

City Clerk

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CITY CLERK

Budget Highlights	FY 2014/15 Actual	FY 2015/16 Adopted	FY 2015/16 Amended	FY 2016/17 Recomm'd	% Change from Adopted FY 2015/16
Employee Expense	290,356	286,677	286,677	301,143	5.0%
Supplies and Services	65,099	134,504	134,504	86,882	-35.4%
Machinery and Equipment	<u>437</u>	<u>1,537</u>	<u>1,537</u>	-	<u>0.0%</u>
Total	355,892	422,718	422,718	388,025	-8.2%
Administrative Overhead Charges to Enterprise Funds	100,473	76,716	76,716	89,675	16.9%
Operating Revenue	<u>152,073</u>	<u>137,900</u>	<u>137,900</u>	<u>148,900</u>	<u>8.0%</u>
Total	252,546	214,616	214,616	238,575	11.2%
Property Tax Support	103,346	208,102	208,102	149,450	(58,652)
Percent Increase (Decrease)--w/o election exp & Code of Ordinance Update					-8.5%
Percent Increase (Decrease)--w/ election exp & Code of Ordinance Update					-28.2%
Personnel- Authorized FTE	3.00	3.00	3.00	3.00	

Improvement Package Summary

1 of 1

This improvement package would provide funding for the permit clerk in the City Clerk's Office to achieve certification and future re-certification as a Certified Municipal Professional/Clerk. Certification is granted after attending Municipal Professionals Institute (MPI) one week per year for three consecutive years. Subsequent re-certifications are granted after attending the Municipal Professionals Academy (MPA) annually for one week per year for four years. Additional re-certification requires attendance at one Iowa Municipal Finance Officer's (IMFOA) conference during the four-year certification. The MPI/MPA are conducted by ISU Extension and accredited by the IMFOA. Approved continuing education credits and work experience can also be counted toward both certifications.

Department succession planning contributes to the City Council goal of a financially responsible and high-performance organization. Within the context of a three-person office, this improvement package will prepare and qualify the permit clerk for potential application to the position of Assistant City Clerk or appointment to the position of City Clerk. Additionally, the designation of Iowa Certified Municipal Clerk will provide the Permit Clerk with a broader knowledge of the requirements, responsibilities and legalities of the City Clerk's Office. This would increase the level of customer service which also speaks to this City Council goal.

Related Cost: \$1,320– Tax Funds – Recurring
 Property Tax Impact: +\$.0006/+.01%
 Activity: City Clerk

Recommend - Yes

Significant Line Items at Maintenance Level
(Without Recommended Improvement Packages)

Employee Expense

1. FY 2017 employee expense reflects a 2.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution increased from 8.93% to 9.02% and the employee contribution increased from 6.18% to 6.24% in FY 2017, resulting in an increase of \$191 (1%).
3. The City portion of health insurance expense increased from \$1,040 in FY 2016 to \$1,325 in FY 2017 per month per contract, resulting in an increase of \$10,260 (27.40%).
4. FY 2017 is the fifth year that eligible retirees with at least twenty years of continuous service in a full-time position or retired as a result of a disability and are eligible for pension payments from the pension system can receive payment of their sick leave balance with a maximum payment of one-hundred twenty sick days payable bi-weekly over a five year period. Sick leave payout expense of \$4,975 is budgeted in City Clerk's Office (for two employees) in FY 2017.

