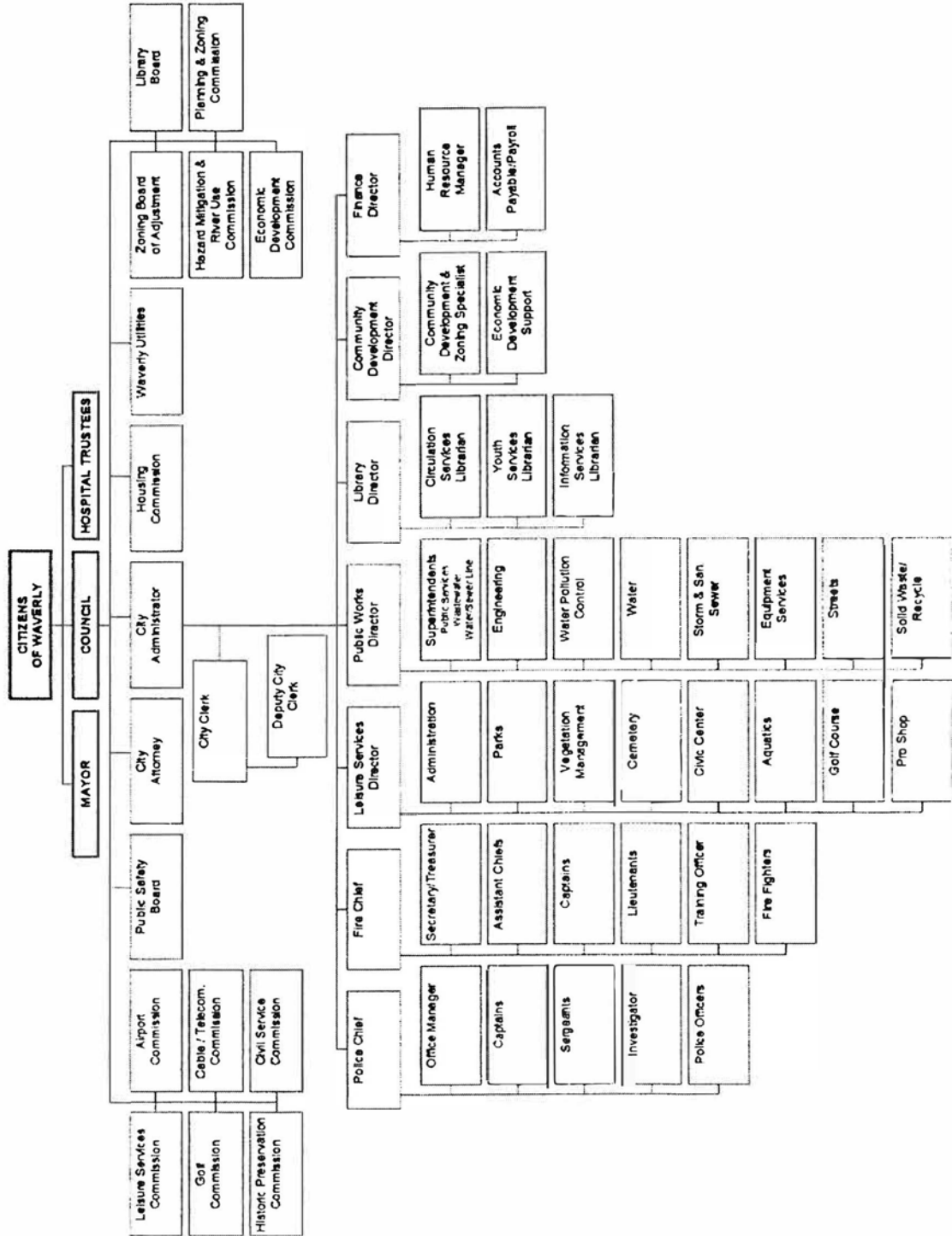


# Organizational Flow Chart

## The City Of Waverly, Iowa



**CITY OF WAVERLY**

100% Assessed Valuation

**FY 09/10**

Residential	453,588,509
Commercial	66,398,943
Industrial	13,489,101
Railroads	259,486
Utilities (No Gas/Elect)	1,928,723
Gas & Elect Utility Value	6,591,892
Less Military Exempt/Home	0
<b>TOTAL CITY</b>	<b>\$ 542,256,654</b>

Ag. Land	1,702,020
Ag. Buildings	499,700
Less Military Exemption	0
<b>TOTAL AG LAND</b>	<b>2,201,720</b>

Residential	3,548,341
Commercial	26,507,709
Industrial	14,515,859
AG. TIF	0
Downtown TIF	6,132,378
<b>TOTAL URBAN RENEWAL</b>	<b>\$ 50,704,287</b>

**FY 11/12**

Residential	465,292,121
Commercial	67,505,074
Industrial	11,804,135
Railroads	377,587
Utilities (No Gas/Elect)	2,175,841
Gas & Elect Utility Value	6,664,849
Less Military Exempt/Home	1,096,783
<b>TOTAL CITY</b>	<b>\$ 552,722,824</b>

Ag. Land	2,622,310
Ag. Buildings	483,876
Less Military Exemption	0
<b>TOTAL AG LAND</b>	<b>\$ 3,106,186</b>

TIF - Residential	1,239,267
TIF - Commercial	28,443,459
TIF - Industrial	16,899,165
TIF - AG.	16,444
Downtown TIF	7,037,739
<b>TOTAL URBAN RENEWAL</b>	<b>\$ 53,636,074</b>

Total - Grand TIF	46,733,097
Total - Downtown TIF	6,902,977
<b>Total TIF</b>	<b>\$ 53,636,074</b>

**FY 13/14**

Residential	470,342,627
Commercial	72,948,754
Industrial	15,919,190
Railroads	458,254
Utilities (No Gas/Elect)	2,244,961
Gas & Elect Utility Value	6,418,801
Less Military Exempt/Home	1,048,232
<b>TOTAL CITY</b>	<b>\$567,284,355</b>

Ag. Land	3,563,544
Ag. Buildings	393,492
Less Military Exemption	-
<b>TOTAL AG LAND</b>	<b>\$3,957,036</b>

TIF - Residential	\$3,948,443
TIF - Commercial	36,434,968
TIF - Industrial	17,268,830
TIF - AG.	29,104
Downtown TIF	10,464,653
Less Military Exemption	22,224
<b>TOTAL URBAN RENEWAL</b>	<b>\$68,123,774</b>

**FY 10/11**

Residential	461,419,665
Commercial	65,466,458
Industrial	11,671,610
Railroads	321,169
Utilities (No Gas/Elect)	2,034,398
Gas & Elect Utility Value	6,695,479
Less Military Exempt/Home	1,128,289
<b>TOTAL CITY</b>	<b>\$ 546,480,490</b>

Ag. Land	2,682,923.00
Ag. Buildings	411,533.00
Less Military Exemption	1,852.00
<b>TOTAL AG LAND</b>	<b>\$ 3,092,604</b>

TIF - Residential	\$ 906,555
TIF - Commercial	28,688,074
TIF - Industrial	16,587,500
TIF - AG.	16,524
Downtown TIF	5,227,668
<b>TOTAL URBAN RENEWAL</b>	<b>\$ 51,426,321</b>

**FY 12/13**

Residential	\$ 467,261,063
Commercial	74,186,280
Industrial	13,897,385
Railroads	423,186
Utilities (No Gas/Elect)	2,347,094
Gas & Elect Utility Value	6,560,120
Less Military Exempt/Home	1,072,695
<b>TOTAL CITY</b>	<b>\$ 563,602,433</b>

Ag. Land	3,348,124
Ag. Buildings	602,872
Less Military Exemption	-
<b>TOTAL AG LAND</b>	<b>\$ 3,950,996</b>

TIF - Residential	3,778,597
TIF - Commercial	33,947,003
TIF - Industrial	15,371,275
TIF - AG.	29,104
Downtown TIF	10,184,487
Less Military Exemption	22,224
<b>TOTAL URBAN RENEWAL</b>	<b>63,288,242</b>

Total - Grand TIF	53,103,755
Total - Downtown TIF	\$10,184,487
<b>Total TIF</b>	<b>\$ 63,288,242</b>

**FY 14/15**

Residential	490,306,472
Commercial	86,504,287
Industrial	21,207,934
Railroads	488,057
Utilities (No Gas/Elect)	1,929,248
Gas & Elect Utility Value	4,674,262
Less Military Exempt/Home	1,027,453
<b>TOTAL CITY</b>	<b>\$ 604,082,807</b>

Ag. Land	5,038,695
Ag. Buildings	448,794
Less Military Exemption	-
<b>TOTAL AG LAND</b>	<b>\$ 5,487,489</b>

Total - Grand TIF	49,649,672
Total - Downtown TIF	210,131
<b>Total TIF</b>	<b>\$ 49,859,803</b>

**CITY OF WAVERLY**  
100% Assessed Valuation

**FY 15/16**

Residential	501,968,410
Commercial	79,000,015
Industrial	20,529,319
Railroads	507,427
Utilities (No Gas/Elect)	1,570,652
Gas & Elect Utility Value	4,611,070
Less Military Exempt/Home	1,027,860
<b>TOTAL CITY</b>	<b>\$ 607,159,033</b>

Ag. Land	4,969,185
Ag. Buildings	444,882
Less Military Exemption	0
<b>TOTAL AG LAND</b>	<b>\$ 5,414,067</b>

Total - Grand TIF	50,384,577
Total - Downtown TIF	9,073,668
<b>Waverly Unified Urban Renewal</b>	<b>\$ 59,458,245</b>

**FY 17/18**

Residential	558,172,737
Commercial	78,448,996
Industrial	26,689,834
Multi-residential	12,181,181
Railroads	602,681
Utilities (No Gas/Elect)	1,259,129
Gas & Elect Utility Value	4,661,743
Less Military Exempt/Home	948,224
<b>TOTAL CITY</b>	<b>\$ 681,068,077</b>

Ag. Land	5,193,750
Ag. Buildings	355,640
Less Military Exemption	-
<b>TOTAL AG LAND</b>	<b>5,549,390</b>

<b>Waverly Unified Urban Renewal</b>	<b>\$ 49,601,692</b>
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**FY 19/20**

Residential	578,528,153
Commercial	79,458,022
Industrial	24,927,882
Multi-residential	13,031,437
Railroads	945,859
Utilities (No Gas/Elect)	1,330,951
Gas & Elect Utility Value	4,566,808
Less Military Exempt/Home	898,220
<b>TOTAL CITY</b>	<b>\$ 701,890,892</b>

Ag. Land	4,148,736
Ag. Buildings	236,386
Less Military Exemption	-
<b>TOTAL AG LAND</b>	<b>\$ 4,385,122</b>

<b>Waverly Unified Urban Renewal</b>	<b>\$ 54,537,096</b>
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**FY 16/17**

Residential	547,331,972
Commercial	63,599,141
Industrial	18,666,868
Multi-residential	11,839,187
Railroads	518,488
Utilities (No Gas/Elect)	1,389,219
Gas & Elect Utility Value	4,703,908
Less Military Exempt/Home	981,560
<b>TOTAL CITY</b>	<b>\$ 647,067,223</b>

Ag. Land	5,125,696
Ag. Buildings	364,192
Less Military Exemption	-
<b>TOTAL AG LAND</b>	<b>\$ 5,489,888</b>

<b>Waverly Unified Urban Renewal</b>	<b>\$ 69,092,942</b>
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**FY 18/19**

Residential	568,135,143
Commercial	72,259,969
Industrial	28,709,019
Multi-residential	12,320,015
Railroads	732,085
Utilities (No Gas/Elect)	1,283,020
Gas & Elect Utility Value	4,501,684
Less Military Exempt/Home	922,296
<b>TOTAL CITY</b>	<b>\$ 687,018,639</b>

Ag. Land	4,193,740
Ag. Buildings	233,540
Less Military Exemption	-
<b>TOTAL AG LAND</b>	<b>\$ 4,427,280</b>

<b>Waverly Unified Urban Renewal</b>	<b>\$ 55,348,964</b>
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**FY 20/21**

Residential	606,866,495
Commercial	80,675,516
Industrial	24,925,419
Multi-residential	13,406,521
Railroads	973,267
Utilities (No Gas/Elect)	1,063,868
Gas & Elect Utility Value	4,619,064
Less Military Exempt/Home	872,292
<b>TOTAL CITY</b>	<b>\$ 731,657,858</b>

Ag. Land	2,664,986
Ag. Buildings	191,761
Less Military Exemption	-
<b>TOTAL AG LAND</b>	<b>\$ 2,856,747</b>

<b>Waverly Unified Urban Renewal</b>	<b>\$ 57,694,329</b>
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**CITY OF WAVERLY**

Taxable Valuations

**FY 09/10**

Residential	204,856,997
Commercial	66,398,943
Industrial	13,489,101
Railroads	259,486
Utilities (No Gas/Elect)	1,928,723
Gas & Elect Utility Value	3,339,566
Less Military Exemption	1,103,792
<b>TOTAL CITY</b>	<b>\$ 289,169,024</b>

Ag. Land	1,597,462
Ag. Buildings	469,001
Less Military Exemption	1,852
<b>TOTAL AG LAND</b>	<b>\$ 2,064,611</b>

Residential	3,548,341
Commercial	26,507,709
Downtown TIF	6,132,378
Industrial	14,515,859
Less Military Exemption	25,928
<b>TOTAL URBAN RENEWAL</b>	<b>\$ 50,678,359</b>

**FY 11/12**

Residential	225,098,696
Commercial	67,505,074
Industrial	11,804,135
Railroads	377,587
Utilities (No Gas/Elect)	2,175,841
Gas & Elect Utility Value	3,320,886
Less Military Exemption	1,092,680
<b>TOTAL CITY</b>	<b>\$ 309,189,539</b>

Ag. Land	1,804,755
Ag. Buildings	333,885
Less Military Exemption	1,852
<b>TOTAL AG LAND</b>	<b>\$ 2,136,788</b>

TIF - Residential	1,374,029
TIF - Ag.	16,444
TIF - Commercial	35,346,436
TIF - Industrial	16,899,165
<b>TOTAL URBAN RENEWAL</b>	<b>\$ 53,636,074</b>

Totals by Area	
Grand TIF	46,733,097.00
Downtown TIF	6,902,977.00
<b>Total TIF</b>	<b>\$ 53,636,074</b>

**FY 13/14**

Residential	246,555,966
Commercial	72,948,754
Industrial	15,919,190
Railroads	458,254
Utilities (No Gas/Elect)	2,244,961
Gas & Elect Utility Value	3,236,162
Less Military Exemption	1,024,156
<b>TOTAL CITY</b>	<b>\$ 340,339,131</b>

Ag. Land	2,124,223
Ag. Buildings	235,701
Less Military Exemption	1,852
<b>TOTAL AG LAND</b>	<b>\$ 2,358,072</b>

TIF - Residential	3,948,443
TIF - Ag.	29,104
TIF - Commercial	46,899,621
TIF - Industrial	17,268,830
Less Military Exemption	22,224
<b>TOTAL URBAN RENEWAL</b>	<b>\$ 68,123,774</b>

Totals by Area	
Grand TIF	57,659,121.00
Downtown TIF	10,464,653.00
<b>Total TIF</b>	<b>\$ 68,123,774</b>

**FY 10/11**

Residential	215,967,931
Commercial	65,466,458
Industrial	11,671,610
Railroads	321,169
Utilities (No Gas/Elect)	2,034,398
Gas & Elect Utility Value	3,408,572
Less Military Exemption	1,128,289
<b>TOTAL CITY</b>	<b>\$ 297,741,849</b>

Ag. Land	1,772,498
Ag. Buildings	272,666
Less Military Exemption	1,852
<b>TOTAL AG LAND</b>	<b>\$ 2,043,312</b>

TIF - Residential	906,555
TIF - Ag.	16,524
TIF - Commercial	33,915,742
TIF - Industrial	16,587,500
<b>TOTAL URBAN RENEWAL</b>	<b>\$ 51,426,321</b>

**FY 12/13**

Residential	235,282,528
Commercial	74,186,280
Industrial	13,897,385
Railroads	423,186
Utilities (No Gas/Elect)	2,347,094
Gas & Elect Utility Value	3,326,238
Less Military Exemption	1,046,380
<b>TOTAL CITY</b>	<b>\$ 328,416,331</b>

Ag. Land	1,914,336
Ag. Buildings	346,761
Less Military Exemption	1,852
<b>TOTAL AG LAND</b>	<b>\$ 2,259,245</b>

TIF - Residential	3,778,597
TIF - Ag.	29,104
TIF - Commercial	44,131,490
TIF - Industrial	15,371,275
Less Military Exemption	22,224
<b>TOTAL URBAN RENEWAL</b>	<b>\$ 63,288,242</b>

Totals by Area	
Grand TIF	53,103,755
Downtown TIF	10184487
<b>Total TIF</b>	<b>\$ 63,288,242</b>

**FY 14/15**

Residential	266,342,319
Commercial	80,103,857
Industrial	19,496,036
Railroads	463,654
Utilities (No Gas/Elect)	1,929,248
Gas & Elect Utility Value	3,457,529
Less Military Exemp/Homestead	1,027,453
<b>TOTAL CITY</b>	<b>\$ 370,765,190</b>

Ag. Land	2,165,814
Ag. Buildings	194,557
Less Military Exemption	0
<b>TOTAL AG LAND</b>	<b>\$ 2,360,371</b>

Totals by Area	
Grand TIF	49,649,672
Downtown TIF	210,131
<b>Total TIF</b>	<b>\$ 49,859,803</b>

**CITY OF WAVERLY**

Taxable Valuations

**FY 15/16**

Residential	279,024,260
Commercial	66,135,409
Industrial	17,118,136
Railroads	456,684
Utilities (No Gas/Elect)	1,570,652
Gas & Elect Utility Value	3,337,861
Less Military Exemp/Homestead	<u>1,026,008</u>
TOTAL CITY	\$ 366,616,994

Ag. Land	2,211,924
Ag. Buildings	198,655
Less Military Exemption	<u>0</u>
TOTAL AG LAND	\$ 2,410,579

Grand TIF	50,384,577
Downtown TIF	<u>9,073,668</u>
Total TIF	\$ 59,458,245

**FY 17/18**

Residential	317,158,410
Commercial	67,041,095
Industrial	23,428,899
Multi-Residential	8,908,643
Railroads	542,413
Utilities (No Gas/Elect)	1,259,129
Gas & Elect Utility Value	2,858,190
Less Military Exemp/Homestead	<u>948,224</u>
TOTAL CITY	\$ 420,248,555

Ag. Land	2,466,992
Ag. Buildings	168,925
Less Military Exemption	<u>-</u>
TOTAL AG LAND	\$ 2,635,917

Waverly Unified Urban Renewal	\$ 49,601,692
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**FY 19/20**

Residential	327,111,135
Commercial	68,038,851
Industrial	21,530,521
Multi-Residential	8,346,667
Railroads	851,273
Utilities (No Gas/Elect)	1,330,951
Gas & Elect Utility Value	2,604,893
Less Military Exemp/Homestead	<u>898,220</u>
TOTAL CITY	\$ 428,916,071

Ag. Land	2,322,611
Ag. Buildings	132,594
Less Military Exemption	<u>-</u>
TOTAL AG LAND	\$ 2,455,205

Waverly Unified Urban Renewal	54,537,096
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**FY 16/17**

Residential	303,690,366
Commercial	52,576,385
Industrial	15,375,094
Multi-Residential	9,319,918
Railroads	466,639
Utilities (No Gas/Elect)	1,389,219
Gas & Elect Utility Value	2,971,817
Less Military Exemp/Homestead	<u>981,560</u>
TOTAL CITY	\$ 384,807,878

Ag. Land	2,341,375
Ag. Buildings	167,743
Less Military Exemption	<u>-</u>
TOTAL AG LAND	\$ 2,509,118

Waverly Unified Urban Renewal	\$ 69,092,942
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**FY 18/19**

Residential	315,324,163
Commercial	60,826,798
Industrial	25,311,795
Multi-Residential	8,323,553
Railroads	658,877
Utilities (No Gas/Elect)	1,283,020
Gas & Elect Utility Value	2,727,564
Less Military Exemp/Homestead	<u>922,296</u>
TOTAL CITY	\$ 413,533,474

Ag. Land	2,283,425
Ag. Buildings	127,156
Less Military Exemption	<u>-</u>
TOTAL AG LAND	\$ 2,410,581

Waverly Unified Urban Renewal	\$ 55,348,964
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**FY 20/21**

Residential	331,748,177
Commercial	68,876,608
Industrial	21,491,620
Multi-Residential	7,985,426
Railroads	875,940
Utilities (No Gas/Elect)	1,063,868
Gas & Elect Utility Value	2,542,384
Less Military Exemp/Homestead	<u>872,292</u>
TOTAL CITY	\$ 433,711,731

Ag. Land	2,170,327
Ag. Buildings	156,231
Less Military Exemption	<u>-</u>
TOTAL AG LAND	\$ 2,326,558

Waverly Unified Urban Renewal	57,694,329
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**City of Waverly**  
**Tax Rate Summary**  
**for Fiscal Years Ending**  
**in 2012 through 2021**

	(Net of Gas & Elec. Values)		(Net of Gas & Elec. Values)		(Net of Gas & Elec. Values)		(Net of Gas & Elec. Values)		(Net of Gas & Elec. Values)		(Net of Gas & Elec. Values)		Percentage to Total
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	
Taxable Valuation: Regular	305,868,653	325,090,093	337,102,969	367,307,254	381,837,913	417,392,217	410,807,762	426,311,178	431,593,058	431,593,058	2,326,558	\$8.1000	
Taxable Valuation: Ag Land	2,136,788	2,258,858	2,358,072	2,358,519	2,507,266	2,634,065	2,408,729	2,455,205	2,326,558	2,326,558	\$8.1000		
Tax Rate for General Fund	\$8.1000	\$8.1000	\$8.1000	\$8.1000	\$8.1000	\$8.1000	\$8.1000	\$8.1000	\$8.1000	\$8.1000	\$8.1000	\$8.1000	
Tax Amount - General Fund (Regular)	2,477,536	2,633,230	2,730,534	2,975,189	3,092,887	3,380,877	3,327,543	3,453,121	3,492,472	3,492,472	6,988		
Tax Amount - General Fund (Ag Land)	6,418	6,785	7,083	7,084	7,531	7,912	7,235	7,375	6,988	6,988			
Tax Amount - General Fund (TOTAL)	2,483,954	2,640,015	2,737,617	2,982,273	3,100,418	3,388,789	3,334,778	3,460,496	3,499,460	3,499,460	49.87%		
Taxable Valuation: Regular	305,868,653	325,090,093	337,102,969	367,307,254	381,837,913	417,392,217	410,807,762	426,311,178	431,593,058	431,593,058	2,326,558		
Taxable Valuation: TIF	59,519,630	68,838,242	73,986,765	55,382,372	69,092,942	49,601,692	55,348,964	54,537,096	57,694,329	57,694,329			
Total Valuation/ Debt Service	365,388,283	393,948,335	411,089,734	422,689,626	450,930,855	466,993,909	466,156,726	480,848,274	488,863,676	488,863,676			
Tax Rate City - Employee Benefits	\$2.9999	\$2.8440	\$2.9443	\$2.6564	\$2.4211	\$2.3126	\$2.5124	\$2.3023	\$2.2768	\$2.2768			
Tax Amount - Employee Benefits	917,567	924,543	992,527	975,704	879,550	965,278	1,032,097	981,497	981,704	981,704	13.99%		
Tax Rate City - Op. & Maint of Civic Ctr	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350			
Tax Amount - Op. & Maint of Civic Ctr	41,289	43,884	45,506	49,583	51,548	56,348	55,459	57,552	58,208	58,208	0.83%		
Tax Rate City Insurance	\$0.3482	\$0.3289	\$0.3085	\$0.2427	\$0.2591	\$0.2142	\$0.2176	\$0.2145	\$0.2190	\$0.2190			
Tax Amount for City Insurance	106,503	106,906	104,003	89,160	78,391	89,389	89,408	91,439	94,443	94,443	1.35%		
Tax Rate for Debt Service	\$2.2864	\$2.0333	\$1.9266	\$2.2709	\$2.3674	\$2.7301	\$2.7552	\$2.9418	\$4.2838	\$4.2838			
Tax Amount - Debt Service	835,431	800,999	792,022	959,907	1,013,682	1,274,949	1,284,341	1,414,559	2,094,189	2,094,189	29.84%		
Tax Rate - Employee Benefit MFPRSI	\$0.7346	\$0.8130	\$0.8326	\$0.7441	\$0.7202	\$0.6874	\$0.7289	\$0.6784	\$0.6709	\$0.6709			
Tax Amount - Employee Benefit MFPRSI	224,693	264,305	280,671	273,328	274,984	286,899	299,442	289,214	289,276	289,276	4.12%		
TOTAL TAX RATE	\$ 14.60	\$ 14.25	\$14.25	\$14.15	\$14.05	\$14.18	\$14.45	\$14.37	\$15.69	\$15.69	% Change		
TOTAL TAX AMOUNT	4,609,437	4,780,652	4,952,346	5,329,955	5,531,615	6,061,652	6,095,525	6,294,757	7,017,280	7,017,280	9.14%		
											11.48%		

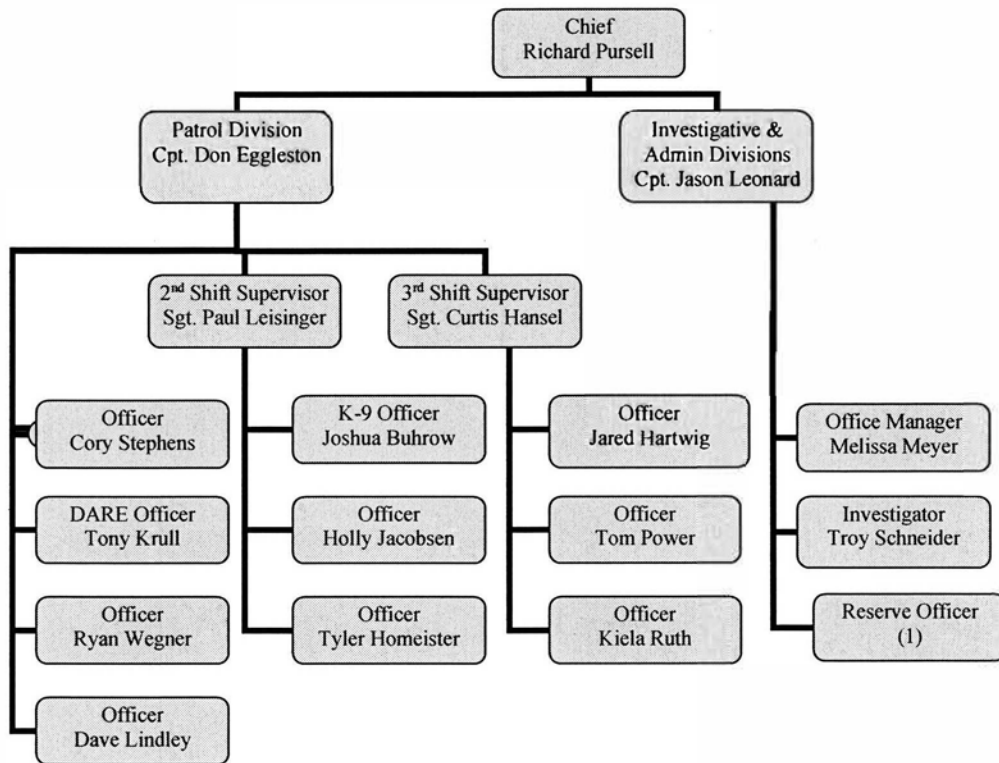
**NOTES:**

# WAVERLY POLICE DEPARTMENT

## Mission Statement

The Waverly Police Department is a service oriented, public safety organization that is dedicated to serving the citizens of Waverly through the maintenance of order, preservation of civil rights and the impartial enforcement of laws. The Department will accomplish these mandates by requiring the highest professional standards of its officers while maintaining constant vigilance in order to balance its legislated powers with its constitutional responsibilities.

## Organizational Chart





## ACTIVITY COVER SHEET

Budget FY 2020 – 2021

ACTIVITY: Waverly Police Department

ACTIVITY GOAL: To plan and evaluate the Divisions of the Department to provide protection to the citizens of Waverly through enforcement and intervention activities while encouraging interaction between the department and community. It is our ultimate goal to provide a safe community and respond to the needs of the citizen's. To attain this goal - The Department will emphasize the areas of Community Relations, Equipment, Training and Department Policy to accomplish this goal.

OBJECTIVES:

1. Community Relations, *the 4 objectives listed support the Strategic Plan goal of Enhanced Community Engagement and Communication.*
  - a.) To continue programs focused on building a strong relationship between the citizens and police department. In 2019 these programs allowed officers to speak to approximately 3,000 citizens.
  - b.) Continue participating in the National Night Out and look to continue this positive night out with the community.
  - c.) The Department will offer the Citizen's Police Academy again in 2020 to build off the success of the inaugural class in 2009. The Citizen's Police Academy helps bridge the gap between the public and their police department.
  - d.) Continue developing and offering programs like the Lunch with the Law, Child Safety Day and Internet Safety for Kids.
2. Equipment, *within this year's budget we are addressing the replacement of equipment and also planning for other purchases of outlying equipment that supports the Sustaining Services we provide and updates Infrastructure.*
  - a.) Plan for the replacement of four (4) patrol vehicles with the Ford Police Interceptor Utility and their equipment within the 2021-2022 budget. This project is listed within the 2020-2021 Local Option Sales Tax Fund.
  - b.) Participate in the replacement and updating of the Camera/Controlled Access Project for the Bremer-Waverly Law Enforcement Center. This project is listed within the 2020-2021 Payment to Other Agencies.
3. Training, *training is an important conduit of providing Sustainable Services. This is done by maintaining In-Service Training through certified instructors.*
  - a.) Continue In-Service training by following our training program to ensure employees maintain proper certification in areas like firearms, defensive tactics and first aid. In-Service training is listed within the 2020-2021 Training line item.
  - b.) Continue outside training opportunities as an investment in the future of the department as well as increase staff capabilities. Outside training is listed within the 2020-2021 Travel and Conference line item.
4. Department Policy,
  - a.) Utilize the Lexipol Policy Manual & Daily Training Solutions to update policy and procedures to reflect legal issues and changes as needed. This service is listed within the 2020-2021 Miscellaneous Contracts.

