

City Manager

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CITY MANAGER'S OFFICE

Budget Highlights	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
<u>Expenses</u>				
Employee Expense	1,085,030	1,167,581	1,230,694	5.4 %
Supplies and Services	272,952	364,981	431,685	18.3 %
Machinery and Equipment	1,642	4,950	1,750	-64.6 %
Total	1,359,624	1,537,512	1,664,129	8.2 %
<u>Resources</u>				
Administrative Overhead Recharges	588,646	684,668	721,224	5.3 %
Sustainability Conference	40,809	39,000	34,000	(12.8)%
Misc. Reimbursements	16,008	8,400	3,468	(58.7)%
CDBG Charges	81,391	98,279	86,028	(12.5)%
Total	726,854	830,347	844,720	1.7 %
Property Tax Support	632,770	707,165	819,409	112,244
Percent Increase (Decrease)				15.9 %
Personnel - Authorized FTE	9.77	9.67	9.67	

Improvement Package Summary

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The improvement level decision package request is for trainings and assessments to continue the professional and organizational development work underway to create a more High Performing Organization. In December 2018, the City entered into an Memorandum of Understanding with Cartograph and completed an employee survey to identify strengths and opportunities for improvement in the six High Performance Organization tenets of effective and innovative teams; efficient processes; measurable, actionable results; clarity & accountability; engaged citizens, and an equitable organization. Since then, a group of approximately 40 High Performing Government Ambassadors have been trained and are implementing process improvement, team building, and other work across the organization. Early results include financial savings, staff time freed up to accomplish other activities, and improved employee morale and customer service. In order to build staff capacity and institutionalize these changes, additional funding is requested as follows: 1) \$6,000 to send one staff to the Leading, Educating and Developing (LEAD) training at the Cooper Center for Public Service at the University of Virginia. The program offers an integrated approach to professional development for local government leaders and managers. It consists of a one-week class with government leaders from many different communities and focuses on developing leadership and management skills. Themes covered include creating a High Performing Organization, cultivating democratic values, facilitated team learning, workforce engagement, emotional intelligence, and micro-business development in local government. 2) \$3,600 to send two staff to the Alliance for Innovation Transforming Local Government conference in order to develop their skills in innovation and change management. City staff have attended both trainings in FY20 and found them highly valuable. 3) \$5,000 to fund additional High Performing Government Ambassador and Leadership Team training in areas identified as opportunities for improvement in the employee survey. 4) \$300 for any new Leadership Team members to take the Strengthsfinder (TM) assessment. The team building and innovation work the High Performance Government Ambassadors have completed is a strengths-based approach to work, and the assessment is key to understanding and improving upon our

Leadership Team members' strengths. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 14,900	Tax Funds	Non-Recurring	Recommend - Yes
Related Revenue:	\$ 7,499	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 7,401</u>			
Property Tax Impact:	\$ 0.0029	0.03%		
Activity:	City Manager's Office			

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This improvement level decision package request is to increase the City Managers Office education & training line item. The line has traditionally been used for training opportunities for only the staff in the City Managers Office. Most recently, the line has also been used to hire outside agencies to conduct various trainings related to compliance and organizational culture, such as the sexual harassment and civility in the workplace training that were offered in FY20. The requested \$7,000 is based off of the actual cost to hire Employee & Family Resources, the City's employee assistance program provider, to conduct one one-hour training for all City employees, but could be used for any training deemed appropriate by the City Manager and Human Resources Director. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 7,000	Tax Funds	Recurring	Recommend - Yes
Related Revenue:	\$ 3,523	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 3,477</u>			
Property Tax Impact:	\$ 0.0014	0.01%		
Activity:	City Manager's Office			

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This improvement level decision package request would provide funding to develop an annual performance evaluation and professional development program for department managers. Department managers' responsibilities vary significantly and require a combination of leadership and management skills. 360 evaluations would provide the opportunity for the City Manager, department managers' peers, employees, and partners to provide constructive feedback. The results of the evaluations would be used to develop personalized performance improvement, or coaching, plans for each manager. Coaching or other professional expertise may be identified, based on the needs of the individual. This improvement plan would provide funding for half of department managers (26 total) to complete an evaluation each year and receive coaching or professional development opportunities based on their needs. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$61,100	Tax Funds	Recurring	Recommend - Yes
Related Revenue:	\$30,752	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$30,348</u>			
Property Tax Impact:	\$ 0.0119	0.11%		
Activity:	City Manager's Office			

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This improvement level decision package request is for outreach, education and empowerment activities related to the Climate Action Plan. This request is to fund capacity building in marginalized communities while addressing City greenhouse gas emissions reduction goal. This funding would allow building engaging, dynamic, cross-cultural collaborations and initiatives to address environmental, economic, and

equity issues outlined in the Climate Action Plan through creative engagement and education strategies. It will build trust and partnerships around climate action while engaging businesses, nonprofits, schools, faith communities and community members as partners to begin implementation of the climate action plan at the community level. The update to the Climate Action Plan will be completed in the Spring 2020. The City will need residents educated and engaged to move the climate action work forward so that momentum is not lost. The City has committed to center equity in all work and needs to educate residents on what the body of work is, why it is important and how to further this work through partnership. The Community Action Plan outreach work will focus on reducing disparities and increasing equity.

