

Planning Services

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PLANNING SERVICES DEPARTMENT SUMMARY

| Budget Highlights | FY 2018 Actual | FY 2019 Budget | FY 2020 Requested | % Change From FY 2019 Budget |
|-----------------------------------|---------------------------|---------------------------|------------------------------|---|
| <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% | |
| Personnel - Authorized FTE | 8.38 | 8.38 | 8.38 | |

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 | Recommend - Yes |
| Related Revenue: | \$ 10,186 | Administrative Overhead | Non-Recurring | |
| Net Cost: | <u><u>\$ 14,014</u></u> | | | |
| 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 | Recommend - Yes |
| Related Revenue: | \$ 31,569 | Administrative Overhead | Non-Recurring | |
| Net Cost: | <u>\$ 43,431</u> | | | |
| Property Tax Impact: | \$ 0.0171 | 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 | Recommend - Yes |
| Related Revenue: | \$ 8,418 | Administrative Overhead | Non-Recurring | |
| Net Cost: | <u>\$ 11,582</u> | | | |
| Property Tax Impact: | \$ (0.0046) | (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 | Recommend - No |
| Related Revenue: | \$ 20,354 | Administrative Overhead | Non-Recurring | |
| Net Cost: | <u><u>\$ 29,646</u></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 |
| Recommended Improvement Packages | |
| Total | <u><u>\$ 1,000</u></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:

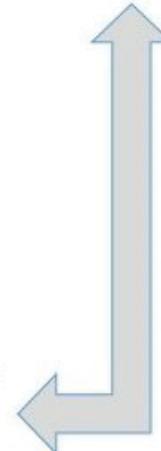
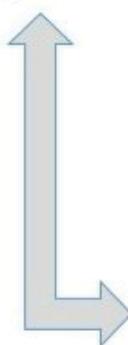
- promote a sound, safe, healthy, and sustainable community,
- encourage good development and support the conscientious developer,
- protect existing property values and uses, and



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

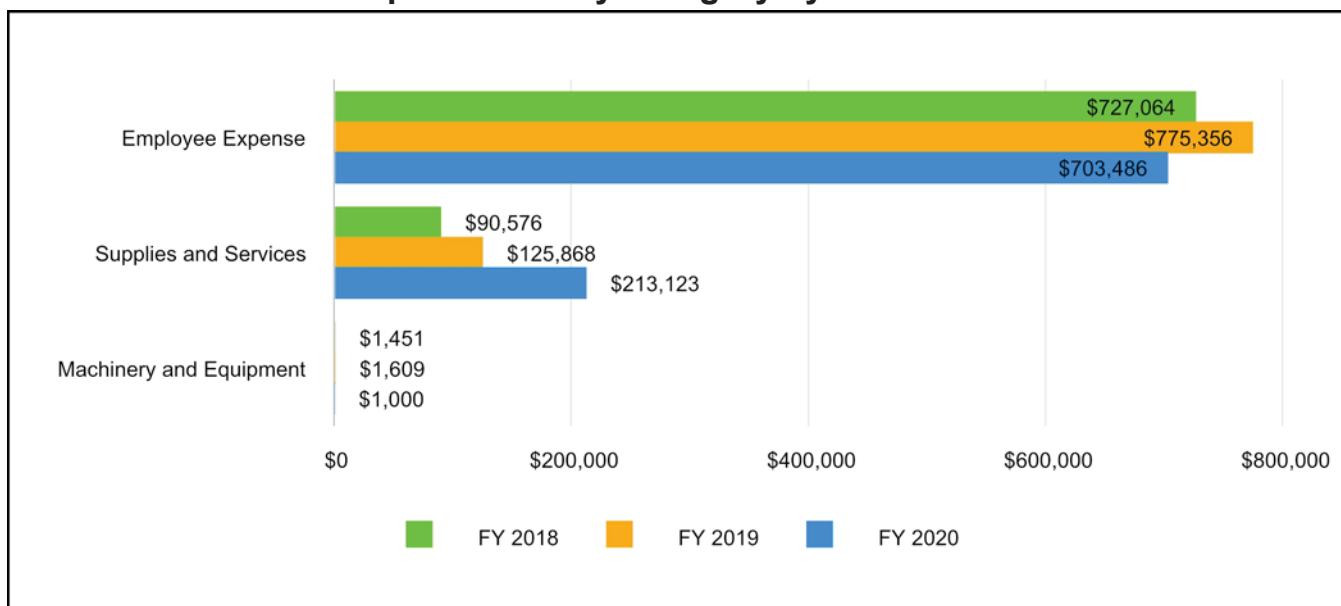
| | FY 2018 | FY 2019 | FY 2020 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 8.38 | 8.38 | 8.38 |