**POLICE DEPARTMENT**

	Actual		Actual	Budget		Projected		Approved	NOTES
	2017-2018	2018-2019		2019-2020	2019-2020	2019-2020	2020-2021		
<b>REVENUES:</b>									
001-110-4440 State Grants	0	0	0	3,100	3,100	3,100	3,100	3,100	STEP Grant
001-110-4550 Charges-Witness Reviews	1,752	100	100	3,500	3,500	3,500	3,000		
001-110-4710 Reimbursements	1,008	3,024	0	0	0	0	100		
001-110-4735 Sales/Fuel Tax Refunds	3,974	3,161	0	0	0	0	0		
001-110-4745 Sale of Assets	0	207	0	0	0	0	500		
001-110-4770 Court Fines	27,495	26,209	30,000	30,000	30,000	30,000	30,000		
001-110-4775 Parking Fines	7,520	6,400	6,000	6,000	6,000	6,000	5,000		
001-110-4776 Pecuniary Restitution	1,058	0	750	750	750	750	500		
001-190-4765 Animal Control/Shelter Fines	700	650	1,000	1,000	1,000	1,000	1,000		Law Center Project
Transfer In:	54,500	106,780	0	0	0	0	95,000		
<b>DEPARTMENT REVENUES:</b>	<b>98,007</b>	<b>146,531</b>	<b>44,350</b>	<b>44,350</b>	<b>44,350</b>	<b>138,200</b>			
<b>EXPENSES:</b>									
001-110-6010 Salaries and Wages	1,182,207	1,230,550	1,286,333	1,286,333	1,286,333	1,318,917			
112-110-6110 FICA	19,346	20,112	20,808	20,808	20,808	21,315			
112-110-6130 IPERS	4,120	4,481	4,605	4,605	4,605	4,746			
112-110-6150 Group Insurance	318,080	325,880	362,281	362,281	362,281	370,669			
001-110-6160 Workers Compensation	23,437	20,041	27,500	27,500	27,500	28,000			
001-110-6181 Uniform Allowance-Safety	3,523	5,870	9,700	9,700	9,700	9,000			
<b>PERSONNEL COSTS:</b>	<b>1,550,713</b>	<b>1,606,933</b>	<b>1,711,227</b>	<b>1,711,227</b>	<b>1,711,227</b>	<b>1,752,647</b>			
001-110-6210 Dues/Memberships	1,295	1,175	1,195	1,195	1,195	1,195			
001-110-6220 Subscriptions	0	0	0	0	0	0			
001-110-6230 Training	7,751	9,045	8,700	8,700	8,700	9,000			
001-110-6240 Travel and Conference	2,339	3,560	6,450	6,450	6,450	6,250			
001-110-6331 Vehicle Operation/Fuel	27,500	28,030	34,980	34,980	34,980	41,056			
001-110-6332 Repair/Maint. Vehicle	872	2,141	1,200	1,200	1,200	2,000			
001-110-6350 Operational Equip. Repair	1,097	2,015	2,000	2,000	2,000	4,000			
001-110-6373 Telecommunications	2,400	2,401	2,400	2,400	2,400	2,400			
001-110-6399 Repair/Maint Equip ES	10,948	7,015	9,000	9,000	9,000	10,000			
001-110-6402 Advertising/Recruitment	1,243	1,047	1,000	1,000	1,000	1,000			
001-110-6405 Court and Recording Fees	0	0	250	250	250	250			
001-110-6413 Payment to Other Agencies	89,889	92,699	96,091	96,091	96,091	195,588			27% Cost Share to Law Center
001-110-6414 Printing and Publishing	704	440	500	500	500	500			
001-110-6419 Technology Services/Exp	14,721	11,444	9,510	9,510	9,510	9,510			
001-190-6420 Animal Control Expenses	730	330	1,900	1,900	1,900	1,900			
001-110-6490 Consultant/Professional	155	110	500	500	500	500			
001-110-6499 Contract Services	4,590	6,431	6,090	6,090	6,090	13,260			
001-110-6504 Minor Equipment	4,820	14,666	4,595	4,595	4,595	5,225			
001-110-6507 Operating Supplies	6,796	6,565	8,423	8,423	8,423	8,338			
001-110-6508 Postage/Shipping	33	71	100	100	100	100			
001-110-6511 DARE Material	1,188	440	1,000	1,000	1,000	1,000			
<b>SERVICES &amp; COMMODITIES:</b>	<b>179,071</b>	<b>189,626</b>	<b>195,884</b>	<b>195,884</b>	<b>195,884</b>	<b>313,072</b>			

Replacement of Marked Fleet

	Actual		Budget		Projected		Approved 2020-2021
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	
Capital-Vehicles	21,500	83,466	0	0	0	0	0
Capital-Equipment	8,761	27,047	0	0	0	0	0
Capital Equipment Reserve	0	0	0	0	0	0	0
<b>CAPITAL EXPENDITURES:</b>	<b>30,261</b>	<b>110,513</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEPARTMENT EXPENDITURES:</b>	<b>1,760,045</b>	<b>1,907,072</b>	<b>1,907,111</b>	<b>1,907,111</b>	<b>1,907,111</b>	<b>2,065,719</b>	
<b>NET DEPARTMENT OPERATIONS:</b>	<b>(1,662,038)</b>	<b>(1,760,541)</b>	<b>(1,862,761)</b>	<b>(1,862,761)</b>	<b>(1,862,761)</b>	<b>(1,927,519)</b>	

PERSONNEL:						
Police Chief	1	1	1	1	1	1
Asst. Police Chief	0	0	0	0	0	0
Secretary	1	1	1	1	1	1
Patrol Officer	10	10	10	10	10	10
Captain	2	2	2	2	2	2
Sergeant	2	2	2	2	2	2
Investigator	1	1	1	1	1	1

**2020 - 21 Budget Account Detail Report  
POLICE DEPARTMENT**

<b>6181 Uniforms</b>		
	Uniforms and Related Safety Equipment for Officers	\$ 9,000
	<b>Total</b>	<b>\$ 9,000</b>
<b>6210 Dues / Memberships / Subscriptions</b>		
	Bremer County Peace Officers (\$10 X 17 Officers)	\$ 170
	Iowa Peace Officers' Association (\$30 x 17 Officers)	\$ 510
	Iowa Police Executive Forum (\$45 X 1 Officer)	\$ 45
	Iowa Narcotics Officers Association (\$50 X 2 Officers)	\$ 100
	United States Police Canine Association	\$ 50
	MOCIC (Mid-States Organized Crime Information Center)	\$ 150
	International Association of Chiefs of Police (\$120 X 1 Officer)	\$ 120
	Iowa D.A.R.E. Association	\$ 50
	<b>Total</b>	<b>\$ 1,195</b>
<b>6230 Training</b>		
	One day update seminars and schools, tuition reimbursement (\$1,200x6), certification for Data Master, drug recognition, first aid, CPR, AED etc. for 16 Officers and 1 Office Manager	\$ 9,000
	<b>Total</b>	<b>\$ 9,000</b>
<b>6240 Travel &amp; Conference</b>		
	Firearms Instructor School	\$ 1,000
	ILEA Recertification (weapons, defensive tactics, field sobriety, etc)	\$ 2,000
	Defensive Tactics Instructor School	\$ 800
	Evidence-Based Interviewing and Interrogation	\$ 700
	Advanced Interview & Interrogation School	\$ 600
	Iowa Peace Officer's Assoc Training Conference	\$ 600
	Governor's Highway Traffic Safety Conference	\$ 300
	Domestic Violence and Sexual Assault Investigation Training	\$ 250
	<b>Total</b>	<b>\$ 6,250</b>
<b>6350 Repair / Maintenance Equipment</b>		
	Repairing, maintaining and servicing 16 Portable Radios, 8 Mobile Radios, 5 Light Bars and Sirens	\$ 4,000
	<b>Total</b>	<b>\$ 4,000</b>
<b>6399 Repair/Maintenance Equipment, ES</b>		
	Repairing, maintaining and servicing 5 patrol vehicles and 3 unmarked vehicles	\$ 10,000
	<b>Total</b>	<b>\$ 10,000</b>
<b>6413 Contributions to other Agencies</b>		
	Contributions to Bremer / Waverly Law Enforcement Board (27% of \$596,337 and 50% of \$69,153)	\$ 195,588
	<b>Total</b>	<b>\$ 195,588</b>

**6414 Printing**

Printing traffic books, paper for Mobile Data Printers, warning tickets, non-meter tickets, police citations, and complaint forms

\$ 500  
**Total \$ 500**

**6490 Consultant / Professional Fees**

Civil Service exams, methamphetamine lab technician exams, MMPI, and service work

\$ 500  
**Total \$ 500**

**6499 Miscellaneous Contracts**

TASER Assurance Plan  
Advanced Public Safety Annual Maintenance  
(Virtual Partner, Smart Import, Quick Voice/Command)  
SWTraCS Import- MARS, ECCO, CIRF (Annual)  
Arbitrator 360 Software Maintenance Agreement  
Midwest Radar, calibration of radars  
Lexipol Policy Manual & Daily Training Solutions

\$ 1,200  
\$ 1,800  
\$ 1,500  
\$ 520  
\$ 240  
\$ 8,000  
**Total \$ 13,260**

**6507 Operating Supplies / Materials**

Clerical supplies / general operating materials  
Ammunition

Duty 1,000 rds .40 cal Speer = \$390 p/case  
400 rds .223 cal. @200p/box=2 boxesx\$239 = \$478

Training

3,000 rounds .40 cal. @ 1,000 p/case = 3 cases x \$258 p/case = \$774  
1,000 rounds .223 cal. \$500 p/case = 2 cases x \$198 p/case= \$396

Ammunition Total

Citizen's Police Academy  
National Night Out

\$ 2,038  
\$ 1,100  
\$ 700  
**Total \$ 8,338**

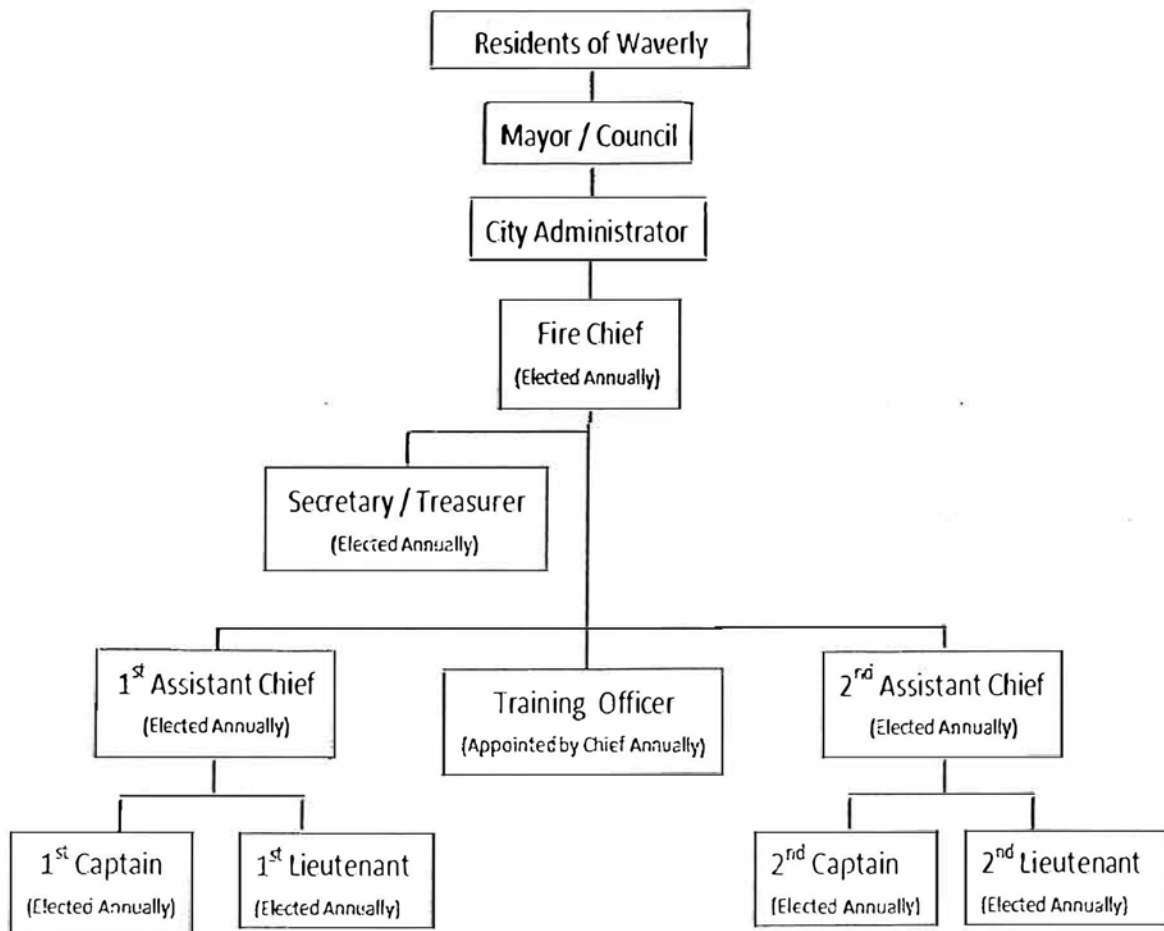
**NOTES:**

## Fire Department Mission Statement

Our purpose is to preserve life and property in Waverly and the surrounding rural area as designated; mutual aid as requested in case of fire or emergency; and to promote through fire safety education, the prevention of such fire or other emergencies.

It is also our expectation to undertake these activities in the safest manner possible: through self education; by participation in national training programs; by using modern, well maintained equipment; and by following well established operational procedures and guidelines.

## Waverly Fire Department Structure



**FIRE DEPARTMENT**

	Actual		Actual	Budget		Projected		Approved	NOTES
	2017-2018	2018-2019		2019-2020	2019-2020	2019-2020	2020-2021		
<b>REVENUES:</b>									
001-150-4475	5,383	7,105	5656	5656	5,656	5,700	5,700		
001-150-4710	0	64,885	0	0	137,137	0	0		
001-150-4735	34	213	50	50	100	100	100		
Transfers In:	0	225018	0	0	0	0	0		
<b>DEPARTMENT REVENUES:</b>	<b>5,417</b>	<b>297,220</b>	<b>5,706</b>	<b>5,706</b>	<b>142,893</b>	<b>5,800</b>	<b>5,800</b>		
<b>EXPENSES:</b>									
001-150-6010	61,395	60,651	62,500	62,500	62,500	63,541	63,541		
<b>112-150-6110</b>	<b>4,643</b>	<b>4,576</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>	<b>4,839</b>	<b>4,839</b>		
<b>112-150-6130</b>	<b>1,268</b>	<b>3,203</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>4,810</b>	<b>4,810</b>		
<b>112-150-6150</b>	<b>4,727</b>	<b>5,646</b>	<b>5,672</b>	<b>5,672</b>	<b>5,672</b>	<b>5,614</b>	<b>5,614</b>		
001-150-6160	14,855	12,175	12,540	12,540	12,540	8,500	8,500		
001-150-6181	2,045	1,509	7,120	7,120	7,120	7,120	7,120		
<b>PERSONNEL COSTS:</b>	<b>88,933</b>	<b>87,760</b>	<b>97,632</b>	<b>97,632</b>	<b>97,632</b>	<b>94,424</b>	<b>94,424</b>		
001-150-6210	43	25	245	245	245	245	245		
001-150-6230	6,446	285	4,000	4,000	4,000	4,000	4,000		
001-150-6310	6,979	18,615	5,450	5,450	23,258	6,450	6,450		
001-150-6331	2,368	1,986	3,500	3,500	3,500	3,500	3,500		
001-150-6350	6,423	6,105	9,915	9,915	9,915	10,000	10,000		
001-150-6371	22,967	23,559	25,000	25,000	25,000	25,000	25,000		
001-150-6373	3,381	4,246	2,676	2,676	2,676	2,676	2,676		
001-150-6399	3,380	931	3,500	3,500	3,500	2,500	2,500		
001-150-6402	39	0	0	0	0	0	0		
001-150-6408	0	0	600	600	600	600	600		
001-150-6409	625	845	825	825	825	825	825		
001-150-6419	263	133	350	350	350	350	350		
001-150-6499	2,821	5,153	3,500	3,500	3,500	3,500	3,500		
001-150-6504	1,130	2,186	2,550	2,550	2,550	8,650	8,650		
001-150-6506	52	75	250	250	250	250	250		
001-150-6507	1,666	1,243	2,140	2,140	2,140	3,500	3,500		
<b>SERVICES &amp; COMMODITIES:</b>	<b>58,582</b>	<b>65,386</b>	<b>64,501</b>	<b>64,501</b>	<b>82,309</b>	<b>72,046</b>	<b>72,046</b>		



	Actual		Budget		Projected		Approved	
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	2020-2021	2020-2021
001-150-6710 Capital - Vehicles	0	129,769	0	0	278,443	0	0	0
001-150-6727 Capital - Equipment	4,923	4,000	10,000	10,000	10,000	23,000	23,000	23,000
301-910-6910 Transfer to Fire Equip/ Reserve	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
<b>CAPITAL EXPENDITURES:</b>	<b>29,923</b>	<b>158,769</b>	<b>35,000</b>	<b>35,000</b>	<b>313,443</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>
<b>DEPARTMENT EXPENDITURES:</b>	<b>177,439</b>	<b>311,915</b>	<b>197,133</b>	<b>197,133</b>	<b>493,384</b>	<b>214,470</b>	<b>214,470</b>	<b>214,470</b>
<b>NET DEPARTMENT OPERATIONS:</b>	<b>(172,022)</b>	<b>(14,695)</b>	<b>(191,427)</b>	<b>(191,427)</b>	<b>(350,491)</b>	<b>(208,670)</b>	<b>(208,670)</b>	<b>(208,670)</b>

PERSONNEL:								
Bldg. Supervisor *	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Fire Chief	1	1	1	1	1	1	1	1
Assistant Chiefs	2	2	2	2	2	2	2	2
Captains	2	2	2	2	2	2	2	2
Lieutenants	2	2	2	2	2	2	2	2
Training Assistant	1	1	1	1	1	1	1	1
Secretary/Treasurer	1	1	1	1	1	1	1	1
Volunteers	28	28	28	28	28	28	28	28

**2020 - 21 Budget Account Detail Report  
FIRE DEPARTMENT**

<b>6181</b>	<b>Uniforms and Safety</b>		
	Turnout Gear (sets) (2)	\$	3,600
	Boots (2)	\$	1,000
	Helmets (2)	\$	600
	Dress Shirts (3)	\$	225
	Pre-membership physicals (2)	\$	300
	Individual SCBA Masks (2)	\$	500
	Name Tag / Badge / Label Pins (2)	\$	70
	Annual SCBA Fit Test (28)	\$	420
	Rescue Gloves (2)	\$	70
	Firefighting Gloves (2)	\$	116
	Hepatitis Shots (2)	\$	219
	<b>Total</b>	<b>\$</b>	<b>7,120</b>
<b>6210</b>	<b>Dues / Memberships / Subscriptions</b>		
	Fire Chief Association	\$	35
	Smoke Eater	\$	210
	<b>Total</b>	<b>\$</b>	<b>245</b>
<b>6230</b>	<b>Training</b>		
	Winter Fire School (reg, room, meals)	\$	1,440
	CITA Fire School	\$	450
	House Burn (Testing Fees, Instructor fees,	\$	500
	Smoke Machine Smoke	\$	165
	FFI Certification	\$	300
	FFII Certification	\$	450
	Training Props	\$	695
	<b>Total</b>	<b>\$</b>	<b>4,000</b>
<b>6310</b>	<b>Repair / Maintenance - Structures</b>		
	Normal Repairs	\$	2,500
	Heat Pump Filters	\$	1,200
	Fuel for Generator	\$	800
	Annual Elevator Service	\$	600
	Annual Carpet Cleaning	\$	750
	Flags and Repair	\$	300
	Water discharge testing (estimate)	\$	300
	<b>Total</b>	<b>\$</b>	<b>6,450</b>
<b>6499</b>	<b>Miscellaneous Contracts</b>		
	Window Washing	\$	800
	DNR Permit for well	\$	400
	Exterminator service	\$	100
	E-Dispatch	\$	1,800
	Annual Elevator Certification	\$	400
	<b>Total</b>	<b>\$</b>	<b>3,500</b>
<b>6504</b>	<b>Minor Equipment</b>		
	Rescue Hand Tool Upgrade/Replacement	\$	250
	Replacement of damaged/obsolete hose Adapters/Appliances/	\$	1,000
	Replacement of damaged / lost firefighting hand tools	\$	500
	Hose Replacement	\$	800
	Replace Helmet Lights and Flashlights	\$	4,900
	Replace Truck Flashlights	\$	1,200
	<b>Total</b>	<b>\$</b>	<b>8,650</b>

<b>6507</b>	<b>Operating Supplies / Materials</b>	
	Basic Supplies	\$ 500
	Batteries (pager, SCBA, Flashlights, etc.)	\$ 800
	Cleaning Products / Truck Wash	\$ 250
	Class A Foam	\$ 405
	Fire Extinguisher Refills	\$ 125
	Softener Salt (80 lb bags)	\$ 60
	LDH Hose	\$ 1,360
	<b>Total</b>	<b>\$ 3,500</b>
<b>6727</b>	<b>Other Capital Equipment</b>	
	Prep for Training Building	\$ 6,700
	Radio Replacement for Officers	\$ 6,300
	Replace 7 SCBA Air Bottles	\$ 10,000
	<b>Total</b>	<b>\$ 23,000</b>

**AMBULANCE**

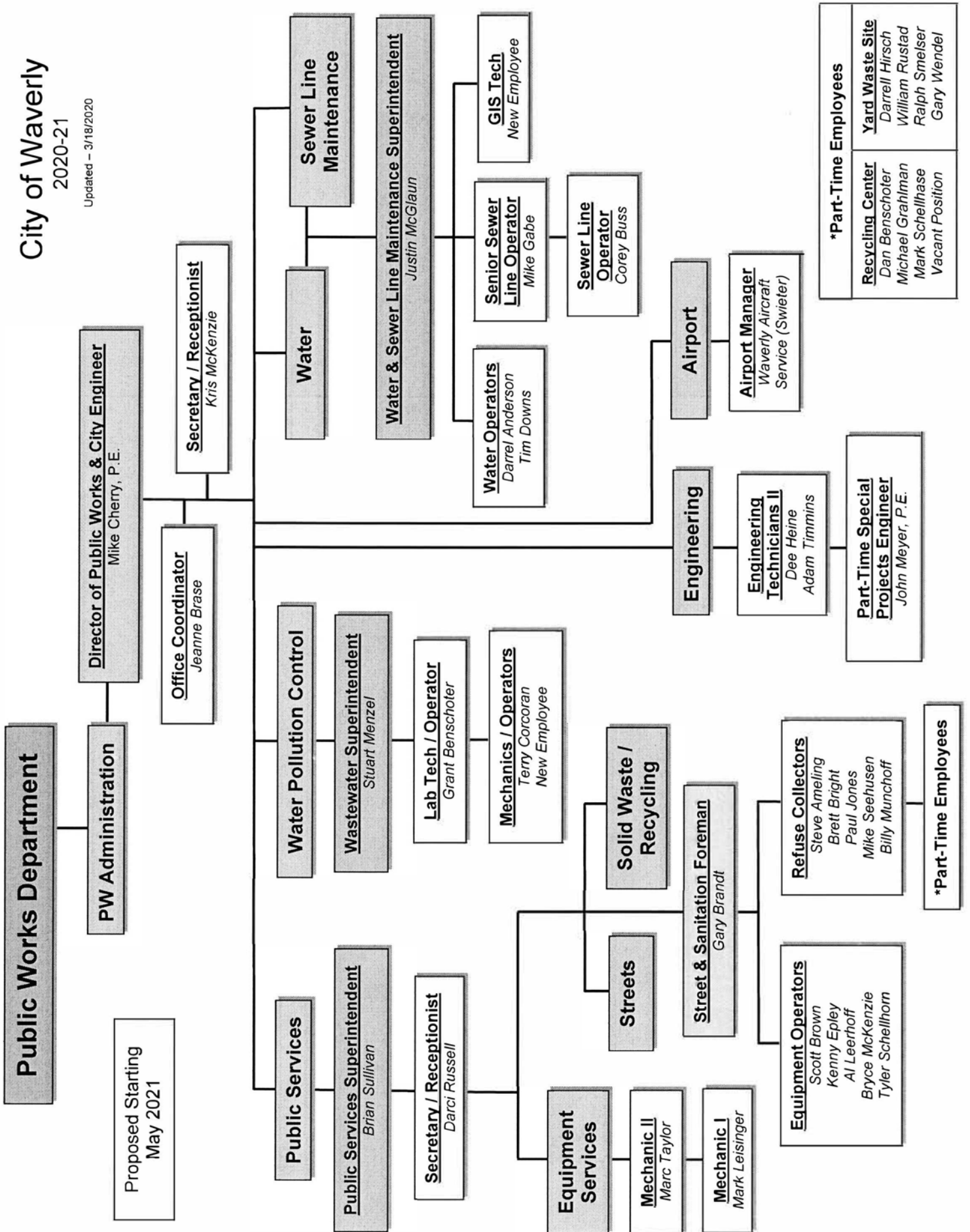
	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	Estimate 2021-2022	Estimate 2022-2023	NOTES
<b>REVENUES:</b>								
001-160-4465 County Contribution	13,390	13,390	13,000	13,000	13,000	13,000	13,000	
001-160-4735 Sales/Fuel Tax Refunds	2,863	2,395	1,200	1,200	1,200	1,200	1,200	
<b>DEPARTMENT REVENUES:</b>	16,253	15,785	14,200	14,200	14,200	14,200	14,200	
<b>EXPENSES:</b>								
001-160-6331 Vehicle Operation/Fuel	20,367	22,845	30,000	30,000	30,000	30,000	30,000	
001-160-6332 Repair/Maint. Vehicle	2,497	6,079	14,500	14,500	14,500	14,500	14,500	
001-160-6399 Repair/Maint Equip ES	13,506	9,316	10,000	10,000	10,000	10,000	10,000	
<b>SERVICES &amp; COMMODITIES:</b>	36,370	38,240	54,500	54,500	54,500	54,500	54,500	
001-160-6727 Capital - Equipment	0	185,101	0	0	0	0	0	
Capital Equipment Reserve	66,000	0	66,000	66,000	66,000	66,000	66,000	
<b>CAPITAL EXPENDITURES:</b>	66,000	185,101	66,000	66,000	66,000	66,000	66,000	
<b>DEPARTMENT EXPENDITURES:</b>	102,370	223,341	120,500	120,500	120,500	120,500	120,500	
<b>NET DEPARTMENT OPERATIONS:</b>	(86,117)	(207,556)	(106,300)	(106,300)	(106,300)	(106,300)	(106,300)	

**NOTES:**

# City of Waverly

2020-21

Updated - 3/18/2020



## ACTIVITY COVER SHEET

BUDGET FY2020-21

### **PUBLIC WORKS ADMINISTRATION**

Public Works Administration is responsible for the planning and long-range assessment of the City's public infrastructure and the administration of the various divisions.

Review long-range plans for all divisions and update those that are not consistent with present planning.

Continue to strengthen the public image of all divisions through effective communication with the public.

Continue public notifications, speaking to the public and groups and publishing articles concerning various department activities. Annually publish an individual department report.

Continue to maintain the Long-Range Current Projects listing/timeline and status reports (updated monthly). Develop Short-Term Project Schedule to better manage and monitor project progress and status.

**PUBLIC WORKS ADMINISTRATION**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	Estimated 2021-2022	Estimated 2022-2023	NOTES
<b>REVENUES:</b>								
Sales/Fuel Tax Refunds	0	0	0	0	0	0	0	
<b>DEPARTMENT REVENUES:</b>	0	0	0	0	0	0	0	
<b>EXPENSES:</b>								
Salaries and Wages-Full Time	182,612	186,174	195,384	195,384	254,941	248,099	255,542	Move office asst't from engineering to pwa
FICA/Medicare-City	13,746	14,003	14,947	14,947	19,503	18,980	19,549	3%in FY21, FY22, FY23
IPERS-City	16,037	17,290	18,274	18,274	23,897	23,245	23,942	3%in FY21, FY22, FY23
Group Insurance	28,731	29,702	32,154	32,154	35,048	39,254	43,964	3%in FY21, FY22, FY23
Workers Compensation	2,500	163	5,348	5,348	5,482	5,619	5,759	Est. 12% FY22, FY23
Uniform Allowance-Safety	0	0	25	25	25	25	25	overlap of replacement employee in Nov-Dec
<b>PERSONNEL COSTS:</b>	243,626	247,331	266,132	266,132	338,896	335,222	348,781	
Dues/Memberships	1,165	691	790	800	760	860	760	
Training	300	730	650	650	650	675	700	
Travel and Conference	81	362	250	250	250	275	275	
Telecommunications	836	1,688	2,000	2,000	2,000	2,000	2,000	
Technology Services/Exp	10,740	10,582	14,110	13,720	13,720	14,250	14,750	New server contract
Contract Services	142	2,099	0	650	380	400	670	
Minor Equipment	0	0	50	50	50	50	50	
Office Supplies	352	382	550	550	550	550	550	
Operating Supplies	23	0	50	50	50	50	50	
<b>SERVICE AND COMMODITIES:</b>	13,640	16,534	18,450	18,720	18,410	19,110	19,805	
Capital - Furniture/Fixtures	0	0	0	0	0	0	0	
Capital - Equipment	1,775	2,852	0	0	0	0	2,000	
<b>CAPITAL EXPENDITURES:</b>	1,775	2,852	0	0	0	0	2,000	
Less: Allocation to Water	57,948	54,729	80,528	80,618	104,435	103,111	108,195	33.3% Changed in FY15
Less: Allocation to Sewer	57,948	54,729	80,528	80,618	104,435	103,111	108,195	33.3%
Less: Allocation to Solid Waste	57,948	54,729	80,527	80,617	104,435	103,111	108,195	33.3%
Less: Allocation to Projects	40,359	43,834	43,000	43,000	44,000	45,000	46,000	
<b>ALLOCATIONS:</b>	-214,203	-208,021	-284,582	-284,852	-357,306	-354,332	-370,586	
<b>DEPARTMENT EXPENDITURES:</b>	44,837	58,697	0	0	0	0	0	
<b>NET DEPARTMENT OPERATIONS:</b>	-44,837	-58,697	0	0	0	0	0	

	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021	2021-2022	2022-2023	NOTES
<b>PERSONNEL:</b>								
City Engineer/DPW	1	1	1	1	1	1	1	
Office Assistant					1	1	1	Moved from Engineering
Office Manager	1	1	1	1	1	1	1	



**2020-21 Budget Account Detail Report  
Public Works Department  
ADMINISTRATION**

**001-295-**

<b>6181</b>	<b>Uniforms &amp; Safety</b>	
	Hearing Tests	\$ 25.00
	Safety Shoes (Mike)	\$ -
		<b>\$ 25.00</b>
<b>6210</b>	<b>Dues / Memberships / Subscriptions</b>	
	APWA	\$ 340.00
	ASCE	\$ 265.00
	Engineering License (Cherry)	\$ -
	Waverly Newspaper	\$ 80.00
	Notary Renewal (Brase & McKenzie)	\$ 60.00
	Iowa Water Environmental Membership (Cherry)	\$ 15.00
		<b>\$ 760.00</b>
<b>6230</b>	<b>Training</b>	
	Continuing Education (2 @ \$100)	\$ 200.00
	Professional Development Conferences (3 @ \$150)	\$ 450.00
		<b>\$ 650.00</b>
<b>6240</b>	<b>Travel &amp; Conference</b>	<b>\$ 250.00</b>
<b>6373</b>	<b>Telecommunications (WU Telephone &amp; Internet)</b>	<b>\$ 2,000.00</b>
<b>6419</b>	<b>Technology Services / Exp</b>	
	Server Maintenance & Software	\$ 4,000.00
	Sonic Wall Software Renewal (every 3 years)	\$ -
	Managed Services by Bergan KDV (\$810/month)	\$ 9,720.00
		<b>\$ 13,720.00</b>
<b>6499</b>	<b>Contract Services</b>	
	Sonic Wall Software Renewal (every 3 years)	\$ -
	Shorecare Support Renewal	\$ 250.00
	Veeam Backup Renewal	\$ 130.00
		<b>\$ 380.00</b>
<b>6504</b>	<b>Minor Equipment</b>	<b>\$ 50.00</b>
<b>6506</b>	<b>Office Supplies</b>	<b>\$ 550.00</b>
<b>6507</b>	<b>Operating Supplies</b>	<b>\$ 50.00</b>
<b>6721</b>	<b>Furniture &amp; Fixtures</b>	<b>\$ -</b>
<b>6727</b>	<b>Capital - Equipment (computers)</b>	<b>\$ -</b>
	Cherry - Computer FY2023-24	
	Brase - Computer FY2022-23	
	McKenzie - Computer FY2023-24	
<b>6935</b>	<b>Allocation to Projects</b>	<b>\$ 44,000.00</b>

**NOTES:**

## ACTIVITY COVER SHEET

BUDGET FY2020-21

### **ENGINEERING**

The Engineering Division is responsible for inspecting, documenting and monitoring all subdivision construction and assigned infrastructure improvements to the City's streets, water mains, sanitary and storm sewers, bridges, street lighting and traffic controls.