Related Cost:	\$25,000	Tax Funds	Non-Recurring	Recommend - No
Related Revenue:	\$12,583	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$12,417</u>			
Property Tax Impact:	\$0.0049	0.05%		
Activity:	Sustainability			

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This improvement level decision package would provide funding for the Washington Neighborhood Community Garden. The Washington Neighborhood is open to all families in the neighborhood, providing a space where they can grow produce and build relationships among one another. Garden coordinators have worked in recent years to establish and sustain more authentic engagement in the neighborhood moving forward. Ideally, more individuals from the neighborhood would be involved with different roles to accomplish the scope of this work, distributing efforts and increasing reach and relationships with those who have not been engaged to date. Funding requested includes \$7,200 for a Garden Manager (30 hrs/month for 12 months) and \$4,500 for an Assistant Manager (25 hrs/month for 9 months) who would plan crops, grant write, coordinate volunteer efforts, manage the garden, and ensure produce is allocated to the volunteers and neighborhood. The request also includes \$5,000 for supplies and plans and \$500 for liability insurance for a total request of \$17,200. This request supports the City Council goal of Livable Neighborhoods & Housing.

Related Cost:	<u>\$17,200</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	\$0.0068	0.07%		
Activity:	Neighborhood Development			

Significant Line Items

Employee Expense

1. FY 2021 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 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$8,719 annually or 9.99%.
4. Overtime expense is unchanged from \$3,400 FY 2020 to \$3,400 in FY 2021. FY 2019 Actual was \$10,346.

5. Five-Year Retiree Sick leave payout increased from \$0 in FY 2020 to \$2,636 in FY 2021.
6. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$11,149 in FY 2021 based on FY 2020 actual to-date. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.

Supplies & Services

7. Conferences increased from \$45,116 in FY 2020 to \$45,187 in FY 2021 based on estimated cost. This line item represents conferences attended by the City Manager, Assistant City Managers, International City/County Management Association Fellow, Office Manager, and Neighborhood Specialist.
8. Employee Recognition Luncheon expense is unchanged from \$17,000 in FY 2020 to \$17,000 in FY 2021. This line item represents both the employee recognition luncheon and SPIRIT awards.
9. Pay to Other Agency is unchanged from \$52,290 in FY 2020 to \$52,290 in FY 2021. This line item includes Special Events Grants \$3,500 ; Sustainable Dubuque Collaborative Community Grants \$25,000 ; GreenCorps Local Match \$8,000, and Washington Tool Library \$15,790.
10. Neighborhood Grants unchanged from \$24,560 in FY 2020 to \$24,560 in FY 2021. This line item represents grants for neighborhood clean up and beautification, communications, neighborhood improvement projects and community building initiatives.
11. Consultant Services is decreased from \$48,000 in FY 2020 to \$35,000 in FY 2021. This line item represents annual goal setting for City Council and department managers (\$35,000) and a bi-annual community survey next scheduled for Fiscal Year 2022 (-\$13,000).
12. City Business Travel is unchanged from \$26,754 in FY 2020 to \$26,754 in FY 2021. This line item represents the travel cost for official City business which includes Northeast Iowa Regional Managers meetings, Washington D.C. and Des Moines legislative trips, and the cost of travel liability insurance of all department and division managers.
13. Speakers/Programs is unchanged from \$34,530 in FY 2020 to \$34,530 in FY 2021. This line item represents the expense for the Growing Sustainable Communities Conference and is mostly offset by the registration fees received for the conference. Net cost to the City is -\$530.
14. Dues and Memberships increased from \$28,442 in FY 2020 to \$29,098 in FY 2021 based on FY 2020 actual.
15. Education and Training is increased from \$15,505 in FY 2020 to \$98,505 in FY 2021. This line item represents Dale Carnegie training for Department Managers, annual training for the Assistant City Managers and Office Manager, and Iowa Women's Leadership Conference registrations for Leadership Team.