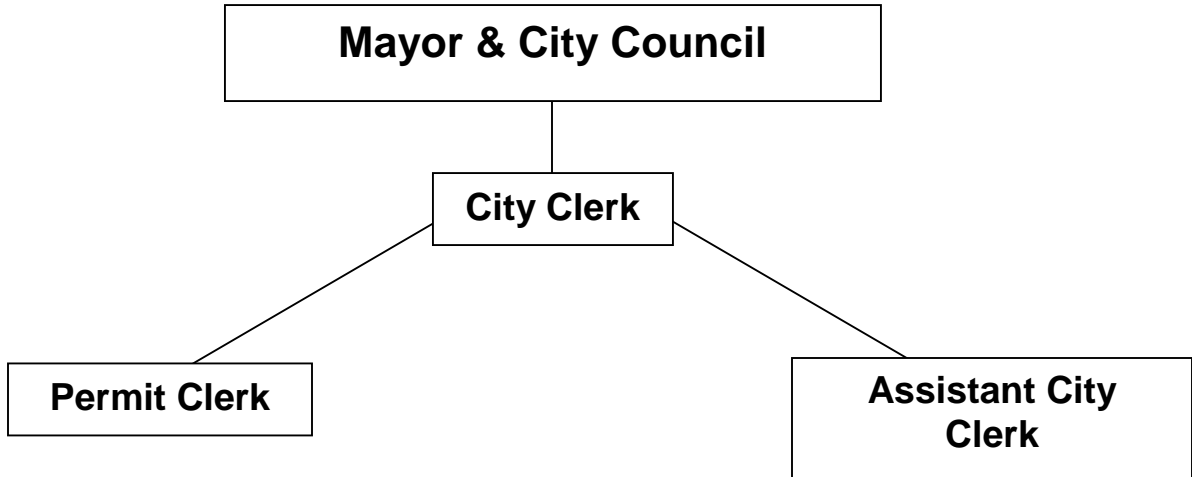
Supplies & Services

5. Copying and Reproduction decreased from \$1,492 in FY 2016 to \$678 in FY 2017 based on Fiscal Year 2015 actual of \$677.
6. Code Supplements decreased from \$10,000 in FY 2016 to \$9,000 in FY 2017 based on Fiscal Year 2015 actual of \$8,151.
7. Legal Notices and Ads decreased from \$25,000 in FY 2016 to \$21,500 in FY 2017 based on FY 2015 actual of \$21,134.
8. Court Costs and Record Fees decreased from \$3,899 in FY 2016 to \$2,750 in FY 2017 based on FY 2015 actual of \$2,645 plus 4%.
9. Software License expense decreased from \$2,143 in FY 2016 to \$0 in FY 2017 due to the use of Permits Plus not feasible for special events permits.
10. Election expense decreased from \$40,000 in FY 2016 to \$0 in FY 2017 and is typically an every other year expense.

Revenue

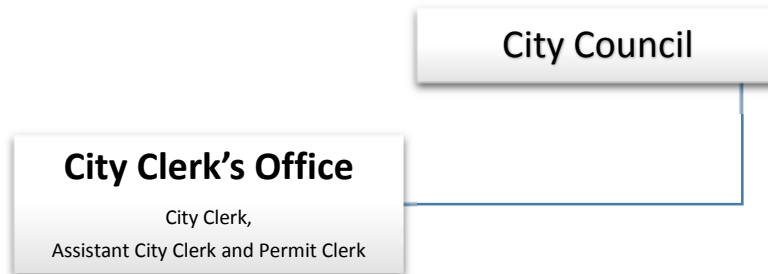
11. Beer/Liquor Combination Licenses increased from \$109,500 in FY 2016 to \$120,000 in FY 2017 based on FY 2015 actual of \$123,202.
12. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$76,716 in FY 2016 to \$86,938 in FY 2017 due to an increase in the capacity of the sanitary sewer fund.

City of Dubuque
CITY CLERK'S OFFICE
Organizational Chart



CITY CLERK'S OFFICE

The City Clerk's Office is the official record keeper for the City Council. The City Clerk's Office prepares, administers, maintains and distributes records of all City Council actions as well as provides City Council members and City staff the necessary documents for fulfillment of their respective legislative and administrative responsibilities. The City Clerk's Office administers programs covered by the State Civil Service law and issues licenses and permits for categorical businesses and activities as set out by ordinance and state law.



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

PEOPLE

The City Clerk's Office strives to provide courteous and professional service while offering access to official records and services through current web page information, initiation of boards and commissions memberships, City Life and Speaker's Bureau programs, and Sister City relationships.



