

# Planning Services

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## PLANNING SERVICES DEPARTMENT SUMMARY

<b>Budget Highlights</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Requested</b>	<b>% Change From FY 2019 Budget</b>
<u>Expenses</u>				
Employee Expense	727,064	775,356	703,486	(9.3)%
Supplies and Services	90,576	125,868	213,123	69.3 %
Machinery and Equipment	1,451	1,609	1,000	(37.8)%
Total	819,091	902,833	917,609	1.6 %
<u>Resources</u>				
Administrative Overhead Recharges	301,847	327,983	361,570	10.2 %
Operating Revenue	61,810	68,048	63,738	(6.3)%
Total	363,657	396,031	425,308	7.4 %
Property Tax Support	455,434	506,802	492,301	(14,501)
Percent Increase (Decrease)				(2.9)%
Percent Self Supporting	44.4%	43.9%	46.3%	
<b>Personnel - Authorized FTE</b>	<b>8.38</b>	<b>8.38</b>	<b>8.38</b>	

### Improvement Package Summary

#### 1 of 4

This improvement level request is to retain a consultant to assist with the logistics, communication, marketing, outreach, and advertising associated with a 2020 Census Complete Count Committee campaign. This campaign would spread the word about the importance of the 2020 Census and to motivate every resident to complete and return their Census questionnaire. The process would include a collaborative process with organizations, colleges, universities, and residents, with a focus on outreach to traditionally under-counted community groups similar to the Imagine Dubuque engagement model. The cost is estimated to be \$14,200 using a quote from the consultant for the Census 2000 and 2010 Complete Count Committees. An additional \$10,000 is estimated for marketing, outreach, and advertising. Census data are used to distribute Congressional seats to states, to distribute more than \$400 billion in federal funds to local, state and tribal governments each year, and to make decisions about what community services to provide. Many City operations are impacted by distribution of federal funds based on census data. This request is integral to moving forward with all City Council goals. This request is time sensitive.

Related Cost:	\$ 24,200	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 10,186	Administrative Overhead	Non-Recurring	
Net Cost:	\$ 14,014			
Property Tax Impact:	\$ 0.0055	0.05%		
Activity:	Planning/Historic Preservation			

**2 of 4**

This improvement level request is to retain a consultant to help create a Community Action Plan to Reduce Poverty. This project would engage business leaders, philanthropists, government and school leaders, non-profit and faith leaders, and community members who have lived with the stresses of poverty to develop and commit to a community plan to reduce poverty in Dubuque. An objective third party is needed to examine existing programs for their level of success over time, thoroughly analyze data, identify trends, and identify best practices for success in Dubuque through an equity lens with annual follow-up measurements each year for five years. This request has the potential to impact several City departments and many community organizations with purchase of service contracts. This request has the potential to positively impact the community, and to help achieve the City Council goals of a Robust Local Economy and Partnership for Better Dubuque. This request would implement a Top Priority for the City Council's 2018 - 2020 Policy Agenda, that of Poverty Reduction: Action Plan.

Related Cost:	\$ 75,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 31,569	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 43,431</u>			
Property Tax Impact:	<u>\$ 0.0171</u>	0.17%		
Activity: Planning/Historic Preservation				

**3 of 4**

This improvement level request is for continued consultant assistance with implementation of the 2017 Imagine Dubuque Comprehensive Plan. This request is to retain the consultant services of project manager, data manager, and facilitator, acting as the independent backbone organization for a collective impact model to implement the comprehensive plan for the second year at \$20,000, with \$15,000 for consultant services and \$5,000 for marketing and advertising. The Plan's Call to Action, making implementation a community-driven rather than City-led effort, requires a second year of consultant support to achieve a successful handoff to City Planning Services staff to assume the role of the backbone organization. The Long Range Planning Advisory Commission supports this request. Implementation of the Imagine Dubuque Comprehensive Plan supports all City Council Goals and Priorities.

Related Cost:	\$ 20,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 8,418	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 11,582</u>			
Property Tax Impact:	<u>\$ (0.0046)</u>	(0.04)%		
Activity: Planning/Historic Preservation				

**4 of 4**

This request is for evaluation and update of the 2009 Unified Development Code (UDC) with respect to the 2017 Comprehensive Plan, the Analysis of Impediments to Affirmatively Furthering Fair Housing, Sustainability, and Equity. It is important for an objective third-party review of the UDC to evaluate the effects of current code requirements and identify changes needed to ensure the regulations are met: implement recommendations of Imagine Dubuque, pose no barriers to fair housing, require and/or promote sustainability, and achieve equity for the entire community. This request supports several City Council Goals.

Related Cost:	\$ 50,000	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 20,354	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 29,646</u>			
Property Tax Impact:	\$ (0.0117)	(0.11)%		
Activity:	Development Services			

### Significant Line Items

#### Employee Expense

1. FY 2020 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2019. The employee contribution of 6.29% is unchanged from FY 2019.
3. The City portion of health insurance expense decreased from \$1,193 in FY 2019 to \$921 in FY 2020 per month per contract which results in annual savings of \$27,792 or 22.77%.