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

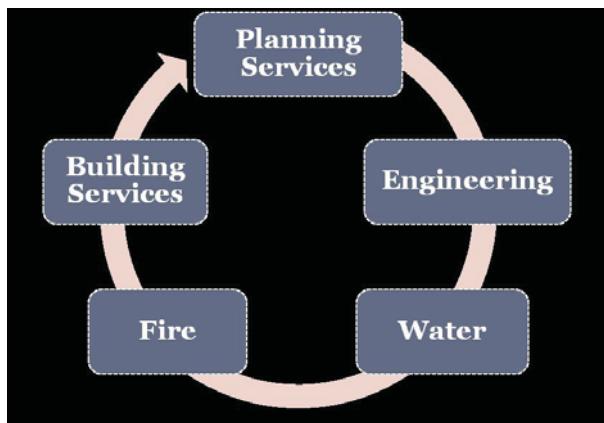
Development Services

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 |
| Total Full-Time Equivalent Employees | 4.40 |



Did you know?

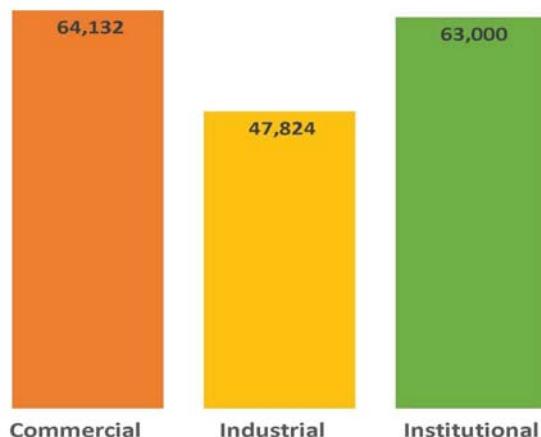
Planning Services staff facilitates **Development Review Team** meetings with City Engineering, Fire, Water, Building and Planning Departments to review subdivision plats, site plans, and conceptual development plans. Developers, property owners, contractors, architects and engineers attend the meetings 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.

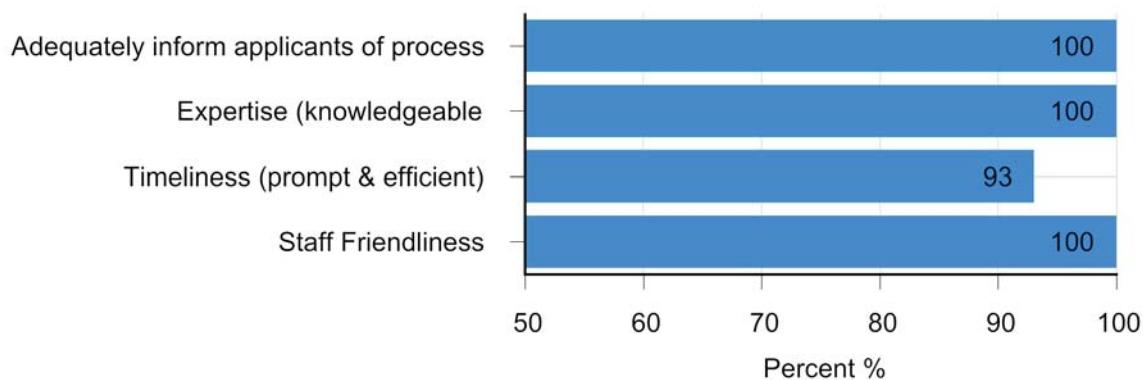
FY 2018 Approved Development (Sq. Ft.)



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

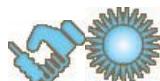
2020 Census Complete Count - Outreach about the importance of the 2020 Census through collaboration with organizations, institutions, and traditionally under-counted community groups is planned to motivate residents to participate.

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.



