

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 06 City Attorney	ACTIVITY: 8600 City Attorney
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DEPARTMENT/ACTIVITY DESCRIPTION:
 To perform legal services on behalf of the City and to represent the City before courts and administrative agencies in which the City is a party or has a legal interest .

DEPARTMENT/ACTIVITY OBJECTIVES:
 The principal objective of the Waterloo City Attorney's Office is: through the legal climate make Waterloo the best possible place to live, work and do business for its citizens. Additional objectives include:
 Assist in the daily operations of the City by serving as legal advisor to the City Council, Mayor, Dept. Heads, operating personnel and Boards & Comm.
 Draft resolutions, ordinances, legal opinions, and other legal documents upon request.
 Continue to uphold state and municipal laws by prosecuting those persons charged with misdemeanors, traffic offenses and municipal infractions.
 Advise City Officials on proposed and existing legislation and interpret the legal ramifications of new legislation.
 Update and re-codify existing ordinances and draft new ordinances for adoption by Council.
 Represent the City in its negotiations and grievance processing with the bargaining representatives of employees.
 Monitor the delivery of all legal services to the City, even those provided by outside counsel.
 Oversee Code Enforcement division and its employees.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
City Attorney **	0.63	0.9	0.6	0.6		
Secretary	1	1	1	1		
TOTAL FULL-TIME EQUIVALENT POSITIONS	1.63	1.9	1.6	1.6	0	0

