

GENERAL GOVERNMENT	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED	FY 2008-09 REVISED	FY 2009-10 ADOPTED	INCREASE (DECREASE)	FY 2010-11 ESTIMATE
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## 600 GENERAL GOVERNMENT SUMMARY

### PERSONAL SERVICES

01	Salaries	\$ 674,194	\$ 707,746	\$ 670,580	\$ 706,528	\$ (1,218)	732,435
02	Overtime	1,560	1,500	16,500	13,525	12,025	11,525
03	Part-time	28,075	28,500	74,015	77,959	49,459	81,935
04	Witness fees	-	-	-	-	-	-
06	FICA	48,678	52,866	57,825	60,012	7,146	62,582
07	Retirement - IPERS	53,351	57,258	60,413	54,405	(2,853)	58,424
08	Pension	-	-	-	-	-	-
09	Group insurance	122,444	126,118	126,118	132,426	6,308	139,046
11	Allowance	16,500	16,850	15,525	16,850	-	16,850
<b>Sub-Total</b>		\$ 944,802	\$ 990,838	\$ 1,020,976	\$ 1,061,705	\$ 70,867	\$ 1,102,797

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 13,594	\$ 16,000	\$ 14,500	\$ 27,850	\$ 11,850	\$ 15,000
23	Professional services	180,447	208,685	235,500	196,873	(11,812)	198,432
24	Contributions to other agencies	69,332	58,400	16,000	39,300	(19,100)	16,500
27	Data processing	179,610	152,284	155,301	169,001	16,717	179,215
28	Dues and memberships	23,903	26,540	27,000	27,030	490	27,500
29	Insurance	516,985	527,324	527,324	532,597	5,273	537,923
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	33,673	36,112	31,625	37,023	911	37,900
40	Building and grounds maint.	14,108	20,633	17,800	16,056	(4,577)	16,100
41	Vehicle and equipment maint.	268	200	100	200	-	200
46	Training and development	43,629	52,145	43,650	50,305	(1,840)	51,110
48	Utility service	25,106	24,750	25,600	26,850	2,100	28,100
49	Petty cash	95	200	100	200	-	200
51	Maintenance supplies	121	300	680	720	420	750
54	Minor equipment	194	-	-	2,000	2,000	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	5,939	8,650	7,823	8,170	(480)	8,200
59	Operating supplies	3,908	2,890	3,325	3,600	710	3,850
60	Safety and medical supplies	413	225	280	300	75	325
61	Refunds	29,397	19,000	16,000	14,000	(5,000)	15,000
<b>Sub-total</b>		\$ 1,140,722	\$ 1,154,338	\$ 1,122,608	\$ 1,152,075	\$ (2,263)	\$ 1,138,305

### CAPITAL OUTLAY

71	Equipment	\$ 1,809	\$ 2,000	\$ 3,416	\$ -	\$ (2,000)	\$ -
72	Furniture and fixtures	1,359	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	6,904	-	-	6,000	6,000	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ 10,072	\$ 2,000	\$ 3,416	\$ 6,000	\$ 4,000	\$ -

91	Debt retirement	\$ 473,059	\$ 476,269	\$ 476,269	\$ 470,860	\$ (5,409)	\$ 475,128
95	Contingency	-	25,000	-	25,000	-	25,000

<b>GENERAL GOVERNMENT SUMMARY</b>		\$ 2,568,655	\$ 2,648,445	\$ 2,623,269	\$ 2,715,640	\$ 67,195	\$ 2,741,230
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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.

**MAYOR and COUNCIL**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	30,126	31,709	31,709	31,763
Contractual & supply service	38,519	57,245	52,200	74,180
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 68,645</b>	<b>\$ 88,954</b>	<b>\$ 83,909</b>	<b>\$ 105,943</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	4,731	5,212	5,518	6,484
<b>Total revenue</b>	<b>\$ 4,731</b>	<b>\$ 5,212</b>	<b>\$ 5,518</b>	<b>\$ 6,484</b>
<b>Net amount supported by property taxes</b>	<b>\$ 63,914</b>	<b>\$ 83,742</b>	<b>\$ 78,391</b>	<b>\$ 99,459</b>

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

- ↑ An increase of \$12,850 in advertising, which reflects the biennial Citizen Survey that will be conducted using a National Citizen Survey that would tie in with the City's ICMA performance measurements and convert the past three biennial in-house surveys.
- ↑ An increase of \$2,000 in professional services, which reflects the planned use of a strategic planning consultant.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