PARTNERSHIPS

The City Clerk's Office partners with citizens, staff, multiple local and state agencies and businesses to aid in effectively conducting business by utilizing and sharing knowledge to serve as a resource for general city information. These partnerships include: State Alcohol Beverages Division, Iowa League of Cities, Dubuque Main Street, Greater Dubuque Development Corporation, media outlets, non-profit special events organizers, community service agencies, and Dubuque County offices.



PLANNING

City Clerk staff participate in local, regional and national efforts that advance the City's mission statement and City Council priorities as well as to help in educating the public on the duties and purpose of the City Clerk's Office.

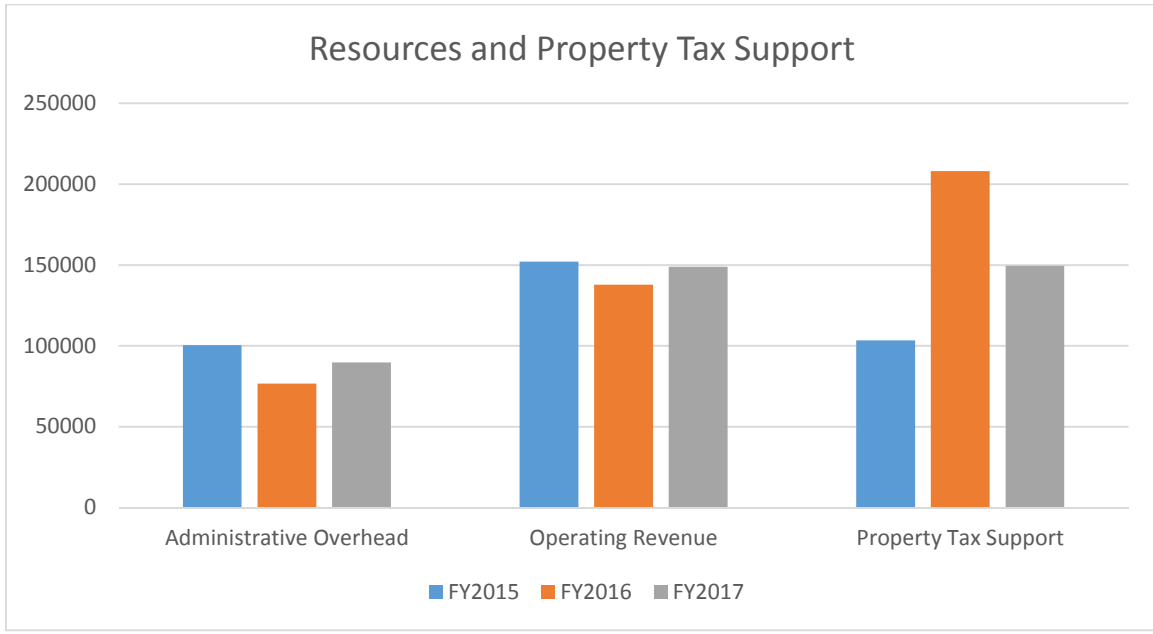


OUTCOME



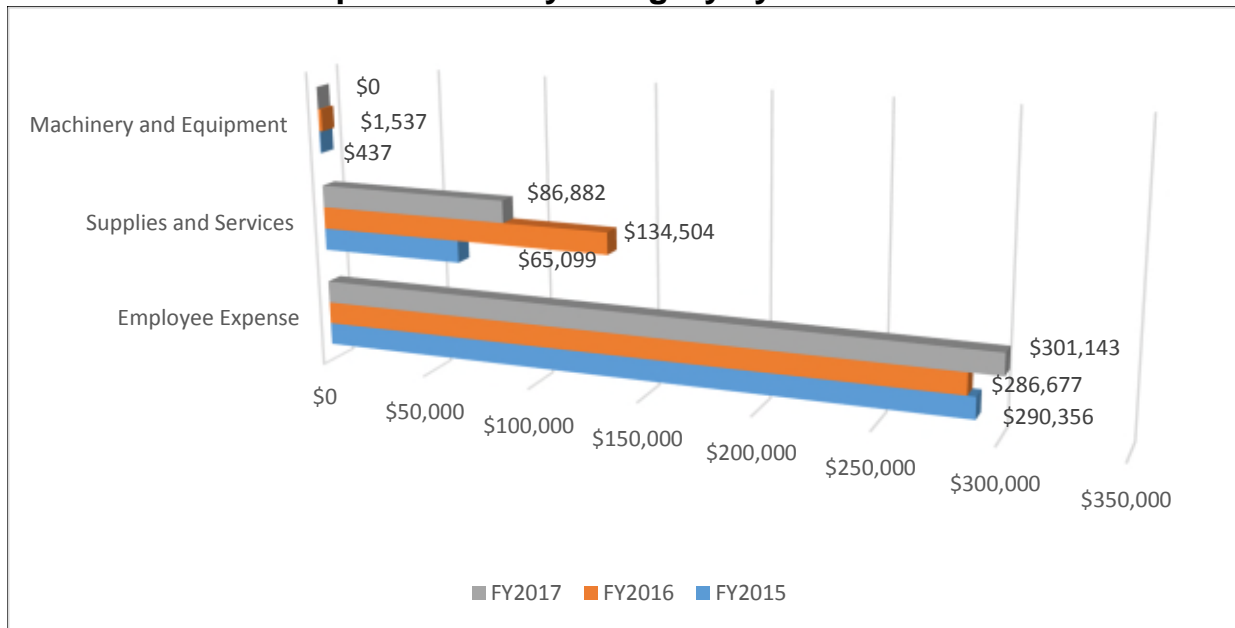
CITY CLERK'S OFFICE

Resources and Property Tax Support



The City Clerks Department is supported by 3 full-time equivalent employees, which accounts for 78% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by 8% in FY 2017 compared to FY 2017.


Expenditures by Category by Fiscal Year



CITY CLERK'S OFFICE

Overview

The City Clerk's Office serves as a general information center for citizens and is directly responsible to the City Council for preparation of agendas and maintaining minutes and official records for the City.



"NO OTHER OFFICE IN MUNICIPAL SERVICE HAS SO MANY CONTRACTS. IT SERVES THE MAYOR, THE CITY COUNCIL, THE CITY MANAGER, AND ALL ADMINISTRATIVE DEPARTMENTS WITHOUT EXCEPTION. ALL OF THEM CALL UPON IT, ALMOST DAILY, FOR SOME SERVICE OR INFORMATION. ITS WORK IS NOT SPECTACULAR, BUT IT DEMANDS VERSATILITY, ALERTNESS, ACCURACY, AND NO END OF PATIENCE. THE PUBLIC DOES NOT REALIZE HOW MANY LOOSE ENDS OF CITY ADMINISTRATION THIS OFFICE PULLS TOGETHER."

~Professor William Bennett Munro (1934)

Administration: Responsible for records management for all documents related to City Council meetings maintaining compliance with state and local codes and City policies.

Boards and Commissions: Facilitates the advertisement of vacancies, receipt of applications, and processing of Oaths of Office for the City's boards and commissions including orientation and Intercultural Communication training in partnership with the Human Rights Department.

Civil Service: Provides administrative duties for the Civil Service Commission as provided by Chapter 400 of the Iowa State Code in partnership with the Personnel Department.

Permits and Licenses Administered:

1. Alcoholic beverage sales and service licenses
2. Bicycle
3. Second-hand merchandise dealers
4. Solicitors licenses
5. Taxi company and operator licenses
6. Tobacco sales

Special Events: Processes requests for special events, festivals, and block parties through an on line permit process and with the review and approval by the Special Events Committee and the Iowa Alcohol Beverage Division.

CITY CLERK'S OFFICE

Highlights of the Past Year

- ❖ Special Events applications stream lined and offered as an on line fillable form.
- ❖ Sister City Relationship Advisory Commission received a Humanities Iowa Grant to mounted 102 photos of Handan, China; and create a traveling exhibit of photos.
- ❖ Sister City Relationship Advisory Commission sent a delegation to Handan China.