* AT CURRENT FYE17 STAFFING LEVEL
 ** 30% CHARGED TO CODE ENFORCEMENT



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted																																																																																										
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<i>Charges for Fees & Service</i>																																																																																																			
010-06-8600 3873	Reimbursement for Service	.00	858.35	.00	.00	.00	.00	.00	.00																																																																																										
	<i>Charges for Fees & Service Totals</i>	\$0.00	\$858.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++																																																																																										
<i>Miscellaneous Revenue</i>																																																																																																			
010-06-8600 3625	Insurance Refund	.00	.00	10,000.00	.00	.00	.00	.00	.00																																																																																										
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	+++																																																																																										
<i>Refunds</i>																																																																																																			
010-06-8600 3722	Refunds	308.00	15.00	.00	.00	.00	.00	.00	.00																																																																																										
	<i>Refunds Totals</i>	\$308.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++																																																																																										
	Activity 8600 - City Attorney Totals	\$308.00	\$873.35	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	+++																																																																																										
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<i>Personal Services - Salaries & Benefits</i>																																																																																																			
010-06-8600 1111	Salaries - Regular	124,628.38	145,315.99	60,314.59	118,884.00	118,884.00	122,021.00	122,021.00	2.63																																																																																										
010-06-8600 1113	Longevity Pay	550.31	719.94	272.71	819.00	819.00	1,107.00	1,107.00	35.16																																																																																										
010-06-8600 1121	FICA - City Contribution	9,417.81	11,292.25	4,785.83	9,361.00	9,361.00	9,604.00	9,604.00	2.59																																																																																										
010-06-8600 1122	IPERS - City Contribution	11,178.42	13,040.99	5,410.43	10,690.00	10,690.00	10,995.00	10,995.00	2.85																																																																																										
010-06-8600 1123	Life & Disability Insurance	880.14	1,016.52	365.10	831.00	831.00	752.00	752.00	(9.50)																																																																																										
010-06-8600 1130	Employee Benefit Reimbursement	2,504.91	2,634.47	2,420.79	2,650.00	2,650.00	2,421.00	2,421.00	(8.64)																																																																																										
010-06-8600 1131	Health Insurance	24,574.00	24,948.00	9,781.20	19,556.00	19,556.00	18,486.00	18,486.00	(5.47)																																																																																										
	<i>Personal Services - Salaries & Benefits Totals</i>	\$173,733.97	\$198,968.16	\$83,350.65	\$162,791.00	\$162,791.00	\$165,386.00	\$165,386.00	1.59%																																																																																										
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> <th colspan="8"></th> </tr> <tr> <th>Account</th> <th>Level</th> <th colspan="8">Comment</th> </tr> </thead> <tbody> <tr> <td colspan="10"><i>Contractual Services</i></td> </tr> <tr> <td>010-06-8600 1313</td> <td>Legal Services</td> <td>111,765.97</td> <td>57,096.85</td> <td>17,588.92</td> <td>134,100.00</td> <td>135,000.00</td> <td>135,000.00</td> <td>135,000.00</td> <td>.00</td> </tr> <tr> <td>010-06-8600 1343</td> <td>Postage & Mailing Expense</td> <td>1,090.30</td> <td>466.14</td> <td>313.83</td> <td>1,000.00</td> <td>1,000.00</td> <td>1,000.00</td> <td>1,000.00</td> <td>.00</td> </tr> <tr> <td>010-06-8600 1344</td> <td>Telephone & Fax Expense</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>20.00</td> <td>20.00</td> <td>20.00</td> <td>20.00</td> <td>.00</td> </tr> <tr> <td>010-06-8600 1346</td> <td>Travel - Professional Training</td> <td>140.86</td> <td>329.00</td> <td>115.00</td> <td>3,500.00</td> <td>3,500.00</td> <td>3,500.00</td> <td>3,500.00</td> <td>.00</td> </tr> <tr> <td>010-06-8600 1390</td> <td>Other Contractual Services</td> <td>9,097.19</td> <td>5,681.71</td> <td>5,705.66</td> <td>13,000.00</td> <td>13,000.00</td> <td>13,000.00</td> <td>13,000.00</td> <td>.00</td> </tr> <tr> <td>010-06-8600 1391</td> <td>Dues & Memberships</td> <td>935.00</td> <td>35.00</td> <td>35.00</td> <td>1,300.00</td> <td>400.00</td> <td>400.00</td> <td>950.00</td> <td>137.50</td> </tr> </tbody> </table>										Comments										Account	Level	Comment								<i>Contractual Services</i>										010-06-8600 1313	Legal Services	111,765.97	57,096.85	17,588.92	134,100.00	135,000.00	135,000.00	135,000.00	.00	010-06-8600 1343	Postage & Mailing Expense	1,090.30	466.14	313.83	1,000.00	1,000.00	1,000.00	1,000.00	.00	010-06-8600 1344	Telephone & Fax Expense	.00	.00	.00	20.00	20.00	20.00	20.00	.00	010-06-8600 1346	Travel - Professional Training	140.86	329.00	115.00	3,500.00	3,500.00	3,500.00	3,500.00	.00	010-06-8600 1390	Other Contractual Services	9,097.19	5,681.71	5,705.66	13,000.00	13,000.00	13,000.00	13,000.00	.00	010-06-8600 1391	Dues & Memberships	935.00	35.00	35.00	1,300.00	400.00	400.00	950.00	137.50
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G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 06 - City Attorney									
Activity 8600 - City Attorney									
Contractual Services									
010-06-8600 1392	Subscriptions	.00	.00	.00	600.00	600.00	600.00	600.00	.00
010-06-8600 1396	Property Demolition	.00	.00	10,000.00	.00	.00	.00	.00	.00
<i>Contractual Services Totals</i>		\$123,029.32	\$63,608.70	\$33,758.41	\$153,520.00	\$153,520.00	\$153,520.00	\$154,070.00	0.36%
Comments									
Account	Level	Comment							
1391	Additional Dept Needs	Mr. Zellhoefer wants to continue International Municipal Attorney Association Dues. These are \$865.00 per year. We usually just do a line item to pay these, but thought we would increase our dues and memberships to accurately shows our total for this category.							
Commodities									
010-06-8600 1561	Office Supplies & Minor Equipment	667.19	1,418.65	265.98	1,500.00	1,500.00	1,500.00	1,500.00	.00
010-06-8600 1584	Reference Materials	8,005.08	6,027.97	6,298.50	14,000.00	14,000.00	14,000.00	14,000.00	.00
<i>Commodities Totals</i>		\$8,672.27	\$7,446.62	\$6,564.48	\$15,500.00	\$15,500.00	\$15,500.00	\$15,500.00	0.00%
Activity 8600 - City Attorney Totals		\$305,435.56	\$270,023.48	\$123,673.54	\$331,811.00	\$331,811.00	\$334,406.00	\$334,956.00	0.95%
Department 06 - City Attorney Totals		\$305,435.56	\$270,023.48	\$123,673.54	\$331,811.00	\$331,811.00	\$334,406.00	\$334,956.00	0.95%
EXPENSE TOTALS		\$305,435.56	\$270,023.48	\$123,673.54	\$331,811.00	\$331,811.00	\$334,406.00	\$334,956.00	0.95%
Fund 010 - General Fund Totals		\$308.00	\$873.35	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
REVENUE TOTALS		\$308.00	\$873.35	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE TOTALS		\$305,435.56	\$270,023.48	\$123,673.54	\$331,811.00	\$331,811.00	\$334,406.00	\$334,956.00	0.95%
Fund 010 - General Fund Totals		(\$305,127.56)	(\$269,150.13)	(\$113,673.54)	(\$331,811.00)	(\$331,811.00)	(\$334,406.00)	(\$334,956.00)	0.95%
Net Grand Totals									
REVENUE GRAND TOTALS		\$308.00	\$873.35	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$305,435.56	\$270,023.48	\$123,673.54	\$331,811.00	\$331,811.00	\$334,406.00	\$334,956.00	0.95%
Net Grand Totals		(\$305,127.56)	(\$269,150.13)	(\$113,673.54)	(\$331,811.00)	(\$331,811.00)	(\$334,406.00)	(\$334,956.00)	0.95%