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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>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>Actual</u></b>	<b><u>08-09</u></b> <b><u>Estimate</u></b>	<b><u>09-10</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Quarterly newsletters published	75,900	80,000	80,000	60,000	80,000
Average monthly website hits*	N/A	152,801	160,000	399,480	400,000
Average daily website visits	N/A	645	675	494	600
Average unique website visits per month	N/A	N/A	N/A	8,544	9,500
Electronic agendas sent to citizens via Email	1,834	2,646	2,330	2,450	2,500
Cultural agencies funded through hotel/motel revenues	17	16	18	18	15

\* New City website started July 2008 and data includes search engine searches (i.e. Google, Yahoo and Microsoft)

GENERAL GOVERNMENT	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10	INCREASE	FY 2010-11
	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	1,494	2,066	2,066	2,066	-	2,066
07	Retirement - IPERS	632	1,143	1,143	1,197	54	1,251
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ 30,126	\$ 31,709	\$ 31,709	\$ 31,763	\$ 54	\$ 31,817

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ 12,850	\$ 12,850	\$ -
23	Professional services	-	500	500	2,500	2,000	500
24	Contributions to other agencies	1,500	15,500	15,500	16,800	1,300	16,000
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	10,645	12,020	12,000	12,300	280	12,450
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	16,666	20,425	15,500	20,600	175	21,000
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	9,229	8,500	8,500	8,880	380	9,000
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	-	-	-	-	-	-
59	Operating supplies	479	300	200	250	(50)	250
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 38,519	\$ 57,245	\$ 52,200	\$ 74,180	\$ 16,935	\$ 59,200

### 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>		\$ 68,645	\$ 88,954	\$ 83,909	\$ 105,943	\$ 16,989	\$ 91,017
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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	\$ 1,197
21	Citizen Survey (ICMA/National Citizen Survey)	\$ 12,850
23	Radio information system – annual lease and maintenance	\$ 500
	Strategic planning consultant	\$ 2,000
24	Caring Corps – food pantry	\$ 15,000
	Caring Corps – home repair program	\$ 800
	VFW ramp project	\$ 500
	American Legion meal assistance	\$ 500
28	Iowa League of Cities	\$ 7,165
	MIALG membership	\$ 750
	Urbandale Chamber of Commerce (includes membership to Greater Des Moines Partnership)	\$ 930
	National League of Cities	\$ 3,255
	Miscellaneous subscriptions	\$ 200
35	Quarterly newsletter printing and postage	\$ 20,600
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	\$ 8,880
59	Service awards and plaques	\$ 250



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

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**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.

**CITY MANAGER**

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	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	398,191	415,106	375,029	383,559
Contractual & supply service	17,305	15,760	44,625	18,705
Capital outlay	514	-	-	-
<b>Total expenditures</b>	<b>\$ 416,010</b>	<b>\$ 430,866</b>	<b>\$ 419,654</b>	<b>\$ 402,264</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	28,673	25,245	27,597	24,621
<b>Total revenue</b>	<b>\$ 28,673</b>	<b>\$ 25,245</b>	<b>\$ 27,597</b>	<b>\$ 24,621</b>
<b>Net amount supported by property taxes</b>	<b>\$ 387,337</b>	<b>\$ 405,621</b>	<b>\$ 392,057</b>	<b>\$ 377,643</b>

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

- ↓ A net decrease of \$31,500 in full-time salaries and benefits, which reflect normal increases for existing staff, with an offsetting reduction in salary and retirement benefits for the hire of a new city manager.
- ↑ An increase of \$2,450 in data processing, which reflects additional website enhancement projects.

**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.

**PERFORMANCE MEASURES**

	<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>Actual</u></b>	<b><u>08-09</u></b> <b><u>Estimate</u></b>	<b><u>09-10</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Council letters written and presented	186	200	186	150	175
Citizen requests for service:					
Number	5,161	4,867	5,360	5,500	5,500
Percent completed at end of year	99.6%	98.9%	97.9%	99.0%	99.5%
<b><u>Efficiency Measures</u></b>					
Citizen request response rates:					
Same day turnaround	33%	31%	59%	45%	50%
2-3 day turnaround	33%	32%	14%	28%	30%
4-10 day turnaround	24%	28%	20%	17%	12%
11+ day turnaround	10%	9%	7%	10%	8%

\* 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:

**2007 Priorities:**

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

**2008 Priorities:**

Reduce Fire & EMS response times by staffing five FTE's at each Fire Station	N/A	N/A	N/A	25%	30%
Implement a coordinated approach to economic development in Urbandale	N/A	N/A	N/A	100%	-
Establish Urbandale as a key stakeholder in regional priorities	N/A	N/A	N/A	50%	100%
Create substantial access to the Walnut Creek Regional Park	N/A	N/A	N/A	25%	50%

