

**Departmental Summary**

FUND/ACTIVITY	2020-21	2021-22		2022-23	2023-24
	ACTUAL	ADOPTED	AMENDED	ADOPTED	PROJECTED
<b>General Fund:</b>					
<b>Revenue</b>					
Administration	600,617	604,545	668,093	676,754	686,688
Sister City Commission	1,816	1,531	1,531	1,531	1,546
Facilities Maintenance	125,484	115,369	157,990	160,473	162,221
Total Revenues	727,917	721,445	827,614	838,758	850,455
<b>Expenditure</b>					
Administration	2,210,982	2,755,079	3,118,526	3,063,237	2,975,709
Sister City Commission	5,341	14,975	14,975	14,975	15,052
Information	511,185	410,109	564,309	730,009	744,620
Facilities Maintenance	4,760,834	4,741,734	5,205,927	5,732,393	5,850,810
Benchmarking	30,022	37,950	5,000	82,000	37,975
Sustainability	95,817	129,069	130,499	137,849	141,532
Total Expenditures	7,614,181	8,088,916	9,039,236	9,760,463	9,765,698
Subsidy	6,886,264	7,367,471	8,211,622	8,921,705	8,915,243
<b>Personnel</b>					
Administration	10.00	11.00	11.00	11.00	
Information	3.10	3.10	3.10	4.10	
Facilities Maintenance	27.00	28.00	30.00	32.00	
Sustainability	1.00	1.00	1.00	1.00	
Total Personnel	41.10	43.10	45.10	48.10	
<b>Special Revenue Funds:</b>					
<b>Expenditure</b>					
Special Revenue Funds	---	73,000	72,500	72,500	72,863
Total Expenditures	---	73,000	72,500	72,500	72,863
Expenditure Total	7,614,181	8,161,916	9,111,736	9,832,963	9,838,561
Personnel Total	41.10	43.10	45.10	48.10	

# CITY MANAGER

## Administration G001 CM001000 General Fund

### Description:

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

### Revenue Detail:

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Licenses and Permits	2,565	---	43,500	43,500
Charges for Services/User Fees	1,800	---	---	---
Other	596,252	604,545	624,593	633,254
Total Revenues	600,617	604,545	668,093	676,754

### Expenditure Detail:

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	1,909,547	2,182,765	2,015,907	2,065,118
Contractual Services	290,882	565,414	1,093,719	991,219
Other Services and Charges	(786)	---	---	---
Commodities	11,339	6,900	8,900	6,900
Total Expenditures	2,210,982	2,755,079	3,118,526	3,063,237

Subsidy	1,610,365	2,150,534	2,450,433	2,386,483
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### Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	3.00	3.00	3.00	3.00
Policy Liason	---	---	1.00	1.00
Strategic Performance Manager	---	1.00	1.00	1.00
Equity Officer	---	1.00	1.00	1.00
Management Analyst	1.00	---	---	---
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	1.00	1.00	1.00
Special Events Marketing Coordinator	1.00	1.00	1.00	1.00
Policy Liaison	1.00	1.00	---	---
Total Full-time Permanent Employees	10.00	11.00	11.00	11.00

**Sister City Commission  
G001 CM021000  
General Fund**

**Description:**

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

**Revenue Detail:**

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	1,816	1,531	1,531	1,531
Total Revenues	1,816	1,531	1,531	1,531

**Expenditure Detail:**

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	1,415	---	---	---
Contractual Services	1,420	14,275	14,275	14,275
Other Services and Charges	2,012	---	---	---
Commodities	495	700	700	700
Total Expenditures	5,341	14,975	14,975	14,975
Subsidy	3,525	13,444	13,444	13,444

# CITY MANAGER

## Information G001 CM023000 General Fund

### Description:

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

### Expenditure Detail:

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	319,536	201,176	367,009	526,926
Contractual Services	180,731	196,533	183,700	190,683
Commodities	8,335	8,400	9,600	8,400
Capital Outlays	2,583	4,000	4,000	4,000
Total Expenditures	511,185	410,109	564,309	730,009
Subsidy	511,185	410,109	564,309	730,009

### Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Chief Communications Officer	1.00	1.00	1.00	1.00
Communications Manager	---	---	---	1.00
Communication Specialist II	1.00	1.00	1.00	1.00
Communication Specialist	1.10	1.10	1.10	1.10
Total Full-time Permanent Employees	3.10	3.10	3.10	4.10

**Facilities Maintenance  
G001 CM030000  
General Fund**

**Description:**

The functions of the Facilities Division are: (1) preserve, enhance, and maintain City Facilities while being good stewards for energy efficiency and sustainability; (2) determine infrastructure and safety needs for all City Facilities; (3) ensure code compliance for all City Facilities; (4) plan for future infrastructure, facilities and space needs; (5) administer the City's Graffiti removal program; and (6) provide staff services for the Access Advisory Board. Major City Facilities Armory; City Hall; Fire Stations; Municipal Service Center; Four Mile and Pioneer Columbus Community Recreation Centers; Police Headquarters, Academy, Animal Control and Homeland Security buildings; and Public Works and Equipment Maintenance Compounds.