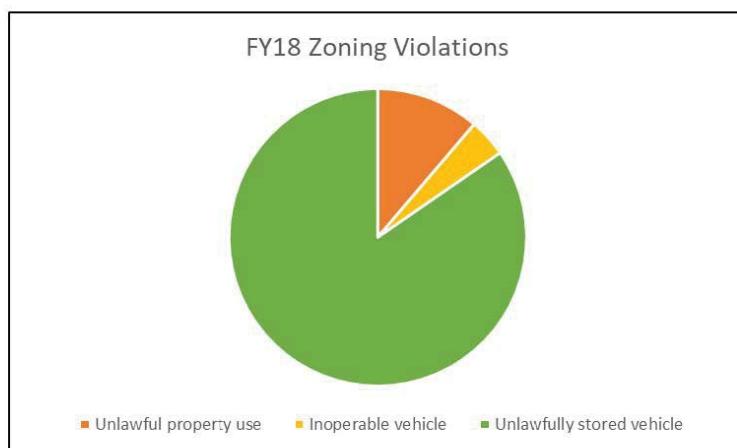
Goal: Robust Local Economy



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

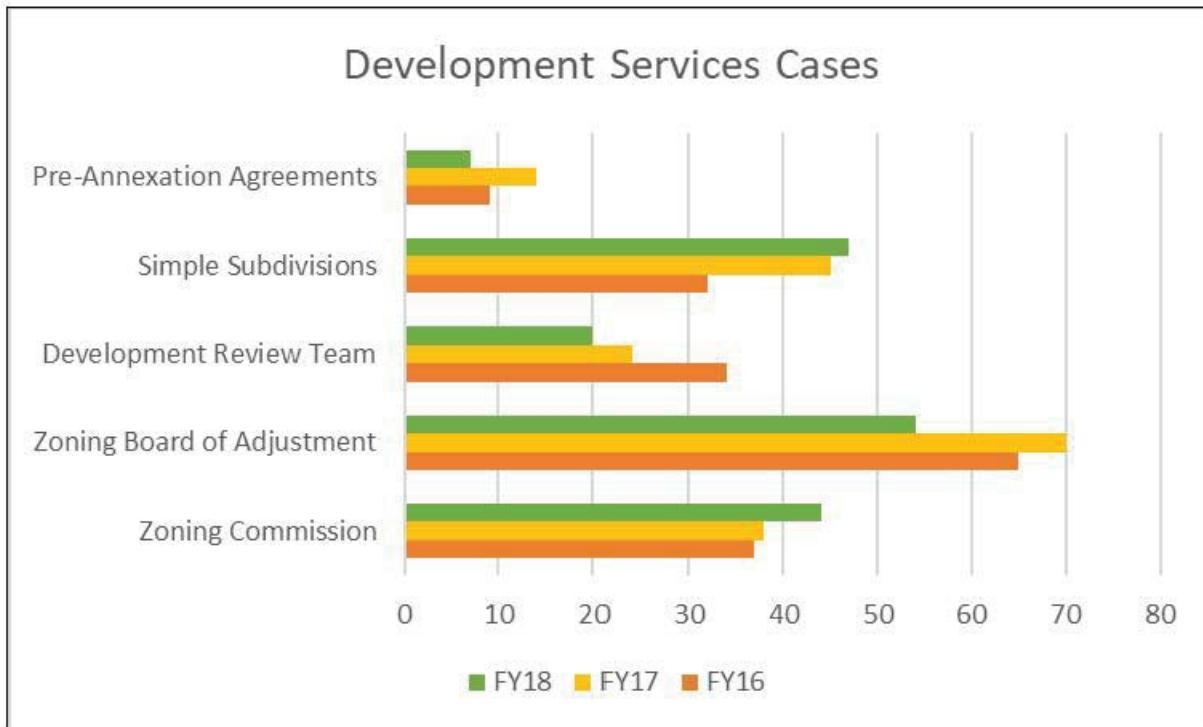
Goal: Financially Responsible, High Performance City Organization

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 |
| Total Full-Time Equivalent Employees | 3.98 |

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



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



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

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| Fund | Account | Account Title | FY17 Actual Revenue | FY18 Actual Revenue | FY19 Adopted Budget | FY20 Recomm'd Budget |
|-----------|---------------------------------|--------------------------|---------------------|---------------------|---------------------|----------------------|
| 100 | 45701 | STATE GRANTS | 10,453 | 0 | 0 | 0 |
| 45 | STATE GRANTS | - Total | 10,453 | 0 | 0 | 0 |
| 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 |
| | | 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 |
| 51 | CHARGES FOR SERVICES | - Total | 50,138 | 47,153 | 56,655 | 51,281 |
| 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 |
| 53 | MISCELLANEOUS | - Total | 20,859 | 14,657 | 11,393 | 12,457 |
| 100 | 59610 | FR WPC OPERATING | 87,436 | 135,777 | 139,437 | 143,165 |
| | | FR STORMWATER OPERATING | 27,855 | 31,282 | 32,656 | 39,585 |
| 100 | 59620 | 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 |
| 59 | TRANSFER IN AND INTERNAL | - Total | 282,375 | 301,847 | 327,983 | 361,570 |
| | PLANNING SERVICES | - Total | 363,825 | 363,657 | 396,031 | 425,308 |

