

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 01 Mayor	ACTIVITY: 8200 Mayor
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DEPARTMENT/ACTIVITY DESCRIPTION:
 This activity provides for the operation of the office of the Mayor, who serves as the elected Chief Executive of the City. The office of the Mayor must be elected every odd year on the first Tuesday following the first Monday of November.

DEPARTMENT/ACTIVITY OBJECTIVES:
 To administer the staff and resources of the City of Waterloo effectively and efficiently while meeting the needs of the community.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	AMENDED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
Mayor	1	1	1	1		
Administrative Secretary	1	1	1	1		
Communications Manager	0	0	0.475	0.475		
TOTAL FULL-TIME EQUIVALENT POSITIONS	2	2	2.475	2.475	0	0

* AT CURRENT FYE17 STAFFING LEVEL



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																																																
Fund 010 - General Fund																																																									
REVENUE																																																									
Department 01 - Mayor																																																									
Activity 8200 - Mayor																																																									
Miscellaneous Revenue																																																									
010-01-8200 3800	Miscellaneous Revenue	.00	220.72	.00	.00	.00	.00	.00	.00																																																
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$220.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++																																																
	Activity 8200 - Mayor Totals	\$0.00	\$220.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++																																																
	Department 01 - Mayor Totals	\$0.00	\$220.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++																																																
	REVENUE TOTALS	\$0.00	\$220.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++																																																
EXPENSE																																																									
Department 01 - Mayor																																																									
Activity 8200 - Mayor																																																									
Personal Services - Salaries & Benefits																																																									
010-01-8200 1111	Salaries - Regular	131,643.75	133,121.65	67,295.58	134,676.00	134,676.00	167,246.00	167,246.00	24.18																																																
010-01-8200 1113	Longevity Pay	1,439.88	1,439.88	719.94	1,450.00	1,450.00	1,560.00	1,560.00	7.58																																																
010-01-8200 1114	Time & Half Pay	.00	.00	.00	150.00	150.00	150.00	150.00	.00																																																
010-01-8200 1121	FICA - City Contribution	9,913.68	9,774.61	4,830.52	10,440.00	10,440.00	12,925.00	12,925.00	23.80																																																
010-01-8200 1122	IPERS - City Contribution	4,571.64	8,349.12	6,073.36	12,169.00	12,169.00	15,088.00	15,088.00	23.98																																																
010-01-8200 1123	Life & Disability Insurance	919.32	934.80	415.20	944.00	944.00	850.00	850.00	(9.95)																																																
010-01-8200 1130	Employee Benefit Reimbursement	605.55	166.74	.00	185.00	185.00	.00	.00	(100.00)																																																
010-01-8200 1131	Health Insurance	35,904.00	35,904.00	17,952.00	35,904.00	35,904.00	33,960.00	33,960.00	(5.41)																																																