#### Supplies & Services

4. Software License expense increased from \$13,480 in FY 2019 to \$13,736 in FY 2020 based on FY 2018 actual plus adjustments.
5. Pay to Other Agency increased from \$29,395 in FY 2019 to \$30,548 in FY 2020 for East Central Intergovernmental Association (ECIA) annual dues.
6. Travel Conferences decreased from \$8,690 in FY 2019 to \$6,500 in FY 2020 based on actual cost for staff to attend state-wide preservation conferences, the American Planning Association conference, and the Iowa League of Cities Conference. The National Preservation conference is a biannual conference next held in Fiscal Year 2021.
7. Data Processing Equipment Maintenance Contracts decreased from \$9,682 in FY 2019 to \$9,459 in FY 2020. Departments receive recharges for maintenance agreement costs on City wide software based on the number of users in their department.
8. General Liability Insurance increased from \$4,326 in FY 2019 to \$4,520 in FY 2020.
9. Court Costs and Record Fees increased from \$1,985 in FY 2019 to \$3,990 in FY 2020. Beginning January 1, 2016, the court requires the \$85 filing fee for municipal infractions to be paid up front by the City. The Court then enters judgment, and if a defendant is found guilty, the defendant will pay a fine plus \$85 in court costs and the Court will distribute the fine portion and reimburse the City for the filing fee that was paid up front by the City. If a defendant is found not guilty, the City will pay for the court costs using the \$85 filing fee paid upfront instead of deducting the \$85 from the City's judgments, which was the process done by the Court previous to January 1, 2016. Departments that file municipal infractions must budget the upfront filing fee and a portion of the amount is reimbursed to the department going forward. The offsetting revenue is budgeted in Iowa District Court Fines and is \$1,710 in FY 2020. Due to time delay of reimbursements, the revenue received is less than the expense.

**Machinery and Equipment**

10. The total equipment requested is as follows (\$1,000):

<u>Development Services</u>	
Projector	\$ 500
<u>City Planning/Historic Preservation</u>	
Projector	\$ 500
<b>Recommended Improvement Packages</b>	
Total	<u>\$ 1,000</u>

**Revenue**

- 11. Zoning administrative fees decreased from \$36,218 in FY 2019 to \$31,027 in FY 2020 based on a three year historical average. FY 2018 actual was \$27,991.
- 12. Revenue received from Enterprise Funds for administrative overhead charges increased from \$327,983 in FY 2019 to \$361,570 in FY 2020.

# PLANNING SERVICES



The mission of the Planning Services Department is to provide friendly, knowledgeable and professional City Planning, Historic Preservation and Development Services to city residents to ensure a Viable, Livable and Equitable Dubuque. Planning Services staff works in partnership with volunteer city residents on the Zoning Advisory Commission, Zoning Board of Adjustment, Historic Preservation Commission, and Long Range Planning Advisory Commission to accomplish this mission.





# PLANNING SERVICES

## SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES

### PEOPLE

Planning Services staff interacts daily with customers to facilitate review of residential, office, commercial, institutional and industrial development proposals through an open, transparent, service-oriented process. Staff resolves zoning enforcement issues by working with residents and businesses to achieve voluntary compliance. Staff also works with the Zoning Advisory Commission and Zoning Board of Adjustment by facilitating neighborhood input on development proposals to:

- promote a sound, safe, healthy, and sustainable community,
- encourage good development and support the conscientious developer,
- protect existing property values and uses, and



### PLANNING

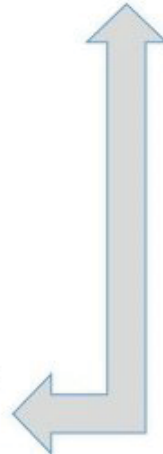
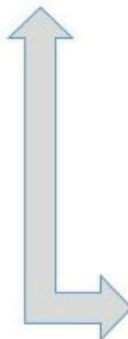
Planning Services staff works with the Long-Range Planning Advisory Commission to create a viable, livable, and equitable community and plan for a better future through the long-term Comprehensive Plan and strategic short-term plans for urban renewal and revitalization.

Planning Services staff works with the Historic Preservation Commission to protect, promote and enhance the historic, cultural and aesthetic resources that make Dubuque a unique, identifiable and vital community through preservation planning, design guidelines, technical assistance and financial incentives.



### PARTNERSHIPS

Planning Services staff collaborates with City departments; local, state and federal agencies; private sector and non-profits to facilitate development, enhance neighborhood quality, and support regional efforts. Major collaborations include: sustainability, annexation, riverfront development, downtown and neighborhood revitalization, public health, watershed management, and regional parks, open space and bike/hike trail systems.