The department employs professional and technical staff members who provide analysis, design, administration and inspection of the construction of the improvements to assure quality construction in accordance with standards and specifications. All subdivision development plans are also reviewed and the installation of the water mains, sewers, streets, sidewalks and grading work are inspected.

City maps and records of public improvements are kept by the department. All work within the City right-of-way is to be approved by the Engineering Division. This includes new or reconstructed driveways, sidewalks, sump pump drainage connections, sanitary sewer and water service replacements or extensions.

**ENGINEERING**

	Actual			Budget			Projected			Approved	Estimated		NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	2020-2021	2021-2022	2022-2023				
REVENUES:													
001-645-4710 Reimbursements	13	5	0	0	0	0	0	0	0	0	0		
001-645-4735 Sales/Fuel Tax Refunds	121	114	125	125	125	125	125	125	125	125	125		
DEPARTMENT REVENUES:	134	119	125	125	125	125	125	125	125	125	125		
EXPENSES:													
001-645-6010 Salaries and Wages - Full Time	172,016	171,785	210,610	210,610	210,610	210,610	168,075	171,761	176,055	176,055	176,055	Est. 2.5% FY22, FY23	
112-645-6110 FICA/Medicare - City	12,691	12,674	16,112	16,112	16,112	16,112	12,858	13,139	13,468	13,468	13,468	Est. 2.5% FY22, FY23	
112-645-6130 IPERS - City	15,232	16,081	19,882	19,882	19,882	19,882	15,866	16,214	16,620	16,620	16,620	Est. 2.5% FY22, FY23	
112-645-6150 Group Insurance	48,455	49,856	54,481	54,481	54,481	54,481	47,599	51,883	56,552	56,552	56,552	Est. 9% FY22, FY23	
001-645-6160 Workers Compensation	1,701	5,882	6,727	6,727	6,727	6,727	6,895	7,068	7,244	7,244	7,244	Est. 2.5% FY22, FY23	
001-645-6181 Uniform Allowance-Safety	183	158	620	620	620	620	620	620	620	620	620		
PERSONNEL COSTS:	250,278	256,436	308,432	308,432	308,432	308,432	251,913	260,685	270,559	270,559	270,559		
001-645-6210 Dues/Memberships	30	0	0	0	0	0	0	0	0	0	0		
001-645-6230 Training	360	254	0	0	0	0	0	500	500	500	500	IDOT Recert. FY22, FY23	
001-645-6240 Travel and Conference	0	125	104	104	104	104	0	100	100	100	100		
001-645-6331 Vehicle Operation/Fuel	892	869	2,112	2,192	2,192	2,192	2,200	2,275	2,350	2,350	2,350		
001-645-6332 Repair/Maint Vehicle	0	0	100	100	100	100	100	100	100	100	100		
001-645-6350 Operational Equip Repair	202	0	50	50	50	50	50	300	300	300	300		
001-645-6373 Telecommunications	753	1,688	1,250	1,800	1,800	1,800	1,800	1,850	1,850	1,850	1,850		
001-645-6399 Repair/Maint ES	253	637	500	500	500	500	500	500	500	500	500		
001-645-6402 Advertising/Recruitment	0	0	0	0	0	0	0	0	0	0	0		
001-645-6419 Technology Services/Exp	0	0	1,000	500	500	500	1,000	1,000	1,000	1,000	1,000	Drone Online Subscription	
001-645-6499 Contract Services	3,462	499	400	400	400	400	0	0	0	0	0		
001-645-6504 Minor Equipment	0	543	250	250	250	250	250	250	250	250	250		
001-645-6506 Office Supplies	668	383	650	650	650	650	650	650	650	650	650		
001-645-6507 Operating Supplies	479	63	350	350	350	350	350	350	350	350	350		
001-645-6508 Postage/Shipping	0	0	50	50	50	50	50	50	50	50	50		
SERVICES & COMMODITIES	7,098	5,063	6,816	6,842	6,842	6,842	6,950	7,925	8,300	8,300	8,300		
001-645-6710 Automotive Equipment	0	0	0	0	0	0	0	25,000	25,000	25,000	25,000	Replace Pick-ups FY22 & FY23	
001-645-6721 Capital - Furniture/Fixtures	245	0	0	0	0	0	0	0	0	0	0		
001-645-6727 Capital - Equipment	3,347	1,832	4,600	4,600	4,600	4,600	1,800	0	0	0	1,900		
CAPITAL OUTLAYS:	3,592	1,832	4,600	4,600	4,600	4,600	1,800	25,000	25,000	25,000	26,900		

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	Estimated 2021-2022	Estimated 2022-2023
001-645-6931	77,351	78,586	134,924	134,937	100,332	116,805	122,880 50%
001-645-6932	77,351	78,586	134,924	134,937	100,332	116,805	122,880 50%
001-645-6935	44,023	30,199	50,000	50,000	60,000	60,000	60,000
ALLOCATIONS:	(198,724)	(187,371)	(319,848)	(319,874)	(260,663)	(293,610)	(305,759)
DEPARTMENT EXPENDITURES:	62,244	75,959	0	0	0	0	0
<b>NET DEPARTMENT OPERATIONS:</b>	(62,110)	(75,841)	125	125	125	125	125

PERSONNEL:	Actual	Budget	Projected	Approved	Estimated	Estimated
Office Assistant	1	1	1	0	0	0
Engineering Tech	2	2	2	2	2	2
Special Projects Engineer	0.20	0.20	0.20	0.20	0.20	0.20
						Moved to PW Admin

**2020-21 Budget Account Detail Report  
Public Works Department  
ENGINEERING**

<b><u>001-645-</u></b>		
<b>6181</b>	<b>Uniforms &amp; Safety</b> Safety programs & 1st aid kit; safety shoes; City shirts / cold weather gear	\$ 620.00
<b>6210</b>	<b>Dues / Memberships / Subscriptions</b>	\$ -
<b>6230</b>	<b>Training</b> Engineering Techs' PCC & HMA Recertifications	\$ -
<b>6240</b>	<b>Travel &amp; Conference</b>	\$ -
<b>6331</b>	<b>Vehicle Operation / Fuel</b>	\$ 2,200.00
<b>6332</b>	<b>Repair / Maintenance of Vehicles &amp; Equipment (out)</b>	\$ 100.00
<b>6350</b>	<b>Operational Equipment Repair</b>	\$ 50.00
<b>6373</b>	<b>Telecommunications</b> WU Telephone & Internet	\$ 1,800.00
<b>6399</b>	<b>Repair / Maintenance of Vehicles &amp; Equipment (E.S.)</b>	\$ 500.00
<b>6419</b>	<b>Technology Services / Exp.</b> Drone Software/Online Subscription (yearly charge)	\$ 1,000.00
<b>6499</b>	<b>Contract Services</b> Sonic Wall Software Renewal (every 3 years)	\$ -
<b>6504</b>	<b>Minor Equipment</b> Tape measures, etc.	\$ 250.00
<b>6506</b>	<b>Office Supplies</b>	\$ 650.00
<b>6507</b>	<b>Operating Supplies</b> Wood stakes, paint, etc.	\$ 350.00
<b>6508</b>	<b>Postage</b>	\$ 50.00
<b>6727</b>	<b>Capital - Equipment</b> Computer Workstation (Timmins FY2020-21) Computer Workstation (Heine FY2024-25) Computer Workstation (Meyer FY2022-23)	\$ 1,800.00 \$ - \$ - <hr style="width: 100%; border: 0.5px solid black;"/> \$ 1,800.00
<b>6935</b>	<b>Allocation to Projects</b>	\$ 60,000.00

ACTIVITY COVER SHEET

BUDGET FY2020-21

**ACTIVITY:** General Infrastructure Maintenance

**ACTIVITY GOAL:**

The primary goal of the General Infrastructure Maintenance Division is to inspect and maintain certain infrastructure.

**FY 2020-21 OBJECTIVES:**

1. Inspect and perform routine maintenance on the dam.
2. Inspect trail bridges.
3. USGS River Gage on Adams Parkway Bridge.
4. Street lighting and entrance signs.

**GENERAL INFRASTRUCTURE MAINT.**

	Actual		Budget	Projected	Approved	Estimated		NOTES
	2017-2018	2018-2019				2020-2021	2021-2022	
<b>REVENUES:</b>								
001-210-4134 Excavation Permits	20	60	50	70	50	50	50	
001-210-4135 Sidewalk/Driveway Permits	220	160	250	150	150	150	150	
001-210-4300 Interest Income (RUT)	3,976	4,206	3,000	4,000	4,000	4,000	4,000	Sidewalk Barricades
001-210-4310 Rental Fees	100	0	100	50	50	50	50	
001-210-4445 State Highway Maintenance	13,200	13,200	13,200	13,200	13,200	13,200	13,200	Billed Street Repairs
001-210-4550 Charges-Public Services	18,761	17,650	14,000	30,000	18,000	18,000	18,000	
001-210-4710 Reimbursements	523	0	0	804	0	0	0	
001-210-4735 Sales/Fuel Tax Refunds	5,585	4,996	5,500	5,500	5,500	5,500	5,500	
001-210-4745 Sale of Assets	0	12,230	5,750	5,750	0	0	0	A116 Int'l Tractor Set by WU
001-230-4476 Street Lights	273,738	276,594	280,000	280,000	280,000	281,500	283,000	
<b>DEPARTMENT REVENUES:</b>	<b>316,123</b>	<b>329,097</b>	<b>321,850</b>	<b>339,524</b>	<b>320,950</b>	<b>322,450</b>	<b>323,950</b>	
<b>EXPENSES:</b>								
001-210-6010 Salaries and Wages-Full Time	0	0	0	0	0	0	0	
001-210-6110 FICA/Medicare-City	0	0	0	0	0	0	0	
001-210-6130 IPERS-City	0	0	0	0	0	0	0	
001-210-6160 Workers Compensation	0	0	0	0	0	0	0	
001-210-6181 Uniform Allowance-Safety	4,561	303	0	0	0	0	0	Moved to RUT
<b>PERSONNEL COSTS:</b>	<b>4,561</b>	<b>303</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
001-210-6210 Dues/Memberships	103	25	0	0	0	0	0	Moved to RUT
001-210-6230 Training	495	325	0	0	0	0	0	Moved to RUT
001-210-6240 Travel and Conference	577	0	0	0	0	0	0	Moved to RUT
001-210-6310 Building Maint & Repair	4,349	535	1,500	1,500	21,500	1,500	1,500	Tuckpoint Windows 117 1st ST NE
001-210-6332 Repair/Maint Vehicle	0	0	0	0	0	0	0	
001-210-6350 Operational Equip Repair	824	1,008	1,000	0	5,000	0	0	Dam Maint., Abutment Htr FY21
001-210-6371 Electric/Gas Utilities	42,768	14,050	13,750	14,000	14,100	14,200	14,300	
001-210-6373 Telecommunications	997	0	0	0	0	0	0	Moved to RUT
001-210-6399 Repair/Maint. Equipment, E.S.	0	0	0	0	0	0	0	Moved to RUT
001-210-6402 Advertising/Recruitment	19	0	0	0	0	0	0	
001-210-6403 Interdepart.Charges-Veg Mgmt	0	0	41,450	28,450	22,700	22,700	22,700	= to RUT Revenues
001-210-6409 Janitorial/Laundry	0	0	0	0	0	0	0	Moved to RUT
001-210-6414 Printing & Publishing	872	984	875	930	930	950	975	Haz. Mit. Newsletter
001-210-6415 Rents/Leases Equipment	80	0	0	0	0	0	0	
001-210-6419 Technology Services/Exp	235	0	0	0	0	0	0	
001-210-6490 Consultant/Professional Fees	0	2,581	0	394	0	0	0	Rail-trail Bridge Insp.#394 remain.bal.pd FY20
001-210-6499 Contract Services	22,565	33,420	22,600	55,952	40,975	38,000	38,250	USGS River Gage/Dam Insp.
001-210-6501 Chemicals/Grnds Supplies	521	0	0	0	0	0	0	Moved to RUT



	Actual		Budget		Projected		Approved		Estimated		NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	2020-2021	2021-2022	2022-2023		
<b>EXPENSES:</b>											
001-210-6504	1,054	0	0	0	0	0	0	0	0	0	Moved to RUT
001-210-6505	1,000	0	0	0	0	0	0	0	0	0	Moved to RUT
001-210-6506	270	0	0	0	0	0	0	0	0	0	Moved to RUT
001-210-6507	2,219	707	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	
001-210-6508	830	850	850	850	921	921	950	975	1,000	1,000	
001- <b>230</b> -6371	267,576	238,799	280,000	280,000	280,000	280,000	280,000	281,500	283,000	283,000	Set by Waverly Utilities
<b>SERVICES &amp; COMMODITIES:</b>	347,354	293,284	363,475	363,475	383,597	383,597	387,605	361,275	366,175	366,175	
001-210-6727	0	0	0	0	0	0	0	0	0	0	
001-210-6799	0	0	0	0	0	0	0	0	0	0	
<b>CAPITAL OUTLAY:</b>	0	0	0	0	0	0	0	0	0	0	
001- <b>910</b> -6910	10,000	10,000	7,500	7,500	7,500	7,500	10,000	10,000	10,000	10,000	
<b>DEPARTMENT EXPENDITURES:</b>	361,914	303,587	370,975	370,975	391,097	391,097	397,605	371,275	376,175	376,175	
<b>NET DEPARTMENT OPERATIONS:</b>	(45,792)	25,510	(49,125)	(49,125)	(51,573)	(51,573)	(76,655)	(48,825)	(52,225)	(52,225)	

**2020-21 Budget Account Detail Report  
Public Works Department  
GENERAL INFRASTRUCTURE MAINTENANCE**

**001-210-**

<b>6310</b>	<b>Building Maintenance &amp; Repair</b> Building Maintenance & Repair Tuckpoint Windows (117 1st St. NE building)	\$ 1,500.00 \$ 20,000.00 <hr/> \$ 21,500.00
<b>6350</b>	<b>Operational Equipment Repair</b> Repair abutment heater west side of pier	\$ 5,000.00
<b>6371</b>	<b>Electric</b> Electricity for "Welcome" signs, sirens and traffic signals	\$ 14,100.00
<b>6403</b>	<b>Interdepartmental Charges</b> Vegetation Management	\$ 22,700.00
<b>6414</b>	<b>Printing and Duplicating</b> Hazard Mitigation Newsletter	\$ 930.00
<b>6490</b>	<b>Consultant &amp; Professional Fees</b> Inspection of 8 Rail Trail Bridges and Big 6 Deck Every 4 years. Next Budget FY2022-23	\$ -
<b>6499</b>	<b>Contract Services</b> Fire Extinguisher Testing DTN Weather / Computer Access Misc. Computer Work River Gauge Annual Fee Invoiced Street Cut repairs by City's hired asphalt company Maint. of Dam (torqueing of bolts) Service of Dam Compressors	\$ 500.00 \$ 2,675.00 \$ 500.00 \$ 9,000.00 \$ 18,000.00 \$ 7,000.00 \$ 3,300.00 <hr/> \$ 40,975.00
<b>6501</b>	<b>Building / Grounds Maintenance &amp; Supplies</b> Ground Maintenance at new Public Services Weed Management (through Leisure Services)	\$ - \$ - <hr/> \$ -
<b>6507</b>	<b>Operating Supplies / Materials</b> Supplies for dam maintenance, such as air filters, etc.	\$ 1,450.00
<b>6508</b>	<b>Postage</b> Hazard Mitigation Newsletter	\$ 950.00
<b><u>230-6371</u></b>	<b>Streeting Lighting</b>	\$ 280,000.00
<b><u>910-6910</u></b>	<b>Transfer to Airport</b>	\$ 10,000.00

## ACTIVITY COVER SHEET

BUDGET FY2020-21

**ACTIVITY:** Equipment Services

### **ACTIVITY GOAL:**

The primary goal of the Equipment Services Division is to repair and maintain all City vehicles and equipment, to improve service, and to maintain an acceptable purchase record keeping system.

### **FY 2020-21 OBJECTIVES:**

1. To improve the efficiency in the shop and decrease the down time of vehicles being repaired.
2. Maintain vehicle service schedules every 4 months or 3,000 miles and receive complete general preventive maintenance checks at least every 12 months.
3. Maintain records on individual vehicles or equipment and preventive maintenance schedules for those vehicles or equipment.

**EQUIPMENT SERVICES**

	Actual		Actual	Budget		Projected	Approved	Estimated		NOTES
	2017-2018	2018-2019		2019-2020	2019-2020			2021-2022	2022-2023	
REVENUES:										
001-285-4550	482	9,387	10,000	15,000	15,000	15,000	15,000	15,000	15,000	WU Vehicle Service
001-285-4710	0	900	0	374	0	0	0	0	0	
001-285-4735	80	52	50	50	50	50	50	50	50	
001-285-4745	0	0	0	0	0	0	0	0	0	
DEPARTMENT REVENUES:	562	10,339	10,050	15,424	15,050	15,050	15,050	15,050	15,050	
EXPENSES:										
001-285-6010	113,403	117,491	120,799	120,799	127,972	120,799	131,811	135,765	135,765	3% in FY21, FY22, FY23
112-285-6110	8,354	8,668	9,241	9,241	9,790	9,241	10,084	10,386	10,386	3% in FY21, FY22, FY23
112-285-6130	10,127	11,091	11,403	11,403	12,081	11,403	12,443	12,817	12,817	3% in FY21, FY22, FY23
112-285-6150	39,480	39,269	44,358	44,358	47,068	44,358	52,716	59,042	59,042	Est. 12% in FY22, FY23
001-285-6160	2,500	2,217	4,714	4,714	4,832	4,714	4,953	5,076	5,076	Est 2.5% FY22, FY23
001-285-6181	1,381	1,810	1,330	1,330	1,330	1,330	1,400	1,450	1,450	
PERSONNEL COSTS:	175,246	180,546	191,845	191,845	203,073	191,845	213,407	224,536	224,536	
001-285-6210	25	25	0	0	0	0	0	0	0	
001-285-6230	0	0	500	500	500	500	500	500	500	
001-285-6240	7	0	200	100	100	100	100	100	100	
001-285-6310	2,434	1,322	750	750	1,750	750	750	750	750	Incl. paint for floor FY21
001-285-6331	510	505	924	959	962	959	980	1,000	1,000	
001-285-6332	104,467	120,532	100,000	105,000	107,500	105,000	110,000	112,500	112,500	
001-285-6350	468	480	500	500	500	500	500	500	500	
001-285-6399	110	205	300	300	300	300	300	300	300	
001-285-6402	0	0	0	0	0	0	0	0	0	
001-285-6409	2,611	2,990	2,600	3,000	3,000	3,000	3,000	3,000	3,000	
001-285-6415	160	315	1,500	1,500	200	1,500	200	200	200	
001-285-6419	1,225	1,245	0	0	0	0	0	0	0	Moved to PWA #6419
001-285-6499	4,977	6,495	6,456	6,456	6,645	6,456	6,750	6,850	6,850	
001-285-6501	1,600	1,126	400	1,000	1,000	1,000	1,000	1,000	1,000	
001-285-6504	2,465	1,819	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
001-285-6506	513	437	450	450	450	450	450	450	450	
001-285-6507	1,680	1,765	1,500	1,750	5,025	1,750	1,800	1,850	1,850	Software FY21
001-285-6508	0	34	50	50	50	50	50	50	50	
SERVICES & COMMODITIES:	123,253	139,294	118,130	124,315	129,982	124,315	128,380	131,050	131,050	

	Actual	Actual	Budget	Projected	Approved	Estimated	Estimated
	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021	2021-2022	2022-2023
<b>EXPENSES:</b>							
001-285-6710 Capital - Vehicles	0	0	23,850	23,850	0	0	0
001-285-6727 Capital - Equipment	7,705	2,665	3,100	3,094	10,016	3,000	3,000
<b>CAPITAL OUTLAY:</b>							
	7,705	2,665	26,950	26,944	10,016	3,000	3,000
<b>SUBTOTAL:</b>	306,204	322,505	336,925	343,104	343,071	344,787	358,586
001-285 6935 Allocation to Enterprise/RUT	40,000	40,000	40,000	40,000	40,000	40,000	40,000
001-285-6936 Allocation from Labor Charges	51,768	48,248	52,000	52,000	53,500	55,000	56,500
001-285-6937 Allocation from Part Charges	96,051	97,121	100,000	95,000	97,500	100,000	102,500
<b>ALLOCATIONS:</b>	(187,819)	(185,369)	(192,000)	(187,000)	(191,000)	(195,000)	(199,000)
<b>DEPARTMENT EXPENDITURES:</b>	118,385	137,136	144,925	156,104	152,071	149,787	159,586
<b>NET DEPARTMENT OPERATIONS:</b>	(117,823)	(126,797)	(134,875)	(140,680)	(137,021)	(134,737)	(144,536)
<b>PERSONNEL:</b>							
Equipment Mechanic I	1	1	1	1	1	1	1
Equipment Mechanic II	1	1	1	1	1	1	1

Replace Pickup FY20  
Hood Exhaust, Starter Kit FY21

**2020-21 Budget Account Detail Report  
Public Works Department  
EQUIPMENT SERVICES**

**001-285-**

<b>6181</b>	<b>Uniforms &amp; Safety</b> Safety Shoes, Gloves, Cold Weather Gear, Rain Suits, Uniforms, Safety Glasses, Hearing Tests, etc.	<b>\$</b>	<b>1,330.00</b>
<b>6210</b>	<b>Dues / Memberships / Subscriptions</b> Mechanic Membership Dues	\$	-
<b>6230</b>	<b>Training</b> Continuing Ed (Snap on - Pro-Autotech)	\$	500.00
<b>6240</b>	<b>Travel &amp; Conference (Meals &amp; Lodging)</b>	\$	100.00
<b>6310</b>	<b>Repair / Maint. Structures</b> Repair / Maint. Structures	\$	750.00
	Paint & supplies to paint Equipment Services floor	\$	1,000.00
		<b>\$</b>	<b>1,750.00</b>
<b>6331</b>	<b>Vehicle Operation / Fuel</b>	\$	962.50
<b>6332</b>	<b>Vehicle Maintenance Supplies</b>	\$	107,500.00
<b>6350</b>	<b>Operational Equipment Repair</b>	\$	500.00
<b>6399</b>	<b>Repair / Maintenance of Equipment (E.S.)</b> Repair and Maintenance of Equipment Services Pickup and Equipment In House	\$	300.00
<b>6409</b>	<b>Laundry</b> Shop Towels & Mats	\$	3,000.00
<b>6415</b>	<b>Rents / Leases Equipment</b>	\$	200.00
<b>6499</b>	<b>Contract Services</b> Solvent Replacement (Parts Washer)	\$	1,800.00
	Hoist Inspection - Annual	\$	350.00
	Lift Inspection - Annual	\$	550.00
	Mitchel Maintenance Software (for cars & pickups) - Annual	\$	1,200.00
	Extra Fleet Maintenance Program - Annual	\$	500.00
	Cummins Software Update - Annual	\$	720.00
	Snap On Modis Software Update - Annual	\$	1,250.00
	TPMS Software Update - Annual	\$	275.00
		<b>\$</b>	<b>6,645.00</b>
<b>6501</b>	<b>Chemical / Grounds Supplies</b> Wasp killer, concrete cleaner & car wash, floor dry, degreaser, disinfectant cleaner, vaccum repair, paper rolls & wipes, chair mat, coffee, etc.	\$	1,000.00

001-285-

<b>6504</b>	<b>Minor Equipment</b>	<b>\$ 2,000.00</b>
	Hand Tools	
<b>6506</b>	<b>Office Supplies</b>	<b>\$ 450.00</b>
<b>6507</b>	<b>Operating Supplies / Materials</b>	
	Operating Supplies / Materials	\$ 1,750.00
	Allison Transmission Software	\$ 1,020.00
	Wabco Brake Software	\$ 730.00
	Bendix Brake Software	\$ 375.00
	Cummins Engine Software	\$ 1,150.00
		<u>\$ 5,025.00</u>
<b>6508</b>	<b>Postage</b>	<b>\$ 50.00</b>
<b>6710</b>	<b>Capital - Vehicles</b>	<b>\$ -</b>
<b>6727</b>	<b>Other Capital Equipment</b>	
	ProLink Ultra Starter Kit	\$ 3,381.00
	Weld Hood Exhaust System	\$ 6,635.00
		<u>\$ 10,016.00</u>
<b>6935</b>	<b>Allocation to Enterprise / RUT</b>	<b>\$ 40,000.00</b>
<b>6936</b>	<b>Allocation from Labor Charges</b>	<b>\$ 53,500.00</b>
<b>6937</b>	<b>Allocation from Part Charges</b>	<b>\$ 97,500.00</b>

## ACTIVITY COVER SHEET

BUDGET FY2020-21

**ACTIVITY:** Streets - RUT

### **ACTIVITY GOAL:**

The primary goal of the Street Division is to maintain and repair existing City streets, assuring a safe and acceptable driving surface.

### **FY 2020-21 OBJECTIVES:**

1. Continue seal-coating program by private contractors.
2. Continue to place hot mix asphalt or concrete in high use intersections, streets and alleys.
3. Continue to upgrade the City sign system with annual replacement of deteriorated signage. Investigate funding sources to possibly accelerate replacement of regulatory signs.
4. Continue modernizing the equipment fleet.
5. Implement a seven-district maintenance and repair schedule. A concentrated effort to fix streets, signage, intakes, manhole covers, tree trimming, etc. will occur in one district each year.

