

CITY OF DUBUQUE

POLICY

BUDGET

RECOMMENDED FOR FISCAL YEAR 2023

2023

VOLUME II

MARCH 3, 2022

Health Services

Library

Airport

Office of Equity &

Human Rights

Office of Shared Prosperity
& Neighborhood Support

Finance

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City of Dubuque Staff

Cover Design by:
Kristin Hill

FISCAL YEAR 2023
Recommended
Policy And Narrative Budget
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March 3, 2022

[Virtual Meeting - GoToMeeting](#) - Access Code: 337-661-181
or by calling 1.877.568.4106 (toll free)

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HOW TO USE THIS POLICY BUDGET DOCUMENT

PURPOSE

The Policy Budget defines goals and objectives for all City departments and activities, relates them to cost and resource requirements and attempts to establish measures for evaluating accomplishment. Specific improvement packages are developed and included in the Policy Budget for alternative funding and service levels. The Policy Budget document shows the budget by line item for each Department and provides a basis for fiscal control once the budget is adopted.

The Policy Budget emphasizes objectives, accomplishments, and alternative funding and service levels and is intended to keep the attention of the City Council and public on the major policy decisions involving what services the City government will provide, who will pay for them, and the implications of such decisions.

FORMAT

The Policy Budget is organized by Department/Division and provides detail for all activities that make up each Department/Division. Each Department/Division tab includes the following information:

- 1) **Department/Division Financial Summary:** The ***budget highlights*** portion of the Department Summary reflects total expenses for the maintenance level budget (cost to continue at the same level of service) and approved improvement packages for all activities within the Department by expenditure category (employee expense, supplies and services, machinery and equipment, and debt service), and the funding sources that pay those expenses. The property tax portion of the funding is reflected, noting the increase or decrease from the prior years adopted budget. For Departments which are self supporting (i.e. Water, Water Resources & Recovery Center, Refuse and Salt Operations (part of Public Works), Media Service, Transit, Parking, Stormwater (part of Engineering)), the net operating surplus/deficit is reflected, noting the increase or decrease in the fund from the prior years adopted budget.

This summary displays all ***Improvement Packages*** submitted by Department/Division Managers, with a notation of whether they were recommended by the City Manager, and then approved by the City Council. Those noted with a 'YES' were added to the maintenance level budget and are reflected in the Department Funding Summary and those noted with a 'NO' were not approved.

And finally, this summary explains ***significant line item detail*** by expenditure category, notable revenue changes, and miscellaneous information regarding the maintenance level budget. These are the review notes prior to adding any improvement packages.

- 2) **Memo Addressing Budget Issue (optional):** If there is an important budget issue that needs further explanation, a memo will be provided.
- 3) **Department's Organizational Chart (optional):** Shows how a Department is structured. Usually included for larger more complex Departments.

- 4) **Department/Division's Highlights of Prior Year's Accomplishments and Future Initiatives:** This is a written narrative that highlights the Department's prior year accomplishments and what Departments plan on accomplishing in the near future.
- 5) **Department/Division's Goals and Performance Measures by Activity:** This is a written activity statement and a matrix for each activity which includes activity objectives, relationship to City Council Goals & Priorities, and key performance indicators (KPIs).. Performance measures are included for each activity to evaluate activities and ensure that the approved levels of funding yield the expected results. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 6) **Recommended Operating Revenue Budget by Department/Division:** This report reflects line item revenue detail at the Department/Division level (combines all activities for each line by fund). Two years actual revenues, prior year adopted revenues and the recommended revenue for the new budget year are reflected.
- 7) **Recommended Operating Expenditure Budget by Department/Division:** This report reflects line item expenditure detail at the Department/Division level (combines all activities for each line by fund). Expenses are grouped by category (employee expense, supplies and services, machinery and equipment, debt service, and transfers) and displays two years actual expenses, prior year adopted expenses and the recommended expense for the new budget year.
- 8) **Recommended Operating Expenditure Budget by Activity and Funding Source:** This report reflects expenses grouped by category (employee expense, supplies and services, machinery and equipment, debt service, and transfers) for each activity within the Department/Division, and displays two years actual expenses, prior year adopted expenses and the recommended expense for the new budget year.
- 9) **Personnel Complement at Department/Division and Activity Level:** These reports reflect positions budgeted at the Department/Division level and the Activity level, by funding source. Total Full Time Equivalents (FTE) and wages with longevity expense are shown for each position for two years prior year adopted FTE and expenses, and the recommended FTE and related expense for the new budget year.
- 10) **Capital Improvement Projects by Department/Division:** This report lists all Capital Improvement Project totals for two years actual expenses, prior year adopted expenses and the recommended expense for the new budget year.
- 11) **Five Year Capital Improvement Program Summary by Department/Division:** This report lists all Capital Improvement Projects budgeted in the new budget year and planned for the next four years.

Reference: Key Terms for Understanding Dubuque's Budget, Budget Glossary Budget Overview and Budget and Fiscal Policy Guidelines located in Resident's Guide

Health Services

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HEALTH SERVICES DEPARTMENT

Budget Highlights	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested	% Change From FY 2022 Budget
Employee Expense	514,681	555,383	592,363	6.7 %
Supplies and Services	332,525	363,236	373,684	2.9 %
Machinery and Equipment	2,753	1,800	5,390	199.4 %
Total	849,959	920,419	971,437	5.5 %
Operating Revenue	425,490	460,669	457,261	(0.7)%
State Grant	6,610	8,802	8,802	— %
Total	432,100	469,471	466,063	(0.7)%
Property Tax Support	417,859	450,948	505,374	54,426
Percent Increase (Decrease)				12.1 %
Personnel - Authorized FTE	6.14	6.14	6.14	

Improvement Package Summary

1 of 6

This improvement request is for 40 hours overtime compensation for our Environmental Sanitarian

Service Level Changes: Additional hours to the Environmental Sanitarians to allow after regular- hours inspections for special events like weekend and night markets or festivals that serve food, and facilities that only operate outside of the 8am-5 pm Monday through Friday, and to respond to public health/city emergencies when needed. Continuously building up comp time, then using comp time for these positions is not sustainable because then vacation time cannot be used due to workload.

Impact on City operations, impact on community: Ability to assure safe food, and response to public health emergencies.

Relationship to City Council Goals & Priorities: Vibrant Community: Healthy & Safe, Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery, Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable

Related Cost:	\$ 2,258	Tax Funds	Recurring	Recommend - Yes
Net Property Tax Cost	<u>\$ 2,258</u>			
Property Tax Impact:	\$(0.0009) (0.01)%			
Activity: Inspection - Food Establishments				

2 of 6

This improvement request is for 80 hours of overtime compensation for our two Animal Control Officers.

Service Level Changes: Animal Control Services and response to animal control calls requiring immediate and timely response will be addressed. Often situations must be addressed and stabilized – even if they occur at the end of a shift or require significant time.

Impact on City operations, impact on community: Provide consistent animal control coverage hours without having to cut scheduled animal control coverage due to emergencies and needed response that occur outside regular hours. If Animal Control Officers extend their work hours outside of the allotted schedule, hours must be cut during that pay period. This results in no service for the citizens during the time they normally expect it. Also, comp time is not an ongoing option due to continuously building up comp time then using comp time, but unable to use accrued vacation time.

Relationship to City Council Goals & Priorities: Vibrant Community: Healthy & Safe, Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery, Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable

Related Cost:	<u>\$ 4,274</u>	Tax Funds	Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0017	0.02%		
Activity:	Health Services			

3 of 6

This improvement request is for a full standing desk unit for the Confidential Account Clerk. This was approved in FY22 for \$750 for a desktop version. Approved funds will be carried over from FY22 to FY23 to cover quoted expenses of \$3,650. Since the Confidential Account Clerk was new in her role last budget cycle, and was not fully used to the existing workspace, we are now requesting a full standing desk. The full standing desk offers more workspace by getting the computer towers from off the desktop and the monitors elevated, and the workspace on one level.

Service Level Changes: The ability to stand up and efficiently serve citizens at the service window. This also provides needed physical movement outside of sitting, promoting health and proper ergonomics.

Relationship to City Council Goals & Priorities: Vibrant Community: Healthy & Safe, Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery

Related Cost:	<u>\$ 2,900</u>	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0011	0.01%		
Activity:	Health Administration			

4 of 6

The improvement level request is for Environmental Sanitarian to sit for the National Environmental Health Association (NEHA) REHS/RS credential exam.

Service level changes: The REHS/RS credential demonstrates competency in an impressive range of environmental health issues, directing and training personnel to respond to routine or emergency environmental situations, and providing education to their communities on environmental health concerns. Impact on City operations, impact on community: This certification requires demonstration of environmental health knowledge and the ability to think critically, analyze problems and demonstrate knowledge in daily operations regarding environmental health issues. In addition, REHS/RS credential holders are key members in ensuring communities are in compliance with local, state, and federal environmental health regulations. Many health departments across the country require sanitarians to acquire this credential, which acknowledges knowledge and professionalism. One of the current Environmental Sanitarians has held this credential since 1999. Many other Iowa sanitarians maintain this credential as well.

Relationship to City Council Goals & Priorities: Vibrant Community: Healthy & Safe, Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery, Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable
Networking and learning about operations in other organizations nationwide will lead to creating a more

vibrant community for our citizens. Becoming more efficient in daily operations and develop creative workflows to attribute to a high-performance organization. Creating more livable communities/neighborhoods by having better skills and new tools for code enforcement.

Related Cost:	<u>\$ 590</u>	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	<u>\$ 0.0002</u>	—%		
Activity: Inspection - Food Establishments				

5 of 6

This improvement request is for Environmental Sanitarian to attend the Leadership Dubuque class. Leadership Dubuque will allow the Environmental Sanitarian the opportunity to learn about community resources, government, businesses, educational opportunities, and about the impact of economic development on the community.

Service Level Changes: Leadership Dubuque will allow for the Environmental Sanitarian to enhance leadership skills, exchange ideas and experiences both formally and informally. Being an employee of the Health Services Department for less than two years, this course will assist the employee in learning the skills to develop new business contacts, relationships, and partnerships both within the leadership class and the community. Leadership Dubuque prepares employees to become actively involved in leadership in the community to enrich quality of life and shape the future. This course will develop knowledge, skills, and confidence.

Relationship to Council Goals & Priorities: This will contribute City Council goals: Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable and Financially Responsible, High Performance City Organization, Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	<u>\$ 1,495</u>	Tax Funds	Recurring	Recommend - Yes
Property Tax Impact:	<u>\$ 0.0006</u>	0.01%	2 Years	
Activity: Inspection - Food Establishments				

6 of 6

This improvement request is for payment for elevated blood lead level (EBL) environmental home inspections for children who are lead poisoned and meet the environmental health inspection protocol set forth by the Iowa Department of Public health (IDPH). Although the Health Services Department has a Certified EBL Inspector, these inspections have been conducted by Housing and Community Development Department Certified Lead Inspectors in the HUD Lead Healthy Homes Program. The inspectors in the HUD Lead Paint Program do inspections regularly, maintain the equipment, and most of the time these properties enroll in the HUD Lead Paint Grant Program to make the properties lead safe. However, occasionally the property owner does not qualify for the HUD Lead Paint Program or chooses not to enroll and makes the necessary repairs themselves. Since the inspectors conducting the inspections from the HUD Lead Paint Program are funded by that grant program, other funds must be used to pay for these inspections. The IDPH Childhood Lead Poisoning Prevention grant received annually by the Health Services Department does not have the funds to cover all of this expense, therefore additional funding is needed.

Service Level Changes: Current services will be maintained but charged to the Health Services Department

Impact on City operations, impact on community: environmental, home lead inspections will be conducted in a timely manner according to IDPH protocol and to assure children with elevated blood levels are in safe environments

Relationship to City Council Goals & Priorities: Vibrant Community: Healthy & Safe, Livable Neighborhoods and Housing: Great Place to Live, Partnership for a Better Dubuque: Building Our Community that is Viable,

Livable, and Equitable

Related Cost:	<u>\$ 1,815</u>	Tax Funds	Recurring	Recommend - Yes
Property Tax Impact:	<u>\$ 0.0007</u>	0.01%		
Activity: Animal Control				

Significant Line Items

Employee Expense

1. FY 2023 employee expense reflects a 3.25% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged —% from FY 2022 City contribution of 9.44%. The employee contribution of 6.29% is unchanged from FY 2022.
3. The City portion of health insurance expense increased from \$1,086 in FY 2022 to \$1,119 in FY 2023 per month per contract which results in annual increase of \$2,400 or 3.04%.
4. Overtime expense is increased from \$1,500 in FY 2022 to \$7,079 in FY 2023. FY 2021 actual was \$2,610.
5. An additional increase in employee expense (\$3,470) reflects the approved 0.14 FTE Public Health Intern associated expense not included in prior year calculation.