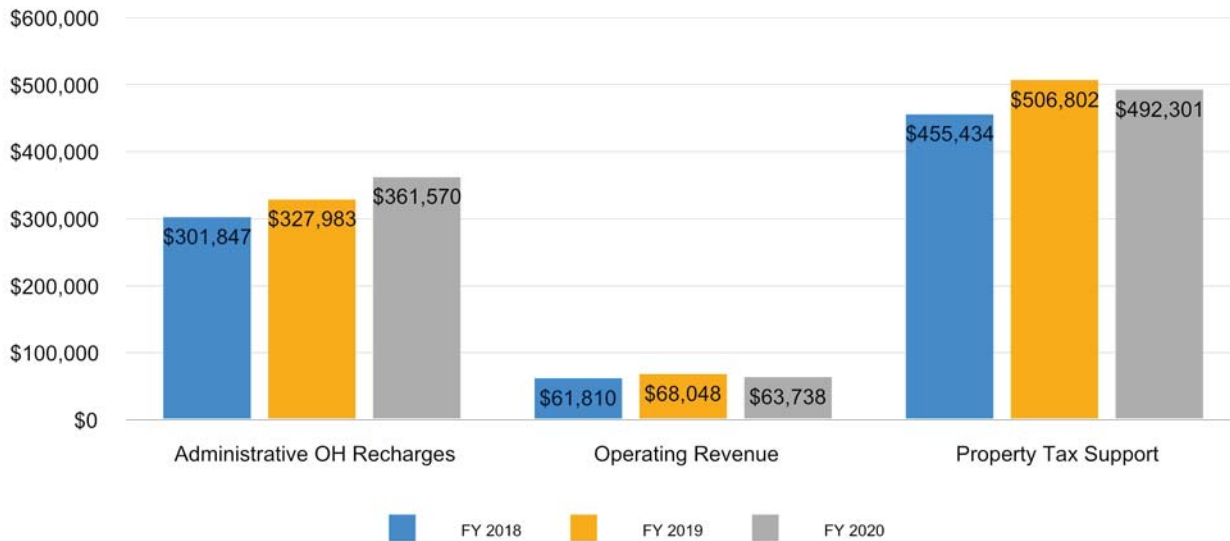




# PLANNING SERVICES

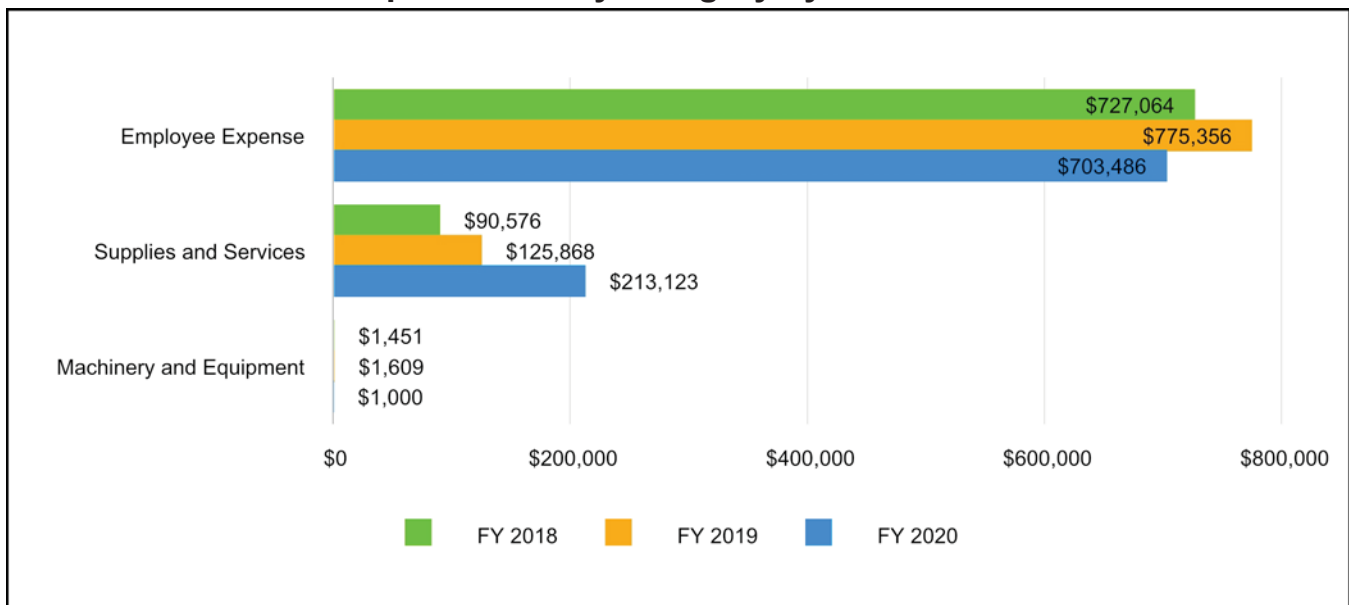
	FY 2018	FY 2019	FY 2020
Full-Time Equivalent	8.38	8.38	8.38

## Resources and Property Tax Support



The Planning Services Department is supported by 8.38 full-time equivalent employees, which accounts for 76.67% of the department expense as seen below. Overall, the department's expenses are expected to increase by 1.64% in FY 2020 compared to FY 2019.

## Expenditures by Category by Fiscal Year



# PLANNING SERVICES

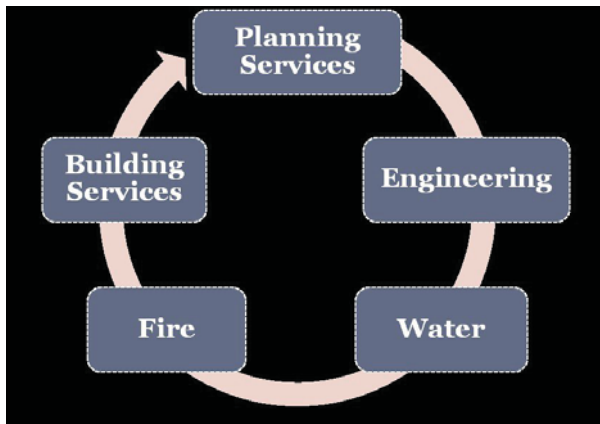
## Development Services

### Overview

Development Services focuses on fostering and building partnerships with residents, business owners, entrepreneurs and developers through the efficient, knowledgeable and professional facilitation and coordination of public and private development activities in the city. This is achieved by providing accurate information concerning City plans, policies and ordinances to the **Zoning Board of Adjustment, Zoning Advisory Commission** and the **City Council**, and to other City staff, developers, applicants, and residents. Staff is continually working to build relationships with the community at large by encouraging voluntary compliance with the City's zoning code to improve the quality of life in our neighborhoods and business districts.