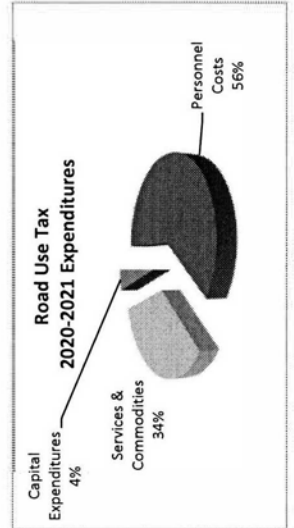


**ROAD USE TAX FUND**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	Estimated 2021-2022	Estimated 2022-2023
REVENUES:							
110-210-4430 State Receipts	1,259,825	1,275,580	1,199,691	1,344,000	1,253,998	1,344,000	1,349,250
110-210-4710 Reimbursements	0	160	0	0	0	0	0
TOTAL REVENUES:	1,259,825	1,275,740	1,199,691	1,344,000	1,253,998	1,344,000	1,349,250
EXPENSES:							
110-210-6010 Salaries and Wages - Full Time	389,825	405,503	438,081	438,081	459,039	472,810	486,994
110-210-6110 FICA/Medicare - City	28,695	29,949	33,513	33,513	35,116	36,169	37,255
110-210-6130 IPERS - City	32,674	37,437	41,355	41,355	43,333	44,633	45,972
110-210-6150 Group Insurance	123,609	123,020	143,854	143,854	149,004	149,004	196,391
110-210-6160 Workers Compensation	17,934	22,672	34,463	34,463	35,325	36,208	37,113
PERSONNEL COSTS:	592,736	616,581	691,266	691,266	721,817	765,169	803,725
110-210-6181 Uniforms & Safety	276	4,524	4,155	4,155	4,155	4,300	4,450
110-210-6210 Dues/Memberships	0	60	175	270	270	270	270
110-210-6230 Training	0	830	2,200	2,200	1,500	1,500	1,500
110-250-6230 Training-Snow Removal	0	0	800	0	800	0	0
110-250-6240 Travel & Conference	0	0	750	750	750	750	750
110-210-6310 Building Maint & Repair	28	1,865	250	1,000	1,000	1,000	1,000
110-210-6331 Vehicle Operation/Fuel	38,481	50,560	41,580	40,500	40,315	41,500	42,750
110-210-6332 Repair/ Maint Vehicles	14,115	12,011	2,000	12,000	12,000	12,000	12,000
110-210-6350 Operational Equipment Repair	0	126	100	598	150	150	150
110-210-6371 Electric/Gas Utilities	0	14,743	13,000	15,000	15,000	15,500	16,000
110-210-6373 Telecommunications	111	441	725	725	725	725	725
110-210-6399 Repair/Maint Equip ES	48,880	53,669	54,500	54,500	54,500	56,000	57,500
110-210-6402 Advertising/Recruitment	62	0	0	0	0	0	0
110-210-6403 Interdepartmental Charges	0	10,000	15,500	15,500	12,750	12,750	12,750
110-210-6408 Interdept. Charges - Veg. Mgmt.	0	0	19,285	38,750	40,000	44,500	44,763
110-210-6408 Property/Liability Ins	0	6,958	7,000	7,022	7,100	7,100	7,100
110-210-6409 Janitorial/Laundry	0	43	0	0	0	0	0
110-210-6419 Technology Services/Exp	0	160	0	0	0	0	0
110-210-6490 Consultant/Professional	2,514	4,793	2,750	3,822	5,000	3,000	5,250
110-210-6499 Contract Services	2,624	2,308	6,900	88,407	44,400	25,000	25,000
110-210-6501 Chemical/Grnds Supplies	0	905	0	500	500	500	500
110-210-6504 Minor Equipment	338	2,405	1,000	1,000	1,250	1,250	1,250
110-210-6506 Office Supplies	0	487	750	750	750	750	750
110-210-6507 Operating Supplies	68,309	89,449	71,445	76,005	80,325	82,500	85,000
110-210-6509 Street Signs	4,714	5,177	12,000	12,000	12,000	12,000	12,000
110-210-6597 Traffic Signal Parts	420	61,787	68,000	63,304	68,000	68,000	68,000
110-210-6690 Street Maintenance Supplies	39,206	46,180	31,315	31,315	31,495	32,500	33,500
SERVICES & COMMODITIES:	220,078	369,482	348,100	470,073	434,735	423,545	432,958
110-210-6710 Capital - Vehicles	0	2,000	6,250	6,250	0	0	0
110-210-6723 Capital - Heavy Motorized Equipment	289,519	0	0	0	0	0	0
110-210-6727 Capital - Equipment	55,748	176,661	393,140	384,243	45,850	0	200,000
110-210-6751 Capital Improvements	27,000	6,000	0	0	0	0	0
110-210-6761 Street Improvements	21,297	8,444	25,000	10,000	10,000	10,000	10,000
110-210-6764 Railroad Crossing	0	0	0	0	0	0	0
CAPITAL EXPENDITURES:	393,564	193,104	424,390	400,493	55,850	10,000	210,000
110-910-6910 Transfer to: Projects	150,000	125,000	0	0	0	0	0
110-910-6910 Transfer to: Projects	0	0	100,000	100,000	75,000	50,000	25,000
TRANSFERS:	150,000	125,000	100,000	100,000	75,000	50,000	25,000
DEPT. EXPENDITURES:	1,356,378	1,304,167	1,563,756	1,661,832	1,287,402	1,248,714	1,471,683
NET FUND OPERATIONS:	(96,553)	(28,427)	(364,065)	(317,832)	(33,404)	95,286	(122,433)
Unassigned Balance (Target 20-30%)	675,758	647,331	383,266	429,499	396,095	391,381	368,948
Equipment Reserve	100,000	100,000	0	0	100,000	100,000	100,000
Total Cash Balance	775,758	747,331	383,266	429,499	396,095	491,381	368,948

**PERSONNEL:**

Light Equipment Operator	4	4	4	4	4	4	4
Heavy Equipment Operator	1	1	1	1	1	1	1
Street Foreman	0.7	0.7	0.7	0.7	0.7	0.7	0.7
GIS Technician	0.0	0.0	0.0	0.0	0.0	0.33	0.33
Secretary	0.25	0.25	0.25	0.25	0.50	0.50	0.50
Superintendent	0.25	0.25	0.25	0.25	0.50	0.50	0.50
Seasonal Help Equivalent	0.75	0.75	0.75	0.75	0.75	0.75	0.75



NOTES

FY20 - 9,874 x \$121.50 (FY19 was plus \$76K over budget)  
 FY21 - 9,874 x \$127.00  
 FY22 - 10,500 x \$128.00  
 FY23 - 10,500 x \$128.50

3% in FY21, FY22, FY23  
 3% in FY21, FY22, FY23  
 3% in FY21, FY22, FY23  
 Est. 12% in FY22, FY28  
 Est. 2.5% FY22, FY23

Moved from General Infrastructure Maintenance  
 Moved from General Infrastructure Maintenance  
 Moved from General Infrastructure Maintenance  
 Moved from General Infrastructure Maintenance

Split 50/50 with Solid Waste starting FY19

5% of State RUT Revenues minus Revenues in Gen. Infr. Maint. Starting FY2

Bridge Inspections  
 Street Repairs and Painting

Moved from General Infrastructure Maintenance

Moved from Gen. Infr. Rep. Traffic Sig. Cameras 4/yr for 3 yrs 75K/yr

Eq. Services Pickup transfer to RUT FY20  
 6710 & 6723 Phased out & moved to 6727  
 Pick up, 1/3 Mini Excavator, A101 Pickup in FY21

Seal Coating Moved to CIF

New Public Services Center #302 Final Phase  
 Seal Coating

**2020-21 Budget Account Detail Report  
Public Works Department  
STREETS - RUT**

<b><u>110-210-</u></b>		
<b>6181</b>	<b>Uniforms &amp; Safety</b>	<b>\$ 4,155.00</b>
	Safety shoes, gloves, cold weather gear, prescrip. safety glasses, uniforms, 1st aid kits, boots, hearing tests, etc.	
<b>6210</b>	<b>Dues / Memberships / Subscriptions</b>	
	Newspaper	\$ 75.00
	Unity Point Membership DATA (Drug & Alcohol)	\$ 100.00
	Water Environmental Fed. - Annual (Brian)	\$ 95.00
		<b>\$ 270.00</b>
<b><u>210-6230</u></b>		
	<b>Training</b>	
	Safety Training (CPR, Defensive Driving, etc.)	\$ 500.00
	Flagger; Streets & Roads; Workzone Safety Training	\$ 1,000.00
		<b>\$ 1,500.00</b>
<b><u>250-6230</u></b>		
	<b>Training - Snow Removal</b>	
	Snow Plow Operator Training (Driving & Class)	\$ 300.00
	Snow Removal Training	\$ 500.00
		<b>\$ 800.00</b>
<b>6240</b>	<b>Travel &amp; Conference</b>	<b>\$ 750.00</b>
<b>6310</b>	<b>Building Maintenance &amp; Repair</b>	<b>\$ 1,000.00</b>
<b>6331</b>	<b>Vehicle Operation / Fuel</b>	<b>\$ 40,315.00</b>
<b>6332</b>	<b>Repair / Maintenance of Vehicles &amp; Equipment (out)</b>	<b>\$ 12,000.00</b>
<b>6350</b>	<b>Operational Equipment Repair</b>	<b>\$ 150.00</b>
<b>6371</b>	<b>Electric / Gas Utilities</b>	
	Gas (1/2 Solid Waste)	\$ 5,000.00
	Electricity (1/2 Solid Waste)	\$ 10,000.00
		<b>\$ 15,000.00</b>
<b>6373</b>	<b>Telecommunications</b>	
	Telephone	\$ 500.00
	Brian's Cell Phone + Monthly charge (1/2 Solid Waste)	\$ 225.00
		<b>\$ 725.00</b>
<b>6399</b>	<b>Repair / Maintenance of Equipment (E.S.)</b>	<b>\$ 54,500.00</b>
<b>6402</b>	<b>Advertising / Recruitment</b>	<b>\$ -</b>
<b>6403 (1)</b>	<b>Interdepartmental Charges</b>	
	Equipment Services Allocation	\$ 10,000.00
	Parks Division Allocation - mowing & grounds maintenance at Public Services (1/2 Solid Waste)	\$ 2,750.00
		<b>\$ 12,750.00</b>
<b>6403 (2)</b>	<b>Interdepartmental Charges</b>	
	Vegetation Management	<b>\$ 40,000.00</b>

**110-210-**

<b>6408</b>	<b>Property / Liability Insurance</b>	<b>\$ 7,100.00</b>
<b>6419</b>	<b>Technology Services / Exp.</b>	<b>\$ -</b>
<b>6490</b>	<b>Consultant &amp; Prof. Fees</b>	
	9 Vehicle Bridges/Culverts Inspections (every 2 years) (Last bridge inspection report April 2019)	\$ 5,000.00
	Adams Parkway Bridge (every 2 years)	\$ -
	3rd Street SE Bridge - Annual Inspection (bridge is currently closed)	\$ -
		<b>\$ 5,000.00</b>
<b>6499</b>	<b>Miscellaneous Contracts</b>	
	Miscellaneous Street Repairs	\$ 5,000.00
	Waste Fuel Recovery from Dura Patcher	\$ 400.00
	22nd Ave. NW Maintenance by Bremer County	\$ 1,500.00
	Contract Painting through Bremer County	\$ 3,500.00
	Contract Paint Marking <u>not</u> through Bremer County	\$ 4,000.00
	Asphalt Street Patching (moved from 6761)	\$ 15,000.00
	Asphalt Crack Sealing (moved from 6761)	\$ 15,000.00
		<b>\$ 44,400.00</b>
<b>6501</b>	<b>Chemical / Grounds Supplies</b>	<b>\$ 500.00</b>
	Miscellaneous Supplies	
<b>6504</b>	<b>Minor Equipment</b>	<b>\$ 1,250.00</b>
	(weed eater, shovels, rakes, brooms, etc.)	
<b>6506</b>	<b>Office Supplies</b>	<b>\$ 750.00</b>
<b>6507</b>	<b>Operating Supplies &amp; Materials</b>	
	Traffic Paint / Glass Beads	\$ 5,000.00
	Rock Salt	\$ 71,200.00
	Sand (Ice)	\$ 625.00
	Grader Blades	\$ 500.00
	Carbide Low Blades	\$ 2,000.00
	Plow Blades	\$ 500.00
	Miscellaneous	\$ 500.00
		<b>\$ 80,325.00</b>
<b>6509</b>	<b>Street Signs</b>	<b>\$ 12,000.00</b>
	Replacement Signs & Posts; New Signs & Posts; Cones and Barricades	
<b>6597</b>	<b>Traffic Signal Parts</b>	
	Traffic Signal Parts	\$ 6,000.00
	Gridsmart Bell Camera System (3 intersections)	\$ 60,000.00
	Installation of Cameras by Waverly Utilities	\$ 2,000.00
		<b>\$ 68,000.00</b>

**110-210-**

<b>6690</b>	<b>Street Maintenance Supplies</b>	
	Asphalt Cold Patch	\$ 15,000.00
	Hot Mix Asphalt	\$ -
	Road Rock	\$ 5,000.00
	Concrete Mix for Street & Alley Repair	\$ 2,500.00
	Oil for Dura Patcher	\$ 6,825.00
	Chips for Dura Patcher	\$ 2,170.00
		<u>\$ 31,495.00</u>
<b>6710</b>	<b>Capital - Vehicles</b>	\$ -
<b>6727</b>	<b>Other Capital Equipment</b>	
	Pickup Truck 4x4, replacement A101 - Brian	\$ 32,000.00
	Less: Trade in	\$ (9,500.00)
	Chain Saw, replacement	\$ 1,200.00
	Mini Excavator (\$10,000 Cemetery, 1/3 Water, 1/3 S. L. Maint., 1/3 RUT)	\$ 17,000.00
	Job Box for Tools	\$ 2,250.00
	300-Gallon Brine System for 1-ton dump truck	\$ 2,900.00
		<u>\$ 45,850.00</u>
<b>6751</b>	<b>Other Capital Improvements</b>	\$ -
<b>6761</b>	<b>Street Improvements</b>	\$ 10,000.00
	Concrete Street Repairs	
<b>6910</b>	<b>Transfer to: Projects</b>	\$ 75,000.00
	Seal Coating	

**NOTES:**

## ACTIVITY COVER SHEET

BUDGET FY2020-21

**ACTIVITY:** Municipal Airport

### **ACTIVITY GOAL:**

The primary goals of the Waverly Municipal Airport are to provide safe air transportation, maximum air transportation and supporting services for business and personal use, and maximum economic development within Waverly.

### **FY 2020-21 OBJECTIVES:**

1. Continuing Needs
  - Promote increased use of airport facilities and services
  - Develop stronger commitment from key community entities such as Chamber, City, business and industry.
  - Meet aviation needs in our immediate area.
  
2. Short-Term Needs
  - Keep FAA pre-application on file and updated.
  
3. Long-Term Needs
  - Build more hangars.

## AIRPORT FUND

	Actual		Actual	Budget		Projected	Approved	Estimated		Notes
	2017-2018	2018-2019		2019-2020	2019-2020			2021-2022	2022-2023	
<b>REVENUES:</b>										
004-280-4310 Rental Fees-Hangar	53,705	55,252	55,320	52,320	56,340	57,360				
004-280-4311 Rent-Air Monitoring Trailer	1,500	1,500	1,500	1,500	1,500	1,500				
004-280-4312 Rent-Airport Land	13,080	13,580	11,528	8,629	9,953	9,953				
004-280-4710 Reimbursements	2,927	1,845	0	3,700	3,250	3,450				50% propane by Swieter
004-910-4830 Transfer from General	10,000	10,000	7,500	7,500	10,000	10,000				Property Tax Support
<b>TOTAL REVENUES:</b>	<b>81,212</b>	<b>82,176</b>	<b>75,848</b>	<b>73,649</b>	<b>81,043</b>	<b>82,263</b>				
<b>EXPENSES:</b>										
004-280-6210 Dues/Memberships	75	100	75	100	100	100				
004-280-6240 Travel and Conference	0	0	200	200	200	200				
004-280-6310 Building Maint & Repair	4,191	6,566	250	5,000	5,000	5,000				
004-280-6311 Hangar Maint & Repair	709	0	500	500	500	500				
004-280-6320 Grounds Maintenance	2,500	2,603	5,750	3,000	5,000	3,000				
004-280-6350 Operational Equip Repair	1,821	849	100	100	100	100				
004-280-6371 Electric/Gas Utilities	10,657	12,115	7,500	15,412	13,345	14,150				propane, electric, refuse
004-280-6373 Telecommunications	969	805	800	500	360	400				
004-280-6402 Advertising/Recruitment	85	0	175	175	175	175				
004-280-6408 Property/Liability Insurance	1,553	1,496	1,700	1,720	1,800	1,900				
004-280-6419 Technology Services/Exp	0	0	0	0	0	0				
004-280-6426 Airport Manager	57,000	52,500	50,000	50,000	51,334	54,000				
004-280-6499 Contract Services	1,620	1,495	1,590	1,316	1,040	1,150				
004-280-6504 Minor Equipment	0	0	200	200	200	200				
004-280-6506 Office Supplies	0	11	0	0	0	0				
004-280-6507 Operating Supplies	529	1,042	1,150	1,150	800	1,200				
004-280-6695 Refunds	0	382	0	3,750	0	0				Crop Loss Refund
004-280-6727 Other Capital Equipment	0	0	1,750	1,750	0	0				Defibrillator FY20
004-280-6751 Other Capital Improvements	0	3,172	6,000	1,784	0	0				WU Fiber Ext FY19, FY20
<b>SERVICES &amp; COMMODITIES:</b>	<b>81,710</b>	<b>83,135</b>	<b>77,740</b>	<b>86,657</b>	<b>79,954</b>	<b>82,075</b>				
Transfer to Projects	0	0	0	0	0	0				
<b>TRANSFERS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>DEPARTMENT EXPENDITURES:</b>	<b>81,710</b>	<b>83,135</b>	<b>77,740</b>	<b>86,657</b>	<b>79,954</b>	<b>82,075</b>				
<b>NET FUND OPERATIONS:</b>	<b>-498</b>	<b>-959</b>	<b>-1,892</b>	<b>-13,008</b>	<b>1,089</b>	<b>188</b>				
Reserve Balance	29,978	29,019	27,127	16,011	17,100	18,609				

**2020-21 Budget Account Detail Report  
Public Works Department  
AIRPORT**

**004-280-**

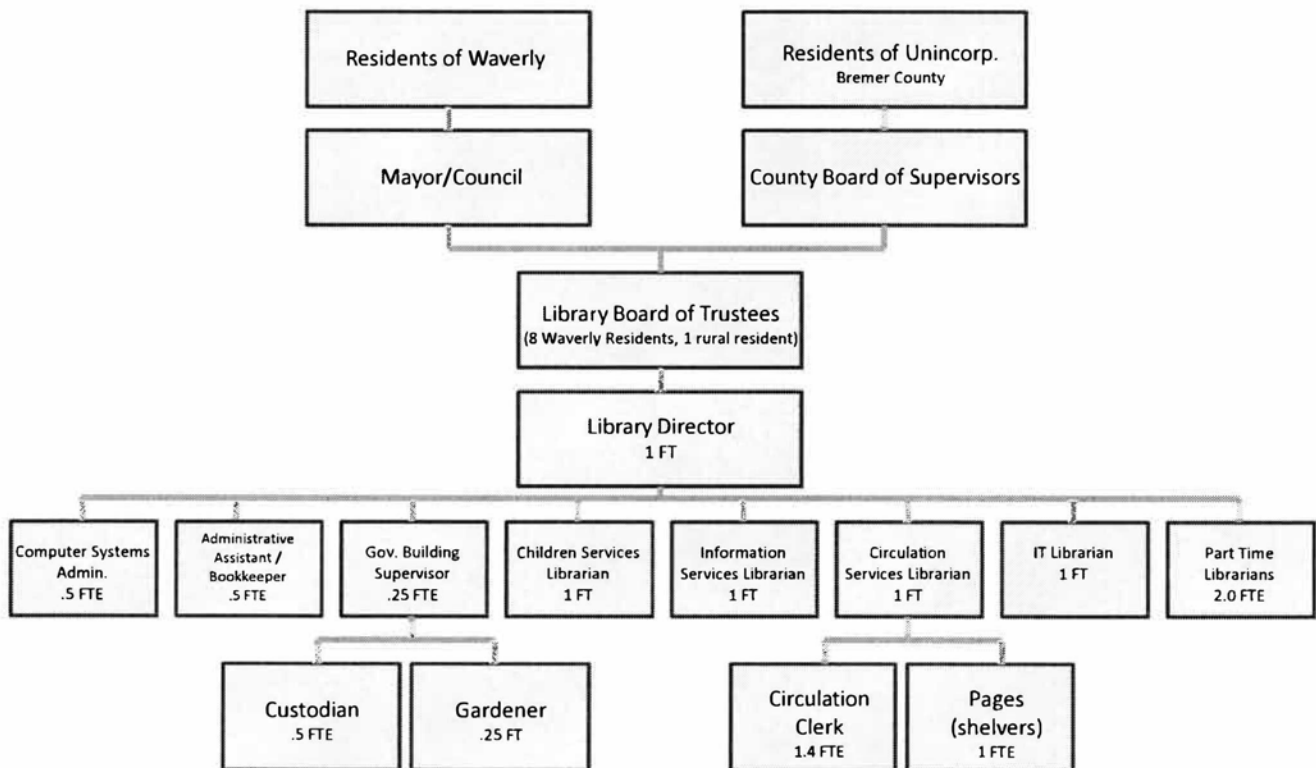
<b>6210</b>	<b>Dues, Memberships &amp; Subscriptions</b>	<b>\$</b>	<b>100.00</b>
	IPAA Dues		
<b>6240</b>	<b>Travel &amp; Conference</b>	<b>\$</b>	<b>200.00</b>
	Annual Spring Airport Conference		
<b>6310</b>	<b>Building Maintenance &amp; Repair - Bulk Hangar</b>	<b>\$</b>	<b>5,000.00</b>
	Plumbing Pipes, Security Cameras, Fuel Tank Light, etc.		
<b>6311</b>	<b>Hangar Maintenance &amp; Repair - Single &amp; Tee Hangars</b>	<b>\$</b>	<b>500.00</b>
<b>6320</b>	<b>Grounds Maintenance</b>		
	FBO Snow Removal Allowance	\$	2,500.00
	Miscellaneous	\$	500.00
	Replacement landscaping around Bulk Hangar	\$	2,000.00
		<b>\$</b>	<b>5,000.00</b>
<b>6350</b>	<b>Operational Equipment Repair</b>	<b>\$</b>	<b>100.00</b>
<b>6371</b>	<b>Electric / Propane Utilities / Garbage</b>		
	Electricity (100% City)	\$	6,600.00
	Propane (50% City) (50% FBO)	\$	6,500.00
	35-gallon refuse & 65-gallon recycling containers	\$	244.80
		<b>\$</b>	<b>13,344.80</b>
<b>6373</b>	<b>Telecommunications</b>	<b>\$</b>	<b>360.00</b>
<b>6402</b>	<b>Advertising / Marketing</b>	<b>\$</b>	<b>175.00</b>
<b>6408</b>	<b>Insurance, General Liability</b>	<b>\$</b>	<b>1,800.00</b>
<b>6426</b>	<b>Airport FBO / Manager</b>	<b>\$</b>	<b>51,334.00</b>
<b>6499</b>	<b>Contract Services</b>		
	Towels & Rugs (Cintas)	\$	350.00
	Water (Crystal Water)	\$	400.00
	Fire Extinguisher Testing	\$	200.00
	Portable Restroom - Fly-in Breakfast	\$	90.00
		<b>\$</b>	<b>1,040.00</b>
<b>6504</b>	<b>Minor Equipment</b>	<b>\$</b>	<b>200.00</b>
<b>6507</b>	<b>Operating Supplies</b>		
	Operating Supplies	\$	800.00
	Stormwater Permit (3-year permit)	\$	-
		<b>\$</b>	<b>800.00</b>



**004-280-**

<b>6727</b>	<b>Other Capital Equipment</b>	<b>\$</b>	<b>-</b>
	Defibrillator		
<b>6751</b>	<b>Other Capital Improvements</b>	<b>\$</b>	<b>-</b>

# Waverly Public Library



## ACTIVITY COVER SHEET

BUDGET FY 2020-21

Activity: **Waverly Public Library**

Library Goals: **1. INVITING SPACES:** Review & Update Facilities. **2. QUALITY PROGRAMMING:** Deliver engaging programming for all ages. **3. RESOURCES:** Enhance resources & services to meet changing needs. **4. COMMUNICATION:** Expand efforts to share information about the library with the community. (Library's Strategic Plan 2019-24)

FY 2020-21 Objectives:

### INVITING SPACES

- Study facilities design options (library consultant's study in 19-20) for identified needs such as quiet space and active space (example: teens).
- Consider changes to staff service points for the public.
- Review shelving needs as the collection evolves and usage statistics are studied.
- Plan for the purchase of new seating for the public for to allow for more space & different kinds of space (furniture currently 20 yrs. old).
- Look at options for acoustical control in the main portion of the library.

### QUALITY PROGRAMMING

- Continue providing early literacy programs for children – traveling storytime, storytime for toddlers, storytime for preschoolers, Reach Out and Read, Summer Reading Programs, school class visits, etc. Continue to provide fun computer coding opportunities for kids.
- Continue providing new & engaging programs for teens.
- Continue providing programs for adults, to learn and to connect with the community – book discussion groups, DIY programs, etc.

### RESOURCES AND SERVICES

- Continue to evaluate staffing levels, roles, and efficiencies.
- Utilize staff to reach outside the library with resources & services.
- Consider self-serve options to best meet users' needs, especially related to user convenience and privacy (self check-out of items and public computers, wireless printing & print release station).
- Review library-owned laptop usage and how these tools could be further utilized by the public.
- Continue to evaluate spending on physical & digital collections.
- Evaluate fine-free policy outcomes.

### COMMUNICATION

- Share newly identified core values, mission, and vision.
- Evaluate current library website and other digital platforms for ease of use for the public, clear messaging, and accurate representation of WPL's mission.
- Review indoor and outdoor signage.

***Waverly Public Library***  
***Your Window to Information, Recreation, and Community.***

**PUBLIC LIBRARY**

	Actual		Actual	Budget		Projected	Approved	Notes
	2017-2018	2018-2019		2019-2020	2019-2020			
<b>REVENUES:</b>								
005-410-4310	50	40	0	0	0	0		
005-410-4470	64,171	64,719	64,718	66,004	66,004	66,004		
005-410-4550	6,028	4,784	5,500	4,500	4,500	4,500		
005-410-4710	0	1,050	0	0	0	0		
005-410-4735	18	21	0	0	0	0		
005-410-4765	8,769	7,219	4,000	3,000	3,000	3,000		Fine free, Still Lost, Damaged Charges
005-910-4830	21,500	15,768	16,500	16,500	16,500	16,500		Includes State Grants
005-910-4830	686,531	652,154	739,556	739,556	774,530	774,530		
<b>DEPARTMENT REVENUES:</b>								
	787,067	745,755	830,274	829,560	864,534	864,534		
<b>EXPENSES:</b>								
005-410-6010	471,539	489,038	514,324	514,324	553,514	553,514		
112-410-6110	35,543	36,823	39,346	39,346	42,330	42,330		
112-410-6130	39,585	43,798	46,981	46,981	49,688	49,688		
112-410-6150	72,778	76,075	82,128	82,128	115,002	115,002		207,020
005-410-6160	1,237	1,426	1,500	1,500	1,600	1,600		
<b>PERSONNEL COSTS:</b>								
005-410-6210	620,682	647,160	684,279	684,279	762,134	762,134		
005-410-6230	794	666	820	820	820	820		
005-410-6240	214	0	0	0	0	0		
005-410-6310	3,144	3,040	4,500	4,500	4,500	4,500		
005-410-6320	913	6,889	15,000	15,000	13,000	13,000		
005-410-6331	636	473	3,000	1,500	1,500	1,500		
005-410-6350	59	307	100	100	300	300		
005-410-6371	1,225	236	4,500	6,000	6,000	6,000		
005-410-6373	47,073	43,352	55,000	55,000	52,000	52,000		
005-410-6402	4,248	10,909	17,200	11,000	11,000	11,000		Switched to Waverly Utilities
005-410-6408	39	0	200	200	200	200		
005-410-6414	5,276	5,566	5,600	5,617	5,650	5,650		
005-410-6415	500	0	500	500	500	500		
005-410-6419	3,885	5,273	4,000	5,000	5,200	5,200		
005-410-6425	10,247	18,152	11,600	11,600	13,900	13,900		
005-410-6490	681	2,010	1,000	1,000	1,500	1,500		
005-410-6499	0	17,200	9,500	30,700	30,700	30,700		
005-410-6504	30,604	24,346	30,700	30,700	30,700	30,700		
005-410-6506	2,937	1,227	1,000	1,000	1,500	1,500		
005-410-6507	7,606	7,194	9,500	8,000	8,000	8,000		
005-410-6508	4,512	6,643	4,750	5,500	6,250	6,250		
005-410-6520	3,071	3,175	4,500	3,500	3,500	3,500		
005-410-6522	61,406	59,608	50,880	52,313	54,000	54,000		
005-410-6524	7,362	7,692	7,250	6,500	6,500	6,500		
005-410-6526	400	1,205	400	400	400	400		
005-410-6526	35,248	40,606	37,950	40,200	47,500	47,500		
<b>SERVICES &amp; COMMODITIES:</b>								
	232,080	265,767	279,450	279,450	274,420	274,420		

	Actual		Budget		Projected		Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020		
<b>EXPENSES:</b>								
005-410-6721 Furniture and Fixtures	1,975	0	9,000	9,000	9,000	9,000		
005-410-6727 Capital - Equipment	6,352	4,000	9,500	9,500	9,500	9,500		Modify Service Desks, Patron Furniture
<b>CAPITAL EXPENDITURES:</b>	<b>8,327</b>	<b>4,000</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>		
005-411-6520 Library Books	184	0	0	0	0	0		
005-411-6524 Microforms	0	0	0	0	0	0		
005-411-6526 Media Equipment	0	0	0	0	0	0		
005-411-6699 Restricted Use Expenses	13,540	15,959	16,500	16,500	16,500	16,500		Restricted
<b>RESTRICTED:</b>	<b>13,724</b>	<b>15,959</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>		
<b>DEPARTMENT EXPENDITURES:</b>	<b>874,812</b>	<b>932,886</b>	<b>998,729</b>	<b>998,729</b>	<b>998,729</b>	<b>1,071,554</b>		
<b>NET DEPARTMENT OPERATIONS:</b>	<b>(87,745)</b>	<b>(187,131)</b>	<b>(168,455)</b>	<b>(169,169)</b>	<b>(169,169)</b>	<b>(207,020)</b>		

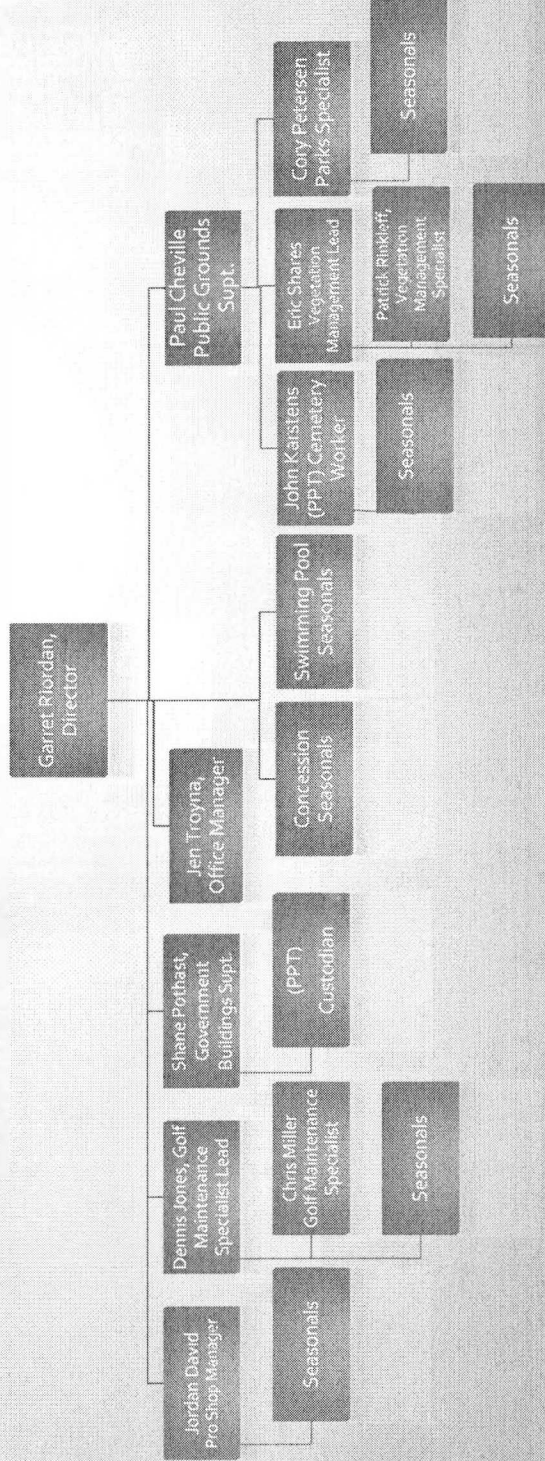
	11.3	11.3	11.2	11.2	11.2	11.2
<b>PERSONNEL:</b>						
Director	1	1	1	1	1	1
Reference/Information Services Librarian	1	1	1	1	1	1
Youth Librarian	1	1	1	1	1	1
Circ. Service Librarian	1	1	1	1	1	1
Info Technology Librarian	0	0	1	1	1	1
Bldg. Supervisor *	0.25	0.25	0.25	0.25	0.25	0.25
Asst. Librarians	2.60	2.60	2.00	2.00	2.00	2.00
Circulation Clerks	1.40	1.40	1.40	1.40	1.40	1.40
Custodian	0.50	0.50	0.50	0.50	0.50	0.50
Administrative Assistant	0.50	0.50	0.50	0.50	0.50	0.50
Computer System Admin	0.50	0.50	0.50	0.50	0.50	0.50
Pages	11.3	11.3	11.2	11.2	11.2	11.2

**2020-21 Budget Account Detail Report  
WAVERLY PUBLIC LIBRARY**

<b>6210 Dues / Memberships</b>		
	Iowa Library Association	
	American Library Association	
	<b>Total</b>	<u>\$ 820</u>
<b>6240 Travel and Conference</b>		
	Iowa Library Association Conference	
	Pub. Lib. Management (State Library of Iowa)	
	Kids First Conference	
	American Library Association Conference	
	<b>Total</b>	<u>\$ 4,500</u>
<b>6371 Utilities</b>		
	Waverly Light & Power -- electric	
	city services -- water, sewer, solid waste	
	MidAmerican Energy -- gas	
	<b>Total</b>	<u>\$ 52,000</u>
<b>6415 Rents/Leases of Equipment</b>		
	Postage machine	
	Copy machine	
	<b>Total</b>	<u>\$ 5,200</u>
<b>6419 Technology Services</b>		
	Annual Licenses and support renewed	
	Unexpected parts and repairs	
	New staff server (current server 12 yrs old w/older operating system)	
	New KVM station to switch screen among servers	
	Workstation & monitor replacement	
		\$ 13,900
	<b>Total</b>	<u>\$ 13,900</u>
<b>6499 Contract Services</b>		
	Johnson Controls, HVAC Maintenance	
	SirsiDynix Support, Library Automation System	
	Cataloging Contract (State Library of Iowa)	
	EZCAT cataloging	
	Window cleaning	
	Carpet cleaning	
	Fire alarm maintenance, regular checkups	
	Security alarm monitoring, 24x7	
	<b>Total</b>	<u>\$ 30,700</u>

**NOTES:**

# Leisure Services Organization Chart





## ACTIVITY COVER SHEET

BUDGET FY 2020-21

ACTIVITY: Leisure Services Administration

ACTIVITY GOAL: To plan, organize, direct, support, and evaluate the Divisions of the Department in an efficient manner to serve the Citizens of Waverly.

