

City Clerk

This page intentionally left blank.

CITY CLERK

Budget Highlights	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
<u>Expenses</u>				
Employee Expense	303,908	321,711	297,693	-7.5%
Supplies and Services	85,380	91,771	92,491	0.8%
Election Expense	—	40,000	—	0.0%
Code of Ordinances Updates	3,513	9,400	9,400	0.0%
Machinery and Equipment	110	5,950	405	-93.2%
Total	392,911	468,832	399,989	-14.7%
<u>Resources</u>				
Administrative Overhead Recharges	115,677	157,273	127,630	-18.8%
Operating Revenue	146,554	151,399	145,860	-3.7%
Total	262,231	308,672	273,490	-11.4%
Property Tax Support	130,680	160,160	126,499	(33,661)
Percent Increase (Decrease)--w/o election exp & Code of Ordinance Update				5.7%
Percent Increase (Decrease)--w/ election exp & Code of Ordinance Update				-21.0%
Personnel- Authorized FTE	3.31	3.81	3.00	

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 annual cost increase of \$16,676 or 9.99%.
4. Overtime is unchanged from \$5,000 in FY 2020 to \$5,000 in FY 2021. FY 2019 Actual was \$3,639.
5. The FY 2021 budget includes the following changes related to the personnel complement:
 - a. -0.31 FTE Seasonal Intern eliminated (-\$8,300)
 - b. -0.50 FTE Limited Term Clerical Assistant eliminated (-\$13,866)

Supplies & Services

6. Code Supplements unchanged from \$9,400 in FY 2020 to \$9,400 in FY 2021 based on FY 2020 budget. FY 2019 Actual was \$3,513. There are more ordinances being amended that tie directly to other ordinances. Anticipated ordinance amendments include the Electrical Code Board; Mechanical and Plumbing Code Board; Building Code; and Advisory Appeals Board.
7. Civil Service increased from \$15,000 in FY 2020 to \$18,000 in FY 2021 based on FY 2019 actual of \$17,593. Most civil service lists now expire after twelve months, which creates an increase in civil service tests.
8. Legal Notices and Ads decreased from \$15,000 in FY 2020 to \$13,249 in FY 2021 based on FY 2019 Actual of \$13,249. The City Clerk's Office began recharging departments for notices in FY 2016.
9. Printing and Binding increased from \$1,742 in FY 2020 to \$3,120 in FY 2021. This line item has historically included envelopes, letterhead, and business cards (\$335), hard bound City Council proceeding books (\$1,600), and boards and commissions handout (\$185). In FY 2021, translation of City brochures and documents was added (\$1,000). FY 2019 Actual was \$23.
10. Conferences increased from \$5,350 in FY 2020 to \$13,375 in FY 2021 due to adding the Transforming Local Government and Big Ideas Conferences and actual costs of conferences. Conferences budgeted include: International Institute of Municipal Clerks (\$3,800), Laserfiche (\$3,650), Transforming Local Government - Alliance for Innovation (\$2,105), and Big Ideas Conference (\$2,045).
11. Education and Training increased from \$4,445 in FY 2020 to \$4,770 in FY 2021 based on actual cost. Education and Training budgeted include: Clerk's Academy (\$1,510), Iowa Municipal Finance Officers Association (\$2,855), and Iowa Alcoholic Beverages Division (\$405).
12. Election decreased from \$40,000 in FY 2020 to \$0 in FY 2021 and is typically an every other year expense.
13. Refunds unchanged from \$11,500 in FY 2020 to \$11,500 in FY 2021. This line item represents special event deposit refunds and the liquor license refunds. This expense is offset by the events revenue line item.
14. Sister City Program is unchanged from \$9,300 in FY 2020 to \$9,300 in FY 2021. The Sister City program is a five member committee that undertakes activities that promote the vision and mission of the City Council with respect to diversity and global awareness, engage the mission of Sister Cities International, and engage and foster current and future Sister City relationships through communications and delegations while preserving an official relationship with the City and its officials.

