

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 01 Mayor	ACTIVITY: 8200 Mayor
--------------------------	-----------------------------	-----------------------------

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 FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
Mayor	1	1	1	1	1	
Administrative Secretary	1	1	1	1	1	
TOTAL FULL-TIME EQUIVALENT POSITIONS	2	2	2	2	2	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 01 - Mayor									
Activity 8200 - Mayor									
<i>Personal Services - Salaries & Benefits</i>									
010-01-8200 1111	Salaries - Regular	131,643.75	66,540.93	133,161.00	133,161.00	134,676.00	134,676.00	134,676.00	1.13
010-01-8200 1113	Longevity Pay	1,439.88	719.94	1,440.00	1,440.00	1,450.00	1,450.00	1,450.00	.69
010-01-8200 1114	Time & Half Pay	.00	.00	150.00	150.00	150.00	150.00	150.00	.00
010-01-8200 1121	FICA - City Contribution	9,913.68	4,998.82	10,399.00	10,399.00	10,440.00	10,440.00	10,440.00	.39
010-01-8200 1122	IPERS - City Contribution	4,571.64	2,338.93	4,698.00	4,698.00	12,169.00	12,169.00	12,169.00	159.02
010-01-8200 1123	Life & Disability Insurance	919.32	467.40	935.00	935.00	944.00	944.00	944.00	.96
010-01-8200 1130	Employee Benefit Reimbursement	605.55	166.74	1,178.00	1,178.00	185.00	185.00	185.00	(84.29)
010-01-8200 1131	Health Insurance	35,904.00	17,952.00	35,904.00	35,904.00	35,904.00	35,904.00	35,904.00	.00
<i>Personal Services - Salaries & Benefits Totals</i>		\$184,997.82	\$93,184.76	\$187,865.00	\$187,865.00	\$195,918.00	\$195,918.00	\$195,918.00	4.29%

Comments		
Account	Level	Comment
1122	Base Level	Previous mayor was not covered by IPERS.

Contractual Services

010-01-8200 1319	Other Professional Services	2,500.00	.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00
010-01-8200 1343	Postage & Mailing Expense	60.60	15.87	100.00	100.00	100.00	100.00	100.00	.00
010-01-8200 1344	Telephone & Fax Expense	164.54	70.92	250.00	250.00	250.00	100.00	100.00	(60.00)
010-01-8200 1345	Travel - City Business	3,319.94	205.16	3,000.00	3,000.00	3,000.00	3,000.00	5,000.00	66.66
010-01-8200 1353	Printing Services	.00	.00	200.00	200.00	200.00	200.00	200.00	.00
010-01-8200 1376	Office Equipment Repair & Maintenance	.00	.00	100.00	100.00	100.00	100.00	100.00	.00
010-01-8200 1391	Dues & Memberships	5,265.79	3,065.00	9,060.00	9,060.00	9,060.00	9,060.00	11,000.00	21.41
<i>Contractual Services Totals</i>		\$11,310.87	\$3,356.95	\$15,210.00	\$15,210.00	\$15,210.00	\$15,060.00	\$19,000.00	24.92%

Comments		
Account	Level	Comment
1344	Additional Dept Requests	Decrease Telephone & Fax Expense line item; Increase 1523 "Program Supplies".

Commodities

010-01-8200 1523	Program Supplies	193.93	.00	200.00	200.00	200.00	405.00	405.00	102.50
010-01-8200 1561	Office Supplies & Minor Equipment	928.88	107.58	1,500.00	1,500.00	1,500.00	1,445.00	1,445.00	(3.66)
<i>Commodities Totals</i>		\$1,122.81	\$107.58	\$1,700.00	\$1,700.00	\$1,700.00	\$1,850.00	\$1,850.00	8.82%

Comments		
Account	Level	Comment
1523	Additional Dept Requests	The calculated number of 30 year anniversaries increased to 9 for FY 2017.
1561	Additional Dept Requests	Decrease 1561 "Office Supplies & Minor Equipment"; Increase 1523 "Program Supplies". "Program Supplies" is used for 30 year employee anniversary plaques.



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 01 - Mayor									
Activity 8200 - Mayor Totals		\$197,431.50	\$96,649.29	\$204,775.00	\$204,775.00	\$212,828.00	\$212,828.00	\$216,768.00	5.86%
Department 01 - Mayor Totals		\$197,431.50	\$96,649.29	\$204,775.00	\$204,775.00	\$212,828.00	\$212,828.00	\$216,768.00	5.86%
	EXPENSE TOTALS	\$197,431.50	\$96,649.29	\$204,775.00	\$204,775.00	\$212,828.00	\$212,828.00	\$216,768.00	5.86%
Fund 010 - General Fund Totals									
	EXPENSE TOTALS	\$197,431.50	\$96,649.29	\$204,775.00	\$204,775.00	\$212,828.00	\$212,828.00	\$216,768.00	5.86%
Fund 010 - General Fund Totals		(\$197,431.50)	(\$96,649.29)	(\$204,775.00)	(\$204,775.00)	(\$212,828.00)	(\$212,828.00)	(\$216,768.00)	5.86%
Net Grand Totals									
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$197,431.50	\$96,649.29	\$204,775.00	\$204,775.00	\$212,828.00	\$212,828.00	\$216,768.00	5.86%
	Net Grand Totals	(\$197,431.50)	(\$96,649.29)	(\$204,775.00)	(\$204,775.00)	(\$212,828.00)	(\$212,828.00)	(\$216,768.00)	5.86%