FY: 2020-21 OBJECTIVES

1. To assess the effectiveness of the new Cemetery Software by April 2021.
2. To upgrade the desk in the office for both Office Managers by Aug. 2020
3. To recommend for the 2020-21 budget to do an update on the Park and Open Space Master Plan by December 2020.
4. To continue to explore the addition of a credit card option for the convenience of our citizens by March 2021.

**LEISURE SERVICES ADMINISTRATION**

	REVENUES:			Notes
	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	
001-400-4550	101	26	0	
001-400-4710	0	0	0	
Leisure Services Admin Total	101	26	0	

	EXPENSES:			NOTES
	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	
001-400-6010	128,738	146,038	122,243	
112-400-6110	9,628	10,947	9,352	
112-400-6130	11,210	12,080	11,370	
112-400-6150	28,518	27,781	54,232	
001-400-6160	2,132	1,321	3,100	
PERSONNEL COSTS:	180,226	198,168	200,297	

001-400-6210	1,152	1,218	1,075	
001-400-6230	120	130	200	
001-400-6240	1,613	1,536	1,600	
001-400-6350	0	0	0	
001-400-6373	836	1,688	1,000	
001-400-6414	115	463	150	
001-400-6419	10,740	10,973	9,700	
001-400-6499	118	1,549	1,000	
001-400-6504	0	259	0	
001-400-6506	366	314	400	
001-400-6507	4	0	0	
SERVICES & COMMODITIES:	15,063	18,131	15,125	

001-400-6727 Capital - Equipment 1,345 1,864 0 0 2,000 Office Manager/Split w/Com.Dev.

CAPITAL EXPENDITURES: 1345 1864 0 0 2000

DEPARTMENT EXPENDITURES:	196,634	218,163	215,422	217,261	207,849
<b>NET DEPARTMENT OPERATIONS:</b>	(196,533)	(218,137)	(215,422)	(217,261)	(207,849)

PERSONNEL:						
Director	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1
Part Time	0	0	0	0	0	0

**2020-21 Budget Account Detail Report  
LEISURE SERVICES - ADMINISTRATION**

<b>6210</b>	<b>Dues / Memberships / Subscriptions</b>		
	IPRA - Agency Membership	\$	405
	NRPA - Agency Membership	\$	650
	Independent / Democrat	\$	40
	<b>Total</b>	<b>\$</b>	<b>1,095</b>
<b>6230</b>	<b>Training</b>		
	CPO - CEU	\$	280
	<b>Total</b>	<b>\$</b>	<b>280</b>
<b>6240</b>	<b>Travel and Conference</b>		
	IPRA Conference	\$	700
	IPRA Fall Workshop	\$	600
	Regional Meetings	\$	400
	<b>Total</b>	<b>\$</b>	<b>1,700</b>
<b>6373</b>	<b>Telecommunications</b>		
		\$	1,000
	<b>Total</b>	<b>\$</b>	<b>1,000</b>
<b>6414</b>	<b>Printing and Binding</b>		
	Shelters, Ball Diamonds	\$	150
	<b>Total</b>	<b>\$</b>	<b>150</b>
<b>6419</b>	<b>Technology Services</b>		
	BergenKDV Tech Services	\$	9,700
	<b>Total</b>	<b>\$</b>	<b>9,700</b>
<b>6499</b>	<b>Miscellaneous Contracts</b>		
	Computer, server, printer, email maintenance (Covers entire divisions computers) Cables and Installation	\$	1,000
	<b>Total</b>	<b>\$</b>	<b>1,000</b>
<b>6506</b>	<b>Office Supplies</b>		
	Laser Printer Cartridges	\$	400
	Miscellaneous Supplies		
	<b>Total</b>	<b>\$</b>	<b>400</b>
<b>6727</b>	<b>Capital-Equipment</b>		
	Desk for Office Manager - split with Comm. Dev.	\$	2,000
		<b>\$</b>	<b>2,000</b>

**NOTES:**

## ACTIVITY COVER SHEET

BUDGET FY 2020-21

ACTIVITY: Parks

ACTIVITY GOAL: To provide the citizens of Waverly with a high quality, efficiently maintained, and increasingly useful system of parks, play areas, and public lands.

FY 2020-21 OBJECTIVES:

1. To determine plans and specs for phase 3 of the South Riverside improvement project.
2. To replace, repair and redesign the disk golf course located in Brookwood Park by August 2020
3. Bid and purchase a 72in Out-front mower with brush to replace PK515 (2015)  
By June 2020
4. Coordinate with Vegetation Management to create a park ash tree replacement plan by November 2021
5. Review and revise downtown planting and maintenance schedules with the addition of streetscape responsibilities by March 2021
6. Design, construct, and install new park signage in selected tier 1 and tier 2 parks.
7. Work with Waverly Softball Association to organize and coordinate an efficient and effective maintenance plan for all city owned ball diamond facilities by August 2021

**PARKS**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	Notes
<b>REVENUES:</b>						
001-430-4190	100	120	100	100	100	
001-430-4310	330	346	250	250	250	
001-430-4440	646	840	0	0	0	
001-430-4466	4,500	21,561	10,000	10,000	10,000	
001-430-4500	325	530	200	400	400	
001-430-4501	3,849	2,609	2,000	2,500	2,500	
001-430-4502	4,891	7,193	4,500	4,500	4,500	
001-430-4503	800	2,030	1,000	1,000	1,000	
001-430-4705	1,725	51,350	60,000	20,000	15,000	
001-430-4706	1,620	3,601	0	0	0	
001-430-4710	1,261	0	0	0	0	
001-430-4735	1,528	1,616	1,000	1,000	1,000	
001-430-4745	7,200	0	0	0	0	
001-430-4765	805	0	150	150	150	
001-430-4780	100	109	0	0	0	
<b>DEPARTMENT REVENUES:</b>						
	29,680	91,906	79,200	39,900	34,900	
<b>EXPENSES:</b>						
001-430-6010	152,443	161,356	158,833	165,000	178,143	
112-430-6110	11,392	12,069	12,151	12,151	13,587	
112-430-6130	11,182	13,327	14,940	14,940	16,766	
112-430-6150	28,804	29,568	32,235	32,235	34,379	
112-430-6170	1,951	14,757	10,000	10,000	10,000	
001-430-6160	4,802	3,354	7,000	7,000	7,140	
001-430-6181	1,967	2,041	2,733	2,733	3,470	
<b>PERSONNEL SERVICES:</b>						
	212,540	236,471	237,892	244,059	263,485	
001-430-6210	0	0	0	0	500	Miracle League Membership
001-430-6230	150	543	1,600	1,600	0	
001-430-6240	195	1,074	1,100	1,100	1,400	
001-430-6310	11,497	17,472	4,450	4,450	18,200	Replace Roof-North End
001-430-6331	11,431	15,023	11,000	11,000	12,000	
001-430-6332	1,375	2,569	750	750	750	
001-430-6350	3,662	4,023	1,000	4,000	1,000	
001-430-6371	18,169	17,820	17,000	17,000	17,000	
001-430-6373	698	52	500	500	500	

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021
<b>EXPENSES:</b>					
001-430-6399	14,202	12,047	10,500	10,500	10,000
001-430-6413	1,500	0	1,500	1,500	29,500
001-430-6419	0	0	0	0	0
001-430-6497	0	501	0	0	0
001-430-6498	200	855	0	0	0
001-430-6499	27,893	60,367	5,250	7,500	7,500
001-430-6501	14,052	5,104	12,550	15,000	16,646
001-430-6504	15,949	11,006	5,375	5,375	5,900
001-430-6507	5,233	2,582	3,000	3,000	3,700
<b>SERVICES &amp; COMMODITIES:</b>					
	126,206	151,037	75,575	83,275	124,596
001-430-6710	27,497	7,767	26,500	26,500	0
001-430-6727	36,182	21,540	0	0	28,000
<b>CAPITAL EXPENDITURES:</b>					
	63,679	29,307	26,500	26,500	28,000
001-430-6799	0	12,262	53,000	53,000	62,000
<b>DEPARTMENT EXPENDITURES:</b>					
	402,425	416,815	339,967	353,834	478,081
<b>NET DEPARTMENT OPERATIONS:</b>					
	(372,745)	(324,910)	(260,767)	(313,934)	(443,181)

Wartburg Tennis Courts

72" Outfront Mower

Park Signs/Dog Park Shelter

<b>PERSONNEL:</b>						
Public Grounds Superintendent	1	1	1	1	1	1
Grounds Maint. Specialist	1	1	1	1	1	1
Part Time	6	6	7	7	7	7

**2020-21 Budget Account Detail Report  
PARKS**

<b>6181</b>	<b>Uniforms / Safety</b>		
	Safety Shoes (2 x \$60)	\$	120
	Hearing Tests	\$	350
	Uniforms for FT	\$	1,100
	T-Shirts for Seasonals	\$	300
	Vests 12 @ \$15.00 each	\$	180
	Safety Glassess	\$	45
	Gloves	\$	50
	Rain Gear	\$	100
	Fire Extinguishers	\$	250
	Cold Weather Gear	\$	500
	Ear Protection	\$	75
	Spray Suit	\$	400
	<b>Total</b>	<b>\$</b>	<b>3,470</b>
<b>6210</b>	<b>Dues/Memberships/Subscriptions</b>		
	Miracle League Membership	\$	500
	<b>Total</b>	<b>\$</b>	<b>500</b>
<b>6230</b>	<b>Training</b>		
	Park Maintenance Management Institute		
	<b>Total</b>	<b>\$</b>	<b>-</b>
<b>6240</b>	<b>Travel and Conference</b>		
	Parks related Conference - Paul Chevillie	\$	600
	IPRA Conference	\$	400
	Shade Tree Conference	\$	400
	<b>Total</b>	<b>\$</b>	<b>1,400</b>
<b>6310</b>	<b>Repairs/Maintenance Structures</b>		
	Electrical, Plumbing, Structural repairs (vandalism, old age)	\$	1,500
	Playground Repairs and Maintenance	\$	500
	Main trail bridge wood seal - Grant	\$	750
	Add water line NW gardens	\$	1,000
	Wood - Table Repairs	\$	200
	Paint - Shelters, buildings, tables	\$	250
	Parks shop roof - North end of shop	\$	14,000
	<b>Total</b>	<b>\$</b>	<b>18,200</b>
<b>6331</b>	<b>Vehicle Operation/Fuel</b>		
		\$	12,000
	<b>Total</b>	<b>\$</b>	<b>12,000</b>
<b>6332</b>	<b>Repair/Maint Vehicle (non E.S.)</b>		
	Tires, wipers, bulbs	\$	750
	<b>Total</b>	<b>\$</b>	<b>750</b>
<b>6350</b>	<b>Operational Equip Repair</b>		
	Tires, bulbs, parts for equipment	\$	1,000
	<b>Total</b>	<b>\$</b>	<b>1,000</b>



<b>6399</b>	<b>Repair &amp; Maintenance Equipment (E.S.)</b>		
	F3680 72" Mower (Kubota)	2018	
	Kubota Tractor	2015	
	JD 1575 72" Mower	2012	
	Tractor (Kubota)	2010	
	Pick-up (F-150 4 X 4)	2006	
	Land Pride 11' rear mower	2012	
	Pick-up (D-1500 4 X 4)	2001	
	Buffalo Blower	2004	
	Utility Vehicle	2013	
	1 - ton (Chevy)	2016	
	<b>Total</b>		<b>\$ 10,000</b>
			<b>\$ 10,000</b>
<b>6371</b>	<b>Electric/Gas Utilities</b>		<b>\$ 17,000</b>
	Parks Shop (412 1st Ave SE)		
	Visitor Center Restrooms		
	Amvets Shelter		
	Droste Shelter - Restroom		
	Lions Shelter		
	Kid's Kingdom Shelter		
	South Riverside Shelter		
	Outlets at Fairgrounds		
	Ball Diamond Lights		
	Kohlmann Park		
	Exchange Building		
	Prairie Park		
	<b>Total</b>		<b>\$ 17,000</b>
<b>6373</b>	<b>Telecommunications</b>		<b>\$ 500</b>
			<b>\$ 500</b>
<b>6413</b>	<b>Contributions to Other Agencies</b>		
	Wartburg College Tennis Court Contract		\$ 1,500
	Tennis Court Resurface		\$ 28,000
	<b>Total</b>		<b>\$ 29,500</b>
<b>6499</b>	<b>Miscellaneous Contracts</b>		
	Mowing contracted areas (Airport runways and medians)		\$ 3,800
	Kohlman Flower baskets		\$ 1,200
	Porto Potties 5 @ \$100/week x 25 weeks		\$ 2,500
	<b>Total</b>		<b>\$ 7,500</b>

<b>6501</b>	<b>Building &amp; Grounds Maintenance and Supplies</b>		
	Flowers for city planters and beds	\$	1,000
	Ball Diamonds supplies (aglime, chalk, bases & Dri)	\$	1,200
	Concrete- fix disk golf tees	\$	500
	Grass Seed (reseeding lots)	\$	700
	Rock and Gravel	\$	300
	Hort Chemicals (broadleaf control on selected parks/public areas)	\$	4,346
	Flower basket supplies for Kohlmann Park	\$	300
	Fall Material for Play Equipment (3 loads)	\$	7,600
	Marking Paint	\$	700
	<b>Total</b>	<b>\$</b>	<b>16,646</b>
<b>6504</b>	<b>Minor Equipment</b>		
	Trash Receptacles	\$	800
	Commercial Push Mower	\$	400
	New Port-a-Jon	\$	700
	Disk Golf Baskets	\$	4,000
	<b>Total</b>	<b>\$</b>	<b>5,900</b>
<b>6507</b>	<b>Operating Supplies &amp; Materials</b>		
	Paper products, cleaning products, trash bags, dog bags	\$	3,500
	Wrenches/Sockets/Tools	\$	200
	<b>Total</b>	<b>\$</b>	<b>3,700</b>
<b>6727</b>	<b>Capital - Equipment</b>		
	72" Outfront Mower with cab, deck, brush	\$	28,000
	<b>Total</b>	<b>\$</b>	<b>28,000</b>
<b>6799</b>	<b>Capital- Other Improvements</b>		
	15 new park signs	\$	32,000
	Dog Park Shelter (\$15,000 Donation)	\$	30,000
	<b>Total</b>	<b>\$</b>	<b>62,000</b>

## ACTIVITY COVER SHEET

BUDGET FY 2020-21

ACTIVITY: Harlington Cemetery

ACTIVITY GOAL: To implement improvements to the cemetery that will provide the citizens of Waverly and surrounding area with a well organized and maintained cemetery for years to come.

### FY 2020-21 OBJECTIVES:

1. Organize new shop for safety, efficiency, and workability by December 2020
2. Hire a contractor to assist in the repairing of selected broken or damaged markers by August 2020
3. Develop a timeline for plans, plotting, and layout of south section by April 2021
4. Plant 15 new trees in locations around the older sections where burials are no longer possible by November 2020
5. Develop a longer use for plant material purchased from Memorial Day contracts by May 2021
6. Reevaluate open lots in some newer sections to determine if full burials are possible by March 2021

**CEMETERY**

	Actual			Budget			Projected			Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	2019-2020	2019-2020			
<b>REVENUES:</b>											
001-450-4190				815	885	500	500	500	500	8,000	
001-450-4300			7,524	9,761	8,000	8,000	8,000	8,000	8,000	0	
001-450-4310			0	0	0	0	0	0	0	0	
001-450-4550			125	95	500	500	500	500	500	400	
001-450-4735			536	554	400	400	400	400	400	26,000	
001-450-4740			22,415	15,000	26,000	26,000	26,000	26,000	26,000	35,000	
001-450-4741			37,575	42,795	35,000	35,000	35,000	35,000	35,000	70,400	
001-450-4745			0	0	0	0	0	0	0		
<b>DEPARTMENT REVENUES:</b>											
			68,990	69,090	70,400	70,400	70,400	70,400	70,400		

	Actual			Budget			Projected			Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	2019-2020	2019-2020			
<b>EXPENSES:</b>											
001-450-6010			56,166	54,067	55,450	55,450	55,450	55,450	60,015		
112-450-6110			4,269	4,109	4,242	4,242	4,242	4,242	4,564		
112-450-6130			3,741	4,390	5,234	5,234	5,234	5,234	5,631		
112-450-6150			0	0	0	0	0	0	0		
001-450-6160			3,319	11,315	4,600	4,600	4,600	4,600	4,692		
001-450-6181			644	866	900	900	900	900	1,150		
<b>PERSONNEL COSTS:</b>											
			68,138	74,747	70,426	70,426	70,426	70,426	76,052		
001-450-6210			181	111	130	130	130	130	130		
001-450-6230			0	0	0	0	0	0	0		
001-450-6310			1,014	499	200	200	200	200	550		
001-450-6331			4,721	5,630	4,500	5,400	5,400	5,400	5,500		
001-450-6350			5,756	1,432	1,500	2,000	2,000	2,000	1,775		
001-450-6371			7,911	6,474	6,000	6,000	6,000	6,000	6,000		
001-450-6373			664	52	700	700	700	700	700		
001-450-6399			1,707	2,055	1,200	1,000	1,000	1,000	900		
001-450-6419			0	0	0	0	0	0	0		
001-450-6498			40	0	0	0	0	0	0		
001-450-6499			6,624	7,894	3,000	3,000	3,000	3,000	7,000		
001-450-6501			2,725	2,511	2,900	2,900	2,900	2,900	2,700		
001-450-6504			16,512	2,797	500	900	900	900	250		
001-450-6506			6	0	0	0	0	0	0		
001-450-6507			1,136	3,417	1,150	1,150	1,150	1,150	800		
<b>SERVICES &amp; COMMODITIES:</b>											
			48,996	32,872	21,780	23,380	23,380	23,380	26,305		
001-450-6727			7,896	24,300	12,000	8,600	8,600	8,600	10,000		
001-450-6799			4,975	0	8,000	0	0	0	0		
<b>CAPITAL EXPENDITURES:</b>											
			12,871	24,300	20,000	8,600	8,600	8,600	10,000		
<b>DEPARTMENT EXPENDITURES:</b>											
			130,005	131,919	112,206	102,406	102,406	102,406	112,357		
<b>NET DEPARTMENT OPERATIONS:</b>											
			(61,016)	(62,828)	(41,806)	(32,006)	(32,006)	(32,006)	(41,957)		

Mem. Day Flowers/Software/  
Straighten Old Stones

String Trimmer

Mini Excavator

PERSONNEL:		Supervisor	Permanent	Part-Time	Part-Time
0	0	0	0	0	0
1	1	1	1	1	1
3	3	3	3	3	3

**2020-21 Budget Account Detail Report  
CEMETERY**

<b>6181</b>	<b>Uniforms / Safety Equipment</b>		
	Safety Shoes	\$	60
	Safety Glasses & Ear Protection	\$	200
	Cold Weather Gear for PPT	\$	250
	Uniforms	\$	640
	<b>Total</b>	<b>\$</b>	<b>1,150</b>
<b>6210</b>	<b>Dues/Memberships/Subscriptions</b>		
	State Registration	\$	130
	<b>Total</b>	<b>\$</b>	<b>130</b>
<b>6310</b>	<b>Repairs/Maintenance Structures</b>		
	Paint/Lumber	\$	200
	New/Repaired Shop Supplies	\$	350
	<b>Total</b>	<b>\$</b>	<b>550</b>
<b>6331</b>	<b>Vehicle Operation/Fuel</b>		
		\$	5,500
	<b>Total</b>	<b>\$</b>	<b>5,500</b>
<b>6371</b>	<b>Electric/Gas Utilities</b>		
		\$	6,000
	<b>Total</b>	<b>\$</b>	<b>6,000</b>
<b>6373</b>	<b>Telecommunications</b>		
	Internet	\$	700
	<b>Total</b>	<b>\$</b>	<b>700</b>
<b>6399</b>	<b>Repair &amp; Maintenance - Vehicles &amp; Equipment (E.S.)</b>		
	Jacobsen Utility Vehicle	\$	100
	Gator Utility Vehicle	\$	100
	Weed Trimmers	\$	100
	44' Mower x2	\$	150
	0 - Turn mower	\$	150
	1-Ton	\$	300
	<b>Total</b>	<b>\$</b>	<b>900</b>
<b>6350</b>	<b>Repair &amp; Maintenance - Vehicles &amp; Equipment (Non E.S.)</b>		
	Jacobsen Utility Vehicle	\$	200
	0 - Turn mower (blades, belts, service)	\$	200
	Gator Utility Vehicle	\$	200
	Gravelly 44' Mowers (2) (blades, belts, filters)	\$	400
	Weed Trimmer String and Parts (repairs)	\$	400
	Chainsaw repairs/parts	\$	75
	1-Ton Tires	\$	300
	<b>Total</b>	<b>\$</b>	<b>1,775</b>

<b>6499</b>	<b>Miscellaneous Contracts</b>		
	Cemetery Software	\$	1,100
	Straighten and Repair Old Stones	\$	5,000
	Memorial Day Flower Contract	\$	900
	<b>Total</b>	<b>\$</b>	<b>7,000</b>
<b>6501</b>	<b>Building Grounds Maintenance</b>		
	Pesticide (Roundup)	\$	100
	Fertilizer/ weed control	\$	1,200
	Sod winter graves, repair areas	\$	800
	Flowers beds & landscape areas	\$	400
	Grass seed	\$	200
	<b>Total</b>	<b>\$</b>	<b>2,700</b>
<b>6504</b>	<b>Minor Equipment</b>		
	String Trimmer	\$	250
	<b>Total</b>	<b>\$</b>	<b>250</b>
<b>6507</b>	<b>Operating Supplies / Materials</b>		
	Office bathroom + office	\$	250
	LP gas for grave thawer	\$	150
	Other Supplies	\$	400
	<b>Total</b>	<b>\$</b>	<b>800</b>
<b>6727</b>	<b>Other Capital Equipment</b>		
	Mini Excavator	\$	10,000
	<b>Total</b>	<b>\$</b>	<b>10,000</b>

ACTIVITY COVER SHEET

BUDGET FY 2020-21

ACTIVITY: GOLF COURSE

Activity Goal: To maintain and improve our Golf Course in a matter which blends function with aesthetics and provides a pleasurable experience to challenge both the beginner and accomplished golfer while contributing to the natural beauty of our city.

FY 2020-21 OBJECTIVES:

1. Continue our Ash Tree/Scotch Pine Tree removal with consideration for high safety areas.
2. Develop a plan to replace our aging split rail fence with durable vinyl. To be started Spring 2020
3. Enlarge the teeing area on the forward tee on number five. Completed by September 2020
4. Level and Seed old 13 tee for use as a sod farm. Completed by June 2020.
5. Work on pond aesthetics by using pond dyes and Algae controls as well as redefining pond edges. Completed by November 2020
6. Dig out and reshape the bunker on hole 17 by July of 2020.