Supplies & Services

6. Court Costs and Record Fees decreased from \$29,933 in FY 2022 to \$27,150 in FY 2023 based on FY 2021 actual of \$24,892. Beginning January 1, 2016, the court requires the \$95 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 \$95 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 \$95 filing fee paid upfront instead of deducting the \$95 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 \$27,973 in FY 2023 . Due to time delay of reimbursements, the revenue received is more than the expense.
7. Payments to Other Agencies increased from \$196,341 in FY 2022 to \$203,308 in FY 2023 due to the annual consumer price index increase on the Humane Society contract. The Consumer Price Index (CPI) dictates the Humane Society contractual increase per year. The CPI is 5.4% over the last 12 months. The Humane Society contract has a maximum increase of 5.0% and it utilized to project a FY 2023 budget of \$146,308. Most of these contracted services for animal control are expenses that the City would have within its organization regardless of who provides the services. In addition, there is \$50,000 budgeted for Crescent Community Health Center patient health and wellness programming operating expenses. There is also \$7,000 budgeted for the Visiting Nurse Association to provide medical case management of lead poisoned children, which is funded by the Iowa Department of Public Health grant.

8. Bill Collection Services increased from \$50,890 in FY 2022 to \$52,756 in FY 2023 based on FY 2021 actual \$52,756. This line item represents the amount paid to PetData Services for pet licensing.
9. Consultant Services decreased from \$10,158 in FY 2022 to \$9,055 in FY 2023 based on FY 2021 actual \$6,638. This line item represents vet services for after hour veterinarian calls. This line item is also used for vet services for injured dogs or cats when the owner is unknown, rabies confinement of animals when the owner is unknown, wild animal confinement, and neglect cases of animals when being held waiting for a court appearance.
10. Conferences increased from \$8,294 in FY 2022 to \$10,549 in FY 2023. This line item includes attendance to Race in the Heartland (\$180), One National, Regional, & State Conference for the Public Health Specialist (\$3,750), Iowa Public Health Association Conference (\$1,924). The increase is to provide for additional conferences on Current Public Health topics which are often reimbursed or paid in full by an agency scholarship or grant (\$3,500).
11. Education and Training increased from \$11,289 in FY 2022 to \$13,674 in FY 2023. This line item represents public health and nursing continuing education (\$350); National Animal Care & Control Training for Animal Control Officers (\$6,000); Iowa Department of Inspections and Appeals Training for Sanitarians (\$3,239); and Childhood Lead Poisoning Prevention Training and Lead and Healthy Homes Training (\$2,000) which is covered by a grant. Most trainings were cancelled for FY21 due to COVID, so education and training for certifications will be necessary.

Machinery & Equipment

12. Equipment replacement items include (\$5,390):

<u>Health Administration</u>		
(1) Smart Phone	\$	350
Desk/Chairs	\$	2,900
<u>Animal Control</u>		
(2) Body Cameras	\$	1,790
<u>Inspections</u>		
(1) Smart Phone	\$	350
Total	\$	<u>5,390</u>

Revenue

13. Dog and cat license revenue is unchanged from \$262,923 in FY 2022 to \$262,923 in FY 2023 based on FY 2022 budget. This projection for the budget year remains the same as FY 2022 due to past history of fees remaining level for the first year of a fee increase.
14. Business license revenue is unchanged from \$143,528 in FY 2022 to \$143,528 in FY 2023 based on FY 2022 budget.
15. Weed enforcement decreased from \$3,426 in FY 2022 to \$0 in FY 2023. This decrease is due to enforcement of overgrown grass & weed complaints moving to Housing and Community Development (\$-3,426).
16. Iowa District Court Fines increased from \$25,000 in FY 2022 to \$27,973 in FY 2023. FY 2021 actual was \$27,248. This revenue represents the reimbursement of the cost of Court Costs and Record Fees

for municipal infractions fee paid up front by the City and then reimbursed to the City by the Court. The reduction of this revenue can be attributed to fewer citations issued and processed during the pandemic.

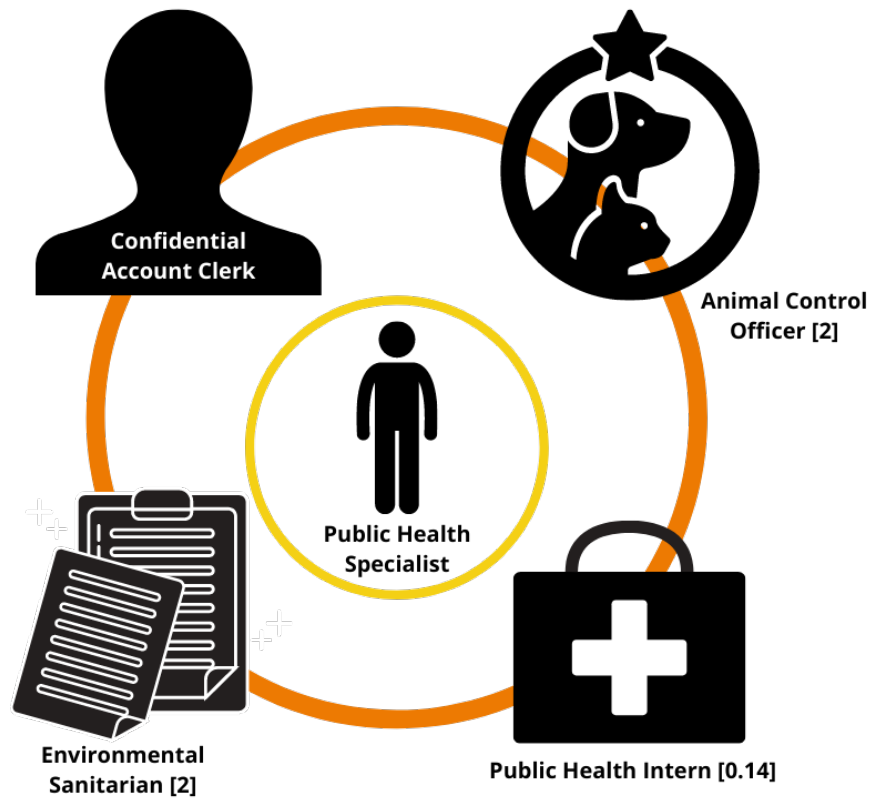
17. Swimming pool inspection revenue is unchanged from \$10,000 in FY 2022 to \$10,000 in FY 2023. This is based on FY 2022 due to a decreased number of opened pools that impacted FY 2021 actual revenue.

Miscellaneous

18. The Animal Control activity is 66.7% self-supporting in FY 2023 versus 69.0% self-supporting in FY 2022.
19. The Inspection of Food Establishments activity is 67.0% self-supporting in FY 2023 versus 75.0% self-supporting in FY 2022.

Health Services

ORGANIZATION CHART



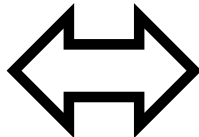
HEALTH SERVICES

Public Health provides an effective service to protect, maintain and promote the physical health, environmental health and well-being of the citizens of the community.

SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

People

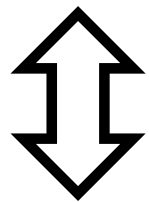
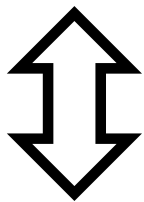
The Health Services Department strives to respond to conditions that affect the overall health of the community in a timely manner.



Planning

The Dubuque County Community Health Needs Assessment and Health Improvement plan is a community-wide effort to assess the community's health needs and decide how to meet them.

The Dubuque County Health Care Preparedness Coalition is a multi-disciplinary partnership that assesses jurisdictional risk and responds cohesively to public health incidents and emergencies.



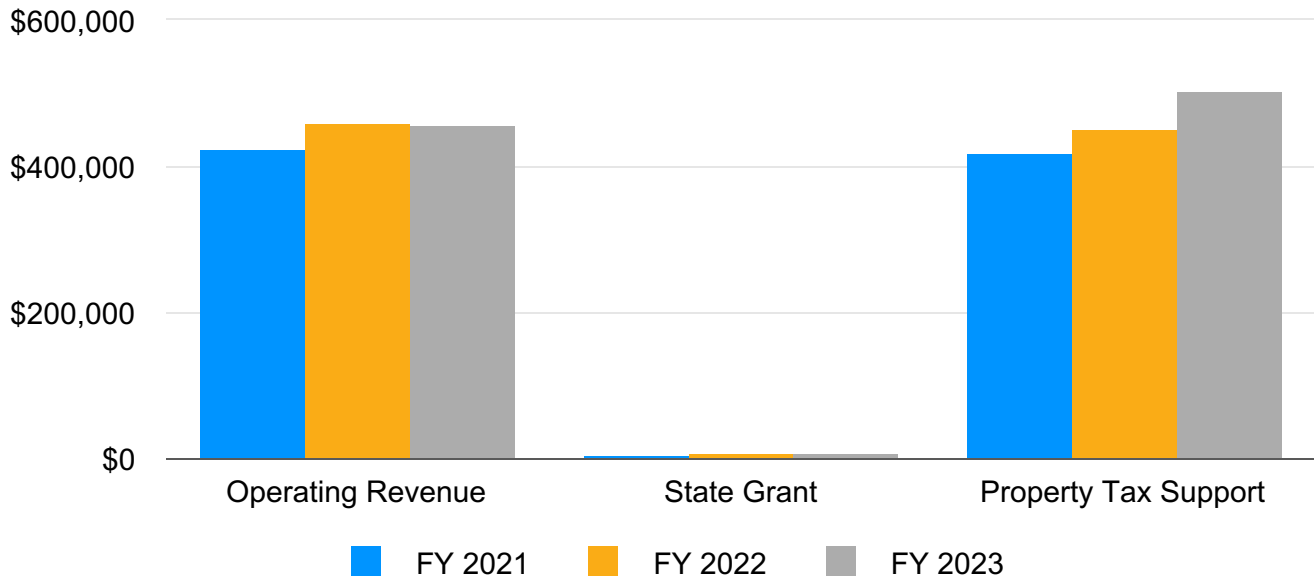
Partnerships

Partnerships allow public health to perform its activities in an effective, efficient, and inclusive manner. Some partners include the Crescent Community Health Center, Iowa Department of Public Health, Dubuque Community Schools, Dubuque Visiting Nurses Association, Dubuque County Health Department, MercyOne Dubuque, Unity Point Health/Finley Hospital, The Community Foundation of Greater Dubuque, local health care providers, and many others.

HEALTH SERVICES

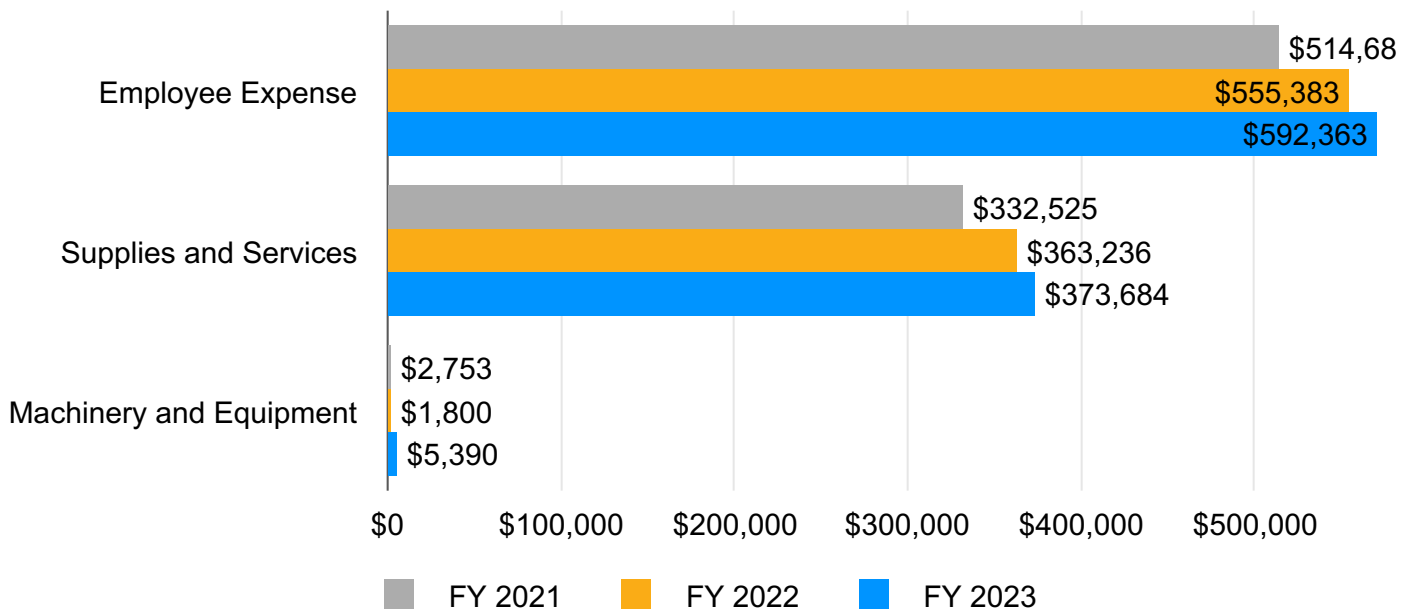
	FY 2021	FY 2022	FY 2023
Full-Time Equivalent	6.14	6.14	6.14

Resources and Property Tax Support



The Health Department is supported by 6.14 full-time equivalent employees, which accounts for 60.98% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 5.54% in FY 2023 compared to FY 2022.