Recommended Operating Expenditure Budget - Department Total

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| 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 |
| 61 - WAGES AND BENEFITS | | | 753,470 | 727,064 | 775,356 | 703,486 |
| 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 |
| 62 - SUPPLIES AND SERVICES | | | 85,142 | 90,576 | 125,868 | 213,123 |
| 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 |
| 71 - EQUIPMENT | | | 1,199 | 1,451 | 1,609 | 1,000 |
| 62 - PLANNING SERVICES TOTAL | | | 839,810 | 819,091 | 902,833 | 917,609 |

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 |
| ADMINISTRATION | 42,544 | 43,792 | 42,721 |
| 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 |
| DEVELOPMENT SERVICES | 454,366 | 455,204 | 415,347 |
| 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 |
| CITY PLANNING/HISTORIC PR | 322,182 | 403,837 | 459,541 |
| PLANNING SERVICES TOTAL \$ | 819,090.82 \$ | 902,833.00 \$ | 917,609.00 |

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 |
| 61010 Full Time Employee Expense | | | | | | | | | |
| 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 |
| TOTAL FULL TIME EMPLOYEES | | | | 8.00 | \$ 536,414 | 8.00 | \$ 554,338 | 8.00 | \$ 516,739 |
| 61030 Seasonal Employee Expense | | | | | | | | | |
| 100 | 5250 | NA-11 | PLANNING INTERN | 0.38 | \$ 7,840 | 0.38 | \$ 7,958 | 0.38 | \$ 8,139 |
| TOTAL SEASONAL EMPLOYEES | | | | 0.38 | \$ 7,840 | 0.38 | \$ 7,958 | 0.38 | \$ 8,139 |
| TOTAL PLANNING SERVICES DEPT | | | | 8.38 | \$ 544,254 | 8.38 | \$ 562,296 | 8.38 | \$ 524,878 |

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 | |
| Planning Administration-FT General Fund | | | | | | | | | | | |
| 10062100 | 61010 | 100 | 5875 | GE-40 | CITY PLANNER | 0.25 | \$ 27,107 | 0.25 | \$ 27,510 | 0.25 | \$ 28,339 |
| | | | | | Total | 0.25 | \$ 27,107 | 0.25 | \$ 27,510 | 0.25 | \$ 28,339 |
| Development Services-FT General Fund | | | | | | | | | | | |
| 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 |
| | | | | | Total | 4.40 | \$ 289,638 | 4.40 | \$ 298,997 | 4.40 | \$ 276,156 |
| City Planning/Historic Pres.-FT General Fund | | | | | | | | | | | |
| 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 |
| | | | | | Total | 3.35 | \$ 219,669 | 3.35 | \$ 227,831 | 3.35 | \$ 212,244 |
| City Planning/Historic Pres.-Seasonal General Fund | | | | | | | | | | | |
| 10062700 | 61030 | 260 | 5250 | NA-22 | PLANNING INTERN | 0.38 | \$ 7,840 | 0.38 | \$ 7,958 | 0.38 | \$ 8,139 |
| | | | | | Total | 0.38 | \$ 7,840 | 0.38 | \$ 7,958 | 0.38 | \$ 8,139 |
| TOTAL PLANNING SERVICES DEPT. | | | | | | | | | | | |
| | | | | | | 8.38 | \$ 544,254 | 8.38 | \$ 562,296 | 8.38 | \$ 524,878 |

| Capital Improvement Projects by Department/Division | | | | | |
|---|-----------------------------------|----------------------|----------------------|----------------------|-----------------------|
| PLANNING SERVICES | | | | | |
| CIP Number | Capital Improvement Project Title | FY 17 Actual Expense | FY 18 Actual Expense | FY 19 Adopted Budget | FY 20 Recomm'd Budget |
| 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 | — | — | — | — |
| PLANNING SERVICES | TOTAL | 221,530 | 159,355 | 10,000 | — |

| PRGRM/ DEPT | PROJECT DESCRIPTION | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 | TOTAL | PAGE |
|--|---------------------|---------|-----------|-----------|-----------|-----------|-------|------|
| PLANNING SERVICES | | | | | | | | |
| Community and Economic Development | | | | | | | | |
| 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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