**GOLF COURSE**

**FT Mgmt**

	Actual	Actual	Budget	Projected	Approved	Notes
	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021	
<b>REVENUES:</b>						
008-441-4500	79,792	79,878	79,000	80,000	80,000	
008-441-4501	100,619	99,470	101,000	102,000	102,000	
008-441-4502	4,275	4,300	4,300	4,300	4,300	
008-441-4503	3,172	5,283	3,500	3,500	4,000	
008-441-4705	3,500	165	0	0	0	
008-441-4710	235	151	200	200	200	
008-441-4735	808	801	500	500	500	
008-441-4745	0	230	0	0	0	
008-910-4830	138,000	158,452	234,181	234,181	230,100	
008-910-4830	40,000	40,000	40,000	40,000	35,000	
<b>TOTAL GOLF REVENUES:</b>	<b>370,851</b>	<b>388,660</b>	<b>462,681</b>	<b>464,681</b>	<b>456,100</b>	

	Actual	Actual	Budget	Projected	Approved	Notes
	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021	
<b>EXPENDITURES:</b>						
008-441-6010	168,316	174,306	186,995	175,000	189,780	
112-441-6110	12,475	12,951	14,305	14,305	14,477	
112-441-6130	14,197	15,722	17,556	17,556	17,864	
112-441-6150	39,945	39,426	45,061	45,061	47,772	
112-441-6170	2,751	23,851	10,000	10,000	10,000	
008-441-6160	2,178	1,477	3,200	3,200	3,264	
008-441-6181	1,530	1,882	2,114	2,000	2,214	
<b>PERSONNEL COSTS:</b>	<b>241,392</b>	<b>269,614</b>	<b>279,231</b>	<b>267,122</b>	<b>285,371</b>	
008-441-6210	1,010	645	630	645	645	
008-441-6230	15	35	0	0	0	
008-441-6240	902	177	690	690	690	
008-441-6310	130	43	300	300	300	
008-441-6320	5,272	9,755	7,224	7,224	3,515	
008-441-6331	13,333	12,678	12,405	12,405	12,431	
008-441-6350	5,447	10,936	7,515	7,515	9,227	
008-441-6371	17,484	14,909	15,749	15,749	16,052	
008-441-6373	664	52	700	700	700	
008-441-6399	747	1,255	2,631	2,631	1,255	Stump Grinder/Air Compressor
008-441-6415	394	252	250	250	1,254	
008-441-6419	0	175	0	0	0	
008-441-6499	1,437	1,565	2,119	2,119	2,588	
008-441-6501	42,881	42,101	45,188	45,188	41,892	
008-441-6504	488	103	4,500	4,500	2,900	Electric Power Washer
008-441-6506	84	214	64	64	150	
008-441-6507	2,793	2,403	1,763	1,763	2,427	
<b>SERVICES &amp; COMMODITIES:</b>	<b>93,080</b>	<b>97,298</b>	<b>101,728</b>	<b>101,743</b>	<b>96,026</b>	
008-441-6727	0	0	1,600	1,600	0	
<b>CAPITAL EXPENDITURES:</b>	<b>0</b>	<b>0</b>	<b>1,600</b>	<b>1,600</b>	<b>0</b>	
008-441-6801	37,984	39,002	50,000	50,000	45,850	
008-441-6851	2,148	1,061	0	0	3,437	
<b>LOAN PAYMENTS:</b>	<b>40,132</b>	<b>40,063</b>	<b>50,000</b>	<b>50,000</b>	<b>49,287</b>	
<b>GOLF EXPENDITURES:</b>	<b>374,603</b>	<b>406,974</b>	<b>432,559</b>	<b>420,465</b>	<b>430,684</b>	
<b>NET DEPARTMENT OPERATIONS:</b>	<b>(3,752)</b>	<b>(18,314)</b>	<b>30,122</b>	<b>44,216</b>	<b>25,416</b>	



**2020-21 Budget Account Detail Report  
GOLF COURSE**

<b>6181</b>	<b>Uniforms / Safety</b>		
	Hearing Tests	\$	139
	Safety Shoes            2 pairs @ \$60	\$	120
	First Aid Supplies	\$	300
	Hearing / Eye Protection	\$	30
	Gloves / Boots	\$	30
	Uniforms	\$	1,227
	High Visibility Winter Clothes	\$	250
	Spray Suits            24 suits @ \$4.90	\$	118
	<b>Total</b>	<b>\$</b>	<b>2,214</b>
<b>6210</b>	<b>Dues / Memberships / Subscriptions</b>		
	GCSA (National)	\$	395
	IGCSA (State)	\$	250
	<b>Total</b>	<b>\$</b>	<b>645</b>
<b>6240</b>	<b>Travel and Conference</b>		
	State Conference in Des Moines Registration	\$	410
	Lodging, Food, Parking	\$	280
	<b>Total</b>	<b>\$</b>	<b>690</b>
<b>6310</b>	<b>Repair / Maintenance Structures</b>		
		\$	300
	<b>Total</b>	<b>\$</b>	<b>300</b>
<b>6320</b>	<b>Repair &amp; Maintenance Irrigation</b>		
	Repair/Maintenance of Aerators/Pumps (Electrician Hook-up/disconnect)	\$	1,000
	15 po#3-3389 1.5" 750 Body cases @ \$97	\$	1,515
	PVC Pipes/Fittings/Solvents	\$	1,000
	<b>Total</b>	<b>\$</b>	<b>3,515</b>
<b>6331</b>	<b>Vehical Operation/Fuel</b>		
	Regular Unleaded	\$	2,461
	Diesel Fuel	\$	6,623
	Golf Carts	\$	2,538
	Golf Pick up 1 Ton	\$	809
	<b>Total</b>	<b>\$</b>	<b>12,431</b>
<b>6399</b>	<b>Repair / Maintenance Equipment E.S.</b>		
	Public Works Equipment Repair & Supplies	\$	1,255
	<b>Total</b>	<b>\$</b>	<b>1,255</b>

<b>6350</b>	<b>Repair &amp; Maintenance Equipment</b>	
	Fairway Mowers (2)	\$ 900
	Greens Mowers (3)	\$ 1,500
	Utility Mowers (2)	\$ 1,000
	Rough Mowers (2)	\$ 500
	Trucksters (3)	\$ 300
	Aerifiers (2)	\$ 1,500
	Small Equipment	\$ 300
	Grinders (2)	\$ 327
	Sprayers (2)	\$ 500
	Bunker Rake	\$ 200
	1070 Tractor	\$ 200
	10w-30 Oil, Univ Hyd oil, lapping compound, Solvents, Jd Hyd oil	\$ 2,000
	<b>Total</b>	<b>\$ 9,227</b>
<b>6371</b>	<b>Electric/Gas Utilities</b>	
	Electrical / Water for White Storage Building (Fairground)	\$ 983
	Electrical for Pump Station (10th Avenue SW)	\$ 3,390
	Electrical for Supply Pumps (Industrial Park)	\$ 761
	Electrical / Water / Sewer (Turf Care Center)	\$ 3,972
	Electrical Pond Aeration (Hole 2)	\$ 742
	Electrical for Waterfalls new hole addition	\$ 2,409
	Electrical Pond Aeration (Railroad)	\$ 703
	Natural Gas for Turf Care Center	\$ 3,092
	<b>Total</b>	<b>\$ 16,052</b>
<b>6373</b>	<b>Telecommunications</b>	
	Telephone/Internet	\$ 700
	<b>Total</b>	<b>\$ 700</b>
<b>6415</b>	<b>Rental Equipment</b>	
	Air Compressor Rental	\$ 254
	Stump Grinder attachment for Skid Loader	\$ 1,000
	<b>Total</b>	<b>\$ 1,254</b>
<b>6499</b>	<b>Miscellaneous Contracts</b>	
	Portable Restroom Service (\$140/month @ 8 months)	\$ 1,280
	Hoist Inspection	\$ 258
	Fire Extinguisher Inspection	\$ 150
	POGO Cloud Access (Mapping Course)	\$ 900
	<b>Total</b>	<b>\$ 2,588</b>

<b>6501</b>	<b>Building / Grounds Maintenance / Supplies</b>	
	Sand Top Dressing	\$ 2,358
	Fertilizer	\$ 26,784
	Herbicides	\$ 2,544
	Fungicides	\$ 4,887
	Insecticides	\$ 1,170
	Miscellaneous Chemicals	\$ 2,554
	Growth regulators	\$ 995
	Sod/Seed	\$ 600
	<b>Total</b>	<b>\$ 41,892</b>
<b>6504</b>	<b>Minor Equipment</b>	\$ 2,900
	Hot Water Electric Power Pressure Washer	\$ 2,900
<b>6506</b>	<b>Office Supplies</b>	
	Printer Cartridges	\$ 150
		<b>\$ 150</b>
<b>6507</b>	<b>Operating Supplies / Materials</b>	
	Marking Paint - 1 case-Yellow, 4 cases-red, 4 cases-white	\$ 558
	Soil Bottle/lid 6@6.90	\$ 42
	OB Stakes (case of 12)	\$ 60
	Tee Markers (8 @ \$16)	\$ 59
	Tee Towels (1 case)	\$ 61
	Shop / Operating Supplies	\$ 1,647
	<b>Total</b>	<b>\$ 2,427</b>
<b>6801</b>	<b>Loan Payment (Principal)</b>	\$ 45,850
	<b>Total</b>	<b>\$ 45,850</b>
<b>6851</b>	<b>Loan Payment (Interest)</b>	\$ 3,437
		<b>\$ 3,437</b>

**NOTES:**

ACTIVITY COVER SHEET

BUDGET FY 2020-21

ACTIVITY: Pro Shop

ACTIVITY GOAL: To provide a leisure time facility that programs for all ages and abilities with excellent customer service and value to all users.

FY: 2020-21 OBJECTIVES

1. Analyze the switch from CourseTrends website/marketing services to Teesnap website/marketing services by December 2020.
2. Analyze the impact of FlightScope on golf club inquiries, fittings, and sales by December 2020.
3. Determine factors to complete an outdoor practice facility by January 2021.

**FT Mgmt**

**PRO SHOP**

	Actual			Budget			Projected			Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2017-2018	2018-2019	2019-2020	2017-2018	2018-2019	2019-2020		
<b>REVENUES:</b>											
Rental Fees-Pro Shop	500	500	1000	1000	1000	1000	1000	1000	1000		
Rent-Carts	100,766	94,729	98,000	98,000	96,000	96,000	96,000	96,000	98,000		
Donations	0	2,600	0	0	0	0	0	0	0		
Reimbursements	1,182	32	0	0	0	0	0	0	0		
Sales-Merchandise	53,073	58,475	52,000	52,000	58,000	58,000	58,000	58,000	58,000		
Concessions	12,020	10,288	11,000	11,000	11,000	11,000	11,000	11,000	11,000		
Fines	0	0	0	0	0	0	0	0	0		
Transfer from H/M	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		
<b>TOTAL PRO SHOP REVENUE</b>	<b>172,541</b>	<b>171,625</b>	<b>167,000</b>	<b>167,000</b>	<b>171,000</b>	<b>171,000</b>	<b>171,000</b>	<b>171,000</b>	<b>173,000</b>		
<b>EXPENDITURES:</b>											
Salaries and Wages - Full Time	48,744	50,285	71,038	71,038	71,038	71,038	71,038	71,038	69,462		
FICA/Medicare - City	3,729	3,826	5,434	5,434	5,434	5,434	5,434	5,434	5,314		
IPERS - City	4,080	4,000	6,706	6,706	6,706	6,706	6,706	6,706	6,557		
Group Insurance	0	2,958	9,274	9,274	9,274	9,274	9,274	9,274	10,391		
Unemployment Compensation	1,597	1,272	2,000	2,000	2,000	2,000	2,000	2,000	2,000		
Workers Compensation	1,086	868	1,500	1,500	1,500	1,500	1,500	1,500	1,530		
Uniform Allowance	0	0	0	0	0	0	0	0	0		
<b>PERSONNEL COSTS:</b>	<b>59,236</b>	<b>63,208</b>	<b>95,952</b>	<b>95,952</b>	<b>95,952</b>	<b>95,952</b>	<b>95,952</b>	<b>95,952</b>	<b>95,254</b>		
Dues/Memberships	994	845	600	600	600	600	600	600	600		
Training	1,412	3,369	2,000	2,000	2,000	2,000	2,000	2,000	2,000		
Building Maint & Repair	0	0	0	0	0	0	0	0	0		
Vehicle Operation/Fuel	0	0	0	0	0	0	0	0	0		
Operational Equip Repair	0	0	0	0	0	0	0	0	0		
Electric/Gas Utilities	372	0	0	0	0	0	0	0	0		
Telecommunications	381	314	500	500	500	500	500	500	500		
Advertising/Recruitment	9,210	8,322	9,000	9,000	8,800	8,800	8,800	8,800	8,800		
Printing and Publishing	123	1,364	400	400	400	400	400	400	400		
Rental Equipment	20,250	22,350	23,000	23,000	23,000	23,000	23,000	23,000	23,000		
Rents/Leases-Land & Buildings	10,000	10,000	10,500	10,500	10,500	10,500	10,500	10,500	10,500		
Technology Services/Exp	0	0	0	0	0	0	0	0	0		
License/Permits	68	0	70	70	70	70	70	70	150		
Master Charge Processing Fee	6,734	6,252	6,000	6,000	6,000	6,000	6,000	6,000	6,000		
Contract Management	0	0	0	0	0	0	0	0	0		
Refunds	275	26	0	0	0	0	0	0	0		
Contract Services	3,560	3,634	7,000	7,000	7,000	7,000	7,000	7,000	7,000		
Merchandise for Resale	45,035	45,838	44,000	44,000	44,000	44,000	44,000	44,000	44,000		
Minor Equipment	681	407	0	0	0	0	0	0	0		
Office Supplies	15	131	200	200	200	200	200	200	500		
Operating Supplies	1,334	925	900	900	900	900	900	900	900		
Postage/Shipping	13	11	0	0	0	0	0	0	0		
Concession Supplies	8,154	6,167	9,000	9,000	9,000	9,000	9,000	9,000	8,000		
Youth Golf Supplies	0	8,935	0	0	0	0	0	0	0		
<b>SERVICES &amp; COMMODITIES:</b>	<b>108,610</b>	<b>118,889</b>	<b>113,170</b>	<b>113,170</b>	<b>110,970</b>	<b>110,970</b>	<b>110,970</b>	<b>110,970</b>	<b>112,350</b>		
Capital - Equipment	1,378	0	0	0	0	0	0	0	0		
<b>CAPITAL EXPENDITURES:</b>	<b>1,378</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>PRO SHOP EXPENDITURES:</b>	<b>169,224</b>	<b>182,097</b>	<b>209,122</b>	<b>206,922</b>	<b>206,922</b>	<b>206,922</b>	<b>206,922</b>	<b>206,922</b>	<b>207,604</b>		
<b>NET DEPARTMENT OPERATIONS:</b>	<b>3,317</b>	<b>(10,472)</b>	<b>(42,122)</b>	<b>(35,922)</b>	<b>(34,604)</b>	<b>(34,604)</b>	<b>(34,604)</b>	<b>(34,604)</b>	<b>(34,604)</b>		

**PERSONNEL:**

Ground Maint. Specialist Lead	0	0	1	1	1	1	1	1	1
Ground Maint. Specialist	2	2	1	1	1	1	1	1	1
Part Time Golf (FTE)	3.31	3.31	3.31	3.31	3.31	3.31	3.31	3.31	3.31
Part Time Pro Shop (FTE)	2.21	2.21	2.21	2.21	2.21	2.21	2.21	2.21	1.88

**GOLF RESERVE**

**FT Mgmt**

	Actual		Budget	Projected	Approved	NOTES
	2017-2018	2018-2019				
REVENUES:						
Golf Charges Reserve	17,621	17,525	17,000	17,500	17,500	
Trail Charges Reserve	9,267	15,850	10,000	15,000	15,000	
Trail Charges Reserve Nontax	5,301	4,986	5,000	5,000	5,000	
<b>TOTAL RESERVE REVENUES</b>	<b>32,189</b>	<b>38,360</b>	<b>32,000</b>	<b>37,500</b>	<b>37,500</b>	
Transfer to Golf/General	40,000	40,000	40,000	35,000	35,000	
<b>TOTAL RESERVE EXPENDITURES:</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>35,000</b>	<b>35,000</b>	
<b>NET DEPARTMENT OPERATIONS</b>	<b>(7,811)</b>	<b>(1,640)</b>	<b>(8,000)</b>	<b>2,500</b>	<b>2,500</b>	
Reserve Cash Balance	1,787	147	(7,853)	2,647	5,147	

009-441-4500  
009-441-4502  
009-441-4503

009-910-6910

**2020-21 Budget Account Detail Report  
PRO SHOP**

<b>6210</b>	<b>Dues / Memberships / Subscriptions</b>		
	USGA	\$	200
	IGA	\$	150
	PGA	\$	250
	<b>Total</b>	<b>\$</b>	<b>600</b>
<b>6230</b>	<b>Training</b>		
	PGA School	\$	2,000
	<b>Total</b>	<b>\$</b>	<b>2,000</b>
<b>6373</b>	<b>Telecommunications</b>		
	Phone/Internet	\$	500
	<b>Total</b>	<b>\$</b>	<b>500</b>
<b>6402</b>	<b>Advertising</b>		
	Course Trends	\$	8,800
	Newspaper		
	Mediacom		
	Cart Signs		
	<b>Total</b>	<b>\$</b>	<b>8,800</b>
<b>6414</b>	<b>Printing and Binding</b>		
	Misc.	\$	400
	<b>Total</b>	<b>\$</b>	<b>400</b>
<b>6415</b>	<b>Rental Equipment</b>		
	Golf Carts	\$	23,000
	<b>Total</b>	<b>\$</b>	<b>23,000</b>
<b>6416</b>	<b>Rents/Leases Land &amp; Buildings</b>		
	Pro Shop Rent	\$	10,500
	<b>Total</b>	<b>\$</b>	<b>10,500</b>
<b>6421</b>	<b>License / Permits</b>		
	Concession	\$	150
	<b>Total</b>	<b>\$</b>	<b>150</b>
<b>6424</b>	<b>Master Card Processing Fee</b>		
		\$	6,000
	<b>Total</b>	<b>\$</b>	<b>6,000</b>
<b>6499</b>	<b>Miscellaneous Contracts</b>		
	IGA Handicap Fees	\$	3,500
	POS System	\$	3,200
	Security System	\$	300
	<b>Total</b>	<b>\$</b>	<b>7,000</b>



<b>6503</b>	<b>Merchandise for Resale</b>		<u>\$ 44,000</u>
		<b>Total</b>	<b>\$ 44,000</b>
<b>6506</b>	<b>Office Supplies</b>		<u>\$ 500</u>
		<b>Total</b>	<b>\$ 500</b>
<b>6507</b>	<b>Operating Supplies</b>		<u>\$ 900</u>
		<b>Total</b>	<b>\$ 900</b>
<b>6513</b>	<b>Concession Supplies</b>		<u>\$ 8,000</u>
		<b>Total</b>	<b>\$ 8,000</b>

**NOTES:**

ACTIVITY COVER SHEET

BUDGET FY 2020-21

ACTIVITY: Swimming Pool

ACTIVITY GOAL: To provide the residents of Waverly with a safe, sanitary, attractive, and fun aquatic facility.

FY: 2020-21 OBJECTIVES:

1. Assess the joint Wartburg/City use of the staff work scheduling program by September 2020.
2. Incorporate a family restroom at the pool by October 2020.
3. Add a new safety program for guard training by May 2021.

**SWIMMING POOL**

	Actual		Budget		Projected		Approved
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	2020-2021
<b>REVENUES:</b>							
001-470-4500 Pool-Season Tickets	29,586	21,898	24,000	24,000	24,000	24,000	24,000
001-470-4501 Pool-Daily Admissions	24,857	21,443	26,000	26,000	26,000	26,000	26,000
001-470-4502 Pool-Learn to Swim Class	0	0	0	0	0	0	0
001-470-4503 Pool-Party Fees	1,458	1,715	1,500	1,500	1,500	1,500	1,500
001-470-4710 Reimbursements	704	954	0	0	0	0	0
001-470-4760 Pool-Concessions	13,106	10,468	11,000	11,000	11,000	11,000	11,000
<b>DEPARTMENT REVENUES:</b>	<b>69,711</b>	<b>56,478</b>	<b>62,500</b>	<b>62,500</b>	<b>62,500</b>	<b>62,500</b>	<b>62,500</b>

	Actual		Budget		Projected		Approved	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	2020-2021	
<b>EXPENSES:</b>								
001-470-6010 Salaries and Wages - Full Time	50,003	46,927	56,000	58,250	58,250	62,400	62,400	Raise Wages
<b>112-470-6110 FICA/Medicare - City</b>	<b>3,825</b>	<b>3,590</b>	<b>4,284</b>	<b>4,284</b>	<b>4,284</b>	<b>4,774</b>	<b>4,774</b>	
<b>112-470-6130 IPERS - City</b>	<b>0</b>	<b>5</b>	<b>497</b>	<b>497</b>	<b>497</b>	<b>500</b>	<b>500</b>	
001-470-6160 Workers Compensation	1,984	867	2,800	2,800	2,800	2,856	2,856	
001-470-6181 Uniform Allowance	1,531	1,077	1,000	1,600	1,600	1,200	1,200	
<b>PERSONNEL SERVICES:</b>	<b>57,342</b>	<b>52,466</b>	<b>64,581</b>	<b>67,431</b>	<b>67,431</b>	<b>71,730</b>	<b>71,730</b>	
001-470-6230 Training	0	100	200	1,200	1,200	1,200	1,200	Reimburse 1/2 Certifications
001-470-6310 Building Maint & Repair	82	5,061	1,000	1,000	1,000	1,000	1,000	
001-470-6350 Operational Equip Repair	893	491	1,000	1,000	1,000	1,000	1,000	
001-470-6371 Electric/Gas Utilities	9,963	10,302	10,000	10,000	10,000	10,000	10,000	
001-470-6373 Telecommunications	256	316	600	600	600	600	600	
001-470-6414 Printing and Publishing	0	122	100	100	100	100	100	
001-470-6419 Technology Services/Exp	0	0	0	0	0	0	0	
001-470-6421 License/Permits/Inspection	591	1,709	1,300	1,350	1,350	1,378	1,378	Concessions/ASCAP Increased
001-470-6498 Refunds	0	19	0	0	0	0	0	
001-470-6499 Contract Services	0	90	1,150	1,150	1,150	1,150	1,150	
001-470-6501 Chemicals/Grnds Supplies	2,601	52	100	100	100	100	100	
001-470-6503 Merchandise for Resale	5,207	4,536	5,000	5,000	5,000	5,000	5,000	
001-470-6504 Minor Equipment	1,273	1,689	0	338	338	350	350	Repair Chlorinator Pump
001-470-6506 Office Supplies	0	8	0	0	0	0	0	
001-470-6507 Operating Supplies	0	8,254	8,400	8,400	8,400	8,400	8,400	
<b>SERVICES &amp; COMMODITIES</b>	<b>20,865</b>	<b>32,748</b>	<b>28,850</b>	<b>30,238</b>	<b>30,238</b>	<b>30,278</b>	<b>30,278</b>	
001-470-6727 Capital Equipment	0	0	0	0	0	0	0	
001-470-6750 Building Improvements	9,087	0	0	0	0	15,000	15,000	Family Restroom
<b>CAPITAL EXPENDITURES:</b>	<b>9,087</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	
<b>DEPARTMENT EXPENDITURES:</b>	<b>87,294</b>	<b>85,214</b>	<b>93,431</b>	<b>97,669</b>	<b>97,669</b>	<b>117,008</b>	<b>117,008</b>	
<b>NET DEPARTMENT OPERATIONS:</b>	<b>(17,583)</b>	<b>(28,736)</b>	<b>(30,931)</b>	<b>(35,169)</b>	<b>(35,169)</b>	<b>(54,508)</b>	<b>(54,508)</b>	

	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours
<b>PERSONNEL:</b>					
Maintenance	100	100	100	100	100
Manager	890	890	890	890	890
Life Guard	3,920	3,920	3,920	3,920	3,920
Cashier/Concessions	1,500	1,500	1,500	1,500	1,500
	<b>6,000</b>	<b>6,000</b>	<b>6,410</b>	<b>6,410</b>	<b>6,410</b>

**2020-21 Budget Account Detail Report  
AQUATICS**

<b>6181</b>	<b>Uniforms/Safety</b>		
	1/2 of Guard Uniforms	\$	800
	1/2 T-Shirts	\$	400
	<b>Total</b>	<b>\$</b>	<b>1,200</b>
<b>6230</b>	<b>Training</b>		
	Reimburse for certifications	\$	1,200
	<b>Total</b>	<b>\$</b>	<b>1,200</b>
<b>6310</b>	<b>Building Maintenance and Repair</b>		
		\$	1,000
	<b>Total</b>	<b>\$</b>	<b>1,000</b>
<b>6350</b>	<b>Operational Equipment Repair</b>		
		\$	1,000
	<b>Total</b>	<b>\$</b>	<b>1,000</b>
<b>6371</b>	<b>Utilities</b>		
		\$	10,000
	<b>Total</b>	<b>\$</b>	<b>10,000</b>
<b>6373</b>	<b>Telecommunications</b>		
		\$	600
	<b>Total</b>	<b>\$</b>	<b>600</b>
<b>6414</b>	<b>Printing &amp; Publishing</b>		
	Punch Cards/Season Passes	\$	100
	<b>Total</b>	<b>\$</b>	<b>100</b>
<b>6421</b>	<b>Licenses / Permits / Inspections</b>		
	Pool Inspection	\$	640
	Pool License	\$	200
	Concession Permits	\$	175
	ASCAP	\$	363
	<b>Total</b>	<b>\$</b>	<b>1,378</b>
<b>6499</b>	<b>Miscellaneous Contracts</b>		
	Scheduling Program	\$	500
	Red Cross Certification	\$	650
	<b>Total</b>	<b>\$</b>	<b>1,150</b>
<b>6501</b>	<b>Chemicals/Grnds Supplies</b>		
		\$	100
	<b>Total</b>	<b>\$</b>	<b>100</b>
<b>6503</b>	<b>Merchandise for Resale</b>		
	Concessions	\$	5,000
	<b>Total</b>	<b>\$</b>	<b>5,000</b>

<b>6504</b>	<b>Minor Equipment</b>	\$	350
	Repair Old Chlorinator Pump	\$	<b>350</b>

<b>6507</b>	<b>Operating Supplies / Materials</b>		
	Chlorine	\$	3,000
	HCL	\$	2,000
	CA	\$	700
	Filter Media	\$	500
	First Aid Supplies	\$	500
	Liquid pool blanket	\$	700
	Cleaning Supplies	\$	1,000
	<b>Total</b>	\$	<b>8,400</b>

<b>6750</b>	<b>Building Improvements</b>	\$	15,000
	Family Restroom	\$	<b>15,000</b>

ACTIVITY COVER SHEET

BUDGET FY 2020-21

ACTIVITY: Civic Center

ACTIVITY GOAL: To improve equipment, structures and services to the Civic Center that will not only provide an efficient and safe place for our public but also to our government officials and employees to utilize.

FY 2020-21 OBJECTIVES:

1. Replace City Hall drinking fountain on north end by August 2020.
2. Replace 16 panels in City Hall parking lot by May 2021.
3. Replace Civic Center projector by August 2020.
4. Continue leading the Energy Savings Plan of the City of Waverly Energy Policy in 2020-21.

**CIVIC CENTER**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	Notes
<b>REVENUES:</b>						
001-460-4310 Rental Fees-Civic Center	4,710	3,510	3,800	3,800	3,500	
Civic Center Revenue Total:	4,710	3,510	3,800	3,800	3,500	
<b>EXPENSES:</b>						
001-460-6010 Salaries and Wages - Full Time	22,682	20,348	30,931	30,931	33,918	
<b>112-460-6110</b> FICA/Medicare - City	1,687	1,497	2,242	2,242	2,443	
<b>112-460-6130</b> IPERS - City	1,351	1,887	2,767	2,767	3,015	
<b>112-460-6150</b> Group Insurance	4,086	5,004	10,861	10,861	6,011	
<b>112-460-6170</b> Unemployment Compensation	1,557	1,706	0	0	0	
001-460-6160 Workers Compensation	2,361	1,918	2,500	2,500	2,550	
001-460-6181 Uniform Allowance	581	1,050	1,100	1,100	1,350	
<b>PERSONNEL SERVICES:</b>	34,305	33,411	50,401	50,401	49,287	
001-460-6210 Dues/Memberships	18	0	0	0	0	
001-460-6230 Training	0	0	0	0	0	
001-460-6310 Building Maint & Repair	2,651	688	2,000	2,000	2,000	
001-460-6350 Operational Equip Repair	1,414	2,213	2,500	2,500	2,500	
001-460-6371 Electric/Gas Utilities	29,689	26,929	26,000	26,000	26,000	
001-460-6373 Telecommunications	1,020	52	200	200	200	
001-460-6399 Repair/Maint Equip ES	0	0	50	50	50	
001-460-6402 Advertising/Recruitment	39	0	0	0	0	
001-460-6409 Janitorial/Laundry	2,694	3,330	2,800	2,800	3,000	
001-460-6419 Technology Services/Exp	0	0	0	0	0	
001-460-6421 License/Permits/Inspect	135	40	135	135	135	
001-460-6498 Refunds	-106	100	0	0	0	
001-460-6499 Contract Services	2,973	3,633	4,900	4,900	5,550	Tree Decorating Added
001-460-6501 Chemicals/Grnds Supplies	0	101	200	200	200	
001-460-6504 Minor Equipment	582	0	0	0	150	Weed Torch
001-460-6507 Operating Supplies	2,013	3,481	4,000	4,000	4,000	
<b>SERVICES &amp; COMMODITIES</b>	43,122	40,568	42,785	42,785	43,785	



**CIVIC CENTER** 2

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	NOTES
001-460-6721	10,715	833	10,300	10,300	1,300	Drinking Fountain N.End
001-460-6727	0	4,000	0	0	0	
001-460-6750	0	16,759	16,000	16,000	3,200	Projector Civic Center
001-460-6799	0	0	0	0	17,000	Parking Lot Panel Repairs (16)
<b>CAPITAL OUTLAYS:</b>	10,715	21,592	26,300	26,300	21,500	
<b>DEPARTMENT EXPENDITURES:</b>	88,142	95,571	119,486	119,486	114,572	
<b>NET DEPARTMENT OPERATIONS:</b>	(83,432)	(92,061)	(115,686)	(115,686)	(111,072)	

PERSONNEL:	Govt. Buildings Supt.	Part Time	0.25	0.50	0.25	0.50
			0.25	0.50	0.25	0.50

**2020-21 Budget Account Detail Report  
CIVIC CENTER**

<b>6181</b>	<b>Uniforms/Safety</b>		
	Safety Shoes	\$	60
	Uniforms	\$	1,000
	Misc.	\$	40
	High Visibility Winter Gear	\$	250
		<b>\$</b>	<b>1,350</b>
<b>6310</b>	<b>Repairs/Maintenance Structures</b>		
	Misc.	\$	2,000
		<b>Total</b>	<b>\$ 2,000</b>
<b>6350</b>	<b>Repair Maintenance Equipment</b>		
		\$	2,500
		<b>Total</b>	<b>\$ 2,500</b>
<b>6371</b>	<b>Utilities</b>		
		\$	26,000
		<b>\$</b>	<b>26,000</b>
<b>6373</b>	<b>Telecommunications</b>		
	Production Room Internet	\$	200
		<b>\$</b>	<b>200</b>
<b>6399</b>	<b>Misc. Contracts</b>		
		\$	50
		<b>\$</b>	<b>50</b>
<b>6409</b>	<b>Janitorial/Laundry</b>		
	Mops/Towels/Mats	\$	3,000
		<b>\$</b>	<b>3,000</b>
<b>6421</b>	<b>Licenses &amp; Permits</b>		
	Boiler Certification	\$	135
		<b>Total</b>	<b>\$ 135</b>
<b>6499</b>	<b>Miscellaneous Contracts</b>		
	Carpets	\$	2,000
	Window Cleaning	\$	1,800
	Exterminating	\$	270
	Fire Alarm Maintenance	\$	400
	Panic Button Alarm Maintenance	\$	250
	Fire Extinguisher Maintenance	\$	180
	Backflow Testing	\$	150
	Tree Decorating	\$	500
		<b>Total</b>	<b>\$ 5,550</b>
<b>6501</b>	<b>Bld. &amp; Grounds Maint/ Supplies</b>		
	Fertilizer, Weed Control	\$	200
		<b>Total</b>	<b>\$ 200</b>

<b>6504</b>	<b>Minor Equipment</b> Weed Torch		\$	150
		<b>Total</b>	\$	<b>150</b>
<b>6507</b>	<b>Operating Supplies / Materials</b> Cleaning Supplies, Towels, Restroom Supplies, Light Bulbs, salt for water softener, Misc.		\$	4,000
		<b>Total</b>	\$	<b>4,000</b>
<b>6721</b>	<b>Furniture/Fixtures</b> Drinking ftn. N. end		\$	1,300
		<b>Total</b>	\$	<b>1,300</b>
<b>6750</b>	<b>Building Improvements</b> Civic Center Projector		\$	3,200
		<b>Total</b>	\$	<b>3,200</b>
<b>6799</b>	<b>Capital- Other Improvements</b> Repair 16 Panels in Parking Lot		\$	17,000
		<b>Total</b>	\$	<b>17,000</b>

**NOTES:**

## ACTIVITY COVER SHEET

BUDGET FY 2020-21

ACTIVITY: Vegetation Management

ACTIVITY GOAL: To provide the citizens of Waverly with maintenance of natural areas that enhance the beauty of the community, protect the natural resource areas, and promote the overall completion of core services.

FY 2020-21 OBJECTIVES:

1. Complete routine tree pruning of at least one quadrant by April 2021
2. To purchase and setup an I-Pad to manage a new tree inventory by June 2021
3. Create a planting and management plan for the open area to the north of the Cedar River Parkway along 8<sup>th</sup> St SE by May 2021.
4. To assess and add to the Integrated Roadside Vegetation Management Plan and best management practices by February 2021.
5. Have all park Ash trees and stumps removed by June 2021.
6. To submit a project to be funded by a Living Roadway Trust Fund Grant by July 2020.
7. Complete specs, bid, and purchase a new tractor to operate arm mower by August 2020.
8. Plan and lead a Re-tree Waverly event along city right-a-ways to replace trees that have been removed by April 2021.