Expenditures by Category by Fiscal Year



HEALTH SERVICES

Administration/Community Health

Mission & Services

Community Health provides assessment, assurance, and policy development to address public health problems and issues in the community. The [Health Services](#) Department works with the [Dubuque County Board of Health](#) to carry out public health essential services necessary for an effective public health system. Responsibilities include evaluating, reviewing, and updating animal, noise, nuisance, sewer, refuse, and food ordinances, policies and workflows enforced by the Health Department.




Health Administration/Community Health Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$283,192	\$272,595	\$288,104
Resources	\$7,020	\$9,468	\$9,482

Health Administration/Community Health Position Summary	
	FY 2023
Public Health Specialist	1.00
Public Health Intern	0.14
Account Clerk	1.00
Total Full-Time Equivalent Employees	2.14

Performance Measures


City Council Goal: Vibrant Community: Healthy and Safe

- 1 Dept. Objective: Ensure accessibility and quality of primary care and population-based health services.

Performance Measure (KPI)	Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	Performance Indicator
Crescent Community Health Center total patients served	8057	6370	7043	8216	
% patients served at or below 100% of poverty level of total demographic in Dubuque	56%	58%	66%	43%	
% of patients served without insurance	30%	48%	53%	48%	


City Council Goal: Vibrant Community- Healthy & Safe

- 2 Dept. Objective: Maintain a Childhood Lead Poisoning Prevention Program

% of children with elevated blood lead levels	<1%	0.9%	N/A	1.2%	
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City Council Goal: Partnerships for a Better Dubuque

- 3 Dept. Objective: Mobilize community partnerships to identify and investigate public health problems and emerging issues

Annual review, maintenance and demonstration (exercising) of Public Health Emergency Response Plan sections	1 section or exercise/year	Communication & notification drill	Risk Communication	Risk Communication	
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HEALTH SERVICES

Environmental Health

Mission & Services

Environmental Health promotes a safe and healthy environment by assuring sanitary conditions and practices in accordance with municipal public health and environmental ordinances, codes and regulations. Responsibilities include responding to complaints, inspecting pools, spas, tanning, and tattoo facilities, and inspecting and licensing food establishments, stands, and mobile units, while assuring compliance with codes and regulations.


Food Inspection/Environmental Health Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$204,315	\$219,966	\$236,657
Resources	\$150,715	\$164,931	\$158,503

Food Inspection/Environmental Health Position Summary	
	FY 2023
Environmental Sanitarian	2.00
Total Full-Time Equivalent Employees	2.00


Performance Measures

City Council Goal: Vibrant Community: Healthy & Safe


- 1 **Dept. Objective: Assure safe and sanitary public swimming pools, spas and tattoo facilities by providing a minimum of one inspection per year within Dubuque County.**

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY 2022 Estimated	Performance Indicator
# of closures of public pool/spa	0	0	0	1	

- 2 **Dept. Objective: All permanent and temporary food establishments, mobile food units and hotels/motels/inns are inspected and licensed through a contract with the Iowa Department of Inspections & Appeals.**

# of new/change ownership food establishments	N/A	68	42	56	N/A
% of food service establishments that do not have accessible or fully stocked hand washing sink	Decrease by 5%	30%	29%	24%	

- 3 **Dept. Objective: Alleviate improper garbage/refuse storage and disposal and other public nuisances through code enforcement.**

# municipal infractions (MIs) issued for nuisance violations.	25	23	NA*	20	
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*did not do nuisance in FY21 due to COVID

HEALTH SERVICES

Animal Control

Overview

Animal Control enforces the City Animal Ordinance which provides for licensing of all cats and dogs, the prohibition of dogs and cats running at-large within the city, inoculation of all dogs and cats against rabies, investigation of animal bites and assurance of proper rabies confinement, prohibition of harboring a vicious or potentially vicious animal or dangerous animal and prohibition of animals causing serious disturbance or nuisance.

Animal Control Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$388,767	\$427,858	\$446,676
Resources	\$274,365	\$295,072	\$298,078

Animal Control Position Summary	
	FY 2023
ANIMAL CONTROL OFFICER	2.00
Total Full-Time Equivalent Employees	2.00



Performance Measures

City Council Goal: Vibrant Community: Healthy & Safe

1 Dept. Objective: Respond to and abate the problems and nuisances of cats and dogs.

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY 2022 Estimated	Performance Indicator
# of citations issued for violations of Animal Control ordinance	N/A	39	54	60	N/A

2 Dept. Objective: Control the spread of rabies among and between animals.


# of Pet Licenses sold	11,000	10,858	11,736	12,111	
# of citations for failure to license a pet	1,700	925	924	1,200	

3 Dept. Objective: Assess and evaluate animal bites, injuries and attacks for determining potentially vicious and vicious animal declarations.

# of animal bites	N/A	218	177	200	N/A
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City Council Goal: Partnerships for a Better Dubuque

4 Dept. Objective: Provide shelter for dogs, cats and other animals without homes in Dubuque.

Maintain agreement with Dubuque Regional Humane Society	Improving	New Agreement	Under contract	Under contract	
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Recommended Operating Revenue Budget - Department Total

17 - HEALTH SERVICES

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
100	42105	BUSINESS LICENSES	143,528	137,445	143,528	143,528
100	42120	ANIMAL LICENSES	173,968	241,314	262,923	262,923
100	42125	CAT LICENSES	14,532	0	0	0
100	42169	TATTOO LICENSES	1,208	3,500	3,000	3,250
100	42235	REFUSE HAULING PERMITS	0	1,600	775	825
100	42325	SWIMMING POOL INSP. FEES	3,394	7,783	10,000	10,000
100	42330	ANIMAL IMPOUNDMENT FEES	8,074	5,970	8,074	8,074
42	LICENSES AND PERMITS	- Total	344,704	397,612	428,300	428,600
100	45701	STATE GRANTS	11,340	6,610	8,802	8,802
45	STATE GRANTS	- Total	11,340	6,610	8,802	8,802
100	51178	CREDIT CARD FEE	36	0	0	0
100	51215	LATE PAYMENT PENALTY	75	0	75	0
100	51987	WEED CUTTING CHARGES	3,426	0	3,426	0
51	CHARGES FOR SERVICES	- Total	3,537	0	3,501	0
100	53201	REFUNDS	158	0	158	0
100	53403	IA DISTRICT COURT FINES	33,406	27,248	25,000	27,973
100	53620	REIMBURSEMENTS-GENERAL	3,202	630	3,202	188
100	53625	REIMBURSEMENTS-TRAINING	508	0	508	500
53	MISCELLANEOUS	- Total	37,274	27,878	28,868	28,661
HEALTH SERVICES - Total			396,854	432,100	469,471	466,063

Recommended Operating Expenditure Budget - Department Total

17 - HEALTH SERVICES

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	263,203	342,878	404,599	424,456
261	61010	FULL-TIME EMPLOYEES	25,622	(18,379)	0	0
100	61020	PART-TIME EMPLOYEES	49,760	37,197	0	0
100	61030	SEASONAL EMPLOYEES	10,759	(79)	0	3,470
100	61050	OVERTIME PAY	3,061	5,057	1,500	7,079
261	61050	OVERTIME PAY	2,742	(2,447)	0	0
100	61070	HOLIDAY PAY	0	0	919	1,162
100	61084	ISOLATION ORDER	0	721	0	0
100	61091	SICK LEAVE PAYOFF	3,292	0	0	0
100	61092	VACATION PAYOFF	7,634	0	0	0
100	61096	50% SICK LEAVE PAYOUT	1,238	1,649	1,238	1,649
100	61310	IPERS	30,623	36,642	38,425	41,274
261	61310	IPERS	2,700	(1,989)	0	0
100	61320	SOCIAL SECURITY	24,910	28,543	31,232	33,573
261	61320	SOCIAL SECURITY	2,094	(1,540)	0	0
100	61410	HEALTH INSURANCE	46,531	81,859	71,676	74,076
261	61410	HEALTH INSURANCE	2,447	(1,935)	0	0
100	61415	WORKMENS' COMPENSATION	5,685	6,211	5,307	4,847
100	61416	LIFE INSURANCE	228	316	349	277
261	61416	LIFE INSURANCE	29	(23)	0	0
100	61651	MEALS NO OVERNIGHT	10	0	0	0
100	61660	EMPLOYEE PHYSICALS	138	0	138	500
61 - WAGES AND BENEFITS			482,707	514,681	555,383	592,363
100	62010	OFFICE SUPPLIES	866	983	1,329	1,342
100	62011	UNIFORM PURCHASES	257	1,643	930	1,000
100	62030	POSTAGE AND SHIPPING	7,843	5,245	8,538	7,943
100	62031	PROCESSING MATERIALS	25	0	25	25
100	62061	DP EQUIP. MAINT CONTRACTS	8,654	9,532	9,532	9,731
100	62063	SAFETY RELATED SUPPLIES	120	172	122	176
100	62067	ANIMAL CONTROL SUPPLIES	135	1,037	1,338	500
100	62090	PRINTING & BINDING	743	3,502	3,558	3,948
100	62110	COPYING/REPRODUCTION	513	433	672	761
100	62130	LEGAL NOTICES & ADS	1,288	429	1,787	1,656
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	0	0	221	221
100	62190	DUES & MEMBERSHIPS	660	945	989	1,370
100	62204	REFUNDS	242	347	350	350
100	62208	GENERAL LIABILITY INSURAN	3,957	4,088	4,320	4,172
100	62230	COURT COSTS & RECORD FEES	28,393	24,892	29,933	27,150
100	62310	TRAVEL-CONFERENCES	3,914	0	8,294	10,549
100	62320	TRAVEL-CITY BUSINESS	609	311	721	1,259
100	62340	MILEAGE/LOCAL TRANSP	8	103	118	175
100	62360	EDUCATION & TRAINING	5,836	992	11,289	13,674
100	62421	TELEPHONE	4,076	4,173	4,076	4,214
100	62424	RADIO/PAGER FEE	316	3,014	323	320
100	62436	RENTAL OF SPACE	1,848	2,046	2,046	2,262
100	62511	FUEL, MOTOR VEHICLE	2,184	2,246	2,722	2,994
100	62521	MOTOR VEHICLE MAINT.	1,425	2,436	2,488	2,485
100	62528	MOTOR VEH. MAINT. OUTSOUR	200	83	1,030	1,030

Recommended Operating Expenditure Budget - Department Total

17 - HEALTH SERVICES

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	62614	EQUIP MAINT CONTRACT	26	26	26	26
100	62663	SOFTWARE LICENSE EXP	164	35	165	150
100	62666	CREDIT CARD CHARGE	61	1,092	1,400	0
100	62667	DATA SERVICES	648	662	432	1,848
100	62668	PROGRAM EQUIP/SUPPLIES	954	789	650	789
100	62671	MISC. OPERATING SUPPLIES	0	0	500	500
100	62683	FIELD OPERATIONS SUPPLIES	124	307	285	307
100	62716	CONSULTANT SERVICES	10,158	6,638	10,158	9,055
100	62725	BILL COLLECTION SERVICES	50,890	52,756	50,890	52,756
100	62727	FINANCIAL SERVICE FEES	600	600	600	600
100	62732	TEMP HELP/CONTRACT SERV.	0	2,383	2,998	2,998
100	62736	CATERING SERVICES	131	0	225	225
100	62761	PAY TO OTHER AGENCY	141,481	196,826	196,341	203,308
100	62780	HAULING SERVICES	1,037	1,054	1,815	1,815
100	62781	LAWN CARE SERVICES	0	704	0	0
62 - SUPPLIES AND SERVICES			280,385	332,525	363,236	373,684
100	71110	MISC. OFFICE EQUIPMENT	7	0	0	0
100	71118	PROJECTOR/CAMERA	1,352	0	0	1,790
100	71120	PERIPHERALS, COMPUTER	0	473	0	0
100	71122	PRINTER	99	0	0	0
100	71124	COMPUTER	0	2,191	0	0
100	71211	DESKS/CHAIRS	1,059	0	750	2,900
100	72418	TELEPHONE RELATED	41	89	1,050	700
71 - EQUIPMENT			2,559	2,753	1,800	5,390
17 - HEALTH SERVICES TOTAL			765,651	849,960	920,419	971,437