Development Service Funding Summary			
	FY 2018 Actual	FY 2019 Budget	FY 2020 Requested
Expenditures	\$454,366	\$455,204	\$415,347
Resources	\$61,728	\$65,767	\$61,578

Development Service Position Summary	
	FY 2020
Associate Planner	1.00
Assistant Planner	2.00
Zoning Enforcement Officer	1.00
Secretary	0.40
<b>Total Full-Time Equivalent Employees</b>	<b>4.40</b>



### *Did you know?*

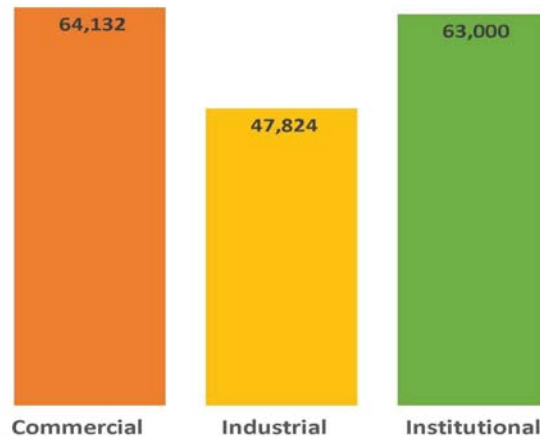
Planning Services staff facilitates **Development Review Team** meetings with City Engineering, Fire, Water, Building and Planning Departments to review subdivision plats, site plans, and conceptual development plans. Developers, property owners, contractors, architects and engineers attend the meetings to discuss their projects. **Applicants benefit from a one-stop service with approval in as few as 7 days.**

# PLANNING SERVICES

## Highlights of Fiscal Year 2018

**Development Review & Approval** - Planning Services staff facilitated review and approval of site plans, conceptual development plans, and subdivision plats for office, commercial, industrial, and institutional projects while facilitating sustainable development through an open, transparent process.

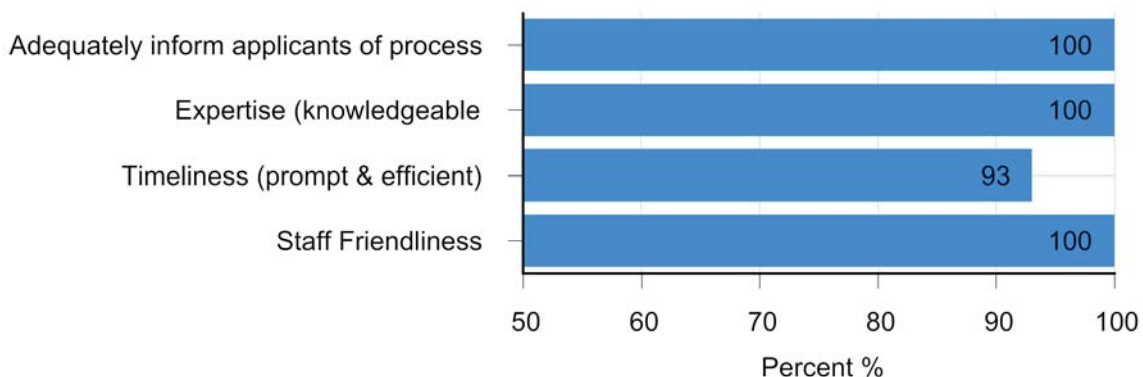
FY 2018 Approved Development (Sq. Ft.)



### Did you know?

Planning Services Staff conducts an ongoing **customer service survey** of applicants to the Zoning Board of Adjustment, Zoning Advisory Commission, and Historic Preservation Commission. The survey asks customers about their experiences and the quality of services provided by staff. **In FY2018, staff rated 100% in three areas and 93% in the fourth area.**

## Customer Service Survey Results FY 2018



\*\*\*The above statistics are based on a voluntary customer survey and only reflect the results of those surveys received by the Planning Services Department during Fiscal Year 2018.

# PLANNING SERVICES

## Future Initiatives

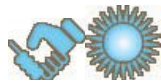
**2020 Census Complete Count** - Outreach about the importance of the 2020 Census through collaboration with organizations, institutions, and traditionally under-counted community groups is planned to motivate residents to participate.

**Evaluation and update of the Unified Development Code (UDC)** is planned as Iowa Code requires zoning regulations be consistent with the Comprehensive Plan. The update also would ensure the UDC addresses City Council goals of Equity and Affirmatively Furthering Fair Housing.

## Performance Measures

### Development Service - Activity Statement

Coordinate and facilitate development review and zoning compliance in an efficient and 'people-oriented' manner, fostering and building partnerships with residents, business owners, entrepreneurs and developers.



### Goal: Robust Local Economy

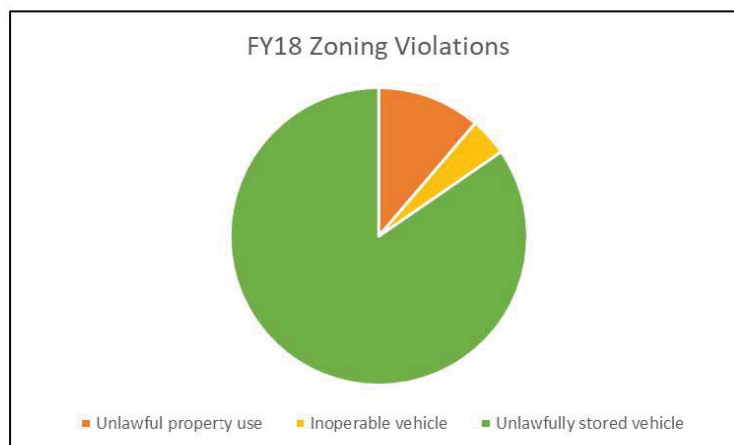


**Outcome #1:** Provide effective customer service, knowledge of development regulations and department efficiency to encourage voluntary compliance and effectively serve the community.