	<i>Personal Services - Salaries & Benefits Totals</i>	\$184,997.82	\$189,690.80	\$97,286.60	\$195,918.00	\$195,918.00	\$231,779.00	\$231,779.00	18.30%																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Comments</th> <th style="text-align: left;">Account</th> <th style="text-align: left;">Level</th> <th style="text-align: left;">Comment</th> </tr> </thead> <tbody> <tr> <td colspan="4"><i>Contractual Services</i></td> </tr> <tr> <td></td> <td>010-01-8200 1319</td> <td>Other Professional Services</td> <td>2,500.00</td> </tr> <tr> <td></td> <td>010-01-8200 1343</td> <td>Postage & Mailing Expense</td> <td>60.60</td> </tr> <tr> <td></td> <td>010-01-8200 1344</td> <td>Telephone & Fax Expense</td> <td>164.54</td> </tr> <tr> <td></td> <td>010-01-8200 1345</td> <td>Travel - City Business</td> <td>3,319.94</td> </tr> <tr> <td></td> <td>010-01-8200 1353</td> <td>Printing Services</td> <td>.00</td> </tr> <tr> <td></td> <td>010-01-8200 1376</td> <td>Office Equipment Repair & Maintenance</td> <td>.00</td> </tr> <tr> <td></td> <td>010-01-8200 1391</td> <td>Dues & Memberships</td> <td>5,265.79</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><i>Contractual Services Totals</i></td> <td style="text-align: right;">\$11,310.87</td> </tr> <tr> <td colspan="4"><i>Commodities</i></td> </tr> <tr> <td></td> <td>010-01-8200 1523</td> <td>Program Supplies</td> <td>193.93</td> </tr> </tbody> </table>										Comments	Account	Level	Comment	<i>Contractual Services</i>					010-01-8200 1319	Other Professional Services	2,500.00		010-01-8200 1343	Postage & Mailing Expense	60.60		010-01-8200 1344	Telephone & Fax Expense	164.54		010-01-8200 1345	Travel - City Business	3,319.94		010-01-8200 1353	Printing Services	.00		010-01-8200 1376	Office Equipment Repair & Maintenance	.00		010-01-8200 1391	Dues & Memberships	5,265.79			<i>Contractual Services Totals</i>	\$11,310.87	<i>Commodities</i>					010-01-8200 1523	Program Supplies	193.93
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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
Fund 010 - General Fund									
EXPENSE									
Department 01 - Mayor									
Activity 8200 - Mayor									
Commodities									
010-01-8200 1561	Office Supplies & Minor Equipment	928.88	703.20	124.86	1,445.00	1,445.00	1,445.00	1,445.00	.00
	<i>Commodities Totals</i>	<u>\$1,122.81</u>	<u>\$754.60</u>	<u>\$253.26</u>	<u>\$1,850.00</u>	<u>\$1,850.00</u>	<u>\$1,850.00</u>	<u>\$1,850.00</u>	<u>0.00%</u>
	Activity 8200 - Mayor Totals	<u>\$197,431.50</u>	<u>\$204,395.42</u>	<u>\$105,879.49</u>	<u>\$216,768.00</u>	<u>\$216,768.00</u>	<u>\$252,629.00</u>	<u>\$252,629.00</u>	<u>16.54%</u>
	Department 01 - Mayor Totals	<u>\$197,431.50</u>	<u>\$204,395.42</u>	<u>\$105,879.49</u>	<u>\$216,768.00</u>	<u>\$216,768.00</u>	<u>\$252,629.00</u>	<u>\$252,629.00</u>	<u>16.54%</u>
	EXPENSE TOTALS	<u>\$197,431.50</u>	<u>\$204,395.42</u>	<u>\$105,879.49</u>	<u>\$216,768.00</u>	<u>\$216,768.00</u>	<u>\$252,629.00</u>	<u>\$252,629.00</u>	<u>16.54%</u>
Fund 010 - General Fund Totals									
	REVENUE TOTALS	\$0.00	\$220.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE TOTALS	<u>\$197,431.50</u>	<u>\$204,395.42</u>	<u>\$105,879.49</u>	<u>\$216,768.00</u>	<u>\$216,768.00</u>	<u>\$252,629.00</u>	<u>\$252,629.00</u>	<u>16.54%</u>
Fund 010 - General Fund Totals		<u>(\$197,431.50)</u>	<u>(\$204,174.70)</u>	<u>(\$105,879.49)</u>	<u>(\$216,768.00)</u>	<u>(\$216,768.00)</u>	<u>(\$252,629.00)</u>	<u>(\$252,629.00)</u>	<u>16.54%</u>
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$0.00	\$220.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	<u>\$197,431.50</u>	<u>\$204,395.42</u>	<u>\$105,879.49</u>	<u>\$216,768.00</u>	<u>\$216,768.00</u>	<u>\$252,629.00</u>	<u>\$252,629.00</u>	<u>16.54%</u>
	Net Grand Totals	<u>(\$197,431.50)</u>	<u>(\$204,174.70)</u>	<u>(\$105,879.49)</u>	<u>(\$216,768.00)</u>	<u>(\$216,768.00)</u>	<u>(\$252,629.00)</u>	<u>(\$252,629.00)</u>	<u>16.54%</u>

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 02 City Council	ACTIVITY: 8100 City Council
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DEPARTMENT/ACTIVITY DESCRIPTION:
 This activity provides for the general function of the seven citizens elected to the City Council.