Recommended Expenditure Budget Report by Activity & Funding Source

17 - HEALTH SERVICES

HEALTH SERVICES ADMINISTR- 17100

FUNDING SOURCE: MEDIA SERVICE

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
WAGES AND BENEFITS	(26,314)	—	0
CDBG CARES ACT	(26,314)	0	0
EQUIPMENT	124	750	3,250
SUPPLIES AND SERVICES	32,776	14,389	13,917
WAGES AND BENEFITS	151,075	132,992	137,246
HEALTH SERVICES ADMINISTR	183,974	148,131	154,413
ANIMAL CONTROL	- 17200		

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	2,629	700	1,790
SUPPLIES AND SERVICES	241,770	258,457	262,090
WAGES AND BENEFITS	144,368	168,701	182,796
ANIMAL CONTROL	388,767	427,858	446,676
INSP. - FOOD ESTBLMNTS - 17300			

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	—	350	350
SUPPLIES AND SERVICES	20,302	27,491	32,053
WAGES AND BENEFITS	184,013	192,125	204,254
INSP. - FOOD ESTBLMNTS	204,315	219,966	236,657
COMMUNITY HEALTH SERV. - 17400			

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	25,865	52,657	55,309
WAGES AND BENEFITS	61,539	61,565	67,598
COMMUNITY HEALTH SERV.	87,405	114,222	122,907
LEAD PAINT PROGRAM - 17500			

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	11,813	10,242	10,315
WAGES AND BENEFITS	—	—	469
LEAD PAINT PROGRAM	11,813	10,242	10,784
HEALTH SERVICES TOTAL	\$849,960	\$920,419	\$971,437

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

17 HEALTH SERVICES DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	7700	GE-37	PUBLIC HEALTH SPECIALIST	1.00	97,912	1.00	99,360	1.00	102,582
100	7500	GE-32	ENVIRONMENTAL SANITARIAN	2.00	141,324	2.00	136,054	2.00	143,979
100	7400	GE-29	ANIMAL CONTROL OFFICER	2.00	114,270	2.00	119,428	2.00	126,530
100	225	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	39,588	1.00	49,757	1.00	51,365
TOTAL FULL TIME EMPLOYEES				6.00	393,094	6.00	404,599	6.00	424,456
61030 Seasonal Employee Expense									
100			PUBLIC HEALTH INTERN	0.14	0	0.14	0	0.14	3,470
TOTAL SEASONAL EMPLOYEES				0.14	0	0.14	0	0.14	3,470
TOTAL HEALTH SERVICES				6.14	393,094	6.14	404,599	6.14	427,926

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2021		FY 2022		FY 2023		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Health Services Administration-General Fund											
10017100	61010	100	225	GE-25	CLERK	1.00	\$ 39,588	1.00	\$ 49,757	1.00	\$ 51,365
10017100	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 48,956	0.50	\$ 49,680	0.50	\$ 51,291
Total						1.50	\$ 88,544	1.50	\$ 99,437	1.50	\$102,656
Community Health Services - FT General Fund											
10017400	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 48,956	0.50	\$ 49,680	0.50	\$ 51,291
Total						0.50	\$ 48,956	0.50	\$ 49,680	0.50	\$ 51,291
Community Health Services - Seasonal General Fund											
10017400	61030	100		NA-10	PUBLIC HEALTH INTERN	0.14	\$ —	0.14	\$ —	0.14	\$ 3,470
Total						0.14	\$ —	0.14	\$ —	0.14	\$ 3,470
Inspection of Food Est./Environmental - FT General Fund											
10017300	61010	100	7500	GE-32	ENVIRONMENTAL SANITARIAN	2.00	\$ 141,324	2.00	\$ 136,054	2.00	\$143,979
10017300	61010	100	7375	GE-27	ENVIRON.SANITARIAN ASST	—	\$ —	—	\$ —	—	\$ —
Total						2.00	\$ 141,324	2.00	\$ 136,054	2.00	\$143,979
Animal Control-FT General Fund											
10017200	61010	100	7400	GE-29	ANIMAL CONTROL OFFICER	2.00	\$ 114,270	2.00	\$ 119,428	2.00	\$126,530
Total						2.00	\$ 114,270	2.00	\$ 119,428	2.00	\$126,530
TOTAL HEALTH SERVICES DEPT.						6.14	\$ 393,094	6.14	\$ 404,599	6.14	\$427,926

Capital Improvement Projects by Department/Division					
Health Services					
CIP Number	Capital Improvement Project Title	FY 20 Actual Expense	FY 21 Actual Expense	FY 22 Adopted Budget	FY 23 Recomm'd Budget
2602778	CRESCENT HEALTH CENTER	200,000	100,000	—	—
Health Services	TOTAL	200,000	100,000	0	0

Library

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LIBRARY DEPARTMENT

	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested	% Change From FY 2022 Budget
Budget Highlights				
<u>Expenses</u>				
Employee Expense	2,283,002	2,665,902	2,730,555	2.4%
Supplies and Services	1,013,046	1,128,433	1,197,754	6.1%
Machinery and Equipment	59,494	81,259	67,472	-17.0%
Subtotal	3,355,542	3,875,594	3,995,781	3.1%
Debt Service	309,455	226,591	225,380	-0.5%
Total Requirements	3,664,997	4,102,185	4,221,161	
<u>Resources</u>				
Library Gift Trusts	66,365	77,402	35,650	-53.9%
Sales Tax 20% for Debt Abatement	22,528	19,741	19,380	-1.8%
TIF Revenue for Debt Abatement	202,400	206,850	206,000	-0.4%
Operating Revenue	58,717	39,805	53,361	34.1%
Total Revenue	350,010	343,798	314,391	-8.6%
Property Tax Support	3,314,987	3,758,387	3,906,770	148,383
Percent Increase (Decrease)				3.9%
Percent Self Supporting	1.8 %	1.0 %	1.3 %	
Personnel - Authorized FTE	35.64	35.64	35.15	

Improvement Package Summary

1 of 2

This improvement request is for a part time (0.50 FTE) Marketing Coordinator position in the Admin Department. The Library's mission is to improve the quality of life by providing resources for individual enjoyment, enlightenment, knowledge, and that enhance the literacy of youth. Libraries are consistently struggling to fight through the noise to reach community members and share all the fabulous resources available to them at their public library. Employing a part-time marketing coordinator that is skilled and trained to engage our citizens via social media, engage with staff to share resources with the community using a focused, consistent message and brand is a top priority. Previously, a marketing firm was used, with uninspiring results. Having a dedicated staff member in a permanent, general fund position and not on a temporary contract is a top priority for the Library Board of Trustees. The Library Board of Trustees has previously approved the temporary contract to provide these skills to our community through gift funds. To assure longevity and stability in the position the Carnegie-Stout Board of Trustees has a goal to see the position funded via the general fund. This would also free up gift funds to use for items that can impact the community in different ways. The request supports the City Council Goals of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities by providing a consistent voice and brand for the Carnegie-Stout Public Library, the City of Dubuque, and sharing the wealth of resources and activities our residents can enjoy.

Related Cost: \$ 35,304 Tax Funds

Property Tax Impact: \$ 0.0139 0.14%

Activity: Library Administration

Recurring

Recommend - No

2 of 2

This improvement request is for a full-time position in the Information Technology Activity focusing on Maker Space programming and outreach. The Information Technology Activity oversees the collection in the Maker Space and facilitates public use during all Library hours as well as planned programs. The Library's mission is to improve the quality of life by providing resources for individual enjoyment, enlightenment, knowledge, and that enhance the literacy of youth. The Information Technology Activity currently serves this goal with two part-time Library Assistant (GE-25) positions in the Maker Space. The Maker Space collection includes high-tech equipment that is out of reach for most patrons but can be accessed and trained on in the Library. However, current staffing levels leave the space unattended for 34% of Library hours and limits our ability to provide off-site programs. The situation is compounded with the high level of skill that is needed to service and instruct patrons on the use of the equipment. The part-time positions do not attract applicants with the skills already and training takes over a year. Historically part-time staff leave the position not long after their training is complete starting the cycle over. As a result, the Maker Space has spent most of its existence without fully trained staff. Transitioning the two Library Assistants (GE-25) part-time 20 hour positions to one full-time Lead Library Assistant (GE-27) position would provide an anchor of knowledge in the space while reaching the goal of full staffing. With these hours available and the ability to retain talent we would be able to increase our monthly programs for patrons to at least 36 and would enable us to engage in off-site programs and outreach. This position would also free up time in the Information Technology Activity, which would be used to offer at least 24 more general technology courses for continuing education. There is a reoccurring cost increase and additional budget impact of \$26,420 in creating this new GE-27 Library Lead Assistant full-time position with Health Benefits and eliminating the two GE-25 Library Assistant part-time positions. This request supports the City Council Goals of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, as well as being a High-Performance City Organization.

Related Expense:	\$ 81,382	Tax Funds	Recurring	Recommend - Yes
Related Savings:	<u>\$ 54,962</u>			
Net Cost:	<u>\$ 26,420</u>			
Property Tax Impact:	\$ 0.032	0.33%		
Activity: Information Technology				

Significant Line Items

Employee Expense

1. FY 2023 employee expense reflects a 3.25% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2022 The employee contribution of 6.29% is unchanged from FY 2022.
3. The City portion of health insurance expense increased from \$1,086 in FY 2022 to \$1,119 in FY 2023 per month per contract which results in annual increase of \$20,852 or 3.04%.
4. 50% Sick Leave Payout increased from \$3,669 in FY 2022 to \$5,882 in FY 2023 based on FY 2021 actual. 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.
5. Overtime is unchanged from \$27,299 in FY 2022 to \$27,299 in FY 2023. FY 2021 actual was \$6,944.

6. In FY 2022, two part-time Library Assistants were moved from Circulation to Information Technology (1.0 FTE) to meet the increased demand for Maker's Space services. In FY 2023, those positions are being returned to their previous activities.

Supplies & Services

7. Data Processing Equipment Maintenance Contracts increased from \$85,609 in FY 2022 to \$104,561 in FY 2023. FY 2021 actual was \$103,028. The items included are as follows:

Contract	Fiscal Year 2022 Budget	FY 2023 Requested	% Change From FY 2022 Budget
Overdrive Platform for Digital Material	\$ 6,120	\$ 6,319	3.25 %
Websense Spam Filter (65 Licenses)	\$ 1,625	\$ 1,625	— %
Talking Tech Maintenance	\$ 4,500	\$ 4,500	— %
Techlogic Hardware & Software	\$ 8,514	\$ 2,300	(72.99)% (a)
Sophos Firewall Maintenance	\$ 3,051	\$ 3,051	— %
Bywater ILS Support & Development	\$ 28,600	\$ 28,000	(2.10)%
Catalog Updates	\$ 2,112	\$ 2,112	— %
Security System Patches/Updates	\$ 2,631	\$ 2,631	— %
Globalcom Security Contract	\$ 1,200	\$ 1,800	50.00 % (b)
GO Daddy Accounts	600	1,500	150.00 % (c)
PC Res Upgrades		7,199	(d)
Envisionware Internet Management	3,300	—	(100.00)% (e)
VM Ware	\$ 4,870	\$ 4,774	(1.97)%
Network Support	\$ 6,936	\$ 11,922	71.89 % (f)
Website Maintenance	\$ 5,600	\$ —	(100.00)% (g)
Infrastructure Switches Support	\$ 9,360	\$ 22,860	144.23 % (h)
Various Small Contracts	\$ 1,086	\$ 1,086	— %
Veritas Backup Solution	\$ 1,468	\$ 145	(90.12)% (i)
Envisionware Credit Card Fees	\$ 1,188	\$ 537	(54.80)%
Meraki Wireless Gateway	\$ 1,818	\$ 2,200	21.01 %
GoToMyPC License	\$ 75	\$ —	(100.00)%
Total	\$ 94,654	\$ 104,561	22.14 %

(a) Techlogic Hardware and Software decrease based on renegotiating the contract and dropping maintenance fees on a few products no longer needed.

(b) Globalcom Security Contract fees increased due to an increase in security cameras.

(c) GoDaddy increase due to new SSL certifications for Dubuque Wiki, The Bridge reading site, and the Carnegie Stout website.

(d) PC Res Upgrades is new and required since the current vendor is no longer updating software. TBS will be servicing the library's needs.

(e) Envisionware Internet Management decrease due to switching to TBS

(f) Network Support - includes Faronics, library calendar, Remote PC, Proquest, Plimus, Adobe, and Avast Cloudcare

(g) Website Maintenance contract was discontinued and maintenance is now being done by City staff.

(h) Infrastructure switches support increased due to quoted cost to support SAN replacement. Cost includes barcode switch and set up, MC upgrades, and SAN support.

(i) Veritas Backup Solution decreased based on savings from available discount.

