

City of Waterloo

Finance Committee

Municipal Priorities Ranking

Exercise

January 19, 2012

Contents

- Ranking list by 59 Departments (left column)
- Ranking list with in Departments (right column)
- Additional Narrative Descriptions
 - Waterloo Public Works Department
 - Waterloo Fire Department

The Finance Committee invites all elected officials to participate in the ranking. To provide an overall ranking, ranking sheets may be returned to the Clerk/Treasurer's office for tabulation.

City of Waterloo
 Finance Committee
 Municipal Priorities Ranking Exercise
 January 19, 2012

<u>DEPARTMENT [count = 59]</u>	<u>DEPT. RANK</u>	<u>BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES</u>	<u>WITH IN DEPT RANK</u>
City Council [3]		Wages	
		Meetings	
		Mileage	
Legislative Support [2]		Legal Publications	
		Legislative Printing	
Attorney [2]		Legal Assistance	
		Document Review	
Mayor [3]		Wages	
		Meetings	
		Mileage	
Clerk/Treasurer's Office [38]		Wages/Benefits - 3 Full-time	
		Training	
		Telephone	
		On-line Municipl Code Maintenance	
		Office Supplies	
		Software/Hardware Outlay	
		Audit Preparation	
		Administer Employee Benefits (AB)	
		(AB) Health Insurance, Income Continuation,	
		(AB) Life Insurance, Retirement, FSA, Deferred Comp	
		Staff Support (SS)	
		(SS) Mayor, Council, Committees, Attorney	
		(SS) Plan Comm., Elections, Assessor, Public Works	
		(SS) Maunessa Business Center, Police, Fire,	
		(SS) Oak Hill Cemetary, Library, Parks Board Trustees	
		(SS) City Band, Carousel, Youth Center, WLOO	
		(SS) Building Inspector	
		Insurance Policy and Claims Processing (IP)	
		(IP) Property, Liability, Workers Comp, other	
		Economic Development	
		Grant Administration	
		Licensing Adminstration	
		Meeting Adminstration	
		Ordinance Aministration	
		Payroll, Accounts Payable	
		Accounts Receivable	
Personal Cell Phone Bill Payment Collection			
Tax Collection			

City of Waterloo
Finance Committee
Municipal Priorities Ranking Exercise
January 19, 2012

DEPARTMENT [count = 59]	DEPT. RANK	BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES	WITH IN DEPT RANK
		Web Site Maintenance/Updating	
		Zoning Administration	
		Account Maintenance (AM)	
		(AM) Debt Account	
		(AM) Shoe Factory Account	
		(AM) Library Memorials/Donations	
		(AM) Special Assessments	
		(AM) Tax Incremental Finance Districts	
		(AM) Clarke Memorial Fund	
		(AM) Carousel Account	
Elections [3]		Poll Workers Pay	
		Training	
		Special Election Expense	
Special Acctg & Auditing		Annual Audit; TIF Audits	
Assessment of Property [4]		Salary - 1 Part-time	
		Revaluation	
		Supplies	
		Manufacturing Assessment Expense	
Municipal Building [3]		Electric, Heat, Water & Sewer	
		Cleaning Contract	
		Building Maintenance/Repairs	
Warming House (Youth Center) [3]		Electric, Heat, Water & Sewer	
		Building Maintenance/Repairs	
		Telephone	
Maunasha Business Center [5]		Electric, Heat, Water & Sewer	
		Cleaning Contract	
		Telephone	
		Building Maintenance/Repairs	
		Business Development Programming	
Misc General Govt [4]		Retiree Sick Leave Health Ins. Payout	
		Contingency	
		Municipal Garbage Expense	
		Unemployment Ins Payout	
Property & Liability Ins [5]		Municipal Property Insurance	

City of Waterloo
 Finance Committee
 Municipal Priorities Ranking Exercise
 January 19, 2012