Machinery & Equipment

16. Equipment replacement items include (\$1,750):

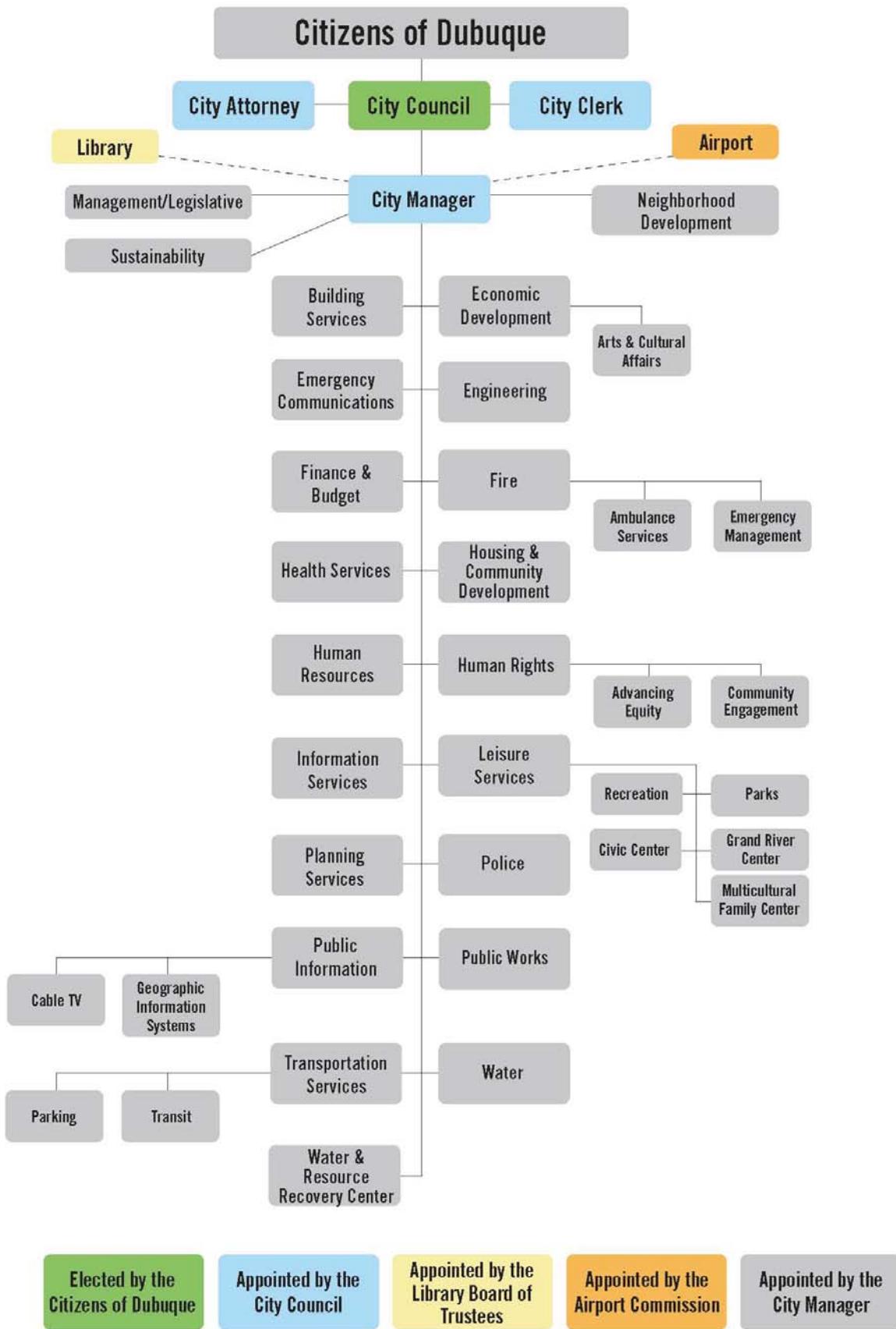
Administration	
Smartphones (3)	\$ 700
Desk Chairs (2)	\$ 650
Wireless Headset (1)	\$ 200
Chair Mats (4)	\$ 200
Total Equipment	\$ 1,750

Revenue

17. Various Program Fees decreased from \$39,000 in FY 2020 to \$34,000 in FY 2021 based on FY 2020 Budget. This line item represents the Growing Sustainable Conference registration fees.

18. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$684,668 in FY 2020 to \$721,224 in FY 2021.

CITY OF DUBUQUE ORGANIZATIONAL CHART



Elected by the
Citizens of Dubuque

Appointed by the
City Council

Appointed by the
Library Board of
Trustees

Appointed by the
Airport Commission

Appointed by the
City Manager

CITY MANAGER'S OFFICE

The City Manager's Office plans, organizes and manages all activities of the City organization so as to provide leadership so that all City Council priorities, policies, and programs are successfully implemented and effectively managed. This includes the City Council Policy Agenda and Management Agenda to assure quality public services are responsive to the citizens and that we operate as a High Performing Organization.