*Planning Services staff work proactively and positively to educate the public on zoning regulation and encourage voluntary compliance with those regulations, facilitating planned and managed growth.*

**SAME DAY REVIEW AND SIGN OFF:** Limited Setback Waivers & Adjustment of Front Yard Setbacks

**Zoning Enforcement Officer** responded to **420 complaints** in FY2018, conducting 1,495 inspections to bring properties into compliance. Most cases involve inoperable or unlawfully stored vehicles.



# PLANNING SERVICES

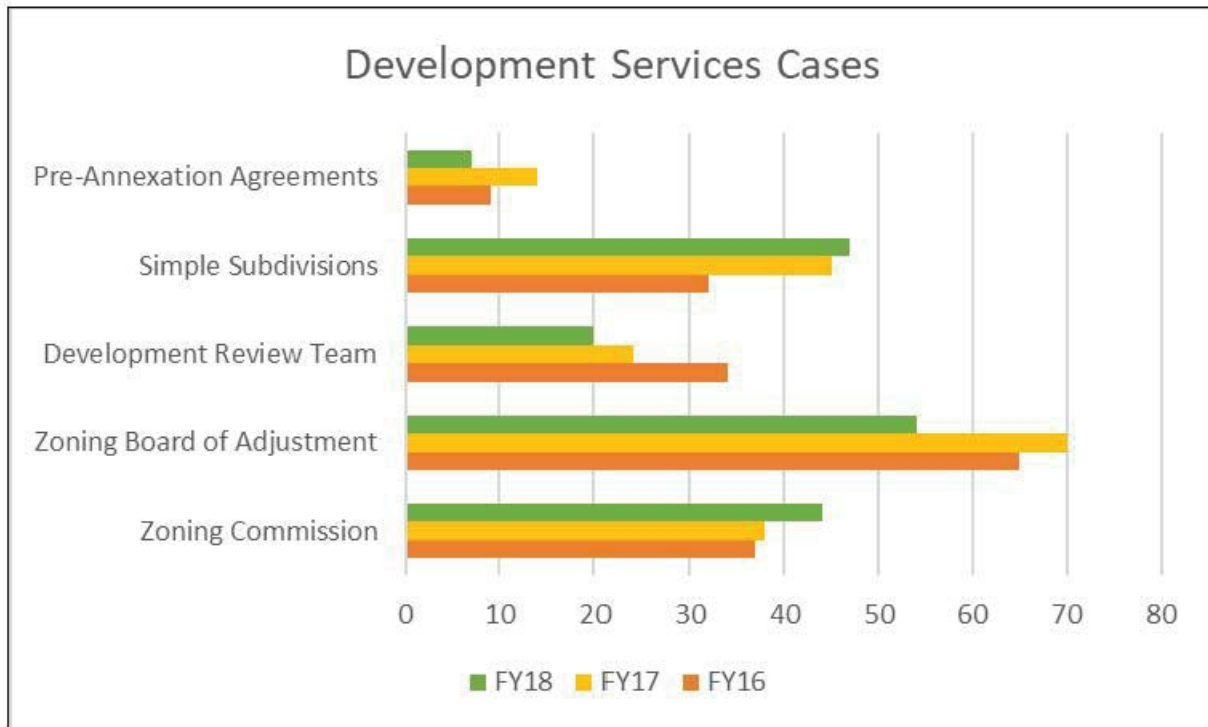
 **Goal: Financially Responsible, High Performance City Organization** 

**Outcome #2:** Provide seamless communication to ensure that the City Council, City Manager, Boards, Commissions, and citizens remain informed about development activities within the city. Information provided by Planning Services staff is a critical component of the decision-making process. Providing information to various City departments, City Manager, City Council, boards and commissions through GIS mapping and analysis, written reports, or verbal presentations is vital to these groups making informed and impartial decisions regarding development.

## Typical Review & Approval Time:

**Zoning Board of Adjustment:** usually **21-25 days** from application deadline.

**Zoning Advisory Commission:** typically **55 days** from application deadline to City Council.



# PLANNING SERVICES

## City Planning and Historic Preservation

### Overview

The primary function of **City Planning** is to engage the community in developing and updating a long-term vision and Comprehensive Plan for future growth and development, led by the **Long Range Planning Advisory Commission**. Planning Services staff also assists the Dubuque Metropolitan Area Transportation Study (DMATS) and other planning efforts.

**Historic Preservation** works to promote, protect and enhance the city's historic, cultural, aesthetic and environmental resources. Staff support the **Historic Preservation Commission** with exterior design review; evaluation, nomination, and registration of historic properties; and public outreach . Staff helps ensure projects comply with Federal requirements, such as Section 106 reviews.

City Planning / Historic Preservation Funding Summary			
	FY 2018 Actual	FY 2019 Budget	FY 2020 Requested
Expenditures	\$364,725.28	\$447,629	\$502,262
Resources	\$301,929.1	\$330,264	\$363,730

City Planning / Historic Preservation Position Summary	
	FY 2020
Planning Services Manager	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
<b>Total Full-Time Equivalent Employees</b>	<b>3.98</b>

## City Planning Highlights of Fiscal Year 2018

**Adoption of *Imagine Dubuque 2037: A Call to Action Comprehensive Plan*** - After an extensive and inclusive community engagement process, the City Council adopted a new Plan that reflects the shared vision and goals of Dubuque residents and stakeholders.

## City Planning Future Initiatives

**Implementation of the 2017 Comprehensive Plan** - A consultant-led collaborative process with community stakeholders, businesses, organizations, and residents is planned.

**Kerper Boulevard Revitalization** - This High Priority of the City Council's 2017-2019 Policy Agenda is to create a master plan for revitalization of vacant sites and a "complete streets" re-design are envisioned to spur economic growth.