DEPARTMENT [count = 59]	DEPT. RANK	BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES	WITH IN DEPT RANK
		Municipal Worker's Comp Ins.	
		Municipal Liability Ins.	
		Errors & Omissions Ins.	
		Employee Bonds	
Police Administration [31]		Wages & Benefits 3 Full-time	
		Crossing Guard 3 Part-time	
		Meetings	
		Training	
		Court Fees	
		Telephone	
		Electric, Heat, Water & Sewer	
		Cleaning Contract	
		Mileage	
		Uniform Allowance	
		Communication	
		Repair/Maintenance	
		Crossing Guard Supplies	
		Outlay Equip	
		Uniform Repr	
		Direction and Supervision of Personnel	
		Stratigic Planning	
		Budgeting	
		Scheduling	
		Attend Meetings	
		Liaison between Dept and Community	
		Develop Policies and Procedures	
		Liaison between DA, City Atty, & Courts	
		Report Transcription	
		Investigations	
		Training	
		Purchase Equipment and Supplies	
		Buliding and Equipment Maintenance	
		Records/Tracks Program Management	
		Grant Writing	
		Computer Maintainence	
Police Patrol [29]		Wages & Benefits 5 Full-time	
		Wages 4 Part-time	
		Testing	
		Training	
		Photo Supplies	
		Mileage	

City of Waterloo
 Finance Committee
 Municipal Priorities Ranking Exercise
 January 19, 2012

<u>DEPARTMENT [count = 59]</u>	<u>DEPT. RANK</u>	<u>BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES</u>	<u>WITH IN DEPT RANK</u>
		MEG Expense	
		Gas & Oil	
		Supplies	
		Squad Repairs	
		Computer Supplies	
		Outlay Equipment/Computer	
		Outlay Squad	
		Patrol	
		Respond to complaints	
		Criminal Investigations	
		Accident Investigation	
		Drug Investigations	
		Assist the Public	
		Parking Enforcement	
		Traffic Enforcemnt	
		Enforce violations of State and Local Laws	
		Speed enforcemnt	
		Respond to EMS and Fire Calls in the City	
		Business Security Checks	
		Evidence Handling	
	Bike Patrol		
	Patrol Special Events		
	Bicycle/Community Safety Programs		
Inspections		Building & Other Inspections	
Civil Defense [3]		Meetings & Seminars	
		Communications	
		Siren Maintenance	
Public Works - Staffing <i>(See Narrative Also...)</i>		Wages & Benefits 4 Full-time	
Public Works - Engineer & Admin.		Non-project Engineering Services	
		Interactive Map	
Public Works - Mach. & Equip. [4]		Gas & Oil	
		Tools	
		Vehicle & Equipment Repairs	
		Safety Equipment	
Public Works - Garage & Shed [8]		Meetings & Seminars	
		Telephone	

City of Waterloo
 Finance Committee
 Municipal Priorities Ranking Exercise
 January 19, 2012

DEPARTMENT [count = 59]	DEPT. RANK	BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES	WITH IN DEPT RANK
		Electric, Heat, Water & Sewer	
		Mileage	
		Supplies	
		Mobile Phone	
		Computer Supplies & Maintenance	
		Pest Control	
Public Works - Street Repair & Maint [4]		Reimburse County	
		Blacktop. Road Seal & Gravel & Stone	
		Overlays	
		Parking Lot	
Public Works - Street Cleaning		Street Cleaning	
Public Works - Snow & Ice Control		Salt & Sand	
Public Works - Street Lighting		Payment to Utility	
Public Works - Sidewalks & Crosswalks		Outlay	
Public Works - Storm Sewers		Repair & Maintenance	
Public Works - Traffic Control		Supplies, Paint & Flasher Maintenance	
Public Works - Bridges & Culverts		Supplies	
Public Works - Tree & Brush Control [5]		Tree Removal	
		Stump Removal	
		Chipper Gas	
		Tree Trimming	
		Tree & Brush Misc	
Public Works - Refuse Collect [3]		Contracted Municipal Garbage Collection	
		Contracted Municipal Recycling	
		Wood/Iron Disposal	
Public Works - Sanitary Sewers [3]		Televising	
		Supplies	
		Repair & Maintenance	
Public Works - Insect Control		Supplies	

City of Waterloo
 Finance Committee
 Municipal Priorities Ranking Exercise
 January 19, 2012