Machinery & Equipment

1. Equipment replacements includes (\$405):

City Clerk	
Smartphone	\$ 405
Total Equipment	<u>\$ 405</u>

Revenue

15. Beer/Liquor Combination Licenses decreased from \$117,718 in FY 2020 to \$114,765 in FY 2021 based on FY 2019 actual of \$114,765.
16. Revenue received from Enterprise Funds for administrative overhead charges decreased from \$157,273 in FY 2020 to \$127,630 in FY 2021. Election expense is typically an every other year expense and there is not an election budgeted in FY 2021.

This page intentionally left blank.

CITY CLERK'S OFFICE

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



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

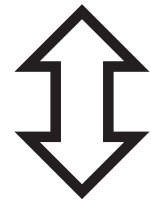
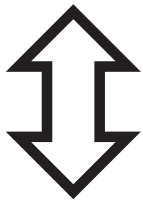
People

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



Planning

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



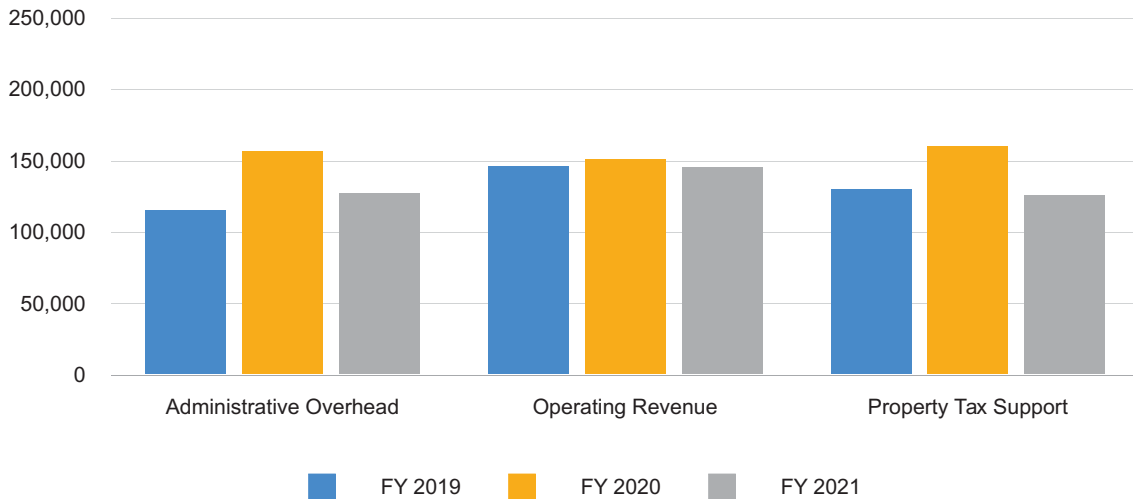
Partnerships

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

CITY CLERK'S OFFICE

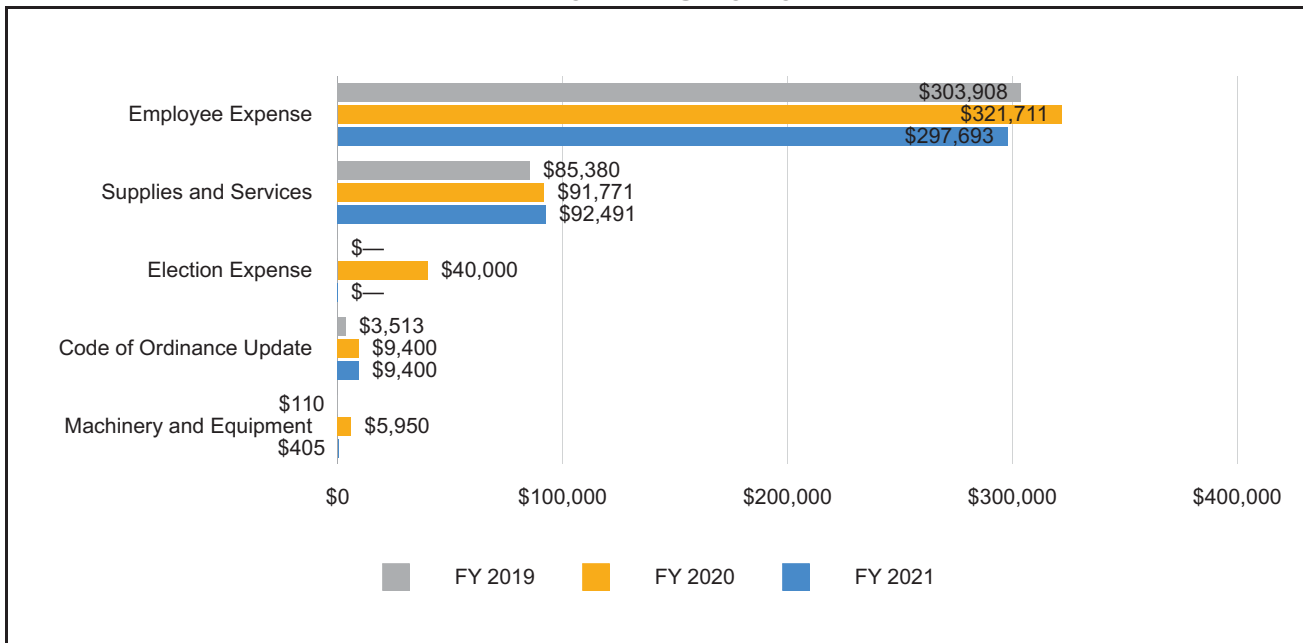
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.31	3.81	3.00