**Poverty Reduction: Action Plan** - Developing a Community Action Plan to Reduce Poverty is one of the Top Priorities on the City Council's 2018-2020 Policy Agenda.

# PLANNING SERVICES

## Historic Preservation Highlights of Fiscal Year 2018

**National Alliance of Preservation Commissions 2018 Forum:** Thanks to a federal grant, 3 staff and 3 commissioners were able to attend this national conference in Des Moines.

**Eagle Point Park National Register of Historic Places (NRHP) Listing** --The NRHP listing will provide much deserved recognition of Eagle Point Park's significance as well as create opportunities for financial incentives to preserve and enhance the park's resources.



### Did you know?

- Dubuque's historic, compact downtown neighborhoods provide safe, accessible access to public transit, parks, employment and schools
- 98% of Dubuque residents live within a 1/2 mile walk of a park or open space

## Historic Preservation Future Initiatives

**Interactive Historic Preservation Map** - online web mapping application to allows users to zoom into an aerial photo of a property and receive parcel, address and historic preservation information (historic districts, conservation districts, National Register districts, etc.)

**Historic Preservation Surveys, Evaluations and Nominations** - As a Certified Local Government, the City is required to prepare historic/architectural surveys, evaluations and nominations to identify and list properties eligible for the NRHP.

**Historic District Entry Signs** - The Historic Preservation Commission supports installation of National Register District entry signs for 13 of Dubuque's 18 National Register of Historic Places Districts which do not currently have entry signs. The City's five locally-designated historic districts have entry signs.

## Performance Measures

### City Planning and Historic Preservation - Activity Statement

Coordinate city planning and historic preservation in an engaging and community-oriented manner which promotes, protects and enhances the City's environmental, economic and cultural resources as well as facilitates future growth and development.



# PLANNING SERVICES



## Goal: Partnering for a Better Dubuque

**Outcome # 1:** **Begin implementation of the 2017 Comprehensive Plan.** Planning Services staff will manage a consultant-led collaborative process with community stakeholders, businesses, organizations, and residents using a collective impact model.

**Did you know?** The Comprehensive Plan and supporting documents are available free on CD from Planning Services or to view and download at [www.cityofdubuque.org/ImagineDubuque](http://www.cityofdubuque.org/ImagineDubuque)



## Goal: Great Place to Live

**Outcome #2:** **Promote, enhance and preserve the community's historic and cultural resources.** *Planning Services in conjunction with the Historic Preservation Commission provides technical assistance to property owners and developers on funding sources, technical resources, and the City's Architectural Guidelines. Planning Services staff also coordinates with consultants on historic, architectural and archaeological surveys, evaluations and nominations of significant cultural resources.*

**Historic Preservation Commission** review and approval time is usually between **15-20 days** from application deadline. Staff sign offs are usually **1-2 days**.

Investment in historic and downtown neighborhoods was **\$3.2 million in FY2018**.

### Did you know?

The City has designated 10 local landmarks. All are listed in the National Register of Historic Places. Two are also National Historic Landmarks: Old Jail and William M. Black steam dredge. Learn more about Dubuque's landmarks at [www.cityofdubuque.org/331/Historic-Preservation](http://www.cityofdubuque.org/331/Historic-Preservation)



Old County Jail, constructed 1857



William M. Black Steam Dredge, constructed 1934



## Goal: Connected Community



**Outcome #1:** **Increase access to trails and bike routes.** *Planning Services coordinates planning and development of bike/hike trails and facilities within the City of Dubuque and the urbanized region, and helps secure state and federal grants.*

**Outcome 2:** **Assist Dubuque Metropolitan Area Transportation Study (DMATS).** *Planning Services staff serves on the DMATS Technical Advisory Committee and helps coordinate community land use planning and development projections with the updates and implementation of the DMATS Long Range Transportation Plan and related regional plans.*

**Recommended Operating Revenue Budget - Department Total**  
**62 - PLANNING SERVICES**

<b>Fund</b>	<b>Account</b>	<b>Account Title</b>	<b>FY17 Actual Revenue</b>	<b>FY18 Actual Revenue</b>	<b>FY19 Adopted Budget</b>	<b>FY20 Recomm'd Budget</b>
100	45701	STATE GRANTS	10,453	0	0	0
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>10,453</b>	<b>0</b>	<b>0</b>	<b>0</b>
100	51912	ZONING ADM FEES	30,021	27,991	36,218	31,027
100	51913	SUB PLAT REVIEW FEES	3,355	4,058	3,623	3,527
100	51915	TEMPORARY USE FEES	302	1,284	326	671
100	51917	BILLBOARD INSPECTION FEE	16,450	13,800	14,318	13,833
100	51925	MAP/TEXT SALES	10	20	10	63
100	51928	DESIGN REVIEW FEES	0	0	2,160	2,160
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>50,138</b>	<b>47,153</b>	<b>56,655</b>	<b>51,281</b>
100	53403	IA DISTRICT COURT FINES	0	0	1,710	1,710
100	53530	SPECIALIZED SERVICES	17,420	8,710	9,407	8,710
100	53605	MISCELLANEOUS REVENUE	2,693	1,181	0	1,555
100	53620	REIMBURSEMENTS-GENERAL	746	4,765	276	482
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>20,859</b>	<b>14,657</b>	<b>11,393</b>	<b>12,457</b>
100	59610	FR WPC OPERATING	87,436	135,777	139,437	143,165
100	59620	FR STORMWATER OPERATING	27,855	31,282	32,656	39,585
100	59630	FR PARKING OPERATING	14,371	15,621	15,966	18,590
100	59640	FR WATER UTILITY	0	8,304	25,099	31,024
100	59670	FR REFUSE COLLECTION	108,246	110,863	114,825	129,206
100	59940	FR DMASWA	44,467	0	0	0
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>282,375</b>	<b>301,847</b>	<b>327,983</b>	<b>361,570</b>
<b>PLANNING SERVICES - Total</b>			<b>363,825</b>	<b>363,657</b>	<b>396,031</b>	<b>425,308</b>