GENERAL GOVERNMENT	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10	INCREASE	FY 2010-11
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 615 CITY MANAGER

### PERSONAL SERVICES

01	Salaries	\$ 292,945	\$ 307,055	\$ 268,417	\$ 281,859	\$ (25,196)	\$ 293,909
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	19,874	20,086	20,024	20,945	859	21,914
07	Retirement - IPERS	29,555	30,620	30,568	21,045	(9,575)	22,111
08	Pension	-	-	-	-	-	-
09	Group insurance	45,917	47,295	47,295	49,660	2,365	52,143
11	Allowance	9,900	10,050	8,725	10,050	-	10,050
<b>Sub-Total</b>		<b>\$ 398,191</b>	<b>\$ 415,106</b>	<b>\$ 375,029</b>	<b>\$ 383,559</b>	<b>\$ (31,547)</b>	<b>\$ 400,127</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	646	640	30,500	640	-	640
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	3,301	750	500	3,200	2,450	2,500
28	Dues and memberships	5,542	6,145	6,000	6,120	(25)	6,200
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	1,076	825	825	825	-	900
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	6,060	6,300	6,000	7,120	820	7,260
48	Utility service	565	600	600	600	-	600
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	65	500	200	200	(300)	200
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	50	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 17,305</b>	<b>\$ 15,760</b>	<b>\$ 44,625</b>	<b>\$ 18,705</b>	<b>\$ 2,945</b>	<b>\$ 18,300</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>\$ 514</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>CITY MANAGER</b>	<b>\$ 416,010</b>	<b>\$ 430,866</b>	<b>\$ 419,654</b>	<b>\$ 402,264</b>	<b>\$ (28,602)</b>	<b>\$ 418,427</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	\$ 281,859
06	FICA	\$ 20,945
07	Retirement	\$ 21,045
09	Group insurance	\$ 49,660
11	Vehicle allowances	\$ 9,900
	Spot awards	\$ 150
23	Records retention, storage and destruction	\$ 640
27	Website hosting	\$ 900
	Software and network support	\$ 300
	Website enhancements	\$ 2,000
28	ICMA	\$ 2,275
	ICMA IQ Reports	\$ 150
	ICMA IQ Service – searchable database	\$ 645
	IaCMA	\$ 900
	Public Technology, Inc. membership	\$ 2,000
	Miscellaneous publications	\$ 150
35	Capital Improvements Program document printing	\$ 825
46	ICMA Conference (2) – Montreal, Canada	\$ 4,900
	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	\$ 200



**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.

**FINANCE and RECORDS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	338,839	356,889	374,399	395,013
Contractual & supply service	176,644	151,747	143,700	175,191
Capital outlay	7,749	-	1,416	6,000
<b>Total expenditures</b>	<b>\$ 523,232</b>	<b>\$ 508,636</b>	<b>\$ 519,515</b>	<b>\$ 576,204</b>
Fees	52,703	46,750	49,250	49,250
Grants	-	-	-	-
Other	40,113	29,802	34,165	35,267
<b>Total revenue</b>	<b>\$ 92,816</b>	<b>\$ 76,552</b>	<b>\$ 83,415</b>	<b>\$ 84,517</b>
<i>Net amount supported by property taxes</i>	<b>\$ 430,416</b>	<b>\$ 432,084</b>	<b>\$ 436,100</b>	<b>\$ 491,687</b>

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

- ↑ An increase of \$26,100 in full-time salaries and benefits, which reflects normal salary and benefit increases for existing staff.
- ↑ An increase of \$12,000 in overtime expense, which reflects the transition of the City Clerk and the Assistant Finance Director positions to non-exempt employee status, and are thus eligible for overtime hours.
- ↑ An increase of \$22,000 in contributions to other agencies, which reflects expected City Council elections in the upcoming year.
- ↓ A decrease of \$5,000 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.
- ↑ An increase of \$6,000 in office equipment, which reflects the purchase of a scanner to be used for document retention and permanent storage.