8. Office Supplies increased from \$18,746 in FY 2022 to \$20,203 in FY 2023. Increases due to needing new library cards in FY 2023.
9. Postage decreased from \$19,749 in FY 2022 to \$19,024 in FY 2023 based on FY21 budget.
10. Electricity increased from \$83,217 in FY 2022 to \$84,465 in FY 2023 based on FY 22 budget plus (1.5%)%. Reviewed prior three years usages for projected expenses.
11. Gas increased from \$24,906 in FY 2022 to \$25,372 in FY 2023 based on FY 2019 actual plus 8.6%. Reviewed prior three years usages for projected expenses.
12. Speakers and Programs increased from \$17,229 in FY 2022 to \$18,585 in FY 2023 based on FY 2021 Adopted Budget.
13. Property Maintenance increased from \$30,793 in FY 2022 to \$34,280 in FY 2023 based on FY 2021 plus 5%
14. HVAC Maintenance decreased from \$22,918 in FY 2022 to \$18,478 in FY 2023 based on FY 2021 actual.
15. Library Video Materials unchanged from \$66,470 in FY 2022 to \$66,470 in FY 2023 based on FY 2022 Budget.
16. Data Processing increased from \$29,276 in FY 2022 to \$30,413 in FY 2023 based on FY 2021 actual plus 5%.
17. Property Insurance increased from \$30,748 in FY 2022 to 33,661 in FY 2023 based on an expected increase of 9.47%
18. Temporary Help Contract Services increased from \$17,678 in FY 2022 to \$28,050 in FY 2023. This line item represents the time having an Americorps member work in outreach in children's services. Funds have not been fully expended in years past, but expect to do so in FY2023.
19. Online Information Service increased from \$52,262 in FY 2022 to \$74,845 in FY 2023 based on FY 2021 of \$64,500. This line item includes subscriptions to informational databases, online newspapers and periodicals, one subscription to Ingram Library Service software to assist with the selection and acquisition of new material, and one subscription to the homework help database "Tutor.com."
20. Library materials, excluding materials purchased by Library trust funds, increased from \$426,214 in FY 2022 to \$434,567 in FY 2023. Library materials are budgeted as follows:

Library Materials	FY 2021 Actual	Fiscal Year 2021 Budget	Fiscal Year 2022 Budget	FY 2023 Requested	Change From FY 2022 Budget
Books	\$ 199,421	\$ 202,276	\$ 213,639	\$ 213,639	— %
Book Club	\$ 2,958	\$ 2,114	\$ 2,135	\$ 2,135	— %
Audiobooks	\$ 74,496	\$ 71,580	\$ 82,368	\$ 85,580	3.90 %
e-Books	\$ 57,581	\$ 46,083	\$ 52,223	\$ 57,243	9.61 %
Continuations	\$ 12,664	\$ 33,187	\$ 35,677	\$ 35,677	— %
Periodicals	\$ 34,220	\$ 35,979	\$ 40,172	\$ 40,293	0.30 %
Total	381,340	391,219	426,214	434,567	1.96 %

The library reviews the total materials budget when purchasing and budgeting for the various formats of material and allocates the funds to meet demand. The Library and Trade Book Almanac (formerly The Bowker Annual) and School Library Journal publishes a library materials price index each year. In planning for Fiscal Year 2023, hardcover books are projected to increase 1.5% for Adult and 6.14% for children, mass market paperback books are projected to increase 1.5%, library binding is projected to increase 25.74%, e-Books are projected to increase 6.5%, CD audio books are projected to increase 6.5%, serials/continuations are projected to increase 6%, periodicals are projected to increase 6.7%, and graphic novels/comics are projected to decrease 4%.

21. General Library Trust expense decreased from \$77,402 in FY 2022 to \$35,650 in FY 2023. The balance of the Expendable Library Gift Trust Fund as of October 31, 2021 was \$1,109,732. The breakout of the balance by each Expendable Library Gift Trust Fund is as follows:

Library Gift Trust	10/31/2021 Balance
General Gift Trust	\$ 128,278
Walton Gift Trust	\$ 7,428
Maker Space Gift Trust	\$ 114
Mutschler Gift Trust	\$ 973,912
Total	\$ 1,109,732

Library Trust expenses budgeted include:

Library Trust Fund Budget	FY 2022	FY 2023
Part-Time Marketing Coordinator	\$ 33,300	\$ — *
Workers Compensation	\$ 71	\$ 56
Office Supplies	\$ 500	\$ 6,870
Printing & Binding	\$ 1,276	\$ 1,072
Copying	\$ 800	\$ —
Program Supplies	\$ 4,357	\$ 4,558
Speakers/Programs	\$ 8,000	\$ 8,000
Promotion	\$ 6,000	\$ 6,000
Online Info Service	\$ 6,000	\$ 6,000
Library Books	\$ 1,000	\$ 1,000
Property Maintenance	\$ 4,000	\$ —
Office Equipment	\$ 750	\$ —

Library Trust Fund Budget	FY 2022	FY 2023
Tablet	\$ 400	\$ —
Software	\$ 500	\$ —
Computer	\$ 8,000	\$ —
Catering	\$ 2,000	\$ 2,000
Sales Tax	\$ 448	\$ 94
Total	\$ 77,402	\$ 35,650

*** Part-time Marketing Coordinator is a two-year position thru Fiscal Year 2021. A continuation of that position is being requested in FY 2023**

Machinery & Equipment

22. Equipment replacement items include (\$67,472):

<u>Administration</u>	
Microwave	\$ 300
Chairs	\$ 900
(2) Desk phones	\$ 500
<u>Adult Services</u>	
Chairs	\$ 4,500
Laminator	\$ 3,100
<u>Circulation Services</u>	
Book Carts (9)	\$ 1,000
<u>Information Technology</u>	
Security Cameras (7) and DVR	\$ 7,400
Coin Op - Copy Machine	\$ 2,545
Tech Logic Security Gate	\$ 20,000
Analog DVR	\$ 9,500
<u>Technical Services</u>	
Book Carts (2)	\$ 400
Label Printer for Barcodes	\$ 390
<u>Maintenance Services</u>	
Lighting Equipment (151)	\$ 2,718
Water Cooler	\$ 4,000
Side Chairs	\$ 10,219
Total Equipment	<u>\$ 67,472</u>

Debt Service

23. FY 2023 annual debt service includes the following (\$225,380)

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 206,000	2016B	GDTIF	Renovation	2023	2023
\$ 4,087	2019C	Sales Tax 20%	Improvements	2027	2022
\$ 15,293	2021A (2012E)	Sales Tax 20%	Improvements	2027	2019
\$ 225,380	Total Library Annual Debt Service				

Revenue

24. Book Fines increased from \$600 in FY 2022 to \$10,600 in FY 2023 and is based on FY2021 actual. For FY 2023, this line item is budgeted to include damaged and lost items which were not previously budgeted.
25. Nonresident Fees increased from \$18,000 in FY 2022 to \$24,603 in FY 2023 based on State legislature limits.
26. Copy Services Charges decreased from \$12,000 in FY 2022 to \$8,100 in FY 2023. There is an expectation that this revenue will decrease as more patrons use electronic devices.
27. County Payments increased from \$2,300 in FY 2022 to \$3,500 in FY 2023. This line item represents proceeds from the 28E agreement to provide library services to communities in the county that do not have libraries and are not covered by the County Library. The amount is based on circulation and a base.

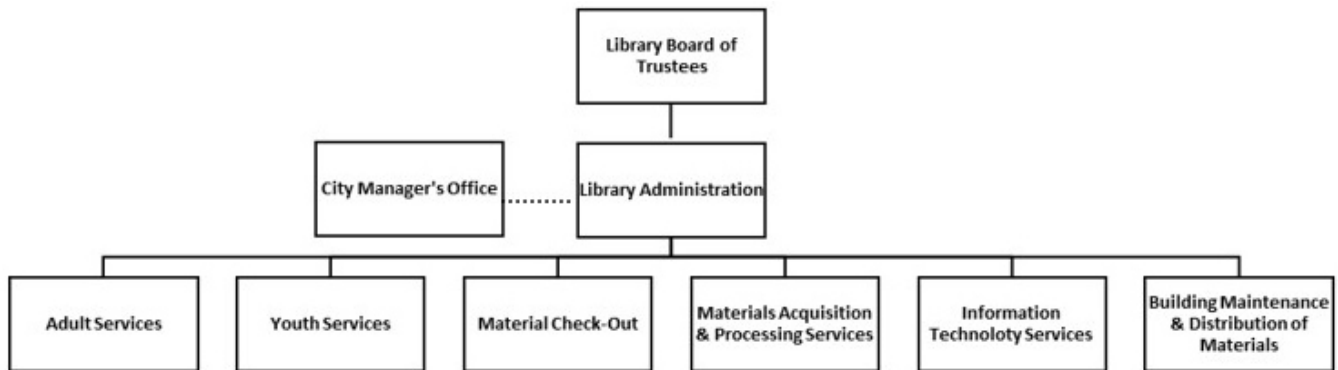
Miscellaneous

28. The Library is 1.3% self-supporting in FY 2023 as compared to 1.0% self-supporting in FY 2022.

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CARNEGIE-STOUT PUBLIC LIBRARY

The Carnegie-Stout Public Library strives to improve the quality of life by providing resources that enhance and contribute to individual enjoyment, enlightenment, knowledge and that enhance the literacy of youth.



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

People: Library staff members provide outreach through the delivery of materials to homebound residents, residential care facilities, nursing homes, Elm Street Correctional facility, and through the Bicycle Library. Services are provided at the Boys and Girls Club, Jefferson, Washington, and Eleanor Roosevelt Middle Schools, the Multicultural Family Center, and at pop-up locations via the Bike Library.

Planning: The Library Board will create a new strategic plan, which will be implemented in FY 2021

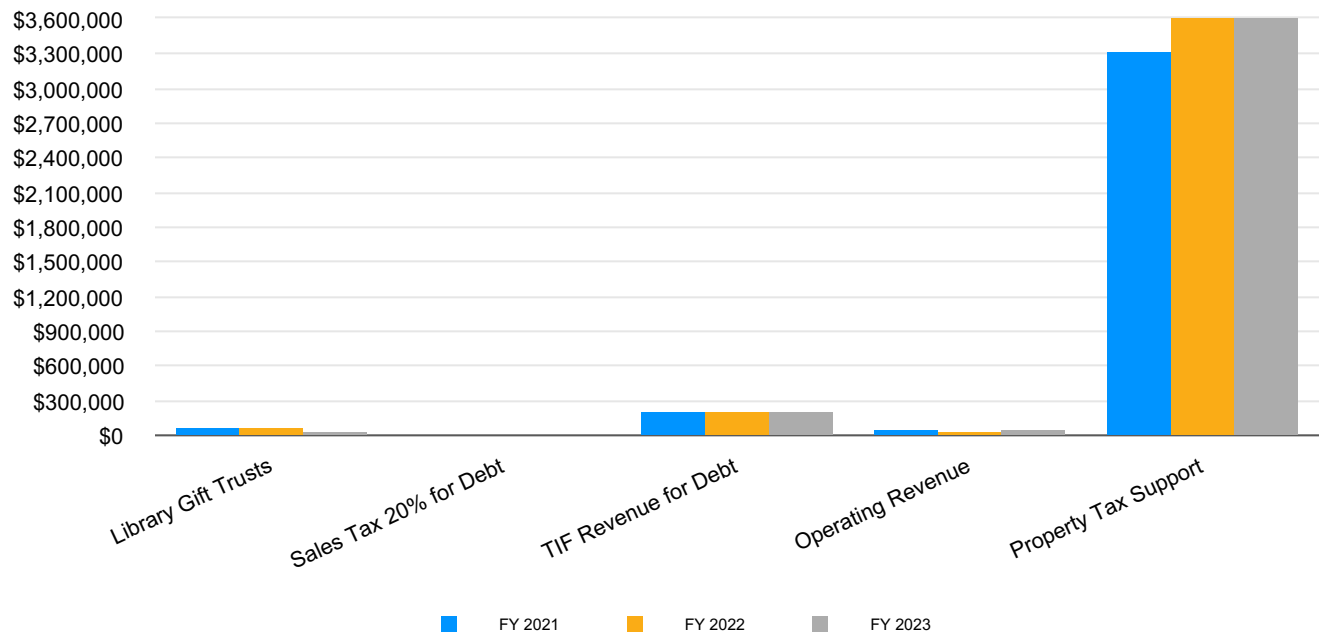
Partnerships:

- Educational organizations: Dubuque Community School District, local colleges and universities and the public libraries in Dubuque County.
- Community non-profit organizations: Boys and Girls Club, Family History Center, AmeriCorps, AARP Foundation, Iowa Workforce Development, Quilts of Valor Foundation, Parents as Teachers, and more.
- Local businesses: Hy-Vee grocery stores, Kennedy Mall, KDTH Radio, Sedona Staffing, local credit unions and banks, and many retail businesses.