DEPARTMENT [count = 59]	DEPT. RANK	BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES	WITH IN DEPT RANK	
Public Works - Animal Control		Contract Services		
Cemetery [2]		Oak Hill Subsidy		
		Repair & Maintenance of Stones (City)		
Library [42]		Wages/Benefits 3 Full-time		
		Wages/Benefits Part-time 2 employees + seasonal		
		Telephone		
		Electric, Heat, Water & Sewer		
		Online User Fees: internet & wi-fi		
		Automation Equipment/Software Programs: SHARE fees		
		Cleaning Contract		
		Supplies: Printing, Office, Book processing, cleaning		
		Shipping/Handling: equipment, media, furniture		
		Postage		
		Mileage: SHARE, Jefferson County & MWFLS conferences		
		Building Repair & Maintenance		
		Computers Repair & Supply		
		Equipment Repair & Maintenance- photocopier/fax/printer		
		Programs: Adult/teen/child		
		Books: Print, Audio		
		Magazines		
		Dvds, CDs, Microfilm, Newspapers		
		Continuing Education		
		Furniture		
		Equipment		
			1. Family programs/services	
			Weekly storytimes	
			Monthly Family Fun Nights	
			Reading promotion programs (multiple)	
			Meals-on-Wheels	
			After school	
			Book clubs	
			Class visits	
			Public use of community room	
			Adult health programs	
		2. Library web site		
		SHARE catalog		
		WISCAT		
		Badgerlink		
		Overdrive (download audio and ebooks)		

City of Waterloo
Finance Committee
Municipal Priorities Ranking Exercise
January 19, 2012

<u>DEPARTMENT [count = 59]</u>	<u>DEPT. RANK</u>	<u>BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES</u>	<u>WITH IN DEPT RANK</u>
		Library program marketing	
		3. Local history	
		<i>Courier</i> microfilm	
		Name index to local newspapers	
		Genealogy research	
		4. Circulation of multi-media collection	
		SHARE and WISCAT interlibrary loan	
		5. Public access to the internet	
		Public computers & wi-fi	
		Photocopier/printer copies	
		Fax service	
Parks [3]		Firemen's Park Appropriation	
		Repair & Maintenance	
		Firemen's Park Management	
Celebrations & Entertainment [6]		City Band	
		Veterans Flags	
		Christmas Decorations	
		Historical Society	
		Community Theater	
		Carousel	
Summer Recreation [3]		Youth Sports	
		Swimming Lesson Subsidy	
		Skateboard Park	
Winter Recreation		Ice Rink	
Youth Center [5]		Wages 1 Part-time	
		Telephone	
		Supplies	
		Computer Services/Supplies	
		Youth Programs	
Weed Control		Maintenance Mower	
Planning & Conservation [5]		Plan Commission Wages	
		Economic Development County -JCEDC	
		Maps & Plat Book Printing	

City of Waterloo
Finance Committee
Municipal Priorities Ranking Exercise
January 19, 2012

<u>DEPARTMENT [count = 59]</u>	<u>DEPT. RANK</u>	<u>BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES</u>	<u>WITH IN DEPT RANK</u>
		JEM Grant participation	
		County Economic Development Assistance	
CATV/WLOO Cable TV Stations [10]		Wages 6 Part-time	
		Website Hosting	
		Dues Memberships	
		Supplies & Computer Supplies	
		Repair & Maintenance Equip	
		Mobile Phone	
		Scholarship	
		Equipment Outlay	
		Public Access Channel Programming	
		Public Access Channel Announcements	
Impact Fees		Transfer To Qualifying Projects	
WFD - Fire Dept Administration [11] (See Narrative Also...)		Wages Officers	
		Meeting Meals	
		Unemployment Compensation Pay-in	
		Telephone	
		Electric, Heat, Water & Sewer	
		Office Supplies	
		Publications	
		Dues	
		Communications	
		Computer Maintenance & Supplies	
		Repairs & Supplies	
WFD - Fire Dept Facilities [4]		Supplies	
		Cleaning Supplies	
		Training Maintenance	
		Storage Maintenance	
WFD - Fire & EMS Services [8]		Wages & Benefits 2 Full-time	
		Fire / EMS Volunteer Wages Multiple	
		Meal Allowance	
		Public Education	
		Training/Tuition	
		Dues	
		Mileage	
		Uniform Allowance	
WFD - Mach & Equip [8]		Protection Uniform & Gear	