## Recommended Operating Expenditure Budget - Department Total

### 62 - PLANNING SERVICES

Fund	Account	Account Title	FY17 Actual Expense	FY18 Actual Expense	FY19 Adopted Budget	FY 20 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	532,284	491,285	554,338	516,739
100	61030	SEASONAL EMPLOYEES	4,341	21,086	7,958	8,139
100	61092	VACATION PAYOFF	0	2,436	0	0
100	61310	IPERS	47,993	45,847	53,080	49,548
100	61320	SOCIAL SECURITY	38,935	36,773	43,016	40,152
100	61410	HEALTH INSURANCE	127,200	127,198	114,480	86,688
100	61415	WORKMENS' COMPENSATION	1,989	2,037	1,761	1,509
100	61416	LIFE INSURANCE	459	402	470	458
100	61660	EMPLOYEE PHYSICALS	268	0	253	253
<b>61 - WAGES AND BENEFITS</b>			<b>753,470</b>	<b>727,064</b>	<b>775,356</b>	<b>703,486</b>
100	62010	OFFICE SUPPLIES	3,850	1,979	3,456	1,979
100	62030	POSTAGE AND SHIPPING	1,900	1,823	1,899	1,917
100	62050	OFFICE EQUIPMENT MAINT	0	0	0	1,240
100	62061	DP EQUIP. MAINT CONTRACTS	8,600	9,529	9,682	9,459
100	62090	PRINTING & BINDING	216	17	327	200
100	62110	COPYING/REPRODUCTION	2,635	2,703	2,634	2,892
100	62130	LEGAL NOTICES & ADS	1,122	5,506	1,122	1,122
100	62140	PROMOTION	399	406	399	15,499
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	603	1,098	1,029	1,092
100	62190	DUES & MEMBERSHIPS	1,139	1,049	857	932
100	62204	REFUNDS	471	947	0	0
100	62206	PROPERTY INSURANCE	134	127	0	929
100	62208	GENERAL LIABILITY INSURAN	4,840	4,065	4,326	4,520
100	62230	COURT COSTS & RECORD FEES	695	2,991	1,985	3,990
100	62310	TRAVEL-CONFERENCES	7,413	5,041	8,690	6,500
100	62320	TRAVEL-CITY BUSINESS	1,425	727	573	1,907
100	62340	MILEAGE/LOCAL TRANSP	484	225	652	365
100	62360	EDUCATION & TRAINING	2,561	2,910	2,861	3,210
100	62421	TELEPHONE	1,320	1,322	1,320	1,321
100	62436	RENTAL OF SPACE	3,024	3,024	3,024	3,024
100	62511	FUEL, MOTOR VEHICLE	480	557	489	557
100	62521	MOTOR VEHICLE MAINT.	582	651	594	664
100	62663	SOFTWARE LICENSE EXP	13,390	13,919	13,480	13,736
100	62667	DATA SERVICES	770	577	1,224	1,320
100	62716	CONSULTANT SERVICES	0	0	35,750	104,200
100	62731	MISCELLANEOUS SERVICES	0	1,143	0	0
100	62756	EMPLOYEE RECOGNITION	0	0	100	0
100	62761	PAY TO OTHER AGENCY	27,089	28,242	29,395	30,548
<b>62 - SUPPLIES AND SERVICES</b>			<b>85,142</b>	<b>90,576</b>	<b>125,868</b>	<b>213,123</b>
100	71118	PROJECTOR/CAMERA	0	0	0	1,000
100	71120	PERIPHERALS, COMPUTER	0	801	0	0
100	71211	DESKS/CHAIRS	350	402	500	0
100	72418	TELEPHONE RELATED	849	248	1,109	0
<b>71 - EQUIPMENT</b>			<b>1,199</b>	<b>1,451</b>	<b>1,609</b>	<b>1,000</b>
<b>62 - PLANNING SERVICES TOTAL</b>			<b>839,810</b>	<b>819,091</b>	<b>902,833</b>	<b>917,609</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 62 - PLANNING SERVICES

#### ADMINISTRATION - 62100

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Adopted Budget	FY20 Recomm'd Budget
EQUIPMENT	801	400	—
SUPPLIES AND SERVICES	6,163	7,494	6,738
WAGES AND BENEFITS	35,579	35,898	35,983
<b>ADMINISTRATION</b>	<b>42,544</b>	<b>43,792</b>	<b>42,721</b>

#### DEVELOPMENT SERVICES - 62400

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Adopted Budget	FY20 Recomm'd Budget
EQUIPMENT	402	965	500
SUPPLIES AND SERVICES	43,705	39,994	42,774
WAGES AND BENEFITS	410,259	414,245	372,073
<b>DEVELOPMENT SERVICES</b>	<b>454,366</b>	<b>455,204</b>	<b>415,347</b>