CARNEGIE-STOUT PUBLIC LIBRARY

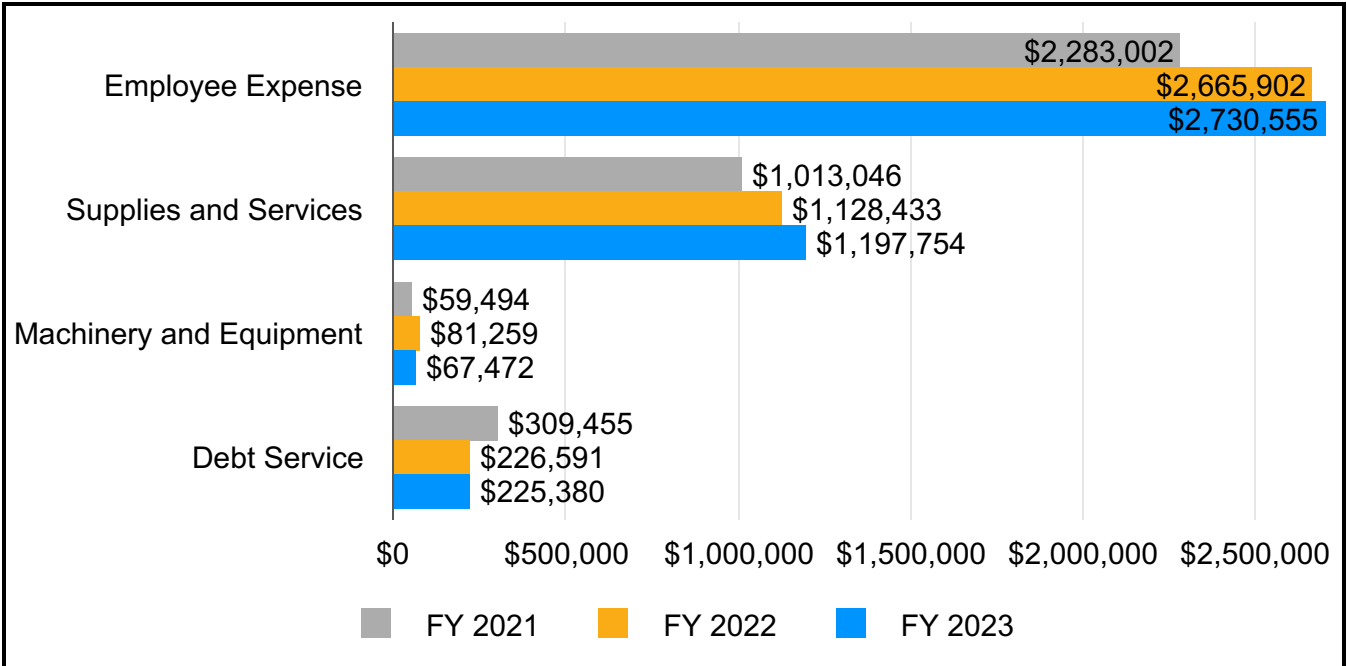
	FY 2021	FY 2022	FY 2023
Full-Time Equivalent	35.64	35.64	35.15

Revenue and Property Tax Support



The Carnegie-Stout Public Library is supported by 35.15 full-time equivalent employees, which accounts for 64.69% of the department expense as seen below. Overall, the department expenses are expected to increase by 2.90% in FY 2023 compared to FY 2022.

Expenditures by Category by Fiscal Year



CARNEGIE-STOUT PUBLIC LIBRARY

Adult Services

Mission & Services

Provides and promotes Library services and collections for adult citizens of Dubuque for the purpose of supplying information, encouraging recreational reading, listening and viewing, and enhancing intellectual development.



Adult Services Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$1,530,320	\$1,786,691	\$1,848,260
Resources	\$2,585	\$2,375	\$2,585

Adult Services Position Summary	
	FY 2023
Librarian I - FT	4.00
Librarian I - PT	0.07
Library Director	1.00
Librarian II	1.00
Library Aide - FT	4.00
Library Aide - PT	1.00
Administrative Assistant	1.00
Custodian	0.13
Clerical Assistant	0.25
Confidential Account Clerk	0.63
Total FT Equivalent Employees	13.08

Performance Measures




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

- 1 **Activity Objective: Provide users with convenient access to information, services, and entertainment through technology.**

Performance Measure (KPI)	Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
# of electronic informational resources accessed	95,000	85,873	95,000	236,586	200,000	
Total internet and wireless use	108,000	107,583	108,00	77,847	80,000	

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

- 2 **Activity Objective: Provide materials that are relevant to the needs and interests of library users and the community + a wide range of informational/recreational programs to interest adults.**

# of check outs of digital materials (e-books, e-audio, streaming video, music)	115,000	85,356	120,059	118,621	115,000	
# of attendees to programs	4,600	4,604	4,300	999	2,500	
# of programs held for adults	130	138	65	57	45	

CARNEGIE-STOUT PUBLIC LIBRARY

Youth Services

Mission & Services

Provides and promotes Library services and collections for youth ages 0-17 to enhance early childhood literacy, encourage lifelong reading, and meet the informational and recreational needs for children and young adults.



Youth Services Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$420,288	\$619,535	\$658,895
Resources	\$0	\$0	\$0

Youth Services Position Summary	
	FY 2019
Librarian II	1.00
Administrative Assistant	1.00
Library Aide - FT	2.00
Library Aide - PT	0.69
Library Clerk	2.57
Total FT Equivalent Employees	7.26

Performance Measures



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

- 1 **Activity Objective: Provide new informational and recreational material to youth to increase enjoyment of reading while maintaining and enhancing literacy skills.**

Performance Measure (KPI)	Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
# of children's items checked out	145,000	139,870	145,645	147,217	145,000	
# of young adult materials checked out	13,500	11,072	13,000	12,968	12,000	

City Council Goal: Partnerships for a Better Dubuque

- 2 **Activity Objective: Partner with other agencies to bring library programs to underserved youth.**

# of programs provided to area child care centers through Americorps	160	165	150	108	100	
# of programs delivered for Leadership Enrichment After-School Program (LEAP)	24	21	24	0	0	

CARNEGIE-STOUT PUBLIC LIBRARY

Materials Check-Out and Distribution

Mission & Services

Enable residents of Dubuque to apply for and receive a library card and to borrow materials in an atmosphere of courteous and friendly attentiveness, maintain the borrower records for the Library, and provide outreach to facilities with home-bound residents.




Materials Check-Out Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$853,073	\$880,996	\$925,810
Resources	\$56,132	\$37,430	\$50,776

Materials Check-Out Position Summary	
	FY 2023
Circulation Manager	1.00
Library Lead Assistant	0.63
Custodian - FT	1.00
Custodian - PT	0.13
Clerical Assistant	0.25
Library Assistant	6.30
Library Clerk	1.00
Total FT Equivalent Employees	10.31



Performance Measures

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

- 1 **Activity Objective: Accurately maintain library materials and records so every library user may fully enjoy all available resources & improve on-time returns.**



Performance Measure (KPI)	Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
# of items available for library users	255,000	254,057	255,000	183,553	185,000	
# of registered borrowers (as % of population)	41,000 (71%)	44,205 (75%)	41,000 (71%)	40,152 (69%)	42,000	
% of checked out items returned late	18%	19%	20%	25%	20%	

- 2 **Activity Objective: Outreach and material delivery to nursing homes, residential care facilities, and remote drop-off and pick-up sites for residents unable to visit the library.**

# of visits to nursing homes/residential care facilities	9	9	9	49	25	
# of deliveries to homebound residents	170	128	158	247	165	

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

- 3 **Activity Objective: Provide users with access to a wealth of current information.**

# of times visitors accessed informational databases	90,000	85,873	90,000	79,716	80,000	
# of issues of archived Telegraph Herald newspapers viewed	167,000	162,730	130,390	156,870	160,000	

CARNEGIE-STOUT PUBLIC LIBRARY

Information Technology Services

Mission & Services

Information Technology Services provides a knowledgeable and competent staff offering direction and support for the entire scope of technology in the library and online for enhanced patron access. This scope includes the Maker Space, desktop support, database programming, network administration, and server maintenance.



Information Technology Services Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$465,758	\$487,046	\$502,609
Resources	\$0	\$0	\$0

Information Technology Services Position Summary	
	FY 2023
Lead Application Network Analyst	1.00
User Support Specialist	1.00
Makerspace Assistant	1.00
Maintenance Worker	1.00
Information Services Intern	0.50
Total FT Equivalent Employees	4.50

Performance Measures

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

- 1 **Activity Objective: Provide users with convenient access to information, services, and entertainment through technology.**

Performance Measure (KPI)	Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
# of one-on-one technology-based classes offered	90	70	156	47	60	
# of technology troubleshooting sessions with individual library patrons	225	223	66	48	60	

MakerSpace: Did you know you can check out the following from MakerSpace in the library?

iPads | Macbook Pro | 3D Printers | Apple TVs | Chromecast | Button Maker | Virtual Reality | VHS to DVD Converter | Slide & Film to DVD Converter | GoPro Cameras | Video Cameras | Makey Makey Controllers | Ozobots | Snap Circuits | Green Screen | Cricut Machine | Cuddlebug | Sewing Machines | Embroidery Machine | Adobe Creative Cloud Software | Raspberry Pi Mini-Computers | Crafting Supplies | Jewelry-Making Equipment | Kindles | Retro Gaming System | Hot Spots | Projector | Microphones | Digital Cameras | WhisperRoom...and more!

Recommended Operating Revenue Budget - Department Total

36 - LIBRARY

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
295	43110	INVESTMENT EARNINGS	21,743	9,318	21,743	9,318
550	43110	INVESTMENT EARNINGS	361	148	361	148
43	USE OF MONEY AND PROPERTY - Total		22,104	9,467	22,104	9,466
100	46115	COUNTY PAYMENT - LIBRARY	0	0	2,300	3,500
46	LOCAL GRANT AND REIMBURSE - Total		0	0	2,300	3,500
100	51921	INTERLIBRARY LOAN FEES	10,246	1,836	2,330	1,548
100	51922	NONRESIDENT FEES-LIBRARY	14,835	26,707	18,000	24,603
100	51924	RESIDENT FEES-LIBRARY	732	573	400	523
295	51949	ART FEES	8,976	3,558	7,536	3,558
100	51953	MEETING ROOM FEES	3,077	2,852	3,600	2,300
100	51981	COPY SERVICE CHARGES	8,525	8,397	12,000	8,100
51	CHARGES FOR SERVICES - Total		46,391	43,922	43,866	40,632
295	53103	CONTRIBUTIONS	460	36	460	36
100	53201	REFUNDS	4,912	1,494	475	1,324
295	53201	REFUNDS	98,997	32,572	300	32,572
550	53201	REFUNDS	158	247	158	247
100	53406	BOOK FINES	11,319	12,366	600	10,600
100	53605	MISCELLANEOUS REVENUE	339	4,042	100	412
100	53620	REIMBURSEMENTS-GENERAL	156	451	0	451
53	MISCELLANEOUS - Total		116,341	51,207	2,093	45,642
400	54210	GO BOND PROCEEDS	38,900	84,526	0	0
400	54220	BOND DISCOUNT	1,762	515	0	0
54	OTHER FINANCING SOURCES - Total		40,662	85,041	0	0
400	59240	FR DOWNTOWN TIF	202,800	202,400	206,850	206,000
400	59350	FR SALES TAX CONSTRUCTION	19,725	22,528	19,741	19,380
59	TRANSFER IN AND INTERNAL - Total		222,525	224,928	226,591	225,380
LIBRARY - Total			448,023	414,565	296,954	324,620