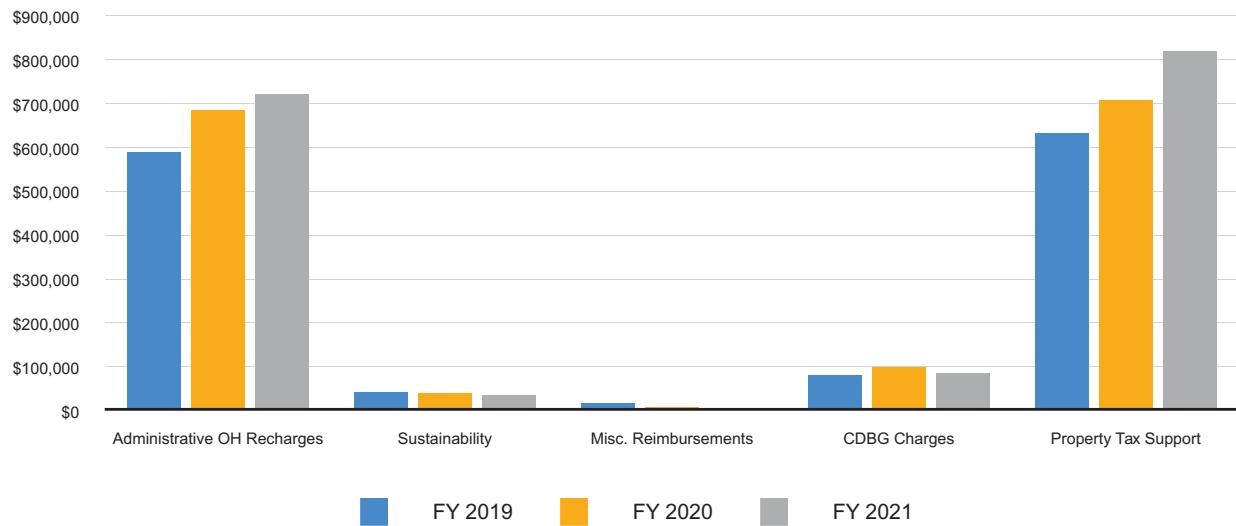
SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



CITY MANAGER'S OFFICE

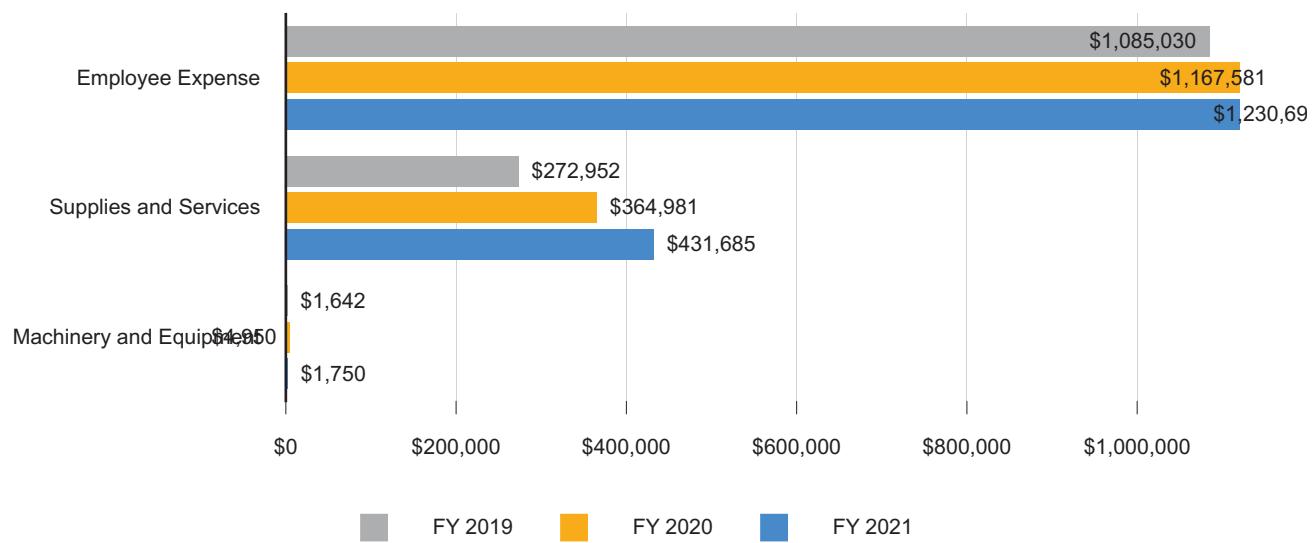
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	9.77	9.67	9.67

Resources and Property Tax Support



The City Manager's Office is supported by 9.67 full-time equivalent employees, which accounts for 73.95% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 8.24% in FY 2021 compared to FY 2020.

Expenditures by Category by Fiscal Year



CITY MANAGER'S OFFICE

Management/Administrative/Legislative

Mission & Services

The City Manager is employed by the City Council to serve as the chief administrative officer of the City. In that capacity the City Manager is responsible by virtue of the Code of Iowa for all personnel functions, enforcements of all laws, advising the City Council, delivery of City services, supervision of all construction contracts and development agreements, financial management and conducting the general business affairs of the City. Management promotes the City's interests in legislative affairs, grant opportunities and active engagement in city activities for employees and the citizens of Dubuque.