**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>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>Actual</u></b>	<b><u>08-09</u></b> <b><u>Estimate</u></b>	<b><u>09-10</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Purchase orders processed	3,235	2,931	1,893	1,900	1,900
Ordinances published	26	18	22	24	20
<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 2007-08 ACTUAL	FY 2008-09 ADOPTED	FY 2008-09 REVISED	FY 2009-10 ADOPTED	INCREASE (DECREASE)	FY 2010-11 ESTIMATE
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## 620 FINANCE and RECORDS

### PERSONAL SERVICES

01	Salaries	\$ 254,470	\$ 267,577	\$ 268,304	\$ 286,583	\$ 19,006	\$ 295,339
02	Overtime	973	1,000	16,000	13,000	12,000	11,000
03	Part-time	75	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	18,645	20,500	22,000	22,613	2,113	23,520
07	Retirement - IPERS	15,459	17,017	17,300	19,657	2,640	21,361
08	Pension	-	-	-	-	-	-
09	Group insurance	45,917	47,295	47,295	49,660	2,365	52,143
11	Allowance	3,300	3,500	3,500	3,500	-	3,500
<b>Sub-Total</b>		<b>\$ 338,839</b>	<b>\$ 356,889</b>	<b>\$ 374,399</b>	<b>\$ 395,013</b>	<b>\$ 38,124</b>	<b>\$ 406,863</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 13,594	\$ 16,000	\$ 14,500	\$ 15,000	\$ (1,000)	\$ 15,000
23	Professional services	53,102	59,795	59,500	63,358	3,563	65,892
24	Contributions to other agencies	27,332	-	-	22,000	22,000	-
27	Data processing	19,800	22,300	24,000	25,500	3,200	26,265
28	Dues and memberships	1,915	2,400	2,000	2,255	(145)	2,300
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	14,754	13,532	14,000	14,148	616	14,500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	268	-	-	-	-	-
46	Training and development	10,663	10,920	6,500	11,130	210	11,000
48	Utility service	-	-	-	-	-	-
49	Petty cash	95	200	100	200	-	200
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	194	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	5,407	7,500	7,000	7,500	-	7,500
59	Operating supplies	57	100	100	100	-	100
60	Safety and medical supplies	66	-	-	-	-	-
61	Refunds	29,397	19,000	16,000	14,000	(5,000)	15,000
<b>Sub-total</b>		<b>\$ 176,644</b>	<b>\$ 151,747</b>	<b>\$ 143,700</b>	<b>\$ 175,191</b>	<b>\$ 23,444</b>	<b>\$ 157,757</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ 1,416	\$ -	\$ -	\$ -
72	Furniture and fixtures	845	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	6,904	-	-	6,000	6,000	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 7,749</b>	<b>\$ -</b>	<b>\$ 1,416</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>FINANCE and RECORDS</b>	<b>\$ 523,232</b>	<b>\$ 508,636</b>	<b>\$ 519,515</b>	<b>\$ 576,204</b>	<b>\$ 67,568</b>	<b>\$ 564,620</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	\$ 286,583
02	Overtime	\$ 13,000
06	FICA	\$ 22,613
07	IPERS	\$ 19,657
09	Group insurance	\$ 49,660
11	Vehicle allowance & on-the-spot awards	\$ 3,500
21	Newspaper publication of Council minutes, official publications, ordinances, recording of deeds, and easements	\$ 15,000
23	Annual audit & A-133 audit	\$ 41,308
	State filing fee for audit	\$ 850
	Certificate of Achievement fee	\$ 500
	Employee assistance program	\$ 2,150
	OPEB consultation for GASB 45	\$ 2,000
	Arbitrage study	\$ 5,000
	Health insurance fund actuarial evaluation	\$ 650
	Bond trustee fees	\$ 7,200
	CUSIP registration service	\$ 900
	Piper Jaffray dissemination fees	\$ 500
	Records retention and storage	\$ 1,800
	Other services	\$ 500
24	City election	\$ 22,000
27	Finance and payroll management system & data dictionaries maintenance contracts	\$ 24,000
	Supplies and software	\$ 1,000
	Printer maintenance	\$ 500
28	Iowa Municipal Finance Officers Association (2)	\$ 150
	Government Finance Officers Association (2)	\$ 250
	Institute of Municipal Clerks	\$ 150
	Iowa Society of CPAs	\$ 155
	American Institute of CPAs	\$ 200
	Iowa Licensing Division – CPA certificate renewal	\$ 100
	GCMOA (Golden Circle Municipal Officers Association)	\$ 50
	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)	\$ 360
	Copy machine lease and maintenance	\$ 720

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

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Paper, ribbons and other supplies	\$ 1,000
	Financial document printing	\$ 1,000
46	Municipal Clerks meeting	\$ 150
	CPE –Finance Director	\$ 3,500
	GFOA annual conference (2) – Atlanta, GA	\$ 2,970
	International Institute of Municipal Clerks conference (1) – Reno, NV	\$ 2,075
	New World user conference (2) – Orlando, FL	\$ 1,735
	Mileage reimbursement	\$ 500
	Miscellaneous training	\$ 200
49	Petty cash	\$ 200
58	Stationery, office forms, miscellaneous office supplies	\$ 7,500
59	Operating Supplies	\$ 100
61	Auction proceeds to State	\$ 10,000
	State sales tax	\$ 4,000
74	Scanners	\$ 6,000