Recommended Operating Expenditure Budget - Department Total

36 - LIBRARY

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	1,258,217	1,115,989	1,392,154	1,483,882
100	61020	PART-TIME EMPLOYEES	539,610	546,892	592,343	567,318
295	61020	PART-TIME EMPLOYEES	26,437	29,630	28,439	0
100	61030	SEASONAL EMPLOYEES	14,921	12,443	0	0
100	61050	OVERTIME PAY	12,921	6,944	27,299	27,299
100	61083	COVID19 EMP NON-WORK	10,694	0	0	0
100	61085	SELF QUARANTINE HEALTH	0	2,040	0	0
100	61086	SYMPTOMS SEEK DIAGNOSIS	0	30	0	0
100	61092	VACATION PAYOFF	1,741	8,603	0	0
100	61095	PARENTAL LEAVE	7,493	15,977	0	0
100	61096	50% SICK LEAVE PAYOUT	3,669	5,882	3,669	5,882
100	61310	IPERS	171,331	160,375	189,084	195,967
295	61310	IPERS	2,496	2,797	2,685	0
100	61320	SOCIAL SECURITY	134,941	126,270	154,185	158,613
295	61320	SOCIAL SECURITY	2,022	2,267	2,176	0
100	61410	HEALTH INSURANCE	205,884	233,624	260,640	281,492
100	61415	WORKMENS' COMPENSATION	11,460	11,673	9,141	8,516
295	61415	WORKMENS' COMPENSATION	0	88	71	56
100	61416	LIFE INSURANCE	1,034	913	1,100	966
100	61417	UNEMPLOYMENT INSURANCE	0	0	1,158	0
100	61651	MEALS NO OVERNIGHT	15	0	0	0
100	61660	EMPLOYEE PHYSICALS	1,758	564	1,758	564
61 - WAGES AND BENEFITS			2,406,645	2,283,002	2,665,902	2,730,555
100	62010	OFFICE SUPPLIES	16,633	15,236	18,746	20,203
295	62010	OFFICE SUPPLIES	3,117	6,870	500	6,870
100	62011	UNIFORM PURCHASES	253	200	288	200
100	62030	POSTAGE AND SHIPPING	12,241	18,651	19,749	19,024
100	62031	PROCESSING MATERIALS	14,666	14,157	18,276	18,276
100	62050	OFFICE EQUIPMENT MAINT	369	406	574	612
100	62060	O/E MAINT CONTRACTS	4,785	7,083	5,390	7,225
100	62061	DP EQUIP. MAINT CONTRACTS	81,023	103,028	85,609	104,561
295	62061	DP EQUIP. MAINT CONTRACTS	0	5,485	0	0
100	62062	JANITORIAL SUPPLIES	4,787	4,420	4,940	4,509
100	62070	OFFICE EQUIP RENTAL	863	863	863	897
100	62090	PRINTING & BINDING	6,518	8,254	12,408	9,820
295	62090	PRINTING & BINDING	1,050	339	1,276	1,072
100	62091	LIBRARY BINDING	918	0	937	937
100	62110	COPYING/REPRODUCTION	6,206	6,009	6,571	10,280
295	62110	COPYING/REPRODUCTION	0	0	800	0
100	62130	LEGAL NOTICES & ADS	6,070	8,855	10,553	8,854
100	62140	PROMOTION	12,829	10,347	12,131	12,131
295	62140	PROMOTION	5,842	1,389	6,000	6,000
100	62190	DUES & MEMBERSHIPS	3,589	1,707	3,507	3,336
100	62204	REFUNDS	287	166	0	166
100	62206	PROPERTY INSURANCE	25,956	28,391	30,748	33,661
100	62207	BOILER INSURANCE	0	0	139	0
100	62208	GENERAL LIABILITY INSURAN	11,283	11,573	12,243	16,159
295	62210	SALES TAX	448	94	448	94
100	62310	TRAVEL-CONFERENCES	11,297	140	18,520	16,831
100	62320	TRAVEL-CITY BUSINESS	1,096	239	2,356	2,356

Recommended Operating Expenditure Budget - Department Total

36 - LIBRARY

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	62340	MILEAGE/LOCAL TRANSP	235	36	897	897
100	62360	EDUCATION & TRAINING	7,343	0	13,425	13,425
295	62360	EDUCATION & TRAINING	0	539	0	0
100	62411	UTILITY EXP-ELECTRICITY	79,254	73,187	83,217	84,465
100	62412	UTILITY EXP-GAS	24,906	29,621	24,906	25,372
100	62415	UTILITY EXPENSE STORMWATR	0	77	0	84
100	62421	TELEPHONE	4,106	4,184	4,119	4,185
100	62431	PROPERTY MAINTENANCE	30,793	34,280	30,793	34,280
295	62431	PROPERTY MAINTENANCE	2,315	0	4,000	0
550	62431	PROPERTY MAINTENANCE	150	0	0	0
100	62433	CUSTODIAL SERVICES	3,027	3,317	3,027	3,317
100	62434	HVAC MAINTENANCE	22,918	18,478	22,918	18,478
100	62435	ELEVATOR MAINTENANCE	2,427	2,427	2,427	2,427
100	62436	RENTAL OF SPACE	378	441	504	441
100	62511	FUEL, MOTOR VEHICLE	750	739	861	947
100	62521	MOTOR VEHICLE MAINT.	301	2,492	307	2,542
100	62605	E-BOOKS	51,101	57,581	52,223	57,243
295	62605	E-BOOKS	8,354	0	0	0
100	62611	MACH/EQUIP MAINTENANCE	233	606	233	606
100	62614	EQUIP MAINT CONTRACT	4,852	4,284	5,843	4,284
100	62650	BOOK CLUB BOOKS	2,084	1,123	2,135	2,135
100	62651	LIBRARY BOOKS	191,803	199,421	213,639	213,639
295	62651	LIBRARY BOOKS	50,149	3,308	1,000	1,000
100	62652	LIBRARY AUDIO/VISUAL	77,911	74,496	82,368	85,580
295	62652	LIBRARY AUDIO/VISUAL	416	0	0	0
100	62653	LIBRARY PERIODICALS	37,294	34,220	40,172	40,293
100	62654	LIBRARY CONT/SERIALS	11,989	12,664	35,677	35,677
100	62655	ON LINE INFO SERVICE	75,479	64,500	52,262	74,845
295	62655	ON LINE INFO SERVICE	128	0	6,000	6,000
100	62656	INTERLIBRARY LOAN	76	0	769	769
100	62659	LIBRARY VIDEO MATERIALS	51,366	62,514	66,470	66,470
295	62659	LIBRARY VIDEO MATERIALS	1,898	1,708	0	0
100	62660	DATA PROCESSING	28,936	31,033	29,276	30,413
100	62664	LICENSE/PERMIT FEES	1,790	1,481	2,202	1,501
100	62666	CREDIT CARD CHARGE	1,455	1,417	1,770	1,417
100	62667	DATA SERVICES	11,022	11,006	10,980	11,078
295	62668	PROGRAM EQUIP/SUPPLIES	4,357	4,558	4,357	4,558
100	62699	CASH SHORT AND OVER	53	22	0	0
400	62713	LEGAL SERVICES	86	0	0	0
400	62721	FINANCIAL CONSULTANT	0	152	0	0
400	62731	MISCELLANEOUS SERVICES	237	224	0	0
100	62732	TEMP HELP/CONTRACT SERV.	4,780	970	17,678	28,050
100	62734	SPEAKERS/PROGRAMS	12,924	17,388	17,229	18,585
295	62734	SPEAKERS/PROGRAMS	23,647	1,547	8,000	8,000
100	62736	CATERING SERVICES	2,701	91	7,770	5,270
295	62736	CATERING SERVICES	1,886	0	2,000	2,000
100	62740	MICROFORMS	3,407	3,000	3,407	3,407
62 - SUPPLIES AND SERVICES			1,073,442	1,013,036	1,128,433	1,197,754
400	62724	BOND PAYING AGENT FEE	19	10	0	0
627 - CONTRACTUAL SERVICES			19	10	0	0

Recommended Operating Expenditure Budget - Department Total

36 - LIBRARY

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	71110	MISC. OFFICE EQUIPMENT	769	9,544	900	5,645
295	71110	MISC. OFFICE EQUIPMENT	0	2,400	750	0
100	71118	PROJECTOR/CAMERA	0	0	14,432	0
100	71120	PERIPHERALS, COMPUTER	0	0	5,500	20,390
295	71120	PERIPHERALS, COMPUTER	600	2,545	400	0
295	71123	SOFTWARE	108	0	500	0
295	71124	COMPUTER	1,200	0	8,000	0
295	71156	FURNITURE	2,279	800	0	0
550	71156	FURNITURE	1,610	0	0	0
100	71211	DESKS/CHAIRS	0	0	0	5,400
100	71212	SIDE CHAIRS	0	0	9,290	10,219
100	71215	STORAGE CABINETS	0	0	11,000	0
100	71221	CARTS	3,169	0	3,000	1,400
100	71312	VAN/PICKUP/WAG REPL	0	28,280	0	0
100	71517	LIGHTING EQUIPMENT	2,000	2,925	2,775	2,718
100	71520	HVAC	0	0	500	0
100	71550	MISCELLANEOUS EQUIPMENT	1,163	0	2,800	4,300
100	71610	CUSTODIAL EQUIPMENT	0	0	9,335	0
100	71616	SNOW BLOWER	0	0	2,800	0
100	72416	VIDEO EQUIPMENT	0	0	6,475	7,400
100	72417	CAMERA RELATED EQUIPMENT	0	0	0	9,500
100	72418	TELEPHONE RELATED	14	0	0	500
100	72421	HEADSETS	0	0	2,802	0
71 - EQUIPMENT			12,912	46,494	81,259	67,472
100	73210	CONST CONTRACT-BLDG	0	13,000	0	0
73 - CIP EXPENDITURES			0	13,000	0	0
400	74111	PRINCIPAL PAYMENT	236,198	285,633	211,568	217,074
400	74112	INTEREST PAYMENT	26,647	23,822	15,023	8,306
74 - DEBT SERVICE			262,846	309,455	226,591	225,380
36 - LIBRARY TOTAL			3,755,864	3,664,997	4,102,185	4,221,161

Recommended Expenditure Budget Report by Activity & Funding Source

36 - LIBRARY

LIBRARY ADMIN. - 36100

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
CIP EXPENDITURES	13,000	—	—
EQUIPMENT	—	—	1,700
SUPPLIES AND SERVICES	41,684	65,795	55,594
WAGES AND BENEFITS	345,209	389,940	393,559
LIBRARY ADMIN.	399,893	455,735	450,853
ADULT SERVICES	- 36200		

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	—	1,000	7,600
SUPPLIES AND SERVICES	428,578	468,457	501,850
WAGES AND BENEFITS	701,849	861,499	887,957
ADULT SERVICES	1,130,427	1,330,956	1,397,407
CHILDREN SERVICES	- 36210		

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	—	1,000	—
SUPPLIES AND SERVICES	124,199	153,579	170,706
WAGES AND BENEFITS	296,088	464,956	488,189
CHILDREN SERVICES	420,288	619,535	658,895
CIRCULATION SERVICES	- 36220		

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	9,544	9,302	1,000
SUPPLIES AND SERVICES	10,673	18,440	20,209
WAGES AND BENEFITS	447,239	437,293	512,093
CIRCULATION SERVICES	467,455	465,035	533,302
LIBRARY RENOVATION DEBT	- 36240		

FUNDING SOURCE: DEBT SERVICE

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
CONTRACTUAL SERVICES	10	—	—
DEBT SERVICE	107,055	19,741	19,380
SUPPLIES AND SERVICES	377	—	—
DEBT SERVICE	107,442	19,741	19,380
MAINTENANCE SERVICES	- 36300		

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	31,205	38,500	16,937

Recommended Expenditure Budget Report by Activity & Funding Source

36 - LIBRARY

SUPPLIES AND SERVICES	204,018	212,285	217,080
WAGES AND BENEFITS	150,395	165,176	158,491
MAINTENANCE SERVICES	385,618	415,961	392,508
YOUTH SERVICES	- 36400		

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	19,351	23,924	24,557
YOUTH SERVICES	19,351	23,924	24,557
LULL LIBRARY TURST	- 36420		

FUNDING SOURCE: LIBRARY GIFTS TRUST

Account	FY20 Actual Expense	FY21 Adopted Budget	FY22 Recomm'd Budget
EQUIPMENT	—	21,807	39,445
SUPPLIES AND SERVICES	110,606	95,654	115,093
WAGES AND BENEFITS	183,912	311,179	288,773
INFORMATION TECHNOLOGY	294,518	428,640	443,311
GENERAL GIFT TRUST	- 36480		

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	5,745	9,650	—
SUPPLIES AND SERVICES	21,516	29,248	30,496
GENERAL GIFT TRUST	27,261	38,898	30,496
WALTON PRESERVATION TRUST- 36490			

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	—	—	—
SUPPLIES AND SERVICES	—	776	776
WALTON PRESERVATION TRUST	—	776	776
JAMES MUTSCHLER TRUST - 36496			

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
WAGES AND BENEFITS	34,782	33,371	56
JAMES MUTSCHLER TRUST	34,782	33,371	56
TECHNICAL SERVICES	- 36500		

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	4,322	4,357	4,322
SPACE MAKER OPERATIONS	4,322	4,357	4,322

Recommended Expenditure Budget Report by Activity & Funding Source

36 - LIBRARY

EQUIPMENT	0	0	790
SUPPLIES AND SERVICES	47,712	55,918	57,071
WAGES AND BENEFITS	123,528	2,488	1,437
TECHNICAL SERVICES	171,240	58,406	59,298
LIBRARY RENOVATION DEBT - 36600			

FUNDING SOURCE: DEBT SERVICE

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
DEBT SERVICE	202,400	206,850	206,000