Future Initiatives



- ❖ Establish a combined vendor application process
- ❖ Engage citizens in the City Life program
- ❖ Aid in facilitating cultural and economic development exchanges through the Sister City Relationships Advisory Commission
 - Sister Cities;
 - Dornbirn, Austria
 - Handan, China
 - Pyatigorsk, Russia
- ❖ Establish and execute a records organization plan

Performance Measures

City Clerk's Office – Activity Statement

The City Clerk's Office is committed to accurately recording and preserving the actions of the City Council; providing information and support to the Mayor and City Council, City staff, and the public in a timely, courteous, and fiscally responsible manner to encourage a transparent city government.

CITY CLERK'S OFFICE

 **Goal: Financially Responsible & High Performance Organization** 

Outcome #1: Provide the Mayor and City Council information as they work to serve the residents of Dubuque.

The Office of the City Clerk strives to provide accurate, effective and efficient documents allowing the Mayor and City Council to make educated and informed decisions about community needs.

The Department will accomplish this objective by focusing on the following:

- Prepare and distribute agenda materials in a timely, efficient, and streamlined manner.
- Emphasize electronic access initiatives that increase information availability while reducing cost.
- Promote the “Notify Me” feature on the City of Dubuque’s website www.cityofdubuque.org enhancing citizen’s accessibility to City Council agenda documents, related supporting documents, video feeds of meetings, and past and current minutes.

COUNCIL ACTIONABLE ITEMS				
ITEMS	FY 12	FY 13	FY 14	FY 15
Agenda Items	1148	1039	1023	1063
Resolutions	352	320	352	291
Ordinances	56	51	66	54

CITIZEN SUBSCRIBERS				
ITEMS	FY 12	FY 13	FY 14	FY 15
“Notify Me” Subscribers	334	388	439	479



What’s in it for me... (WIFM)?

Citizens can access a video explaining how the City of Dubuque City Council meetings function and learn the procedures set by code governing such things as public participation and council actionable items at www.cityofdubuque.org

CITY CLERK'S OFFICE



Outcome #2: Enhance the accessibility for citizen to pertinent City documents.

The Office of the City Clerk aims to ensure that pertinent documents are readily available and accessible to the public so they can access pertinent documents in a timely and more efficient manner.

The Department will accomplish this objective by focusing on the following:

- Sorting, scanning and archiving documents effectively allowing increased and improved access to maintain and preserve materials online.
- Working toward succession planning to provide appropriate cross training among staff, as well as, provide opportunities to encourage certification and higher education for staff; saving tax dollars through efficiencies and sharing of office duties.
- Maintaining exceptional customer service through a high level of integrity to encourage citizen collaboration.



What's in it for me?

Citizens can access pertinent documents in a timely and more efficient manner as well as increasing staff's ability to respond quickly and accurately to customer requests thus bolstering a more transparent government.

Example of such documents are:

- Resolution Lists - 1981 to present
- Ordinance Lists – 1981 to present
- City Council Official Proceedings - 1907 to present
- City Council on line agendas - 2011 to present
- City Council electronic agenda packets – 2000 to present
- Other Historic documents

CITY CLERK'S OFFICE



Goal: Partnering for a Better Dubuque



Objective: Enhance partnerships with business owners, special events coordinators, boards and commission members and community organizations to ensure effective and compliant relationships.

The Office of the City Clerk works directly with multiple entities through the application, licensing and permitting process to ensure that pertinent documents are readily available and accessible to the public in a timely and efficient manner.