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

**TECHNOLOGY**

	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	120,587	127,433	128,137	132,717
Contractual & supply service	190,644	148,734	146,273	158,701
Capital outlay	1,809	2,000	2,000	-
<b>Total expenditures</b>	<b>\$ 313,040</b>	<b>\$ 278,167</b>	<b>\$ 276,410</b>	<b>\$ 291,418</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	21,576	16,298	18,177	17,837
<b>Total revenue</b>	<b>\$ 21,576</b>	<b>\$ 16,298</b>	<b>\$ 18,177</b>	<b>\$ 17,837</b>
<b>Net amount supported by property taxes</b>	<b>\$ 291,464</b>	<b>\$ 261,869</b>	<b>\$ 258,233</b>	<b>\$ 273,581</b>

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

- ↑ An increase of \$5,300 in full-time salaries and benefits, which reflects normal salary and benefit increases for existing staff.
- ↓ A decrease of \$2,500 in professional services, which reflects the reduction of telecommunication support services required.
- ↑ An increase of \$10,500 in data processing, which reflects of purchases of replacement switches, two Exchange 2007 servers, and software licensing.

**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.

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

**PERFORMANCE MEASURES**

	<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>Actual</u></b>	<b><u>08-09</u></b> <b><u>Estimate</u></b>	<b><u>09-10</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Desktop PCs managed	140	206	215	201	210
Servers managed	15	17	20	24	25
Help desk calls	560	363	400	425	400
<b><u>Outcome Measures</u></b>					
Network availability	99.8%	99.90%	99.95%	99.93%	99.95%
Network problems corrected within 24 hours <i>Median for CPM Cities &lt;100K</i>	95% 80%	86% 83%	90% 87%	87%	90%
Help desk call resolved within 24 hours	75%	82%	80%	89%	90%

<b>GENERAL GOVERNMENT</b>		<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>	<b>INCREASE</b>	<b>FY 2010-11</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>625 TECHNOLOGY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 90,642	\$ 95,061	\$ 95,678	\$ 98,744	\$ 3,683	\$ 102,511
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	5,856	7,272	7,319	7,554	282	7,842
07	Retirement - IPERS	5,484	6,036	6,076	6,566	530	7,124
08	Pension	-	-	-	-	-	-
09	Group insurance	15,305	15,764	15,764	16,553	789	17,380
11	Allowance	3,300	3,300	3,300	3,300	-	3,300
<b>Sub-Total</b>		\$ 120,587	\$ 127,433	\$ 128,137	\$ 132,717	\$ 5,284	\$ 138,157
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	29,227	14,500	12,000	12,000	(2,500)	13,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	156,509	129,234	129,200	139,701	10,467	150,000
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	4,891	5,000	5,000	5,000	-	5,000
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	2,000	2,000	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	73	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	17	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 190,644	\$ 148,734	\$ 146,273	\$ 158,701	\$ 9,967	\$ 170,000
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 1,809	\$ 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>		\$ 1,809	\$ 2,000	\$ 2,000	\$ -	\$ (2,000)	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>TECHNOLOGY</b>		\$ 313,040	\$ 278,167	\$ 276,410	\$ 291,418	\$ 13,251	\$ 308,157

**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	\$ 98,744
06	FICA	\$ 7,554
07	IPERS	\$ 6,566
09	Group insurance	\$ 16,553
11	Vehicle allowance	\$ 3,300
23	Telecommunication support	\$ 1,000
	Network support	\$ 10,000
	LaserFiche support	\$ 1,000
27	Software licensing	\$ 47,080
	RequestPartner fees	\$ 6,000
	AV maintenance	\$ 5,700
	Replacement switch	\$ 3,411
	Exchange 2007	\$ 16,000
	Tape media	\$ 3,760
	CarePaq warranty	\$ 15,025
	Cable television broadcasting	\$ 8,250
	Spare drive components	\$ 2,911
	Replacement domain servers	\$ 16,000
	Managed service contracts	\$ 15,564
46	PTI Leadership conference	\$ 1,500
	PTI Annual conference	\$ 1,500
	Training materials	\$ 500
	MS Government CIO Summit	\$ 1,500
54	Computer tools and equipment	\$ 2,000



**FUNCTION: General Government**  
**ACTIVITY: Human Resources**

**OVERVIEW:** This activity provides professional human resource management for the City. This activity manages the City’s recruitments, personnel policies and compliance with federal and state labor laws.