DEPARTMENT/ACTIVITY OBJECTIVES:
 To formulate and enact public policy to provide guidance and direction to the City Administration in response to the needs of the community.
 To develop and implement an Action Plan to accomplish enacted public policy.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
Council Member	7	7	7	7		
TOTAL FULL-TIME EQUIVALENT POSITIONS	7	7	7	7	0	0

* AT CURRENT FYE17 STAFFING LEVEL



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
Fund 010 - General Fund									
EXPENSE									
Department 02 - City Council									
Activity 8100 - City Council									
<i>Personal Services - Salaries & Benefits</i>									
010-02-8100 1111	Salaries - Regular	61,984.30	59,291.46	29,915.57	61,180.00	61,180.00	62,489.00	62,489.00	2.13
010-02-8100 1121	FICA - City Contribution	1,810.59	1,398.44	935.25	1,431.00	1,431.00	2,011.00	2,011.00	40.53
010-02-8100 1122	IPERS - City Contribution	4,656.60	4,516.41	1,951.30	4,680.00	4,680.00	3,985.00	3,985.00	(14.85)
<i>Personal Services - Salaries & Benefits Totals</i>		\$68,451.49	\$65,206.31	\$32,802.12	\$67,291.00	\$67,291.00	\$68,485.00	\$68,485.00	1.77%
Comments									
<i>Account</i>		<i>Level</i>		<i>Comment</i>					
<i>Contractual Services</i>									
010-02-8100 1344	Telephone & Fax Expense	654.20	992.88	559.51	1,008.00	1,008.00	1,008.00	1,008.00	.00
010-02-8100 1346	Travel - Professional Training	877.35	855.00	410.88	2,000.00	2,000.00	2,000.00	2,000.00	.00
<i>Contractual Services Totals</i>		\$1,531.55	\$1,847.88	\$970.39	\$3,008.00	\$3,008.00	\$3,008.00	\$3,008.00	0.00%
Activity 8100 - City Council Totals		\$69,983.04	\$67,054.19	\$33,772.51	\$70,299.00	\$70,299.00	\$71,493.00	\$71,493.00	1.70%
Department 02 - City Council Totals		\$69,983.04	\$67,054.19	\$33,772.51	\$70,299.00	\$70,299.00	\$71,493.00	\$71,493.00	1.70%
EXPENSE TOTALS		\$69,983.04	\$67,054.19	\$33,772.51	\$70,299.00	\$70,299.00	\$71,493.00	\$71,493.00	1.70%
Fund 010 - General Fund Totals		\$69,983.04	\$67,054.19	\$33,772.51	\$70,299.00	\$70,299.00	\$71,493.00	\$71,493.00	1.70%
EXPENSE TOTALS		\$69,983.04	\$67,054.19	\$33,772.51	\$70,299.00	\$70,299.00	\$71,493.00	\$71,493.00	1.70%
Fund 010 - General Fund Totals		(\$69,983.04)	(\$67,054.19)	(\$33,772.51)	(\$70,299.00)	(\$70,299.00)	(\$71,493.00)	(\$71,493.00)	1.70%
Net Grand Totals									
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$69,983.04	\$67,054.19	\$33,772.51	\$70,299.00	\$70,299.00	\$71,493.00	\$71,493.00	1.70%
Net Grand Totals		(\$69,983.04)	(\$67,054.19)	(\$33,772.51)	(\$70,299.00)	(\$70,299.00)	(\$71,493.00)	(\$71,493.00)	1.70%