Management/Administrative/Legislative Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,035,223	\$1,165,661	\$1,275,092
Resources	\$519,611	\$606,294	\$641,806

Management/Administrative/Legislative Position Summary	
	FY 2021
City Manager	1.00
Assistant City Manager	2.00
Office Manager	1.00
Secretary	2.00
Management Intern	1.00
Intern	0.25
Total Full-Time Equivalent Employee's	7.25

Performance Measures

City Council Goal: Financially Responsible, High-Performance City Organization

1 Dept. Objective: Maintain a competitive tax rate that minimizes the tax burden of citizens

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Rank of Dubuque tax rate per capita compared to 11 largest cities in Iowa. (1 = lowest rate, 11 = highest rate)	N/A	2	2	2	N/A

2 Dept. Objective: provide fiscal diversity and hold in check the property tax burden

% budgeted revenue from property taxes	N/A	23%	23%	22%	N/A
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3 Dept. Objective: Maintain an efficient citizen response rate.

% of citizen issues resolved in 10 days or less (All departments)	75%	83%	76%	75%	
# days to resolve citizen issue (CMO)	< 7	9.8	8.7	7	

4 Dept. Objective: Hire & retain a highly-skilled City workforce reflective of the Dubuque community.

Leadership Team demographics	51% female 8.6% non-white ('18 Census)	41% fem, 8.7% non-w	44% fem, 6.4% non-w	44% fem, 6% non-w	
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CITY MANAGER'S OFFICE

Sustainability

Mission & Services

The Sustainability Office provides education, outreach, and coordination on sustainability issues and activities both within the City organization as well as to the various stakeholders, business and citizen groups that comprise the Dubuque community. The Sustainable Community Coordinator works directly with City departments to ensure capital projects and operating programs meet the sustainability vision identified by the City Council and builds partnerships between the City of Dubuque and national, state and local entities to further sustainability initiatives and to strengthen local leadership.



The Sustainable Community Coordinator manages the Green Iowa AmeriCorps program, providing energy audits, installation of efficiency products, and education to the community.

Sustainability Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$179,058	\$194,389	\$205,921
Resources	\$124,463	\$120,894	\$111,508

Sustainability Position Summary	
	FY 2021
Sustainable Community Coordinator	1.00
Sustainable Dubuque Intern	0.42
Total Full-Time Equivalent Employee's	1.42

Performance Measures

City Council Goal: Partnerships for a Better Dubuque

1 **Activity Objective: Increase community opportunity through the Sustainable Dubuque Community Grants Program.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% of grants awarded of total applications received	N/A	74%	71%	52%	N/A

City Council Goal: Financially Responsible, High-Performance Organization

2 **Activity Objective: Increase the number of City services/activities adopting a sustainable approach.**

# of Pesticide-Free Parks	53	11	15	15	
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City Council Goal: Sustainable Environment

3 **Activity Objective: Reduce the community's carbon footprint by 50% below 2003 levels by 2030**

% reduction in GHG emissions in Dubuque	50%	11%	27%	29%	
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CITY MANAGER'S OFFICE

Neighborhood Development

Mission & Services

Neighborhood Development works to coordinate and to develop the resources needed to create and maintain a vital community by working closely with citizens to determine the priorities of each neighborhood and to collaborate in finding the best way to meet those priorities. The approach focuses on citizen involvement, leveraging resources, education and outreach, and establishing positive relationships through communication. Develop strong neighborhoods by empowering neighborhood associations, residents, and non-profits to identify and address quality of life partnerships with the City to create stronger, safer, and more resilient neighborhoods.

Neighborhood Development Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$142,653	\$164,516	\$152,722
Resources	\$81,391	\$98,279	\$63,818

Neighborhood Development Position Summary	
	FY 2021
Neighborhood Development Specialist	1.00
Total Full-Time Equivalent Employee's	1.00

Performance Measures

City Council Goal: Partnerships for a Better Dubuque

1 Activity Objective: Provide resources for neighborhood revitalization and community building.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of grants awarded for community building and neighborhood improvement projects	30	25	22	28	
% of grantees incorporating an equity analysis in project planning or evaluation	33%	NA	NA	20%	

City Council Goal: Diverse Arts, Culture, Parks and Recreation

3 Dept. Objective: Promote family-oriented events and activities that bring the community together -- residents meeting residents.

# of community events and neighborhood meetings	80	70	78	80	
# of members on Next Door	6500	4809	6209	6500	

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**Recommended Operating Revenue Budget - Department Total
72 - CITY MANAGER'S OFFICE**