**VEGETATION MANAGEMENT**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	Notes
<b>REVENUES:</b>						
001-435-4440 State Grant	0	0	10,000	10,000	14,000	
001-435-4720 Insurance Settlements	0	479	0	0	0	
001-435-4735 Sales/Fuel Tax Refunds	0	257	0	0	0	
001-910-4830 Transfer In - RUT	0	736	10,000	10,000	14,000	
<b>EXPENSES:</b>						
001-435-6010 Salaries and Wages - Full Time	0	56,018	113,524	113,524	120,085	
<b>112-435-6110</b> FICA/Medicare - City	0	4,089	8,685	8,685	9,159	
<b>112-435-6130</b> IPERS - City	0	5,218	10,717	10,717	11,302	
<b>112-435-6150</b> Group Insurance	0	20,311	31,678	31,678	33,498	
001-435-6160 Workers Compensation	0	289	3,000	3,000	3,060	
001-435-6181 Uniform Allowance	0	872	3,366	3,366	3,466	
<b>PERSONNEL COSTS:</b>	0	86,796	170,970	170,970	180,570	
001-435-6230 Training	0	0	2,520	2,520	2,320	
001-435-6240 Travel and Conference	0	947	1,150	1,150	850	
001-435-6310 Building Maint & Repair	0	1,695	0	0	500	Concrete pit
001-435-6331 Vehicle Operation/Fuel	0	3,141	7,000	7,000	6,000	
001-435-6332 Repair/Maint Vehicle	0	5,215	500	500	500	
001-435-6350 Operational Equip Repair	0	269	1,000	1,000	1,000	
001-435-6371 Electric/Gas Utilities	0	0	400	400	400	
001-435-6373 Telecommunications	0	0	500	500	500	
001-435-6399 Repair/Maint Equip ES	0	1,127	5,000	6,000	6,000	
001-435-6499 Contract Services	0	9,710	10,000	12,000	10,000	
001-435-6501 Chemicals/Grnds Supplies	0	3,991	3,605	3,000	2,856	
001-435-6504 Minor Equipment	0	1,418	1,000	1,000	10,550	Chainsaws, Tablet, ArborPro
001-435-6506 Office Supplies	0	0	0	0	0	
001-435-6507 Operating Supplies	0	950	2,000	2,000	2,000	
	0	28,464	34,675	37,070	43,476	
<b>SERVICES &amp; COMMODITIES:</b>						

	Actual		Actual	Budget		Projected	Approved	Notes
	2017-2018	2018-2019		2019-2020	2019-2020			
<b>EXPENSES:</b>								
001-435-6710	0	19,500	28,500	29,288	0			
001-435-6727	0	0	80,500	80,500	95,000			Tractor/Disc Mow
<b>CAPITAL EXPENDITURES:</b>								
	0	19,500	109,000	109,788	95,000			
001-435-6935	0	0	(19,285)	(38,750)	(40,000)			RUT
<b>DEPARTMENT EXPENDITURES:</b>								
	0	134,760	295,360	279,078	279,046			
<b>NET DEPARTMENT OPERATIONS:</b>								
	0	(134,024)	(285,360)	(269,078)	(265,046)			

<b>PERSONNEL:</b>								
	Lead	0	0	1	1	1	1	
	Tech	0	0	0	0	1	1	
	Part Time	0	0	0.5	0.5	2.0	2.0	

**2020-21 Budget Account Detail Report  
VEGETATION MANAGEMENT**

<b>6181</b>	<b>Uniforms/Safety</b>	
	Safety Shoes	\$ 120
	Hearing Tests	\$ 300
	Uniforms for FT	\$ 1,400
	T-Shirts for Seasonals	\$ 150
	Vests 10 @ \$15.00 each	\$ 150
	Safety Glasses	\$ 56
	Gloves	\$ 100
	Rain Gear	\$ 400
	Spray Suit	\$ 200
	Ear Protection	\$ 90
	Winter Gear	\$ 500
	<b>Total</b>	<b>\$ 3,466</b>
<b>6230</b>	<b>Training</b>	
	Pesticide Certification	\$ 120
	Tuition Reimbursement	\$ 2,200
	<b>Total</b>	<b>\$ 2,320</b>
<b>6240</b>	<b>Travel &amp; Conference</b>	
	Shade Tree Conferenece	\$ 600
	Annual Roadside Conference	\$ 250
	<b>Total</b>	<b>\$ 850</b>
<b>6310</b>	<b>Building Maint. &amp; Repair</b>	\$ 500
	Concrete Pit	\$ 500
<b>6331</b>	<b>Vehicle Operation/Fuel</b>	\$ 6,000
	<b>Total</b>	<b>\$ 6,000</b>
<b>6332</b>	<b>Repair/Maintenance of Vehicle (Non E.S.)</b>	\$ 500
	<b>Total</b>	<b>\$ 500</b>
<b>6350</b>	<b>Operational Equipment Repair</b>	\$ 1,000
	<b>Total</b>	<b>\$ 1,000</b>
<b>6371</b>	<b>Electric/Gas Utilities</b>	\$ 400
	<b>Total</b>	<b>\$ 400</b>
<b>6373</b>	<b>Telecommunications</b>	\$ 500
	Internet/Phone	\$ 500
	<b>Total</b>	<b>\$ 500</b>



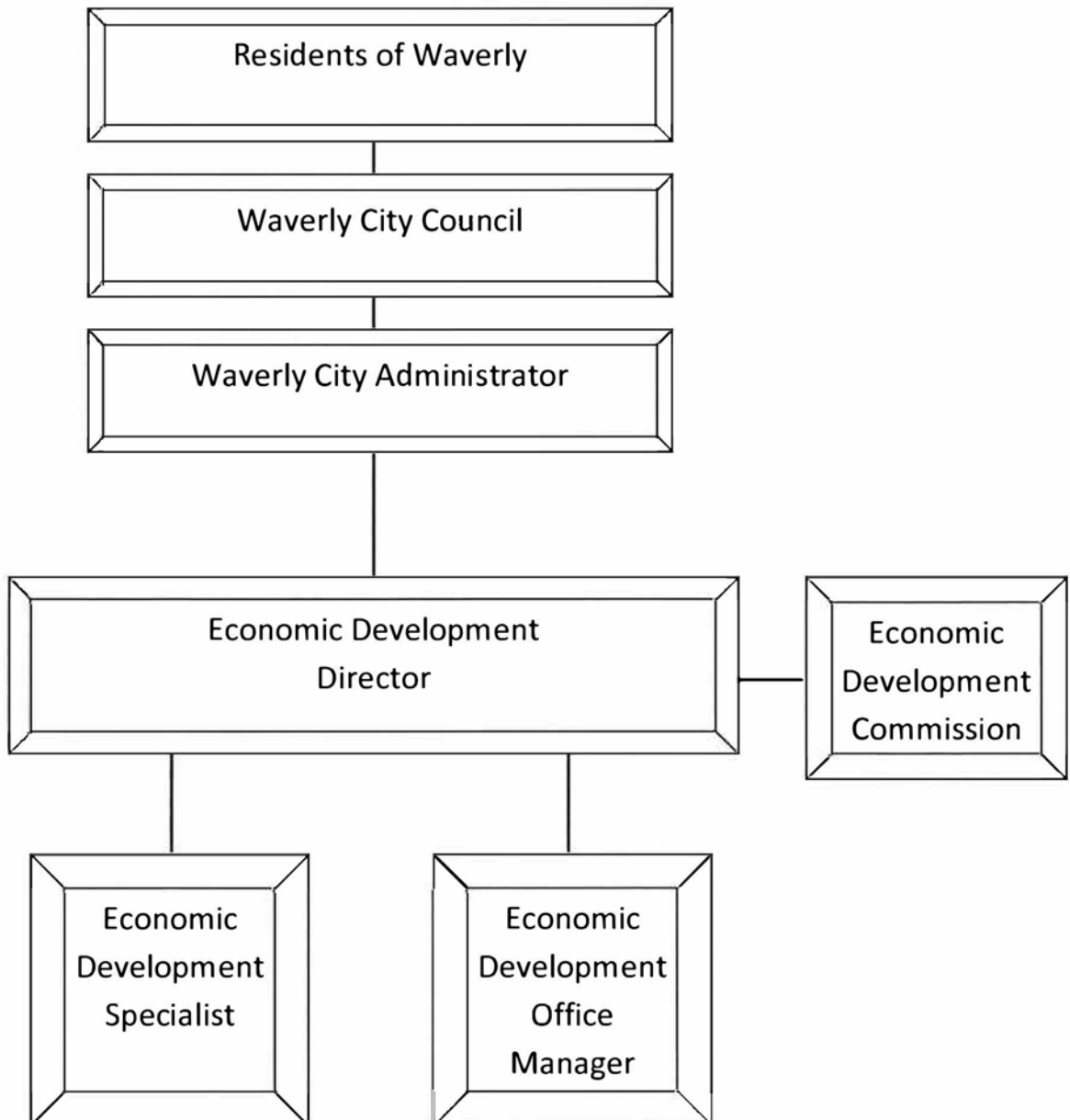
<b>6399</b>	<b>Repair/Maintenance of Equipment (E.S)</b>		
			\$ 6,000
		<b>Total</b>	<b>\$ 6,000</b>
<b>6499</b>	<b>Contract Services</b>		
	Tree Removal and Replacement		\$ 10,000
		<b>Total</b>	<b>\$ 10,000</b>
<b>6501</b>	<b>Chemicals/Ground Supplies</b>		
	Praire/Grass Seed, Broadleaf Spray, Brush Control, Aquatic Roundup		\$ 2,856
		<b>Total</b>	<b>\$ 2,856</b>
<b>6504</b>	<b>Minor Equipment</b>		
	Chainsaws X2		\$1,200
	Pruning Saws		\$350
	Onboard tool boxes/tools		\$800
	Drip torch for prescribed burns		\$200
	Arbor Pro GPS		\$5,200
	Tablet to use with Arbor Pro		\$2,800
		<b>Total</b>	<b>\$ 10,550</b>
<b>6507</b>	<b>Operating Supplies / Materials</b>		
	Trimmer line, rakes, shovels, gator bags, landscape fabric		\$ 2,000
		<b>Total</b>	<b>\$ 2,000</b>
<b>6727</b>	<b>Capital- Equipment</b>		
	Tractor		\$ 83,000
	Disc Mower		\$ 12,000
		<b>Total</b>	<b>\$ 95,000</b>

# WAVERLY

IOWA  
ECONOMIC DEVELOPMENT

## Mission Statement and Organizational Chart

Waverly Economic Development seeks to develop and sustain a diverse and vital local economy by supporting activities that lead to business retention, job creation and capital investment in Waverly, Bremer County and the surrounding communities.



## **Economic Development**

### **Goals and Objectives for FY 2020 – 2021**

1. Business Retention & Expansion
  - Conduct visits with major employers to build relationships and identify potential expansion opportunities, challenges and threats. Utilize information obtained to support the needs of our businesses individually and collectively. Conduct 10 visits per year. Visit top employers at least every 2 years.
2. Business Attraction
  - Work collaboratively with the CVRP to market the region according to a well-defined and targeted marketing plan. Take a leadership role in CVRP initiatives as appropriate.
  - Review the Incentive Strategy for Waverly Economic Development periodically and recommend revisions to City Council as needed.
  - Keep the Waverly Economic Development and CVRP websites current and relevant and utilize the sites to market Waverly and the region as a location for business success.
  - Utilize LOIS (Location One Information System) to market buildings and sites.
  - Respond to local, regional and state prospects in a timely, efficient, and professional manner.
3. Market Existing Buildings/Sites
  - Utilize website, LOIS, newsletter and other targeted methods to assist brokers and sellers in marketing existing buildings and sites.
4. Provide Sites for New and Expanding Business and Industry
  - Articulate a plan for acquiring land for development of sites for new business and industry, including timeline and financing strategy.
5. Workforce Development
  - Utilize branding and marketing strategies developed by AMPERAGE Marketing to promote workforce recruitment.
  - Utilize the Waverly Job Site to match job seekers with jobs
  - Participate in groups and initiatives supporting workforce development, including:
    - Collaborative efforts with employers and education partners
    - HCC Sector Boards
    - Regional initiatives
6. Housing Support
  - Use Waverly Housing Strategy to monitor and report progress annually in each housing category identified in the strategy and act upon any areas needing focus.

- Evaluate and bring forward to City Council proposals for housing projects that require community funding support.
  - Explore housing assistance plans and grant opportunities and propose to City Council for adoption.
  - Secure an updated housing study
7. Priority projects, programs, policies and initiatives
- Support of existing industries and businesses
  - Utilization of the Community Marketing Initiative aimed at attracting workforce, residents and businesses to Waverly
  - Updated Housing Study
  - Workforce development/recruitment initiatives
  - Business/Industrial Park expansion
  - Recruitment of new industries and businesses
  - Implementation of streetscape and downtown improvements

**ECONOMIC DEVELOPMENT**

	Actual		Budget		Projected		Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020		
<b>REVENUES:</b>								
001-520-4420	49,932	51,435	49,194	49,194	49,194	49,194		
001-520-4422	0	0	0	0	0	0		
001-520-4705	5,000	5,000	0	0	0	0		
001-520-4710	392	550	0	0	0	0		
001-520-4735	5	15	0	0	0	0		
<b>DEPARTMENT REVENUES:</b>	<b>55,329</b>	<b>57,000</b>	<b>49,194</b>	<b>49,194</b>	<b>49,194</b>	<b>49,194</b>		

	Actual		Budget		Projected		Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020		
<b>EXPENSES:</b>								
001-520-6010	120,367	126,239	120,292	120,292	120,292	124,553		
112-520-6110	8,824	9,256	9,248	9,248	9,248	9,528		
112-520-6130	10,665	11,829	11,412	11,412	11,412	11,758		
112-520-6150	36,311	36,998	36,699	36,699	36,699	38,909		
001-520-6160	1,000	98	3,060	3,060	3,060	3,060		
001-520-6181	51	22	0	0	0	0		
<b>PERSONNEL COSTS:</b>	<b>177,218</b>	<b>184,441</b>	<b>180,711</b>	<b>180,711</b>	<b>180,711</b>	<b>187,808</b>		

001-520-6210	3,618	3,623	3,985	3,985	3,985	3,985		
001-520-6230	660	390	1,500	1,500	1,500	1,500		
001-520-6240	1,991	1,092	3,000	3,000	3,000	3,000		
001-520-6331	39	125	300	300	300	300		
001-520-6373	836	1,688	1,400	1,400	1,400	1,764		
001-520-6402	645	1,048	62,000	62,000	62,000	61,000		
001-520-6419	5,573	3,599	3,000	3,000	3,000	3,208		
001-520-6499	118	1,349	1,060	1,060	1,060	1,060		
001-520-6506	503	214	750	750	750	750		
001-520-6507	99	37	200	200	200	200		
001-520-6508	0	0	150	150	150	150		
<b>SERVICES &amp; COMMODITIES:</b>	<b>14,081</b>	<b>13,165</b>	<b>77,345</b>	<b>77,345</b>	<b>77,345</b>	<b>76,917</b>		

001-520-6727	700	555	2,000	2,000	2,000	1,000		
<b>CAPITAL EXPENDITURES:</b>	<b>700</b>	<b>555</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>1,000</b>		
001-520-6935	(32,505)	(265)	0	0	0	0		

<b>DEPARTMENT EXPENDITURES:</b>	<b>159,493</b>	<b>197,896</b>	<b>260,056</b>	<b>260,056</b>	<b>260,056</b>	<b>265,725</b>		
<b>NET DEPARTMENT EXPENDITURES:</b>	<b>(104,165)</b>	<b>(140,896)</b>	<b>(210,862)</b>	<b>(210,862)</b>	<b>(210,862)</b>	<b>(216,531)</b>		

<b>PERSONNEL:</b>									
Dir. Of Community Devel/Attorney	0.30	0.30	0.30	0.30	0.30	0.30	0.30		
Economic Development Specialist	1	1	1	1	1	1	1		
Office Manager	0.33	0.33	0.33	0.33	0.33	0.33	0.33		

**2020-21 Budget Account Detail Report  
Economic Development**

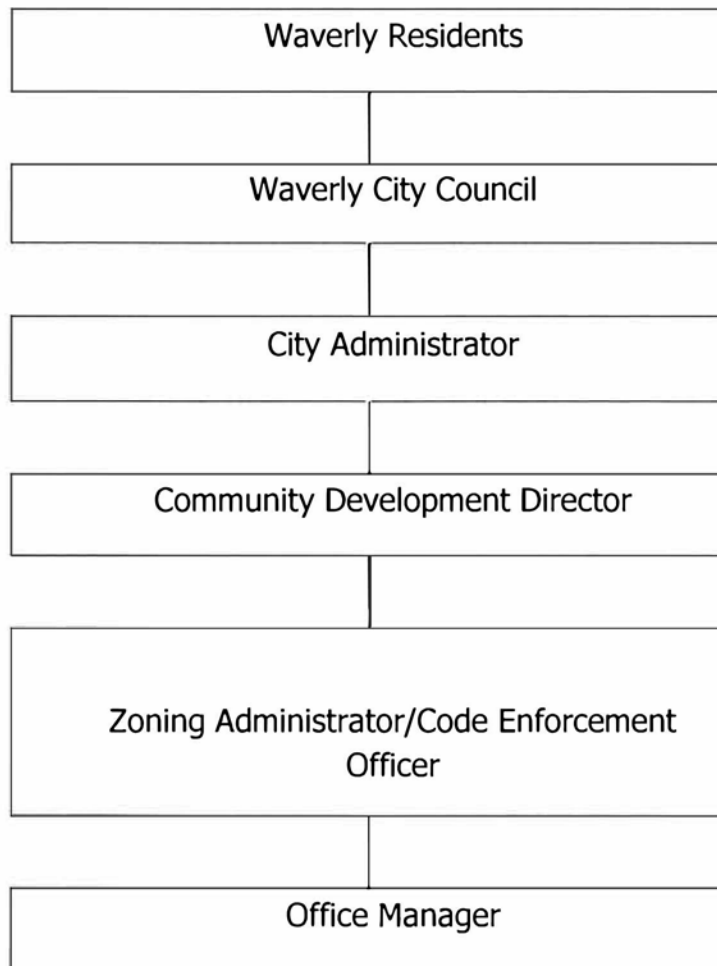
<b>6010 Payroll</b>		
Wages	Director (30%)	\$ 36,797
	Longevity	\$ 90
	Economic Development Specialist	\$ 70,250
	Longevity	\$ 850
	Office Manager (33 1/3%)	\$ 16,466
	Longevity	<u>\$ 100</u>
		\$124,553
<b>6110 FICA</b>		\$ 9,528
<b>6130 IPERS</b>		\$ 11,758
<b>6150 Insurance</b>		\$ 38,909
<b>6160 Workers Compensation</b>		\$ 3,060
	<b>Personnel Total</b>	<b>\$187,808</b>
<b>6210 Dues/Memberships/Subscriptions</b>		
	Professional Developers of Iowa (PDI) Membership	\$ 355
	Institute for Decision Making (UNI)	\$ 500
	Notary Renewal (Yoder)	\$ 30
	Iowa ABI	\$ 400
	Cedar Valley Regional Partnership Matching Funds	\$ 2,400
	Misc. Subscriptions	<u>\$ 300</u>
	Total	\$ 3,985
<b>6230 Training</b>		
	Economic Development Training & Seminars	<u>\$ 1,500</u>
	Total	\$ 1,500
<b>6240 Travel and Conference</b>		
	Industry Meetings/Workshops/Travel	\$ 1,800
	IEDA Seminars/Visits/Joint Marketing Travel	<u>\$ 1,200</u>
	Total	\$ 3,000
<b>6331 Vehicle Operation/Fuel</b>		
	Allocation of city usage	<u>\$ 300</u>
	Total	\$ 300
<b>6373 Telecommunications</b>		
	Allocation of city usage	<u>\$ 1,764</u>
	Total	\$ 1,764
<b>6402 Advertising/Marketing</b>		
	New Industry Recruitment/Project Proposals	\$ 1,000
	Promotional & Marketing Materials/Items Year 2	\$ 10,000

Amperage Marketing Campaign	<b>Year 2</b>	<u>\$ 50,000</u>
		Total \$ 61,000
<b>6419 Technology Services/Exp</b>		
Allocation of City Contract 30%		<u>\$ 3,208</u>
		Total \$ 3,208
<b>6499 Miscellaneous Contracts</b>		
Misc. Contracts		\$ 1,000
First Aid Kit Supplies		<u>\$ 60</u>
		Total \$ 1,060
<b>6506 Office Supplies</b>		
General office supplies		<u>\$ 750</u>
		Total \$ 750
<b>6507 Operating Supplies</b>		
Misc. Items		<u>\$ 200</u>
		Total \$ 200
<b>6508 Postage/Shipping</b>		
Special Mailings		<u>\$ 150</u>
		Total \$ 150
<b>Services and Commodities Total</b>		<b>\$ 76,917</b>
<b>6727 Capital - Equipment</b>		
administrative furniture		<u>\$ 1,000</u>
		Total \$ 1,000
<b>BUDGET TOTAL</b>		<b>\$ 265,725</b>
<b>WU Contribution</b>		<b>(\$ 49,194)</b>
<b>NET TOTAL</b>		<b>\$ 216,531</b>

# Community Development Department Planning and Zoning Administration Mission Statement and Organizational Chart

The Community Development Department is responsible for ensuring the efficient and orderly growth and development of the community by coordinating long range visioning and short range planning and implementation to promote the general health, safety and welfare of the citizens of Waverly.

## **ORGANIZATIONAL CHART:**





## **ACTIVITY COVER SHEET**

Budget Year 2020-2021

### **Activity**

Community Development/ Planning and Zoning Administration

### **Goals and Objectives**

- 1) Evaluate and revise zoning districts and their requirements to offer better clarity to staff and residents.
- 2) Identify and update ordinances to reflect current times/situations.
- 3) Evaluate the future land use map and identify areas that require new land use designations.
  - a) One major area of focus shall be east Waverly because of the completion of Cedar River Parkway.
  - b) Another area will be evaluating if the Residential designation should be more specific in terms of density.
- 4) Construct and implement review processes for applications.
- 5) Work with the County regarding building inspection contracts, including the evaluation of building permit submittal requirements.
- 6) Take advantage of continuing education topics for City staff and Planning and Zoning Commissioners to keep updated on current trends, City requirements, and informative topics surrounding constructive and informative recommendations to the City Council.
- 7) Work as staff support, prepare agendas and act as secretary for Planning and Zoning Commission and Board of Adjustments.
- 8) Continue to provide Code enforcement throughout the City.
- 9) Review subdivisions, building permits, site plans, floodplain permits, signs, parking lots, and the like to facilitate orderly and efficient development.
- 10) Assist residents in general zoning requests, including floodplain, building permits, fences, accessory buildings, and the like.
- 11) Continue to enforce the Waverly Rental Code through registration and code enforcement.

**COMMUNITY DEVELOPMENT/ZONING**

	Actual		Budget		Projected		Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020		
<b>REVENUES:</b>								
Rental Application Fees	67	288	350	350	350	150		
Sign Permit Fees	385	935	500	500	500	750		
Building Inspection Fees	5,489	12,803	14,000	14,000	14,000	12,000		
Zoning and Subdivision Fees	1,000	2,010	1,500	1,500	1,500	1,500		
Rental Inspection Fees	0	0	250	250	250	250		
Reimbursements	0	85	0	0	0	0		
Sales/Fuel Tax Refunds	0	0	0	0	0	0		
<b>DEPARTMENT REVENUES:</b>	<b>6,941</b>	<b>16,121</b>	<b>16,600</b>	<b>16,600</b>	<b>16,600</b>	<b>14,650</b>		

	Actual		Budget		Projected		Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020		
<b>EXPENSES:</b>								
Salaries and Wages - Full Time	125,380	109,287	115,861	115,861	115,861	115,911		
FICA/Medicare - City	9,270	8,123	8,793	8,793	8,793	8,867		
IPERS - City	10,510	9,984	10,850	10,850	10,850	10,942		
Group Insurance	34,192	23,701	23,848	23,848	23,848	38,894		
Workers Compensation	1,000	49	3,060	3,060	3,060	3,060		
Uniform Allowance	51	22	0	0	0	0		
<b>PERSONNEL COSTS:</b>	<b>180,403</b>	<b>151,165</b>	<b>162,412</b>	<b>162,412</b>	<b>162,412</b>	<b>177,674</b>		

Dues/Memberships	457	38	250	250	250	570		
Training	195	360	750	750	750	1,350		
Travel and Conference	0	309	250	250	250	1,750		
Vehicle Operation/Fuel	130	99	250	250	250	250		
Telecommunications	753	1,688	1,400	1,400	1,770	1,770		
Advertising/Recruitment	0	0	0	0	0	0		
Rental Housing Costs	0	0	250	250	250	250		
Recording Fees	0	133	300	300	300	300		
Printing & Publishing	20	0	500	500	500	1,500		
Technology Services/Exp	2,619	3,636	3,000	3,000	3,305	3,305		
Contract Services	73	517	16,500	16,500	16,500	16,500		\$15,000 CDBG
Office Supplies	208	352	500	500	500	500		
Operating Supplies	63	376	500	500	500	500		
Postage/Shipping	78	46	200	200	200	200		
<b>SERVICES &amp; COMMODITIES:</b>	<b>4,595</b>	<b>7,554</b>	<b>24,650</b>	<b>25,325</b>	<b>25,325</b>	<b>28,745</b>		

Capital - Equipment	1,700	554	0	0	0	1,000		
<b>CAPITAL EXPENDITURES:</b>	<b>1,700</b>	<b>554</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>		

<b>DEPARTMENT EXPENDITURES:</b>	<b>186,697</b>	<b>159,273</b>	<b>187,062</b>	<b>187,737</b>	<b>187,737</b>	<b>207,419</b>		
<b>NET DEPARTMENT OPERATIONS:</b>	<b>(179,756)</b>	<b>(143,153)</b>	<b>(170,462)</b>	<b>(171,137)</b>	<b>(171,137)</b>	<b>(192,769)</b>		

<b>PERSONNEL:</b>	
Comm. Dev. Director	0.30
Comm. Devel. Plan/Zone Manger	1
Office Manager	0.33
	0.33
	0.30
	1
	0.33

**Community Development/Zoning  
2020/2021 Budget Account Detail Report**

<b>6010 Payroll</b>		
Wages	Director (30%)	\$36,797
	Longevity	\$ 90
	Zoning Administrator	\$62,458
	Office Manager (33 1/3%)	\$16,466
	Longevity	<u>\$ 100</u>
		<b>\$115,911</b>
<b>6110 FICA</b>		\$ 8,867
<b>6130 IPERS</b>		\$10,942
<b>6150 Health Insurance</b>		\$38,894
<b>6160 Workers Compensation</b>		<u>\$ 3,060</u>
	<b>Personnel Total</b>	<b>\$177,674</b>
<b>6210 Dues/Memberships/Subscriptions</b>		
National/State/Local Planning Association Memberships		\$ 500
Independent/Democrat Subscription		<u>\$ 70</u>
	Total	\$ 570
<b>6230 Training</b>		
State/Midwest Zoning Conferences & Events and/or Registration Fees (Includes fees for Commissioners Council Liaisons)		\$ 750
Project Lead		<u>\$ 600</u>
	Total	\$ 1350
<b>6240 Travel and Conference</b>		
State/Midwest Planning/Zoning Conferences & Events		\$ 1500
Mileage, Hotel and Meal Reimbursement		<u>\$ 250</u>
	Total	\$ 1750
<b>6331 Vehicle Operation/Fuel</b>		
Staff Travel		<u>\$ 250</u>
	Total	\$ 250
<b>6373 Telecommunications</b>		
Allocation of City contract		<u>\$ 1770</u>
	Total	\$ 1770

<b>6404 Rental Housing Costs</b>	
Inspection fees and other associated fees	<u>\$ 250</u>
	Total \$ 250
<b>6405 Recording Fees</b>	
Misc. fees	<u>\$ 300</u>
	Total \$ 300
<b>6414 Printing and Publishing</b>	
Map and document creation/printing fees	\$ 500
New zoning map	<u>\$1,000</u>
	Total \$1,500
<b>6419 Technology Services/Exp</b>	
Allocation of City Contract 30%	<u>\$3,305</u>
	Total \$3,305
<b>6499 Miscellaneous Contracts</b>	
CDBG Housing Grant	\$15,000
Misc. contracts, including INRCOG projects	<u>\$1,500</u>
	Total \$16,500
<b>6506 Office Supplies</b>	
Writing tools, computer tools, inspection tools	<u>\$ 500</u>
	Total \$ 500
<b>6507 Operating Supplies</b>	
Misc. Items	<u>\$ 500</u>
	Total \$ 500
<b>6508 Postage/Shipping</b>	
Special Mailings	<u>\$ 200</u>
	Total \$ 200
<b>6727 Capital - Equipment</b>	
Administrative Furniture	<u>\$1,000</u>
	Total \$1,000
<b>Services and Commodities Total</b>	<b>\$ 29,745</b>
<b>Budget Total</b>	<b>\$ 207,419</b>
<b>FEES COLLECTED</b>	<b>(\$ 14,650)</b>
<b>NET BUDGET TOTAL</b>	<b>\$ 192,769</b>

**NOTES:**

## **LEGAL SERVICES/ATTORNEY**

### **ACTIVITY COVER SHEET**

Fiscal Year 2020-2021

#### **ACTIVITY:** Legal Services/Attorney

#### Fiscal Year 2020-2021 Objectives:

1. Provide legal services to the City through advice, consultation, contract review and legal guidance involving all departments.
2. Provide legal advice and guidance to the City Council regarding its review and consideration of ordinances and actions to be taken on behalf of the city.
3. Identify defects in existing city ordinances, and draft new ordinances and amendments to current ordinances to make the City Code more responsive to the City's needs.
4. Conduct, review and monitor litigation matters involving the City or City personnel.
5. Work with INRCOG on legal issues for projects involving the City.
6. Represent the City by participating in seminars and conferences put on by the Iowa League of Cities and the Iowa Municipal Lawyers Association.
7. Participate in legislative activities on behalf of the City through the League of Cities, the Iowa State Bar Association and the Cedar Valley Coalition.
7. Represent the City in prosecutions of simple misdemeanor charges in the Iowa District Court.
8. Engage and work with outside counsel when necessary to do specific legal work for the City.
9. Assist the City Clerk and staff, as needed, with City election processes.
10. Attend Council meetings and act as legal advisor to the council, city administrator, city boards and commissions, city directors and officers.