Resources and Property Tax Support



The City Clerks Department is supported by 3.00 full-time equivalent employees, which accounts for 74.43% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by -14.68% in FY 2021 compared to FY 2020.

Expenditures by Category by Fiscal Year



CITY CLERK'S OFFICE

Mission & Services

The [City Clerk's Office](#) is committed to accurately recording and preserving the actions of the City Council; providing information and support to the Mayor, City Council, City staff, and the public in a timely, courteous, and fiscally responsible manner encouraging a transparent city government. Responsibilities include, but are not limited to, [record management](#), [boards and commissions](#) member enrollment, administration of the [Civil Service Commission](#), administering various [licenses and permits](#), processing [special event applications](#), and acts as the City Liaison for global presence in the [Sister City Relationships Committee](#).




Position Summary	
	FY 2021
City Clerk	1.00
Assistant City Clerk	1.00
Permit Clerk	1.00
Total FT Equivalent Employees	3.00

Performance Measures

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

1 Department Objective: Provide City services responsive to the community.

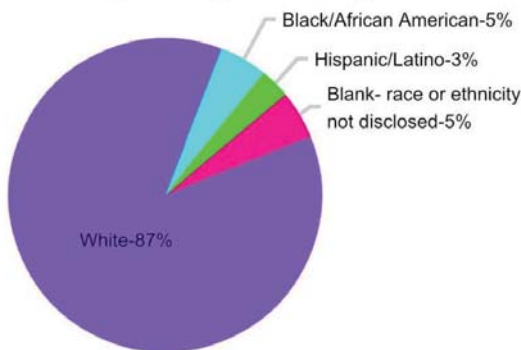
Since transparency is not a specifically defined action, but rather a cultural expectation. Clerks are crucial to a transparent City. It is not what you do, it is how you do it.

Performance Measure (KPI)	Target	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Number of callers assisted by the city clerk staff	N/A	31,214	32,774	45,382	N/A	
Number of City Council Agenda & Minutes subscribers (via NotifyMe)	Increase by 2%	525	551	491	501	
Number City Board & Commission Opening Subscribers (via NotifyMe)	Increase by 6%	13	83	78	83	

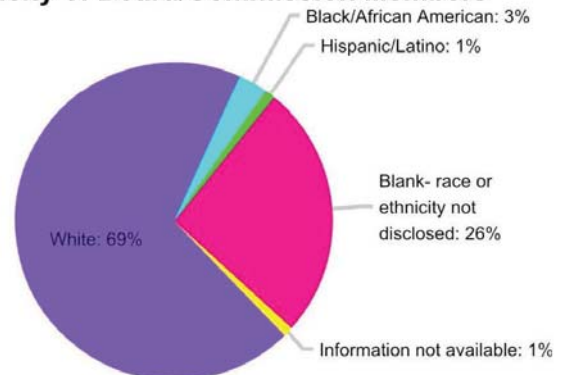
2 Department Objective: To promote [resident engagement](#) in municipal government that is representative of the Dubuque population as a whole by recruiting and retaining a diverse, inclusive and qualified pool of boards and commissions applicants.