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	51950	VARIOUS PROGRAM FEES	43,196	40,809	39,000	34,000
51	CHARGES FOR SERVICES	- Total	43,196	40,809	39,000	34,000
100	53102	PRIVATE PARTICIPANT	267	1,344	267	1,344
100	53201	REFUNDS	—	1,020	—	—
100	53605	MISCELLANEOUS REVENUE	10,894	564	5,994	564
100	53620	REIMBURSEMENTS-GENERAL	2,109	13,035	2,109	1,560
260	53620	REIMBURSEMENTS-GENERAL	30	45	30	—
53	MISCELLANEOUS	- Total	13,300	16,008	8,400	3,468
100	59610	FR WPC OPERATING	209,035	206,384	226,389	238,813
100	59620	FR STORMWATER OPERATING	48,161	48,334	62,597	71,613
100	59630	FR PARKING OPERATING	24,050	23,631	29,114	31,048
100	59640	FR WATER UTILITY	12,785	37,149	49,059	38,288
100	59670	FR REFUSE COLLECTION	170,676	169,957	204,315	222,059
100	59940	FR DMASWA	104,518	103,191	113,194	119,403
59	TRANSFER IN AND INTERNAL	- Total	569,225	588,646	684,668	721,224
CITY MANAGER'S OFFICE		- Total	625,721	645,463	732,068	758,692

Recommended Operating Expenditure Budget - Department Total

72 - CITY MANAGER'S OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	652,551	739,456	842,026	875,041
260	61010	FULL-TIME EMPLOYEES	41,474	42,344	43,047	43,950
100	61020	PART-TIME EMPLOYEES	32,443	18,098	0	6,832
100	61030	SEASONAL EMPLOYEES	1,500	0	18,218	11,658
100	61050	OVERTIME PAY	8,497	10,346	3,400	3,400
100	61071	HOLIDAY PAY-OVERTIME	0	471	0	0
100	61091	SICK LEAVE PAYOFF	0	0	0	2,636
100	61096	50% SICK LEAVE PAYOUT	0	0	0	9,164
260	61096	50% SICK LEAVE PAYOUT	0	0	0	1,985
100	61310	IPERS	58,100	69,000	83,099	85,458
260	61310	IPERS	3,712	3,997	4,102	4,149
100	61320	SOCIAL SECURITY	42,547	49,773	57,449	60,668
260	61320	SOCIAL SECURITY	3,034	3,107	3,293	3,514
100	61410	HEALTH INSURANCE	103,032	98,501	96,419	104,394
260	61410	HEALTH INSURANCE	8,268	6,440	5,526	6,270
100	61415	WORKMENS' COMPENSATION	3,016	2,663	2,133	2,305
260	61415	WORKMENS' COMPENSATION	222	140	101	114
100	61416	LIFE INSURANCE	367	445	521	521
260	61416	LIFE INSURANCE	37	37	28	28
100	61655	CAR ALLOWANCE	7,984	8,107	8,219	8,342
100	61660	EMPLOYEE PHYSICALS	131	265	0	265
100	61680	EMPLOYEE MOVING EXPENSE	0	31,839	0	0
61 - WAGES AND BENEFITS			966,916	1,085,030	1,167,581	1,230,694
100	62010	OFFICE SUPPLIES	2,367	3,738	2,366	3,738
260	62010	OFFICE SUPPLIES	12	2	12	2
100	62011	UNIFORM PURCHASES	0	0	5,200	0
100	62030	POSTAGE AND SHIPPING	452	186	466	205
260	62030	POSTAGE AND SHIPPING	23	25	24	28
100	62031	PROCESSING MATERIALS	288	200	288	200
100	62032	FLAGS	121	160	1,370	163
100	62050	OFFICE EQUIPMENT MAINT	453	583	453	594
100	62061	DP EQUIP. MAINT CONTRACTS	12,869	11,030	11,573	12,785
100	62090	PRINTING & BINDING	3,883	4,643	4,156	4,968
260	62090	PRINTING & BINDING	200	0	214	0
100	62110	COPYING/REPRODUCTION	4,824	4,249	5,162	4,248
260	62110	COPYING/REPRODUCTION	368	220	394	220
100	62130	LEGAL NOTICES & ADS	585	649	21	299
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,085	1,225	1,163	1,249
100	62190	DUES & MEMBERSHIPS	20,880	28,250	28,442	29,098
100	62208	GENERAL LIABILITY INSURAN	3,129	3,308	3,532	3,473
100	62310	TRAVEL-CONFERENCES	10,766	27,062	44,096	44,167
260	62310	TRAVEL-CONFERENCES	1,193	0	1,020	1,020
100	62320	TRAVEL-CITY BUSINESS	25,996	16,211	26,604	26,604
260	62320	TRAVEL-CITY BUSINESS	105	73	150	150
100	62340	MILEAGE/LOCAL TRANSP	859	279	911	289