**HUMAN RESOURCES**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	56,532
Contractual & supply service	-	-	-	2,445
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,977</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	-	-	-	3,610
<b>Total revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,610</b>
<b>Net amount supported by property taxes</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,367</b>

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

- ↑ An increase of \$58,200 in part-time salaries and benefits, which reflects the creation of a new department in the FY09/10 budget for the city’s human resource administrator, as well as increased base hours for the position. In FY09, expenses for this position were reflected within the legal department.

**FUTURE BUDGET CONSIDERATIONS:**

- ↑ Potential work load increases that would warrant converting the part-time human resource administrator’s position to a full-time position.

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**FUNCTION: General Government**  
**ACTIVITY: Human Resources**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**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 City's Human Resource program in compliance with applicable laws and regulations.**

PERFORMANCE OBJECTIVES:

1. Coordinate the revision and approval of the personnel manual.

**GOAL: To source and recruit open position in a timely manor, ensuring adequate staffing of City services.**

PERFORMANCE OBJECTIVES:

1. Review and update position descriptions to accurately source an open position.
2. Recruit for positions in compliance with all federal, state and civil service regulations.

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**PERFORMANCE MEASURES**

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	<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>Actual</u></b>	<b><u>08-09</u></b> <b><u>Estimate</u></b>	<b><u>09-10</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Number of positions filled	N/A	N/A	N/A	15	10
Turnover rate	N/A	N/A	N/A	5.6%	< 5%
Median for CPM cities < 100K	5.2%	6.0%	6.8%		

**FUNCTION: General Government**  
**ACTIVITY: Human Resources**

	<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>Actual</u></b>	<b><u>08-09</u></b> <b><u>Estimate</u></b>	<b><u>09-10</u></b> <b><u>Target</u></b>
<b><u>Outcome Measures</u></b>					
Working days to fill an external recruitment Median for CPM cities < 100K	N/A 36.5	N/A 30.0	N/A 33.4	N/A	< 30
Working days to fill an internal recruitment Median for CPM cities < 100K	N/A 30.0	N/A 18.0	N/A 20.0	N/A	< 20
<b><u>Outcome Measures</u></b>					
Multi-year agreement in place					
Fire union	N/A	N/A	Yes	Yes	Yes
Laborers' union	Yes	Yes	Yes	Yes	Yes
Police union	Yes	Yes	Yes	Yes	Yes

**FUNCTION: General Government**  
**ACTIVITY: Human Resources**

GENERAL GOVERNMENT		FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10	INCREASE	FY 2010-11
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
<b>630 HUMAN RESOURCES</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	49,459	49,459	53,435
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	3,784	3,784	4,088
07	Retirement - IPERS	-	-	-	3,289	3,289	3,714
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ 56,532	\$ 56,532	\$ 61,237
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	300	300	150
28	Dues and memberships	-	-	-	345	345	400
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	1,800	1,800	1,850
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>		\$ -	\$ -	\$ -	\$ 2,445	\$ 2,445	\$ 2,400
<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>HUMAN RESOURCES</b>		\$ -	\$ -	\$ -	\$ 58,977	\$ 58,977	\$ 63,637

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**FUNCTION: General Government**  
**ACTIVITY: Human Resources**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
03	Part-time HR professional	\$ 49,459
06	FICA	\$ 3,784
07	IPERS	\$ 3,289
27	HR software upgrade	\$ 300
28	Society for Human Resource management membership	\$ 145
	National Public Employer Labor Relations Association membership	\$ 200
46	NPELRA conference – local	\$ 75
	IPELRA conference - local	\$ 75
	Mileage Reimbursement	\$ 1,650



**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.

**LEGAL SERVICES**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	51,842	-
Contractual & supply service	134,547	172,400	132,276	115,000
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 134,547</b>	<b>\$ 172,400</b>	<b>\$ 184,118</b>	<b>\$ 115,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	9,274	10,101	12,108	7,039
<b>Total revenue</b>	<b>\$ 9,274</b>	<b>\$ 10,101</b>	<b>\$ 12,108</b>	<b>\$ 7,039</b>
<b>Net amount supported by property taxes</b>	<b>\$ 125,273</b>	<b>\$ 162,299</b>	<b>\$ 172,010</b>	<b>\$ 107,961</b>

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

- ↓ A decrease of \$15,000 in professional services, which reflects a reduction in outside counsel services.
- ↓ An decrease of \$42,400 in contributions to other agencies due to the elimination of the human resources contract with the City of West Des Moines. The part-time human resources administrator position was converted to a part-time city employee in FY09 and an HR department was added to the FY10 budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

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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.