Performance Measure (KPI)	Target	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Percentage of applicants appointed of total applications received	N/A	N/A	62.6%	77.5%	N/A	N/A

Race/Ethnicity of City of Dubuque



Race/Ethnicity of Board/Commission Members



This page intentionally left blank.

Recommended Operating Revenue Budget - Department Total

73 - CITY CLERK'S OFFICE

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42105	BUSINESS LICENSES	7,260	6,855	7,260	6,855
100	42110	CIGARETTE LICENSES	7,800	7,625	7,675	7,625
100	42115	BEER/LIQUOR COMB-LICENSE	117,718	114,765	117,718	114,765
100	42130	BICYCLE LICENSES	245	415	245	415
42	LICENSES AND PERMITS	- Total	133,023	129,660	132,898	129,660
100	51965	EVENTS REVENUE	7,500	6,950	8,350	6,950
100	51981	COPY SERVICE CHARGES	0	0	0	0
51	CHARGES FOR SERVICES	- Total	7,500	6,950	8,350	6,950
100	53201	REFUNDS	0	300	0	0
100	53208	SPECIAL EVENT DEPOSIT	10,250	9,250	10,000	9,250
100	53620	REIMBURSEMENTS-GENERAL	595	394	151	0
53	MISCELLANEOUS	- Total	10,845	9,944	10,151	9,250
100	59610	FR WPC OPERATING	44,176	40,557	51,981	42,262
100	59620	FR STORMWATER OPERATING	10,178	9,499	14,373	12,678
100	59630	FR PARKING OPERATING	5,082	4,643	6,751	5,494
100	59640	FR WATER UTILITY	2,702	7,300	11,264	6,762
100	59670	FR REFUSE COLLECTION	36,070	33,399	46,913	39,303
100	59940	FR DMASWA	22,088	20,279	25,991	21,131
59	TRANSFER IN AND INTERNAL	- Total	120,296	115,677	157,273	127,630
CITY CLERK'S OFFICE - Total			271,663	262,231	308,672	273,490

Recommended Operating Expenditure Budget - Department Total

73 - CITY CLERK'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	209,687	213,511	218,322	202,248
100	61030	SEASONAL EMPLOYEES	0	2,067	19,403	0
100	61050	OVERTIME PAY	2,946	3,639	5,000	5,000
100	61310	IPERS	19,030	20,499	22,769	19,952
100	61320	SOCIAL SECURITY	15,624	16,215	18,878	16,170
100	61410	HEALTH INSURANCE	47,700	42,930	32,508	49,184
100	61415	WORKMENS' COMPENSATION	797	678	599	660
100	61416	LIFE INSURANCE	184	184	183	238
100	61655	CAR ALLOWANCE	3,992	4,054	4,049	4,110
100	61660	EMPLOYEE PHYSICALS	0	131	0	131
61 - WAGES AND BENEFITS			299,960	303,908	321,711	297,693
100	62010	OFFICE SUPPLIES	1,041	1,877	1,400	1,877
100	62030	POSTAGE AND SHIPPING	1,223	1,355	1,260	1,491
100	62031	PROCESSING MATERIALS	288	200	352	200
100	62050	OFFICE EQUIPMENT MAINT	226	223	226	228
100	62061	DP EQUIP. MAINT CONTRACTS	1,395	1,489	1,574	1,557
100	62090	PRINTING & BINDING	1,202	23	1,742	3,120
100	62110	COPYING/REPRODUCTION	616	737	794	737
100	62120	CODE SUPPLEMENTS	5,939	3,513	9,400	9,400
100	62130	LEGAL NOTICES & ADS	10,929	13,249	15,000	13,249
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	535	649	681	687
100	62190	DUES & MEMBERSHIPS	2,435	2,985	2,535	2,575
100	62204	REFUNDS	10,548	11,187	11,500	11,500
100	62208	GENERAL LIABILITY INSURAN	1,375	1,499	1,597	1,574
100	62230	COURT COSTS & RECORD FEES	27	77	50	77
100	62310	TRAVEL-CONFERENCES	3,985	4,738	5,350	13,375
100	62320	TRAVEL-CITY BUSINESS	280	498	2,585	2,695
100	62340	MILEAGE/LOCAL TRANSP	112	68	160	160
100	62360	EDUCATION & TRAINING	5,660	5,817	4,445	4,770
100	62421	TELEPHONE	921	1,330	1,308	1,330
100	62424	RADIO/PAGER FEE	301	309	313	324
100	62436	RENTAL OF SPACE	504	462	504	504
100	62645	SPECIAL EVENTS	2,094	1,648	3,000	3,000
100	62662	SISTER CITY PROGRAM	4	4,763	9,300	9,300
100	62663	SOFTWARE LICENSE EXP	47	39	975	41
100	62667	DATA SERVICES	0	0	120	120
100	62684	CIVIL SERVICE EXPENSE	9,652	17,593	15,000	18,000
100	62698	ELECTION EXPENSES	27,406	0	40,000	0
100	62716	CONSULTANT SERVICES	0	12,565	10,000	0
62 - SUPPLIES AND SERVICES			88,744	88,893	141,171	101,891
100	71120	PERIPHERALS, COMPUTER	0	0	950	0
100	71211	DESKS/CHAIRS	0	0	5,000	0
100	72418	TELEPHONE RELATED	0	110	0	405
71 - EQUIPMENT			0	110	5,950	405
73 - CITY CLERK'S OFFICE TOTAL			388,704	392,911	468,832	399,989