Recommended Operating Expenditure Budget - Department Total

72 - CITY MANAGER'S OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
260	62340	MILEAGE/LOCAL TRANSP	96	0	104	0
100	62360	EDUCATION & TRAINING	7,728	27,001	14,465	97,465
260	62360	EDUCATION & TRAINING	0	0	1,040	1,040
100	62421	TELEPHONE	3,136	3,572	2,580	3,571
260	62421	TELEPHONE	364	708	660	708
100	62424	RADIO/PAGER FEE	903	849	939	891
100	62436	RENTAL OF SPACE	2,520	2,310	2,520	2,310
260	62436	RENTAL OF SPACE	278	462	504	462
100	62511	FUEL, MOTOR VEHICLE	670	435	670	688
100	62645	SPECIAL EVENTS	11,189	165	10,000	10,000
100	62661	MISC. OPER. EXPENS	53	0	0	0
100	62663	SOFTWARE LICENSE EXP	815	739	856	768
100	62667	DATA SERVICES	979	1,391	951	1,419
100	62668	PROGRAM EQUIP/SUPPLIES	3,460	1,997	3,409	1,997
100	62713	LEGAL SERVICES	144	5,295	0	0
100	62716	CONSULTANT SERVICES	76,762	27,244	48,000	35,000
100	62734	SPEAKERS/PROGRAMS	37,630	32,247	34,530	34,530
100	62736	CATERING SERVICES	1,826	5,576	4,576	5,776
100	62756	EMPLOYEE RECOGNITION	7,253	9,543	17,000	17,000
100	62761	PAY TO OTHER AGENCY	8,962	22,393	36,500	52,290
260	62761	PAY TO OTHER AGENCY	15,860	14,974	15,790	0
100	62765	GRANTS	2,500	5,249	10,000	10,060
260	62765	GRANTS	0	0	14,560	14,500
260	62834	SERVICES FROM PLANNING	8,710	8,710	7,710	7,710
62 - SUPPLIES AND SERVICES			282,296	272,952	364,981	431,685
100	71110	MISC. OFFICE EQUIPMENT	180	0	400	200
260	71120	PERIPHERALS, COMPUTER	0	150	0	0
100	71123	SOFTWARE	0	525	0	0
100	71156	FURNITURE	6,783	0	0	0
100	71211	DESKS/CHAIRS	505	766	3,300	650
100	72418	TELEPHONE RELATED	1,532	202	1,050	522
260	72418	TELEPHONE RELATED	0	0	0	178
100	72421	HEADSETS	0	0	200	200
71 - EQUIPMENT			9,000	1,642	4,950	1,750
72 - CITY MANAGER'S OFFICE TOTAL			1,258,212	1,359,624	1,537,512	1,664,129

Recommended Expenditure Budget Report by Activity & Funding Source

72 - CITY MANAGER'S OFFICE

MANAGEMENT - 72100

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	9,000	525	4,950	1,050
SUPPLIES AND SERVICES	178,580	166,553	209,303	274,390
WAGES AND BENEFITS	822,020	868,146	951,408	999,652
MANAGEMENT	1,009,600	1,035,223	1,165,661	1,275,092
SUSTAINABLE COMM COORD - 72200				

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	968	—	350
SUPPLIES AND SERVICES	69,379	72,817	88,238	92,281
WAGES AND BENEFITS	34,066	105,274	106,151	113,290
SUSTAINABLE COMM COORD	103,445	179,058	194,389	205,921
GREENCORPS	- 72600			

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,992	2,690	12,946	11,065
GREENCORPS	4,992	2,690	12,946	11,065
NEIGHBORHOOD DEVELOPMENT - 72800				

FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	150	—	350
SUPPLIES AND SERVICES	13,432	15,918	38,704	15,949
WAGES AND BENEFITS	110,830	111,610	110,022	117,752
NEIGHBORHOOD DEVELOPMENT	124,262	127,678	148,726	134,051
NEIGHBORHOOD GRANTS	- 72850			

FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—	22,210
NEIGHBORHOOD GRANTS	\$ —	— \$	—	22,210
WASHINGTON TOOL LIBR. - 79220				

FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	15,860	14,974	15,790	15,790
WASHINGTON TOOL LIBR.	15,860	14,974	15,790	15,790
PCARD CLEARING	- 99999			

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	53	—	—	—
PCARD CLEARING CMO	53	—	—	—
CITY MANAGER'S OFFICE TOTAL	\$1,258,212	\$1,359,624	\$1,537,512	\$1,664,129

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

72 CITY MANAGER'S OFFICE

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9900	Contract	CITY MANAGER	1.00	\$ 271,454	1.00	\$ 277,653	1.00	\$ 280,024
100	9375	GE-44	ASSISTANT CITY MANAGER	2.00	\$ 241,037	2.00	\$ 255,766	2.00	\$ 268,906
260	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.45	\$ 37,502	0.51	\$ 43,047	0.51	\$ 43,950
100	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.55	\$ 45,837	0.49	\$ 41,359	0.49	\$ 42,226
100	4670	GE-33	SUSTAINABLE COMMUNITY COORD.	1.00	\$ 58,635	1.00	\$ 69,601	1.00	\$ 74,253
100	3465	NA-44	MANAGEMENT INTERN	0.00	\$ —	1.00	\$ 40,662	1.00	\$ 41,431
100	8825	GE-31	OFFICE MANAGER	1.00	\$ 66,661	1.00	\$ 68,846	1.00	\$ 69,617
100	225	GE-25	SECRETARY	2.00	\$ 54,228	2.00	\$ 88,139	2.00	\$ 98,584
TOTAL FULL TIME EMPLOYEES				8.00	\$ 775,354	9.00	\$ 885,073	9.00	\$ 918,991
61020 Part Time Employee Expense									
100	3465	NA-44	MANAGEMENT INTERN	0.60	\$ 3,449	0.00	\$ —	0.00	\$ —
100			SUSTAINABLE DUBUQUE INTERN	0.42	\$ 11,277	0.42	\$ 11,533	0.42	\$ 11,658
100	225	GE-25	COMMUNICATIONS ASSISTANT	0.75	\$ 35,568	0.00	\$ —	0.00	\$ —
TOTAL PART TIME EMPLOYEES				1.77	\$ 50,294	0.42	\$ 11,533	0.42	\$ 11,658
61030 Seasonal Employee Expense									
100		NA-38	INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
TOTAL SEASONAL EMPLOYEES				0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
TOTAL CITY MANAGER'S OFFICE				9.77	\$ 825,648	9.67	\$ 903,392	9.67	\$ 937,481