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**PERFORMANCE MEASURES**

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	<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>Actual</u></b>	<b><u>08-09</u></b> <b><u>Estimate</u></b>	<b><u>09-10</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Personnel billable hours	35	32.9	54	0	0
Legal billable hours (City Attorney, Bond Attorney, Cable Attorney)	400	376	406	625	375
Legal retainer hours	450	371	400	400	400

GENERAL GOVERNMENT	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10	INCREASE	FY 2010-11
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 640 LEGAL SERVICES

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	45,515	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	3,457	-	-	-
07	Retirement - IPERS	-	-	2,870	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ 51,842	\$ -	\$ -	\$ -

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	94,547	130,000	130,000	115,000	(15,000)	115,000
24	Contributions to other agencies	40,000	42,400	-	-	(42,400)	-
27	Data processing	-	-	1,601	-	-	-
28	Dues and memberships	-	-	500	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	150	-	-	-
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	-	-	25	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 134,547	\$ 172,400	\$ 132,276	\$ 115,000	\$ (57,400)	\$ 115,000

### 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>	\$ 134,547	\$ 172,400	\$ 184,118	\$ 115,000	\$ (57,400)	\$ 115,000
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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, \$74,523 annual plus \$90 per hour for billable work	\$ 85,500
	Outside counsel and miscellaneous expenses	\$ 27,500
	Cable Attorney	\$ 2,000

**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.

**GENERAL SUPPORT**

	FINANCIAL SUMMARY			
	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	57,059	59,701	59,860	62,121
Contractual & supply service	1,056,122	1,084,721	1,079,803	1,078,713
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 1,113,181</b>	<b>\$ 1,144,422</b>	<b>\$ 1,139,663</b>	<b>\$ 1,140,834</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	76,725	67,054	74,947	69,826
<b>Total revenue</b>	<b>\$ 76,725</b>	<b>\$ 67,054</b>	<b>\$ 74,947</b>	<b>\$ 69,826</b>
<b>Net amount supported by property taxes</b>	<b>\$ 1,036,456</b>	<b>\$ 1,077,368</b>	<b>\$ 1,064,716</b>	<b>\$ 1,071,008</b>

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

- ↑ An increase of \$5,300 in insurance for property, casualty, worker’s compensation and other insurance premiums.
- ↓ A decrease of \$4,600 in buildings maintenance to eliminate annual roof inspections for 5 city buildings.
- ↓ A decrease of \$5,000 in training to continue the third year of a four year supervisory training program for approximately 60 employees.
- ❖ Items reflected in the debt retirement line are a reclassification of general fund debt service payments for outstanding capital loan notes that have, in prior years, been shown in the property improvements line. These payments are required to be paid from general fund resources (property taxes generated by the general levy) versus being supported by the debt service levy, however, in order to reflect the presentation of these expenses as shown in the State Adopted Budget Certification forms, the items are being shown in the debt service category.
- ❖ Note – TIF related items, which were included in this department in prior years, have been moved to the TIF fund section, within the Community and Economic Development function. This is a result of changes in the state requirements related to TIF funds.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

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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>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>Actual</u></b>	<b><u>08-09</u></b> <b><u>Estimate</u></b>	<b><u>09-10</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Safety incidents	35	38	35	42	< 32
Total Workers' Compensation claims	16	16	12	19	< 10
Total Workers' Compensation claim value*	\$15,564	\$27,832	\$166,073	\$19,500	< \$12,000

\* FY2007/08 includes expenses and retained liability for one open catastrophic injury.

<b>GENERAL GOVERNMENT</b>		<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>	<b>INCREASE</b>	<b>FY 2010-11</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>645 GENERAL SUPPORT</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 36,137	\$ 38,053	\$ 38,181	\$ 39,342	\$ 1,289	\$ 40,676
02	Overtime	587	500	500	525	25	525
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	2,809	2,942	2,959	3,050	108	3,152
07	Retirement - IPERS	2,221	2,442	2,456	2,651	209	2,863
08	Pension	-	-	-	-	-	-
09	Group insurance	15,305	15,764	15,764	16,553	789	17,380
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ 57,059	\$ 59,701	\$ 59,860	\$ 62,121	\$ 2,420	\$ 64,596
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Professional services	2,925	3,250	3,000	3,375	125	3,400
24	Contributions to other agencies	500	500	500	500	-	500
27	Data processing	-	-	-	300	300	300
28	Dues and memberships	5,801	5,975	6,500	6,010	35	6,150
29	Insurance	516,985	527,324	527,324	532,597	5,273	537,923
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	1,177	1,330	1,300	1,450	120	1,500
40	Building and grounds maint.	14,108	20,633	17,800	16,056	(4,577)	16,100
41	Vehicle and equipment maint.	-	200	100	200	-	200
46	Training and development	12,786	21,425	17,500	16,375	(5,050)	17,000
48	Utility service	24,541	24,150	25,000	26,250	2,100	27,500
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	121	300	680	720	420	750
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	467	650	550	470	(180)	500
59	Operating supplies	3,372	2,490	3,000	3,250	760	3,500
60	Safety and medical supplies	280	225	280	300	75	325
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 583,063	\$ 608,452	\$ 603,534	\$ 607,853	\$ (599)	\$ 615,648
<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	\$ 473,059	\$ 476,269	\$ 476,269	\$ 470,860	\$ (5,409)	\$ 475,128
95	Contingency	-	-	-	-	-	-
<b>GENERAL SUPPORT</b>		\$ 1,113,181	\$ 1,144,422	\$ 1,139,663	\$ 1,140,834	\$ (3,588)	\$ 1,155,372