Recommended Expenditure Budget Report by Activity & Funding Source

73 - CITY CLERK'S OFFICE

CITY CLERK - 73100

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	110	5,950	405
SUPPLIES AND SERVICES	88,893	141,171	101,891
WAGES AND BENEFITS	303,908	321,711	297,693
CITY CLERK	392,911	468,832	399,989
CITY CLERK'S OFFICE TOTAL	\$392,911	\$468,832	\$399,989

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

73 CITY CLERK

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9350	Contract	CITY CLERK	1.00	\$ 103,748	1.00	\$ 106,123	1.00	\$ 88,790
100	8925	GE-29	ASSISTANT CITY CLERK	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,242
100	8875	GE-26	PERMIT CLERK	1.00	\$ 50,482	1.00	\$ 51,632	1.00	\$ 52,216
TOTAL FULL TIME EMPLOYEES				3.00	\$ 213,451	3.00	\$ 218,322	3.00	\$ 202,248
61030 Seasonal Employee Expense									
100	2840	NA-28	CLERICAL ASSISTANT	0.00	\$ —	0.50	\$ 11,664	0.00	\$ —
100	2840	NA-38	INTERN-SEASONAL	0.31	\$ 7,680	0.31	\$ 7,739	0.00	\$ —
TOTAL SEASONAL EMPLOYEES				0.31	\$ 7,680	0.81	\$ 19,403	0.00	\$ —
TOTAL CITY CLERK'S OFFICE				3.31	\$ 221,131	3.81	\$ 237,725	3.00	\$ 202,248

**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	
City Clerks Office - FT General Fund											
10073100	61010	100	9350	CONT	CITY CLERK	1.00	\$ 103,748	1.00	\$ 106,123	1.00	\$ 88,790
10073100	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 50,482	1.00	\$ 51,632	1.00	\$ 52,216
10073100	61010	100	8925	GE-29	ASSISTANT CITY CLERK	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,242
					Total	3.00	\$213,451	3.00	\$218,322	3.00	\$ 202,248
City Clerks Office-Seasonal General Fund											
10073100	61030	100		NA-28	CLERICAL ASSISTANT	0.00	\$ —	0.50	\$ 11,664	0.00	\$ —
10073100	61030	100	2840	NA-38	INTERN - SEASONAL	0.31	\$ 7,680	0.31	\$ 7,739	0.00	\$ —
						0.31	\$ 7,680	0.81	\$ 19,403	0.00	\$ —
TOTAL CITY CLERK'S OFFICE						3.31	\$221,131	3.81	\$237,725	3.00	\$ 202,248

Capital Improvement Projects by Department/Division

CITY CLERK'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	
1012863	CLERK OFFICE REDESIGN	—	—	—	5,000	
CITY CLERK'S OFFICE	TOTAL	—	—	—	5,000	

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
City Clerk								
General Government								
	City Clerk's Office Redesign	\$ 5,000	\$ 25,400	\$ —	\$ —	\$ —	\$ 30,400	324
	TOTAL	\$ 5,000	\$ 25,400	\$ —	\$ —	\$ —	\$ 30,400	

This page intentionally left blank.