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Management-General Fund											
10072100	61010	100	9900	CONT	CITY MANAGER	1.00	\$ 271,454	1.00	\$ 277,653	1.00	\$ 280,024
10072100	61010	100	9250	GE-44	ASSISTANT CITY MANAGER	2.00	\$ 241,037	2.00	\$ 255,766	2.00	\$ 268,906
10072100	61010	100	3465	NA-47	MANAGEMENT INTERN	0.00	\$ —	1.00	\$ 40,662	1.00	\$ 41,431
10072100	61010	100	225	GE-25	SECRETARY	2.00	\$ 54,228	2.00	\$ 88,139	2.00	\$ 98,584
10072100	61010	100	8825	GE-31	OFFICE MANAGER	1.00	\$ 66,661	1.00	\$ 68,846	1.00	\$ 69,617
				Total		6.00	\$ 633,380	7.00	\$ 731,066	7.00	\$ 758,562
Sustainable Community - General Fund											
10072200	61010	100	4670	GE-33	SUSTAINABLE COMM. COORD.	1.00	\$ 58,635	1.00	\$ 69,601	1.00	\$ 74,253
				Total		1.00	\$ 58,635	1.00	\$ 69,601	1.00	\$ 74,253
Sustainable Community - PT General Fund											
10072200	61020	100		NA-38	SUSTAINABLE DUBUQUE INTERN	0.42	\$ 11,277	0.42	\$ 11,533	0.42	\$ 11,658
				Total		0.42	\$ 11,277	0.42	\$ 11,533	0.42	\$ 11,658
Neighborhood Development - CDBG Fund											
26072800	61010	260	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.45	\$ 37,502	0.51	\$ 43,047	0.51	\$ 43,950
				Total		0.45	\$ 37,502	0.51	\$ 43,047	0.51	\$ 43,950
Neighborhood Development - General Fund											
10072800	61010	260	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.55	\$ 45,837	0.49	\$ 41,359	0.49	\$ 42,226
				Total		0.55	\$ 45,837	0.49	\$ 41,359	0.49	\$ 42,226
City Manager - PT General Fund											
10072100	61020	100	3465	NA-47	MANAGEMENT INTERN	0.60	\$ 3,449	0.00	\$ —	0.00	\$ —
10072100	61020	100	225	GE-25	COMMUNICATIONS ASSISTANT	0.75	\$ 35,568	0.00	\$ —	0.00	\$ —
				Total		1.35	\$ 39,017	0.00	\$ —	0.00	\$ —
City Manager - Seasonal General Fund											
10072100	61030	100		NA-38	INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
				Total		0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
TOTAL CITY MANAGER'S OFFICE											
						9.77	\$ 825,648	9.67	\$ 903,392	9.67	\$ 937,481

Capital Improvement Projects by Department/Division					
CITY MANAGER'S OFFICE					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1012682	GREEN HOUSE GAS INVENTORY	—	—	100,000	—
1021238	NEIGHBORHOOD GRANTS	4,933	931	—	—
1022317	ALL-AMERICA CITY AWARD	—	—	—	—
2601238	NEIGHBORHOOD GRANTS	9,576	6,561	—	—
3502681	ENERGY EFFICIENCY REVOL FUND	—	—	—	—
3502682	GREEN HOUSE GAS INVENTORY	—	—	—	—
3602807	DT NON-PROFIT WEATHERIZAT	—	—	100,000	100,000
CITY MANAGER'S OFFICE TOTAL		14,510	7,492	200,000	100,000

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
CITY MANAGERS OFFICE								
General Government								
Aerial Orthophotography		\$ —	\$ 52,500	\$ —	\$ 55,000	\$ —	\$ 107,500	321
Municipal Green House Gas Inventory		\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000	322
Downtown Urban Renewal Area Non-Profit Weatherization Assistance		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	323
TOTAL		\$100,000	\$152,500	\$150,000	\$155,000	\$100,000	\$657,500	

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