#### CITY PLANNING/HISTORIC PR- 62700

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Adopted Budget	FY20 Recomm'd Budget
EQUIPMENT	248	244	500
SUPPLIES AND SERVICES	40,708	78,380	163,611
WAGES AND BENEFITS	281,226	325,213	295,430
<b>CITY PLANNING/HISTORIC PR</b>	<b>322,182</b>	<b>403,837</b>	<b>459,541</b>
<b>PLANNING SERVICES TOTAL \$</b>	<b>819,090.82 \$</b>	<b>902,833.00 \$</b>	<b>917,609.00</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT  
62 PLANNING SERVICES DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2018		FY 2019		FY 2020	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	5875	GE-40	CITY PLANNER	1.00	\$ 108,427	1.00	\$ 110,041	1.00	\$ 113,358
100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 82,919	1.00	\$ 84,148	1.00	\$ 76,525
100	5275	GE-32	ASSISTANT PLANNER	3.00	\$ 209,025	3.00	\$ 212,661	3.00	\$ 189,540
100	5230	GE-27	CODE INSPECTOR	1.00	\$ 47,349	1.00	\$ 52,790	1.00	\$ 54,397
100	5225	GE-26	PLANNING TECHNICIAN	1.00	\$ 40,129	1.00	\$ 45,377	1.00	\$ 43,766
100	225	GE-25	SECRETARY	1.00	\$ 48,565	1.00	\$ 49,321	1.00	\$ 39,153
<b>TOTAL FULL TIME EMPLOYEES</b>				<b>8.00</b>	<b>\$ 536,414</b>	<b>8.00</b>	<b>\$ 554,338</b>	<b>8.00</b>	<b>\$ 516,739</b>
<b>61030 Seasonal Employee Expense</b>									
100	5250	NA-11	PLANNING INTERN	0.38	\$ 7,840	0.38	\$ 7,958	0.38	\$ 8,139
<b>TOTAL SEASONAL EMPLOYEES</b>				<b>0.38</b>	<b>\$ 7,840</b>	<b>0.38</b>	<b>\$ 7,958</b>	<b>0.38</b>	<b>\$ 8,139</b>
<b>TOTAL PLANNING SERVICES DEPT</b>				<b>8.38</b>	<b>\$ 544,254</b>	<b>8.38</b>	<b>\$ 562,296</b>	<b>8.38</b>	<b>\$ 524,878</b>

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2018		FY 2019		FY 2020		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>Planning Administration-FT General Fund</b>											
10062100	61010	100	5875	GE-40	CITY PLANNER	0.25	\$ 27,107	0.25	\$ 27,510	0.25	\$ 28,339
<b>Total</b>						0.25	\$ 27,107	0.25	\$ 27,510	0.25	\$ 28,339
<b>Development Services-FT General Fund</b>											
10062400	61010	100	225	GE-25	SECRETARY	0.40	\$ 19,426	0.40	\$ 19,729	0.40	\$ 15,661
10062400	61010	100	5230	GE-27	CODE INSPECTOR	1.00	\$ 47,349	1.00	\$ 52,790	1.00	\$ 54,397
10062400	61010	100	5275	GE-32	ASSISTANT PLANNER	2.00	\$ 139,944	2.00	\$ 142,330	2.00	\$ 129,573
10062400	61010	100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 82,919	1.00	\$ 84,148	1.00	\$ 76,525
<b>Total</b>						4.40	\$ 289,638	4.40	\$ 298,997	4.40	\$ 276,156
<b>City Planning/Historic Pres.-FT General Fund</b>											
10062700	61010	100	225	GE-25	SECRETARY	0.60	\$ 29,139	0.60	\$ 29,592	0.60	\$ 23,492
10062700	61010	100	5875	GE-40	CITY PLANNER	0.75	\$ 81,320	0.75	\$ 82,531	0.75	\$ 85,019
10062700	61010	100	5275	GE-32	ASSISTANT PLANNER	1.00	\$ 69,081	1.00	\$ 70,331	1.00	\$ 59,967
10062700	61010	100	5225	GE-26	PLANNING TECHNICIAN	1.00	\$ 40,129	1.00	\$ 45,377	1.00	\$ 43,766
<b>Total</b>						3.35	\$ 219,669	3.35	\$ 227,831	3.35	\$ 212,244
<b>City Planning/Historic Pres.-Seasonal General Fund</b>											
10062700	61030	260	5250	NA-22	PLANNING INTERN	0.38	\$ 7,840	0.38	\$ 7,958	0.38	\$ 8,139
<b>Total</b>						0.38	\$ 7,840	0.38	\$ 7,958	0.38	\$ 8,139
<b>TOTAL PLANNING SERVICES DEPT.</b>						<b>8.38</b>	<b>\$ 544,254</b>	<b>8.38</b>	<b>\$ 562,296</b>	<b>8.38</b>	<b>\$ 524,878</b>

**Capital Improvement Projects by Department/Division**

<b>PLANNING SERVICES</b>					
<b>CIP Number</b>	<b>Capital Improvement Project Title</b>	<b>FY 17 Actual Expense</b>	<b>FY 18 Actual Expense</b>	<b>FY 19 Adopted Budget</b>	<b>FY 20 Recomm'd Budget</b>
1022431	HISTORIC PRES TECH ASSIST	5,000	—	—	—
1022623	COMP PLAN COMM ENGAGE	166,884	149,025	—	—
1022768	TRAIL PLANNING	—	—	10,000	—
3502430	TRAILS/COMPLETE STREETS	49,646	10,330	—	—
3502433	KIOSK MAP REPLACEMENTS	—	—	—	—
<b>PLANNING SERVICES</b>	<b>TOTAL</b>	<b>221,530</b>	<b>159,355</b>	<b>10,000</b>	<b>—</b>



PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL	PAGE
<b>PLANNING SERVICES</b>								
<b>Community and Economic Development</b>								
	Trail Planning	\$ —	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000	306
	Historic Preservation Technical Assistance Program	\$ —	\$ —	\$ 15,000	\$ 15,000	\$ 5,000	\$ 35,000	307
	Total - Planning Services	\$ —	\$ —	\$ 25,000	\$ 25,000	\$ 15,000	\$ 65,000	

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