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

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Receptionist, performance bonus	\$ 39,342
03	Overtime	\$ 525
06	FICA	\$ 3,050
07	IPERS	\$ 2,651
09	Group insurance	\$ 16,553
23	Safety Officer – Des Moines Water Works	\$ 3,375
24	DNR annual aerial deer survey	\$ 500
27	Security monitoring	\$ 300
28	ICMA Center for Performance Measurement	\$ 5,550
	Iowa/Illinois Safety Council	\$ 435
	Iowa League of Human Rights Agencies (Urbandale Civil Rights Commission)	\$ 25
29	Property and casualty insurance	\$ 532,597
35	Bulk mailing system lease	\$ 380
	Pet licensing brochures	\$ 970
	Miscellaneous postage and shipping	\$ 100
40	Janitor service (City Council, City Administration, Technology)	\$ 6,250
	Electric maintenance	\$ 616
	Rug service	\$ 1,020
	Mechanical/HVAC maintenance agreement for administrative offices	\$ 7,930
	Pesticide service	\$ 120
	Alarm service	\$ 120
41	Repairs to general office equipment	\$ 200
46	Employee Safety Goals Program	\$ 2,500
	Safety training conferences	\$ 1,500
	OSHA compliance manual (3 manuals)	\$ 550
	CDL supervisor training (2)	\$ 100
	Training – Receptionist	\$ 100
	Supervisory training – 60 employees, 4 courses	\$ 10,125
	Civil Rights Commission	\$ 1,500
48	Electric, gas, water, telephone, data	\$ 26,250
51	Janitorial supplies	\$ 720
58	Timecards	\$ 320
	Office supplies – Civil Rights Commission	\$ 150

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

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59	Pet licensing tags, forms, rings	\$	500
	Office forms and check stock	\$	2,500
	Miscellaneous supplies	\$	250
60	Annual service fee – CDL random pool	\$	100
	Controlled substance forms	\$	100
	Fire extinguisher inspection	\$	75
	Medicine cabinet supplies	\$	25
91	Community Development /Engineering Office Building (lease/purchase payment)	\$	120,030
	Police Station Expansion (loan agreement payment)	\$	161,775
	Administrative Office Expansion (loan agreement payment)	\$	189,056

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

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	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	-
Contractual & supply service	6,940,566	7,466,634	7,408,962	7,703,437
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 6,940,566</b>	<b>\$ 7,466,634</b>	<b>\$ 7,408,962</b>	<b>\$ 7,703,437</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	6,875,794	7,574,231	7,609,282	7,890,053
<b>Total revenue</b>	<b>\$ 6,875,794</b>	<b>\$ 7,574,231</b>	<b>\$ 7,609,282</b>	<b>\$ 7,890,053</b>
<b>Net amount supported by property taxes</b>	<b>\$ (64,772)</b>	<b>\$ 107,597</b>	<b>\$ 200,320</b>	<b>\$ 186,616</b>

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		FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10	INCREASE	FY 2010-11
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
<b>DEBT SERVICE</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.	-	-	-	-	-	-
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>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	\$ 6,940,566	\$ 7,466,634	\$ 7,408,962	\$ 7,703,437	\$ 236,803	\$ 8,460,557
95	Contingency	-	-	-	-	-	-
<b>DEBT SERVICE</b>		\$ 6,940,566	\$ 7,466,634	\$ 7,408,962	\$ 7,703,437	\$ 236,803	\$ 8,460,557

**FUNCTION: General Government**  
**ACTIVITY: Contingency**

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

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2008-09</b>	<b>FY 2009-10</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>Net amount supported by property taxes</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

		FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10	INCREASE	FY 2010-11
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	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>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>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	-	100,000	-	100,000	-	100,000
<b>CONTINGENCY</b>		\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000