The Department will accomplish this objective by focusing on the following:

- Provide citizens with relevant and consistent information pertaining to services, programs, events, and regulations allowing them to engage city services in a knowledgeable and convenient manner.
- Working directly with the Civil Service Commission to ensure fair practices in the appointment and promotion to a Civil Service position. In doing so, the City Clerk staff oversees entry-level and promotional written tests; ensuring the integrity, unbiased and impartial nature of the testing process.
- Recruit and retain a diverse, inclusive, and qualified pool of boards and commission applicants by:
 - Using multiple forms of advertising, announcements and search strategies designed to find qualified applicants
 - Including wording that emphasizes the city's commitment to diversity
 - Identifying new and creative avenues to publicize the position
 - Engage in inclusive recruitment activities and proactive outreach



CITY CLERK'S OFFICE

PARTNER CONNECTIONS				
ITEMS	FY 12	FY 13	FY 14	FY 15
Special Event permits issued	126	139	123	132
Liquor license applications processed	258	276	279	260
Tobacco permit applications processed	68	75	80	86
Other Licenses issued (Bike, Peddler's, Transient Merchants, Taxi Company/Drivers)	108	123	128	127
Boards & Commission applications processed	84	122	88	101
Civil Service tests administered	22	17	20	16
Civil Service applicants tested	1013	1038	708	682



What's in it for me...(WIFM)?

The City Clerk's Office is located on the first floor of City Hall and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday for face to face communications as well as providing an extensive amount of information and fillable applications from the City's website at www.cityofdubuque.org. Allowing citizens to do business based on their time availability rather than strictly the traditional 8-5.

**Recommended Operating Revenue Budget - Department Total
73 - CITY CLERK'S OFFICE**

Fund	Account	Account Title	FY14 Actual Revenue	FY15 Actual Revenue	FY16 Adopted Budget	FY17 Recomm'd Budget
100	42105	BUSINESS LICENSES	7,160	6,835	7,100	7,100
100	42110	CIGARETTE LICENSES	7,600	8,425	8,000	8,000
100	42115	BEER/LIQUOR COMB-LICENSE	109,429	123,202	109,500	120,000
100	42130	BICYCLE LICENSES	520	560	500	500
42 - LICENSES AND PERMITS			124,709	139,022	125,100	135,600
100	51965	EVENTS REVENUE	4,850	4,900	4,500	5,000
51 - CHARGES FOR SERVICES			4,850	4,900	4,500	5,000
100	53208	SPECIAL EVENT DEPOSIT	4,900	7,622	8,000	8,000
100	53620	REIMBURSEMENTS-GENERAL	264	529	300	300
53 - MISCELLANEOUS			5,164	8,151	8,300	8,300
100	59610	FR WPC OPERATING	19,494	23,908	13,037	27,767
100	59620	FR STORMWATER OPERATING	751	4,740	9,099	8,846
100	59630	FR PARKING OPERATING	3,452	4,244	4,694	4,564
100	59640	FR WATER UTILITY	18,816	23,214	0	0
100	59670	FR REFUSE COLLECTION	26,376	30,948	35,360	34,376
100	59940	FR DMASWA	11,179	13,419	14,526	14,122
59 - TRANSFER IN AND INTERNAL			80,068	100,473	76,716	89,675
73 - CITY CLERK'S OFFICE TOTAL			214,791	252,546	214,616	238,575

