

To: Department Heads & Those Responsible For A Segment Of The Municipal Budget
From: Mo Hansen
Date: July 23, 2018
Re: 2019 Municipal Budget Notification & Process Summary

2019 Municipal Budget Process
Budget Submittals Due: On or Before August, 16 2018 at 4:00 p.m.
Use Forms and Templates Provided

1. Capital Budget Submittals.

Complete and submit the reproducible forms included. Please supply a priority ranking for items submitted. Cost estimate research is important. Capital budget items are assets valued at greater than \$5,000 with a life expectancy of at least three years. To aid decision making and fully justify 2019 capital items, we need thoughtful submittals for capital items for 2020-2023. Have Mitch Leisses prepare project estimates in advance of the submittal deadline.

2. Operating Budget Submittals.

Use the Excel spreadsheet provided to forward your submittal as a digital email attachment to cityhall@waterloowi.us. Both spreadsheet and printed forms are available. A printed spreadsheet submittal is OK, but a digital is preferred.

Municipal insurance premium expenses will be updated later in the budget process when more information is available.

On Wages: I am proposing a 2% wage increase for all employees except...

1. CATV staff [zero, due to 2018 increase]
2. Represented police officers [per contract]
3. Waterloo Utilities employees [defined by Waterloo Utilities]

...as a beginning point in the process. We have to move wage decisions to an earlier decision point in the process.

If you want to advocate for some amount other than what is listed above submit details on a separate sheet with...

1. Total dollar amount for your proposed rate increase. (gross pay + social security increase)
2. Indicate new revenue source(s), or alternatively reductions in operating expenses equal to the sum of 1 + 2.

When submitting your 2019 budgets, please follow these assumptions:

- On Employee Health Insurance - 5% increase per in the cost of benefits for each 2019 employee.
- Water & Sewer - 8% increase in the price of water and sewer services.
- Electric - 1% increase in the price of electricity consumed.

If you have identified ways of consuming less of these items, reduce your budgets accordingly.

3. Document Staffing Requests.

It is important for elected officials to be fully aware of staffing levels and rates of pay. Please use the form provided. Please take the time to provide the information.

4. Initial Public Meeting, August 16, 2018 at 6 p.m.

5. Department Specific Meetings. The committee may schedule a department specific meeting. Help me streamline the process. Be prepared to field questions from elected officials prior to meetings.

6. Share Your Process Improvement Ideas.