste Collect	26,995	28,044	28,000	29,184	1,140	30,000
<b>Total Water Operating Revenue</b>		<b>\$ 10,628,007</b>	<b>\$ 11,032,656</b>	<b>\$ 11,004,200</b>	<b>\$ 11,055,949</b>	<b>\$ 23,293</b>	<b>\$ 11,304,500</b>

### RECAP

#### Disbursements

Distribution Operation	975,314	1,576,066	1,553,582	1,540,342	(35,724)	1,420,259
Distribution Maintenance	377,771	472,067	462,665	438,967	(33,100)	476,730
Accounting & Collection	4,937,011	5,582,244	5,589,772	5,550,553	(31,691)	5,516,258
Administration & General	440,332	530,964	502,420	544,322	13,358	564,477
Water Purchased ( DMWW + Xenia)	1,421,802	1,461,216	1,461,213	1,474,319	13,103	1,477,000
Sub Total	\$ 8,152,230	\$ 9,622,557	\$ 9,569,652	\$ 9,548,503	\$ (74,054)	\$ 9,454,724
Disbursements from Bond Proceeds	1,255,268	-	-	-	-	-
Debt Service	2,461,753	2,284,539	2,003,093	1,962,405	(322,134)	1,962,405
TOTAL	\$ 11,869,251	\$ 11,907,096	\$ 11,572,745	\$ 11,510,908	\$ (396,188)	\$ 11,417,129

#### Income

Cash Balance	-	1,746,254	2,510,615	2,076,070	329,816	1,741,111
Restricted Funds	-	513,404	512,716	512,716	(688)	512,716
Net Cash Balance	\$ -	\$ 2,259,658	\$ 3,023,331	\$ 2,588,786	\$ 329,128	\$ 2,253,827
Operating Revenue	\$ 10,628,007	\$ 11,032,656	\$ 11,004,200	\$ 11,055,949	\$ 23,293	\$ 11,304,500
Non-Operating Revenue						
Interest Earned (A)	137,649	100,000	134,000	120,000	20,000	100,000
Project Fund Proceeds(B)	-	-	-	-	-	-
Project Fund Interest (C)	9,270	-	-	-	-	-
Reimbursement From Project and Bond Func	-	281,446	-	-	(281,446)	-
SUB TOTAL	\$ 10,774,926	\$ 13,673,760	\$ 14,161,531	\$ 13,764,735	\$ 90,975	\$ 13,658,327
Less Restricted Funds (trust fund)	30,760	513,404	512,716	512,716	(688)	512,716
Capital Reserve Fund	-	1,253,260	-	1,741,111	487,851	1,728,482
<b>Total</b>	<b>\$ 10,744,166</b>	<b>\$ 11,907,096</b>	<b>\$ 13,648,815</b>	<b>\$ 11,510,908</b>	<b>\$ (396,188)</b>	<b>\$ 11,417,129</b>

(A) Interest earned

(B) Bond Proceeds \$3,960,000 2005/06

(C) Bond Interest \$0