**LEGAL SERVICES/ATTORNEY**

	Actual		Actual	Budget		Projected	Approved	NOTES
	2017-2018	2018-2019		2019-2020	2019-2020			
REVENUES:								
Reimbursements	169	0	0	1,000	1,000	1,000	0	
DEPARTMENT REVENUES:	169	0	0	0	1,000	1,000	0	

	Actual		Actual	Budget		Projected	Approved	NOTES
	2017-2018	2018-2019		2019-2020	2019-2020			
EXPENSES:								
Salaries and Wages - Full Time	46,671	46,824	62,900	64,093	64,093	64,093	66,357	
FICA/Medicare - City	3,476	3,487	1,035	4,882	4,882	4,882	5,054	
IPERS - City	3,874	4,393	2,355	6,024	6,024	6,024	6,237	
Group Insurance	7,853	8,037	93	16,487	16,487	16,487	17,479	
Workers Comp	665	160	62,900	500	500	500	500	
PERSONNEL COSTS:	62,539	62,900	62,900	91,986	91,986	91,986	95,627	

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001-640-6210	Dues/Memberships	5,770	1,035	925	925	925	1,025	
001-640-6240	Travel and Conference	2,420	2,355	3,075	3,075	3,075	3,325	
001-640-6402	Advertising Expense	14,187	0	150	150	150	150	
001-640-6405	Court and Recording Fees	495	93	500	500	500	1,000	
001-640-6411	Legal Expense	37,597	10,289	19,000	19,000	19,000	14,000	
001-640-6419	Technology Services/Exp	3,226	4,316	4,000	4,000	4,000	4,000	
001-640-6490	Consultant/Professional	0	0	500	500	500	500	
001-640-6499	Contract Services	0	499	500	500	500	500	
001-640-6506	Office Supplies	106	45	2,250	2,250	2,250	500	
001-640-6507	Operating Supplies	0	275	780	780	780	780	
SERVICES & COMMODITIES:		63,799	18,906	31,680	31,680	31,680	25,780	

001-640-6727	Capital - Equipment	0	755	0	0	0	1,000	
CAPITAL EXPENDITURES:		0	755	0	0	0	1,000	

001-640-6931	Less: Allocation to Water	8,807	7,738	9,893	9,893	9,893	9,793	8% of total
001-640-6932	Less: Allocation to Sewer	8,807	7,738	9,893	9,893	9,893	9,793	8% of total
001-640-6933	Less: Allocation to Solid Waste	6,605	5,804	7,420	7,420	7,420	7,344	6% of total
ALLOCATIONS:		(24,219)	(21,280)	(27,207)	(27,207)	(27,207)	(26,930)	

DEPARTMENT EXPENDITURES:		102,119	61,281	96,459	96,459	96,459	95,477	
<b>NET DEPARTMENT OPERATIONS:</b>		(101,950)	(61,281)	(96,459)	(96,459)	(95,459)	(95,477)	

PERSONNEL:								
	City Attorney	0.40	0.40	0.40	0.40	0.40	0.40	
	Office Manager	0.33	0.33	0.33	0.33	0.33	0.33	

## 2020-21 Budget Account Detail Report - LEGAL

<b>Personnel Costs</b>		
<b>6110</b>	<b>Wages</b>	
	City Attorney (40%)	\$ 49,360
	Longevity	\$ 120
	phone reimb	\$ 288
	Office Manager (33.3%)	\$ 16,489
	Longevity	\$ 100
	<b>Total</b>	<b>\$ 66,357</b>
<b>6110</b>	<b>FICA</b>	\$ 5,054
<b>6130</b>	<b>IPERS</b>	\$ 6,237
<b>6150</b>	<b>INSURANCE</b>	\$ 17,479
<b>6160</b>	<b>WORKERS COMPENSATION</b>	\$ 500
	<b>Total</b>	<b>\$ 29,270</b>
	<b>Personnel Total</b>	<b>\$ 95,627</b>
<b>Expenditures</b>		
<b>6210</b>	<b>Dues / Memberships</b>	
	Iowa Municipal Attorneys Association	\$ 35
	Iowa State Bar Association	\$ 290
	Cedar Valley Legislative Coalition	\$ 700
	<b>Total</b>	<b>\$ 1,025</b>
<b>6240</b>	<b>Travel and Conference</b>	
	Municipal Lawyers Conference	\$ 300
	Iowa League of Cities Conference	\$ 450
	Legislative Day	\$ 75
	Miscellaneous	\$ 250
	CLE Conferences - required	\$ 750
	Cedar Valley Coalition Wash.DC event	\$ 1,500
	<b>Total</b>	<b>\$ 3,325</b>
<b>6402</b>	<b>Advertising Expense</b>	
	Proof of Publication	\$ 150
	<b>Total</b>	<b>\$ 150</b>
<b>6405</b>	<b>Court Service &amp; Recording Fees</b>	
	misc. fees	\$ 1,000
	<b>Total</b>	<b>\$ 1,000</b>
<b>6411</b>	<b>Legal Expense (Outside)</b>	
	Urban Renewal	\$ 4,500
	Union Negotiations and Arbitration	\$ 5,000
	Bond Legal Assistance	\$ 2,000
	Misc. Legal Services	\$ 2,500
	<b>Total</b>	<b>\$ 14,000</b>



<b>6419</b>	<b>Technology Services/Expense</b> Allocation of City Contract		\$ 4,000
		<b>Total</b>	<b>\$ 4,000</b>
<b>6490</b>	<b>Consultant/Professional</b> misc. fees		\$ 500
		<b>Total</b>	<b>\$ 500</b>
<b>6499</b>	<b>Contract Services</b> misc. fees		\$ 500
		<b>Total</b>	<b>\$ 500</b>
<b>6506</b>	<b>Office Supplies</b> Office Supplies		\$ 500
		<b>Total</b>	<b>\$ 500</b>
<b>6507</b>	<b>Operating Supplies</b> Iowa Docs Software		\$ 275
	Legal Licensure Renewal		\$ 255
	Misc. software programs		\$ 250
		<b>Total</b>	<b>\$ 780</b>
	<b>Services and Commodities Total</b>		<b>\$ 25,780</b>
<b>6727</b>	<b>Capital - Equipment</b> Office furniture		\$ 1,000
		<b>Total</b>	<b>\$ 1,000</b>
	<b>Budget Total</b>		<b>\$ 122,407</b>
	Allocation to water 8%		\$ (7,491)
	Allocation to sewer 8%		\$ (7,491)
	Allocations to solid waste 6%		\$ (5,618)
	<b>NET Budget Total</b>		<b>\$ 101,807</b>

**NOTES:**

## **ACTIVITY COVER SHEET**

### **BUDGET FY 2020-2021**

#### **ACTIVITY:**

MAYOR, COUNCIL, AND CITY ADMINISTRATOR

#### **FY 2020-2021 Objectives:**

1. Protect and preserve the rights, privileges, and property of the city or of its citizens, and to preserve and protect the peace, safety, health, welfare, comfort, and convenience of its citizens.
2. Annually prepare a budget for the ensuing fiscal year, including separate appropriations for each activity of city government, in compliance with the Code of Iowa.
3. Appropriate all funds through the adoption of the annual budget.
4. Approve all assessments for the cost of any public work, improvement or repair, including any such cost involving a street, sidewalk or sewer, which may be specially assessed.
5. Adopt policies governing the purchases of goods and services for the city. Such policies shall be implemented through procedures established by the city administrator.
6. Maintain proper facilities and supplies for the conduct of Council meetings.
7. Support the Mayor and Council by offering leadership, procedural and management training and educational opportunities;
8. Analyze changing service demands and recommend organizational changes as needed across the various departments and services;
9. Work to expand employment opportunities and public and private investment in the community, ultimately growing the tax base.

**MAYOR/COUNCIL/CITY ADMINISTRATOR**

	Actual		Actual	Budget		Projected	Approved	NOTES
	2017-2018	2018-2019		2019-2020	2019-2020			
<b>EXPENSES:</b>								
001-610-6010	144,092	150,536	150,238	150,238	150,238	157,705		
112-610-6110	10,794	11,181	11,723	11,723	11,723	12,037		
112-610-6130	11,195	12,160	12,549	12,549	12,549	12,937		
112-610-6150	19,643	20,410	22,533	22,533	22,533	23,886		
001-610-6160	34	80	3,605	3,605	3,605	3,677		
<b>PERSONNEL COSTS:</b>								
	185,757	194,367	200,648	200,648	200,648	210,242		
001-610-6210	4,077	10,127	10,542	10,542	10,542	10,900		
001-610-6240	1,117	4,197	7,900	7,900	7,900	8,150		
001-610-6373	748	52	4,250	4,250	4,250	0		
001-610-6419	7,692	7,501	9,600	9,600	9,600	9,600		
001-610-6490	0	16,323	5,000	5,000	5,000	25,000		
001-610-6499	0	3,402	5,000	5,000	5,000	0		
001-610-6504	0	14,633	3,000	3,000	3,000	3,000		
001-610-6506	1,224	540	500	500	500	900		
001-610-6507	214	961	7,500	7,500	7,500	3,750		
<b>SERVICES &amp; COMMODITIES:</b>								
	15,071	57,736	53,292	53,292	53,292	61,300		
001-610-6931	9,217	29,361	22,855	22,855	22,855	24,439		9%
001-610-6932	9,217	29,361	22,855	22,855	22,855	24,439		9%
001-610-6933	9,217	19,574	15,236	15,236	15,236	16,293		6%
<b>Allocations:</b>								
	(27,651)	(78,297)	(60,946)	(60,946)	(60,946)	(65,170)		
<b>DEPARTMENT EXPENDITURES:</b>								
	173,177	173,806	192,994	192,994	192,994	206,372		
<b>NET DEPARTMENT OPERATIONS:</b>								
	(173,177)	(173,806)	(192,994)	(192,994)	(192,994)	(206,372)		

<b>PERSONNEL:</b>	
Mayor	1 1 1 1 1 1
Council Members	7 7 7 7 7 7
City Administrator	1 1 1 1 1 1

**2020-21 Budget Account Detail Report  
Mayor / Council / Administrator**

<b>6210</b>	<b>Dues / Memberships / Subscriptions</b>	
	INRCOG (Iowa Northern Council of Governments)	\$ 5,085
	Iowa League of Cities	\$ 4,455
	Iowa City / County Managers Association	\$ 155
	ICMA (International City Managers Association)	\$ 1,160
	Iowa Northeast Regional League	\$ 45
	2019 Iowa Code set	
	<b>Total</b>	<b>\$ 10,900</b>
<b>6240</b>	<b>Travel and Conference</b>	
	ICMA (International City Managers Association)	\$ 4,635
	Iowa League of Cities Annual Conference	\$ 800
	Local Government Management Training	\$ 740
	Municipal Leadership Academy	\$ -
	Legislative Day	\$ 350
	IMMI (Iowa Municipal Managers Institute)	\$ 1,375
	Miscellaneous	\$ 250
	<b>Total</b>	<b>\$ 8,150</b>
<b>6419</b>	<b>Technology Services/Exp</b>	
	Computer Repair in Council Chambers	\$ 9,600
		<b>\$ 9,600</b>
<b>6490</b>	<b>Consultant &amp; Professional Fees</b>	
	Outside Consultants / Mayor & Council Retreat (Facilitator - Strategic Planning, etc.)	\$ 25,000
	<b>Total</b>	<b>\$ 25,000</b>
<b>6499</b>	<b>Contract Services</b>	
	Employee Assistance Program	\$ -
		<b>\$ -</b>
<b>6504</b>	<b>Minor Equipment</b>	
	Computer equipment and related items	\$ 3,000
		<b>\$ 3,000</b>
<b>6506</b>	<b>Office Supplies</b>	
	Office Supplies (1st Draft of Budget Binders, Final Budget Books, ect.)	\$ 900
	<b>Total</b>	<b>\$ 900</b>
<b>6507</b>	<b>Operating Supplies</b>	
	Misc-Funeral/Retirements/Employee Recognition	\$ 3,750
	Flowers for funerals, retirement costs, employee recognition, plaques	
	<b>Total</b>	<b>\$ 3,750</b>

**NOTES:**

## ACTIVITY COVER SHEET

BUDGET FY 2020-21

### ACTIVITY:

City Clerk

### ACTIVITY GOAL:

To provide assistance to the City Administrator, Mayor and City Council while delivering customer service to the public as needed.

### FY 2020-21 OBJECTIVES:

1. Continue to manage office staff and activities in order to provide excellent service to the City Administrator, Mayor, Council;
2. Maintain all City records (paper and electronic) and follow the Iowa League of Cities Record Retention Manual so that recent and historical documents can be referred to on occasion and be made available for open record requests;
3. Remain serving as the staff liaison for a City Safety Committee to help achieve goals of optimum safety for all City employees;
4. Coordinate agenda items received from various departments to ensure agenda is delivered to Mayor and Council;
5. Issue and maintain solicitor/peddler permits, special events permits and assist businesses in applying for alcohol permits;
6. Continue efforts to make the City of Waverly a safe environment for people to live, visit and work.

**CITY CLERK**

	Actual		Actual	Budget		Projected	Approved	NOTES
	2017-2018	2018-2019		2019-2020	2019-2020			
<b>REVENUES:</b>								
001-620-4550	16	2	0	0	10			
001-620-4710	55	0	60	60	25			
001-620-4720	0	0	0	0	0			
001-620-4735	51	31	20	20	82			
001-950-4085	94,098	85,009	96,000	96,000	75,000			
001-950-4420	193,044	191,646	192,000	192,000	190,000			
<b>DEPARTMENT REVENUES:</b>	<b>287,264</b>	<b>276,688</b>	<b>288,080</b>	<b>288,080</b>	<b>265,117</b>			
<b>EXPENSES:</b>								
001-620-6010	114,704	122,797	137,130	137,130	146,225			
112-620-6110	8,511	9,093	10,567	10,567	11,131			
112-620-6130	10,065	11,364	13,039	13,039	13,736			
112-620-6150	29,138	29,593	31,539	31,539	33,683			
001-620-6160	3,500	147	5,665	5,665	5,778			
001-620-6181	51	63	100	100	100			
<b>PERSONNEL COSTS:</b>	<b>165,969</b>	<b>173,057</b>	<b>198,040</b>	<b>198,040</b>	<b>210,653</b>			
001-620-6210	1,819	436	565	565	625			
001-620-6230	0	7,464	3,000	3,000	9,000			
001-620-6240	2,748	1,275	5,250	5,250	4,450			
001-620-6331	227	295	675	675	675			
001-620-6332	528	276	800	800	800			
001-620-6373	2,774	1,757	17,839	17,839	2,100			
001-620-6399	1,477	1,398	3,000	3,000	3,000			
001-620-6402	0	125	1,000	1,000	1,000			
001-620-6414	1,018	16,667	15,250	15,250	17,500			
001-620-6419	3,939	2,495	9,600	9,600	9,600			
001-620-6497	2,125	0	0	0	0			
001-620-6499	16,633	10,909	13,715	13,715	34,000			
001-620-6504	0	0	250	250	250			
001-620-6506	1,880	2,685	3,800	3,800	3,200			
001-620-6507	169	165	355	355	355			
001-620-6508	6,283	6,527	6,700	6,700	6,700			
001-620-6689	703	500	5,200	5,200	5,200			
001-620-6695	0	341	0	0	250			
001-630-6413	14,760	0	12,855	12,855	0			
<b>SERVICES &amp; COMMODITIES:</b>	<b>57,082</b>	<b>53,316</b>	<b>99,854</b>	<b>99,854</b>	<b>98,705</b>			



	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021
<b>EXPENSES:</b>					
001-620-6710 Automotive Equipment	22,185	0	0	0	30,000
001-620-6727 Capital - Equipment	11,822	109	34,000	34,000	46,500
001-910-6910 Transfer to Reserve	0	20,000	12,500	12,500	7,500
<b>CAPITAL EXPENDITURES:</b>					
	34,007	20,109	46,500	46,500	84,000
001-620-6931 Allocation to Water	18,687	25,976	30,995	29,870	34,727
001-620-6932 Allocation to Sewer	18,687	25,976	30,995	29,870	34,727
001-620-6933 Allocation to Solid Waste	12,458	17,317	20,664	19,914	23,151
Allocations:	(49,832)	(69,269)	(82,654)	(79,654)	(92,605)
<b>DEPARTMENT EXPENDITURES:</b>	<b>207,227</b>	<b>177,213</b>	<b>261,740</b>	<b>264,740</b>	<b>300,753</b>
<b>NET DEPARTMENT OPERATIONS:</b>	<b>80,037</b>	<b>99,474</b>	<b>26,340</b>	<b>23,340</b>	<b>(35,636)</b>

9%  
9%  
6%

PERSONNEL:					
City Clerk	1	1	1	1	1
Admin Secretary/Deputy City Clerk	1	1	1	1	1
Intern	0.50	0.50	0.50	0.50	0.50

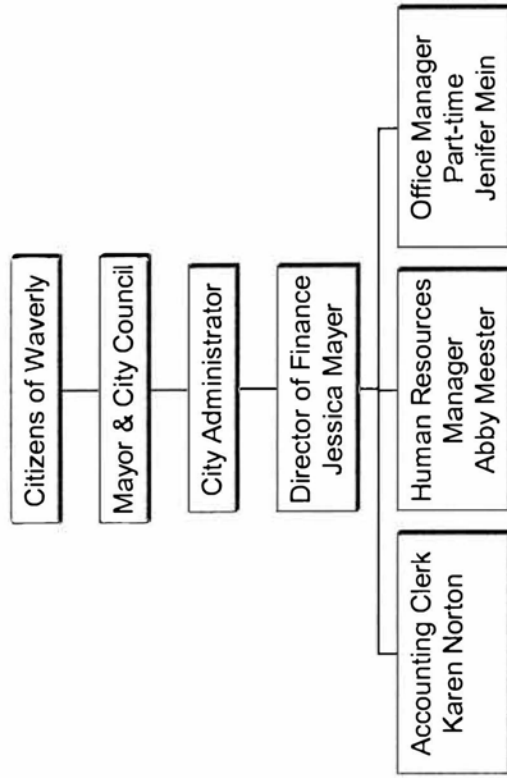
**2020 - 21 Budget Account Detail Report  
CITY CLERK**

<b>6210 Dues / Memberships / Subscriptions</b>	
Waterloo Courier	\$ 315
IMFOA Memberships for Carla and Valorie	\$ 100
Other subscriptions	\$ 150
Notary Renewals for Carla and Valorie (Every 3 years)	\$ 60
	<hr/>
<b>Total</b>	<b>\$ 625</b>
<b>6240 Travel and Conference</b>	
IMFOA (Spring and Fall \$400 each) (Carla / Valorie)	\$ 800
Municipal Leadership Academy	\$ -
IA Municipal Professionals Academy (Carla / Valorie)	\$1,350
Laser Fische Conference - (Valorie)	\$ 2,150
Budget Workshop - (Carla)	\$ 150
	<hr/>
<b>Total</b>	<b>\$ 4,450</b>
<b>6373 Telecommunications</b>	
Daily Telephone / Internet Services	\$ 2,100
	<hr/>
	<b>\$ 2,100</b>
Advertising	\$ 1,000
<b>6402</b> Recruitment, etc.	<hr/>
	<b>\$ 1,000</b>
Publishing / Minutes, Public Hearings, Ordinances (Legal Req.)	\$ 17,500
<b>6414</b>	<hr/>
	<b>\$ 17,500</b>
<b>Technology Services</b>	
<b>6419</b> BerganKDV Technology Services - per contract	\$ 9,600
	<hr/>
<b>Total</b>	<b>\$ 9,600</b>
<b>Contract Services</b>	
<b>6499</b> Migration to Hosted Exchange Project for Email Black & White Copier Lease, PO Box Lease, Color Copier Lease, LaserFische software updates, copies, Laser Fische Service, Postage Machine Lease, Copier Supplies, Job Hazard Analysis, Agenda Management (\$6,500 annually starting FY 20-21), for license and user fees) Copiers & Laser Fische	\$ 34,000
	<hr/>
<b>Total</b>	<b>\$ 34,000</b>
<b>Office Supplies</b>	
<b>6506</b>	\$ 3,200
	<hr/>
<b>Total</b>	<b>\$ 3,200</b>
<b>Postage</b>	
<b>6508</b> Postage meter for the City,(utility bills, mailings, etc.)	\$ 6,700
	<hr/>
<b>Total</b>	<b>\$ 6,700</b>
<b>Employee Recognition Program</b>	
<b>6689</b> In-house training and recognition	\$ 5,200
	<hr/>
<b>Total</b>	<b>\$ 5,200</b>
<b>Capital Equipment</b>	
<b>6727</b> Telephone and Internet Redundancy at Disaster Recovery	\$ 45,000
New Black & White Copier, Computer for Val	\$ 1,500
	<hr/>
<b>Total</b>	<b>\$ 46,500</b>

**NOTES:**



## Accounting-Human Resources



City of Waverly  
2020-2021 Budget  
**ACTIVITY COVER SHEET**

**ACTIVITY:**

Financial Administration  
Accounting & Human Resource Department

**Fiscal Year 2021 OBJECTIVES:**

1. Continue monitoring cash transactions throughout the city.
2. Strengthen citizen understanding of city budget and financial condition.
3. Furnish timely, concise, and clear financial information to the proper city officials and all citizens of the City of Waverly.
4. Maintain and administer the server network and main processor computer equipment.
5. Evaluate the current benefits package and continue analyzing moving to full-self funded.
6. Scan and organize previous employee files into Laserfiche.
7. Evaluate the need for a Management Training program related to employee relation topics.

**ACCOUNTING/FINANCIAL ADMINISTRATION**

REVENUES:	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	NOTES
001-621-4735 Sales/Fuel Tax Refunds	75	0	0	0	0	
001-622-4500 Charges/Fees for Services	205,629	52,502	42,660	42,660	46,816	HR Charges
001-622-4710 Reimbursements	73,107	441	1,000	1,000	500	
001-950-4300 Interest Income	17,052	27,957	15,000	15,000	20,000	
<b>DEPARTMENT REVENUES:</b>	<b>295,863</b>	<b>80,900</b>	<b>58,660</b>	<b>58,660</b>	<b>67,316</b>	

EXPENSES:	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	NOTES
001-622-6010 Salaries & Wages	310,419	339,769	226,336	226,336	248,291	
112-622-6110 FICA/Medicare - City	23,146	25,213	17,315	17,315	18,967	
112-622-6130 IPERS - City	27,511	13,857	21,366	21,366	23,405	
112-622-6150 Group Insurance	71,518	77,944	54,566	54,566	55,839	
001-622-6160 Workers Compensation	4,000	294	5,000	5,000	4,000	
001-622-6181 Uniform Allowance	51	22	0	0	0	
<b>PERSONNEL COSTS:</b>	<b>436,645</b>	<b>457,099</b>	<b>324,583</b>	<b>324,583</b>	<b>350,502</b>	

001-622-6210 Dues/Memberships	220	310	335	335	550	
001-622-6230 Training	70	110	1,000	1,000	2,500	
001-622-6240 Travel and Conference	128	169	1,300	1,300	2,000	
001-622-6331 Vehicle Operation/Fuel	0	0	250	250	250	
001-622-6350 Operational Equip Repair	622	0	600	600	600	
001-622-6373 Telecommunications	374	1,656	2,000	2,000	2,000	
001-622-6414 Printing and Publishing	118	118	350	350	350	
001-622-6419 Technology Services/Exp	7,474	12,402	15,000	15,000	14,000	
001-622-6490 Consultant/Professional	44,510	45,080	44,055	44,055	50,000	
001-622-6499 Contract Services	16,375	16,135	19,000	19,000	19,000	
001-622-6504 Minor Equipment	0	1,842	1,700	1,700	1,000	
001-622-6506 Office Supplies	2,675	2,174	5,000	5,000	3,500	
001-622-6507 Operating Supplies	2,247	519	2,000	2,000	1,500	
001-622-6508 Postage/Shipping	0	0	500	500	500	
<b>SERVICES &amp; COMMODITIES:</b>	<b>74,812</b>	<b>80,515</b>	<b>93,090</b>	<b>93,090</b>	<b>97,750</b>	

001-622-6721 Furniture & Fixtures		498	0	0	0	
001-622-6727 Capital - Equipment	0	0	0	0	0	
<b>CAPITAL EXPENDITURES:</b>	<b>0</b>	<b>498</b>	<b>0</b>	<b>0</b>	<b>0</b>	

001-622-6931 Allocation to Water	12,312	37,073	33,414	33,414	26,895	6%
001-622-6932 Allocation to Sewer	12,312	37,073	33,414	33,414	26,895	6%
001-622-6933 Allocation to Solid Waste	12,312	30,734	25,060	25,060	8,965	2%
<b>ALLOCATIONS:</b>	<b>(36,936)</b>	<b>(104,879)</b>	<b>(91,888)</b>	<b>(91,888)</b>	<b>(62,755)</b>	

<b>DEPARTMENT EXPENDITURES:</b>	<b>474,520</b>	<b>433,233</b>	<b>325,785</b>	<b>325,785</b>	<b>385,497</b>	
<b>NET DEPARTMENT OPERATIONS:</b>	<b>(178,658)</b>	<b>(352,333)</b>	<b>(267,125)</b>	<b>(267,125)</b>	<b>(318,181)</b>	

PERSONNEL:	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Approved 2020-2021	NOTES
Director	1	1	1	1	1	
H/R	0	0	0.6	0.6	0.6	
Accounting Supervisor	1	1	0	0	0	
Account Clerk I	2	2	1	1	1	
Account Clerk I/Meter Reader	1	1	0	0	0	
Part-Time	0.5	0.5	0.5	0.5	0.5	

**2020-2021 Budget Account Detail Report  
FINANCIAL ADMINISTRATION**

<b>6210</b>	<b>Dues and Memberships</b>		
	Cedar Valley SHRM	\$	90
	GFOA Annual	\$	360
	IMFOA Annual	\$	100
	<b>Total</b>	<b>\$</b>	<b>550</b>
<b>6230</b>	<b>Training</b>		
	gWorks, Budget Wkshps, HR seminars	\$	2,500
	<b>Total</b>	<b>\$</b>	<b>2,500</b>
<b>6240</b>	<b>Travel &amp; Conference</b>		
	IMFOA, IGHCP, GFOA	\$	2,000
	<b>Total</b>	<b>\$</b>	<b>2,000</b>
<b>6331</b>	<b>Fuel</b>		
		\$	250
	<b>Total</b>	<b>\$</b>	<b>250</b>
<b>6350</b>	<b>Repair/Maintenance Equipment</b>		
		\$	600
	<b>Total</b>	<b>\$</b>	<b>600</b>
<b>6373</b>	<b>Telecommunications</b>		
		\$	2,000
	<b>Total</b>	<b>\$</b>	<b>2,000</b>
<b>6414</b>	<b>Printing/Publishing</b>		
	CAFR covers/tabs	\$	350
	<b>Total</b>	<b>\$</b>	<b>350</b>
<b>6419</b>	<b>Technology Services/Expenses</b>		
	Data Tech, Bergan per contract/programs	\$	14,000
	<b>Total</b>	<b>\$</b>	<b>14,000</b>
<b>6490</b>	<b>Consultant &amp; Professional Fees</b>		
	Annual Audit - GASB/Single Audit	\$	47,000
	Audit Legal Reviews/State Fees/CAFR Certification	\$	3,000
	EAP	\$	5,000
	<b>Total</b>	<b>\$</b>	<b>50,000</b>
<b>6499</b>	<b>Contract Services</b>		
	gWorks, Pitney Bowes, Shred-It, FNB,	\$	19,000
	<b>Total</b>	<b>\$</b>	<b>19,000</b>
<b>6504</b>	<b>Minor Equipment</b>		
	Computer Monitors	\$	1,000
	<b>Total</b>	<b>\$</b>	<b>1,000</b>
<b>6506</b>	<b>Office supplies</b>		
		\$	3,500
	<b>Total</b>	<b>\$</b>	<b>3,500</b>
<b>6507</b>	<b>Operating Supplies</b>		
		\$	1,500
	<b>Total</b>	<b>\$</b>	<b>1,500</b>
<b>6508</b>	<b>Postage</b>		
		\$	500
	<b>Total</b>	<b>\$</b>	<b>500</b>
		\$	97,750

**NOTES:**



**HEALTH & SOCIAL SERVICES  
OTHER CULTURE & RECREATION**

	Actual		Budget		Projected		Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020		
REVENUES:								
001-499-4175 Permits-Block Party	0	105	70	70	70	70		
001-499-4176 Permits-Athletic Event	0	0	25	25	25	25		
001-499-4177 Permits-Special Events	105	275	275	300	300	300		
001-499-4440 State Grants	0	850	0	0	0	0		
001-499-4705 Donations	0	150	0	1500	50	50		
001-499-4706 Donations-Posters Hist. Preservation	0	0	0	510	50	50		
DEPARTMENT REVENUES:	105	1,380	370	2,405	495	495		

	Actual		Budget		Projected		Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020		
EXPENSES:								
001-360-6413 Donation-Regional Transit	9,874	9,874	9,874	9,874	9,874	9,874		
001-499-6413 Payment to Other Agencies	900	900	900	900	900	900		
001-499-6413 Senior Center	7,500	7,500	7,500	7,500	7,500	7,500		
001-499-6413 Heritage Days	5,000	5,000	6,000	6,000	6,000	6,000		
001-499-6498 Refunds	0	268	0	0	0	0		
001-499-6499 Contract Payments	0	0	0	0	0	0		
001-499-6507 Operating Supplies - Historical Preservation	512	1,452	750	750	750	750		
DEPARTMENT EXPENDITURES:	23,786	24,993	25,024	25,024	25,024	25,024		
<b>NET DEPARTMENT OPERATIONS:</b>	<b>(23,681)</b>	<b>(23,613)</b>	<b>(24,654)</b>	<b>(22,619)</b>	<b>(24,529)</b>	<b>(24,529)</b>		

**OTHER COMM & ECONOMIC DEV**

	Actual		Budget		Projected		Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020		
REVENUES:								
Revenues	0	0	0	0	0	0		
DEPARTMENT REVENUES:	0	0	0	0	0	0		

	Budget		Budget		Projected		Approved 2020-2021	NOTES
	2017-2018	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020		
EXPENSES:								
001-599-6413 Cedar Valley Alliance	5,000	5,500	5,500	5,500	5,500	5,500		FY21 3rd of 5 Yrs -\$5,500
001-599-6507 Operating Supplies	0	0	0	0	0	0		
DEPARTMENT EXPENDITURES:	5,000	5,500	5,500	5,500	5,500	5,500		
<b>NET DEPARTMENT OPERATIONS:</b>	<b>(5,000)</b>	<b>(5,500)</b>	<b>(5,500)</b>	<b>(5,500)</b>	<b>(5,500)</b>	<b>(5,500)</b>		

**NOTES:**