**Recommended Operating Expenditure Budget - Department Total
73 - CITY CLERK'S OFFICE**

Fund	Account	Account Title	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY 17 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	184,805	192,557	195,970	205,221
100	61050	OVERTIME PAY	2,646	5,860	3,000	3,000
100	61091	SICK LEAVE PAYOFF	10,900	10,900	10,900	4,621
100	61310	IPERS	16,739	17,718	18,109	18,944
100	61320	SOCIAL SECURITY	15,027	15,778	16,348	16,581
100	61410	HEALTH INSURANCE	43,322	42,840	37,440	47,700
100	61415	WORKMENS' COMPENSATION	691	689	701	753
100	61416	LIFE INSURANCE	184	184	392	411
100	61655	CAR ALLOWANCE	3,774	3,830	3,817	3,912
61 - WAGES AND BENEFITS			278,087	290,356	286,677	301,143
100	62010	OFFICE SUPPLIES	1,167	2,087	1,190	1,891
100	62030	POSTAGE AND SHIPPING	1,358	1,071	1,427	1,125
100	62031	PROCESSING MATERIALS	322	333	350	357
100	62050	OFFICE EQUIPMENT MAINT	0	206	215	210
100	62061	DP EQUIP. MAINT CONTRACTS	983	1,154	1,605	1,605
100	62090	PRINTING & BINDING	668	39	1,012	1,012
100	62110	COPYING/REPRODUCTION	2,131	677	1,492	678
100	62120	CODE SUPPLEMENTS	6,989	8,151	10,000	9,000
100	62130	LEGAL NOTICES & ADS	17,863	21,134	25,000	21,500
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	556	636	570	687
100	62190	DUES & MEMBERSHIPS	2,120	2,225	2,200	2,305
100	62204	REFUNDS	7,239	9,041	10,000	10,000
100	62208	GENERAL LIABILITY INSURAN	1,607	1,605	1,602	1,681
100	62230	COURT COSTS & RECORD FEES	2,179	2,645	3,899	2,750
100	62310	TRAVEL-CONFERENCES	37	616	3,100	2,425
100	62320	TRAVEL-CITY BUSINESS	35	0	495	543
100	62340	MILEAGE/LOCAL TRANSP	133	99	145	145
100	62360	EDUCATION & TRAINING	4,883	2,794	5,902	6,455
100	62421	TELEPHONE	2,035	3,089	2,036	2,344
100	62424	RADIO/PAGER FEE	296	280	299	287
100	62436	RENTAL OF SPACE	444	444	444	504
100	62645	SPECIAL EVENTS	1,221	773	3,000	3,000
100	62663	SOFTWARE LICENSE EXP	0	45	2,143	0
100	62684	CIVIL SERVICE EXPENSE	22,379	4,293	16,378	16,378
100	62698	ELECTION EXPENSES	22,041	0	40,000	0
100	62716	CONSULTANT SERVICES	0	1,662	0	0
62 - SUPPLIES AND SERVICES			98,688	65,099	134,504	86,882
100	71211	DESKS/CHAIRS	0	0	1,100	0
100	72418	TELEPHONE RELATED	0	437	437	0
71 - EQUIPMENT			0	437	1,537	0
73 - CITY CLERK'S OFFICE TOTAL			376,775	355,893	422,718	388,025

Recommended Expenditure Budget Report by Activity & Funding Source 73 - CITY CLERK'S OFFICE

CITY CLERK - 73100				
FUNDING SOURCE: GENERAL				
Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	0	437	1,537	0
SUPPLIES AND SERVICES	98,688	65,099	134,504	86,882
WAGES AND BENEFITS	278,087	290,356	286,677	301,143
CITY CLERK	376,775	355,893	422,718	388,025
CITY CLERK'S OFFICE TOTAL	\$376,774.88	\$355,892.53	\$422,718.00	\$388,025.00

**CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT**

73 CITY CLERK

FD	JC	WP-GR	JOB CLASS	FY 2015		FY 2016		FY 2017	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9350	Contract	CITY CLERK	1.00	94,012	1.00	97,553	1.00	100,007
100	8925	GE-29	ASSISTANT CITY CLERK	1.00	49,829	1.00	52,720	1.00	56,752
100	8875	GE-26	PERMIT CLERK	1.00	43,187	1.00	45,697	1.00	48,462
			TOTAL FULL TIME EMPLOYEES	3.00	187,028	3.00	195,970	3.00	205,221
			TOTAL CITY CLERK'S OFFICE	3.00	187,028	3.00	195,970	3.00	205,221

**CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

Run Date: 01/22/16

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2015		FY 2016		FY 2017		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
City Clerks Office											
10073100	61010	100	9350	GE-38	CITY CLERK	1.00	94,012	1.00	97,553	1.00	100,007
10073100	61010	100	8875	GE-26	PERMIT CLERK	1.00	43,187	1.00	45,697	1.00	48,462
10073100	61010	100	8925	GE-29	ASSISTANT CITY CLERK	1.00	49,829	1.00	52,720	1.00	56,752
				Total		3.00	187,028	3.00	195,970	3.00	205,221
TOTAL CITY CLERK'S OFFICE						3.00	187,028	3.00	195,970	3.00	205,221