**Revenue Detail:**

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Charges for Services/User Fees	92,103	89,500	126,162	128,220
Other	33,381	25,869	31,828	32,253
Total Revenues	125,484	115,369	157,990	160,473

**Expenditure Detail:**

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	2,586,756	2,815,647	2,949,990	3,631,273
Contractual Services	1,570,650	1,439,400	1,741,306	1,579,626
Other Services and Charges	270,674	150,000	150,000	150,000
Commodities	289,499	290,787	314,631	321,494
Capital Outlays	43,256	45,900	50,000	50,000
Total Expenditures	4,760,834	4,741,734	5,205,927	5,732,393
Subsidy	4,635,350	4,626,365	5,047,937	5,571,920

Major increases in expenses include changes in building security at Armory, City Hall, and Municipal Service Center; need for additional graffiti removal services; and enhanced janitorial services required to address COVID-19 concerns. Those increases include the anticipated opening of Municipal Service Center II at the beginning of fiscal year 2023.

**Personnel Detail:**

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Facilities Manager	1.00	1.00	1.00	1.00
City Architect	---	---	1.00	1.00
Assistant City Architect	---	---	2.00	2.00
Facilities Operations Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Project Manager	1.00	1.00	---	---
Air-Conditioning Mechanic	1.00	2.00	2.00	2.00
Electrician	4.00	4.00	4.00	4.00
Climate Control Technician	1.00	1.00	1.00	1.00
Painter	3.00	3.00	3.00	3.00
Plumber	2.00	2.00	2.00	2.00
Senior Maintenance Carpenter	4.00	4.00	4.00	4.00
Irrigation Technician	1.00	1.00	1.00	1.00
Senior Building Equipment Operator	4.00	4.00	4.00	4.00
Building Equipment Operator	2.00	2.00	2.00	4.00
Facilities Administrative Coordinator	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	27.00	28.00	30.00	32.00

The City Architect and Assistant City Architect positions transferred from the Design / Project Management Division of the Engineering Department. Two Building Equipment Operators will be added in fiscal year 2023 to account for increase in square footage of city facilities with the completion of the Municipal Services Center Phase II.

# CITY MANAGER

## Sustainability G001 CM031000 General Fund

### Description:

The functions of the Sustainability Program are: (1) Advance sustainability goals and objectives as outlined in guide DSM, Plan DSM and other official documents, resolutions and ordinances. (2) design and implement internal and external programs and initiatives that address environmental, energy, economic, and social sustainability and resilience. (3) Staff or liaison to task forces, advisory boards, and/or commissions as assigned by the City Manager's Office. (4) Manage education, outreach, and promotion of sustainability programs and initiatives (5) Develop and administer budgets, contracts, and grants and manage performance metrics for the program as required.

### Expenditure Detail:

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	93,351	119,845	119,849	127,199
Contractual Services	2,446	9,124	10,550	10,550
Commodities	20	100	100	100
Total Expenditures	95,817	129,069	130,499	137,849
Subsidy	95,817	129,069	130,499	137,849

### Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Sustainability Coordinator	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	1.00	1.00	1.00	1.00

**Benchmarking  
G001 CM032000  
General Fund**

**Description:**

The function of Benchmarking is to provide funds for enterprise-wide benchmarking activities including the City's strategic plan- GuideDSM, STAR Communities, and the biennial Resident and Business Survey Reports.

**Expenditure Detail:**

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Contractual Services	30,022	37,950	5,000	82,000
Total Expenditures	30,022	37,950	5,000	82,000
Subsidy	30,022	37,950	5,000	82,000

# CITY MANAGER

## Special Revenue and Other Funds

ORGANIZATION CODE		2020-21	2021-22		2022-23
		ACTUAL	ADOPTED	AMENDED	ADOPTED
<b>Special Revenue Funds</b>					
S719 ND409731	Employee Appreciation Events	---	71,000	71,000	71,000
S728 ND409733	Combined Charities Campaign	---	500	---	---
S733 CM027000	Council Round Table Refreshment Fund	---	1,500	1,500	1,500
	Total Special Revenue Funds	---	73,000	72,500	72,500
	Total Special Revenue and Other Funds	---	73,000	72,500	72,500