LIBRARY RENOVATION DEBT \$	202,400	\$	206,850	\$	206,000
LIBRARY TOTAL \$	3,664,997	\$	4,102,185	\$	4,221,161

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

36 LIBRARY DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 118,230	1.00	\$ 120,758	1.00	\$ 115,337
100	8100	GE-34	LIBRARIAN II	2.00	\$ 160,931	2.00	\$ 162,679	2.00	\$ 169,614
100		GE-33	LEAD APPL/NETWORK ANALY	1.00	\$ 75,252	1.00	\$ 77,143	1.00	\$ 79,653
100	8020	GE-32	LIBRARIAN I	4.00	\$ 288,187	4.00	\$ 294,093	4.00	\$ 301,602
100		GE-33	CIRCULATION MANAGER	1.00	\$ 69,001	1.00	\$ 74,507	1.00	\$ 80,441
100	7900	GE-30	LIBRARY AIDE	7.00	\$ 438,156	7.00	\$ 438,334	7.00	\$ 453,817
100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 65,960	1.00	\$ 67,029	1.00	\$ 69,792
100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 55,693	1.00	\$ 56,503	1.00	\$ 58,334
100		GE-27	MAKERSPACE ASSISTANT	—	\$ —	—	\$ —	1.00	\$ 58,334
100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 50,028	1.00	\$ 6,132	1.00	\$ 42,122
100	3345	GE-29	USER SUPPORT SPECIALIST	1.00	\$ 59,016	1.00	\$ 50,356	1.00	\$ 54,836
TOTAL FULL TIME EMPLOYEES				20.00	\$1,380,454	20.00	\$1,347,534	21.00	\$1,483,882
61020 Part Time Employee Expense									
100	8020	GE-32	LIBRARIAN I	0.07	\$ 4,162	0.07	\$ 3,996	0.07	\$ 4,114
100	7900	GE-30	LIBRARY AIDE	1.69	\$ 88,451	1.69	\$ 90,531	1.69	\$ 99,031
100	1400	GE-25	CUSTODIAN-LIBRARY	0.13	\$ 5,844	0.13	\$ 50,752	0.13	\$ 6,464
100		GE-27	LEAD LIBRARY ASSISTANT	0.63	\$ 30,205	0.63	\$ 31,347	0.63	\$ 34,805
100	7850	GE-25	LIBRARY ASSISTANT	7.30	\$ 313,536	7.30	\$ 324,042	6.30	\$ 282,263
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.63	\$ 27,417	0.63	\$ 28,095	0.63	\$ 29,270
100		NA-38	INFORMATION SERVICES INTERN	0.50	\$ 13,718	0.50	\$ 13,926	0.50	\$ 14,376
100		NA-28	CLERICAL ASSISTANT	0.25	\$ 6,713	0.25	\$ 6,812	0.25	\$ 7,031
100	7750	NA-24	LIBRARY CLERK	3.95	\$ 86,437	3.95	\$ 87,462	3.95	\$ 89,964
TOTAL PART TIME EMPLOYEES				15.14	\$ 576,483	15.14	\$ 636,963	14.15	\$ 567,318
61020 Part Time Employee Expense									
295			MARKETING COORDINATOR	0.50	\$ 34,650	0.50	\$ 28,439	—	\$ —
TOTAL PART TIME EMPLOYEES				0.50	\$ 34,650	0.50	\$ 28,439	—	\$ —
TOTAL LIBRARY				35.65	\$1,991,587	35.65	\$2,012,936	35.15	\$2,051,200

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2021		FY 2022		FY 2023		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Library Administration-FT											
10036100	61010	100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 118,230	1.00	\$ 120,758	1.00	\$ 115,337
10036100	61010	100		GE-30	LIBRARY AIDE	1.00	\$ 67,241	1.00	\$ 68,249	1.00	\$ 70,463
10036100	61010	100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 65,960	1.00	\$ 67,029	1.00	\$ 69,792
Total						3.00	\$ 251,431	3.00	\$ 256,036	3.00	\$ 255,592
Library Administration-PT											
10036100	61020	100	3,300	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.63	\$ 27,417	0.63	\$ 28,095	0.63	\$ 29,270
10036100	61020			NA-28	CLERICAL ASSISTANT	0.25	\$ 6,713	0.25	\$ 6,812	0.25	\$ 7,031
Total						0.88	\$ 34,130	0.88	\$ 34,907	0.88	\$ 36,301
Adult Services-FT											
10036200	61010	100	7900	GE-30	LIBRARY AIDE	3.00	\$ 194,199	3.00	\$ 200,197	3.00	\$ 199,301
10036200	61010	100	8020	GE-32	LIBRARIAN I	4.00	\$ 288,187	4.00	\$ 294,093	4.00	\$ 301,602
10036200	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 80,159	1.00	\$ 80,534	1.00	\$ 84,807
Total						8.00	\$ 562,545	8.00	\$ 574,824	8.00	\$ 585,710
Adult Services-PT											
10036200	61020	100	8070	GE-32	LIBRARIAN I	0.07	\$ 4,162	0.07	\$ 3,996	0.07	\$ 4,114
10036200	61020	100		NA-24	LIBRARY CLERK	0.38	\$ 8,410	0.38	\$ 8,529	0.38	\$ 8,807
10036200	61020	100	7900	GE-30	LIBRARY AIDE	1.00	\$ 51,109	1.00	\$ 51,104	1.00	\$ 58,539
Total						1.45	\$ 63,681	1.45	\$ 63,629	1.45	\$ 71,460
Youth Services-FT											
10036210	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 80,772	1.00	\$ 82,145	1.00	\$ 84,807
10036210	61010	100	7900	GE-30	LIBRARY AIDE	3.00	\$ 176,716	3.00	\$ 169,888	3.00	\$ 184,053
Total						4.00	\$ 257,488	4.00	\$ 252,033	4.00	\$ 268,860
Youth Services-PT											
10036210	61020	100	7900	GE-30	LIBRARY AIDE	0.69	\$ 37,342	0.69	\$ 39,427	0.69	\$ 40,492
10036210	61020	100	7750	NA-24	LIBRARY CLERK	2.57	\$ 56,588	2.57	\$ 57,014	2.57	\$ 58,477
Total						3.26	\$ 93,930	3.26	\$ 96,441	3.26	\$ 98,969
Circulation Services-FT											
10036220	61010	100		GE-33	CIRCULATION MANAGER	1.00	\$ 69,001	1.00	\$ 74,507	1.00	\$ 80,441
Total						1.00	\$ 69,001	1.00	\$ 74,507	1.00	\$ 80,441
Circulation Services-PT											
10036220	61020	100	7750	NA-24	LIBRARY CLERK	1.00	\$ 21,439	1.00	\$ 21,919	1.00	\$ 22,680
10036220	61020	100		GE-27	LEAD LIBRARY ASSISTANT	0.63	\$ 30,205	0.63	\$ 31,347	0.63	\$ 34,805
10036220	61020	100	7850	GE-25	LIBRARY ASSISTANT	6.30	\$ 269,218	5.30	\$ 227,237	6.30	\$ 282,263
Total						7.93	\$ 320,862	6.93	\$ 280,503	7.93	\$ 339,748
Information Technology-FT											
10036440	61010	100		GE-33	LEAD APPL/NETWORK ANALY	1.00	\$ 75,252	1.00	\$ 77,143	1.00	\$ 79,653
10036440	61010	100		GE-27	MAKERSPACE ASSISTANT	—	\$ —	—	\$ —	1.00	\$ 58,334
Total						1.00	\$ 75,252	1.00	\$ 77,143	2.00	\$ 137,987
Information Technology-PT											
10036440	61020	100		NA-38	INFORMATION SERVICES INTERN	0.50	\$ 13,718	0.50	\$ 13,926	0.50	\$ 14,376
10036440	61020	100		GE-29	USER SUPPORT SPECIALIST	1.00	\$ 59,016	1.00	\$ 50,356	1.00	\$ 54,836
10036440	61020	100		GE-25	LIBRARY ASSISTANT	1.00	\$ 44,318	2.00	\$ 96,805	—	\$ —
Total						2.50	\$ 117,052	3.50	\$ 161,087	1.50	\$ 69,212
Maintenance-FT											
10036300	61010	100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 55,693	1.00	\$ 56,503	1.00	\$ 58,334
10036300	61010	100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 50,028	1.00	\$ 6,132	1.00	\$ 42,122
Total						2.00	\$ 105,721	2.00	\$ 62,635	2.00	\$ 100,456

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2021		FY 2022		FY 2023		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Maintenance-PT											
10036300	61020	100	1400	GE-25	CUSTODIAN-LIBRARY	0.13	\$ 5,844	0.13	\$ 50,752	0.13	\$ 6,464
					Total	0.13	\$ 5,844	0.13	\$ 50,752	0.13	\$ 6,464
James Mutschler Trust-PT											
29536496	61020	295			MARKETING COORDINATOR	0.50	\$ 34,650	0.50	\$ 28,439	—	\$ —
					Total	0.50	\$ 34,650	0.50	\$ 28,439	—	\$ —
TOTAL LIBRARY DEPARTMENT						35.65	\$ 1,991,587	35.65	\$ 2,012,936	35.15	\$ 2,051,200

Capital Improvement Projects by Department/Division					
LIBRARY					
CIP Number	Capital Improvement Project Title	FY 19 Actual Expense	FY 20 Actual Expense	FY 21 Adopted Budget	FY 22 Recomm'd Budget
1022652	LIBRARY GENERATOR	150	—	—	—
1022712	REPLACE WATER LINE LIBRAR	48,667	115,671	71,835	—
3501187	LIBRARY ROOF REPLACEMENT	—	—	—	—
3501681	REPLACE SIDEWALK & STEPS	40,953	—	—	—
3501787	LIBRARY HVAC MAINT	—	3,455	—	—
3502006	LIBRARY LANDSCAPING	—	—	100,202	—
3502521	HVAC HANDLING UNITS	—	—	—	—
3502712	REPLACE WATER LINES	26,033	25,367	—	—
3502743	LIMESTONE OVERHANG E&R	1,500	8,420	—	—
3502835	UNDERGROUND TANK LIBRARY	—	—	59,379	—
LIBRARY	TOTAL	117,303	152,913	231,416	0

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Airport

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AIRPORT DEPARTMENT

Budget Highlights	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested	% Change From FY 2022 Budget
<u>Expenses</u>				
Employee Expense	1,386,447	1,542,302	1,657,126	7.4 %
Supplies and Services	1,568,039	2,220,460	2,263,444	1.9 %
Machinery and Equipment	16,449	188,576	217,670	15.4 %
Total	2,970,935	3,951,338	4,138,240	4.7 %
Abated Debt	2,237,817	296,712	266,821	(10.1)%
Total Expense	5,208,752	4,248,050	4,405,061	3.7 %
<u>Resources</u>				
Federal Relief Grants	294,422	296,712	266,821	(10.1)%
Operating Revenue	3,110,700	3,450,867	3,724,314	7.9 %
Total Revenue	3,405,122	3,747,579	3,991,135	6.5 %
Total Property Tax Support	1,803,630	500,471	413,926	(86,545)
Percent Increase				(17.3)%
Percent Self Supporting	103.4 %	89.0 %	91.3 %	
Personnel - Authorized FTE	19.16	19.16	19.77	

Improvement Package Summary

1 of 2

This improvement request is for an additional 1.0 FTE Full Time Assistant FBO Supervisor (GE-30) to ensure supervisory coverage for the Fixed Base Operations (FBO). This position would decrease the part-time line service worker (NA-44) by 0.39 FTE. Fuel sales and aircraft operations have been increasing each year, as well as the potential for aircraft incidents. This person would be responsible for training part-time staff in fueling and aircraft safety procedures.

Related Cost:	<u>\$ 56,777</u>	Tax Funds	Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0223	0.23%		
Activity:	Airport Admin			

2 of 2

This improvement request is for changing the position title from Line Service Worker at the Terminal Building to Custodian. The current employee does all of the cleaning and other custodial duties at the Terminal Building. This would just change the title of this position to accurately describe the duties being conducted.

Related Cost:	<u>\$ 9,016</u>	Tax Funds	Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0035	0.04%		
Activity: Airport Admin				

Significant Line Items

Employee Expense

1. FY 2023 employee expense reflects a 3.25% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2022. The employee contribution of 6.29% is unchanged from FY 2022.
3. The City portion of health insurance expense increased from \$1,086 in FY 2022 to \$1,119 in FY 2023 per month per contract which results in annual cost increase of \$17,724 or 3.04%.
4. Overtime expense is \$113,274 and decreased from FY 2022. FY 2021 actual was \$93,662. This is based on 5 year average.
5. During FY 2022, FTEs remain consistent with prior year; however, the following personnel changes were approved:
 - a. The Operations/Maintenance Supervisor position was replaced with the Assistant Airport Director position and remained at GE-35 (+\$0).
 - b. The Airport Manager was replaced with the Airport Director position with a grade increase from GE-41 to GE-43 (+\$8,085).
 - c. Part-Time Line Service Workers were reclassified from NA-27 to NA-44 beginning on January 1, 2022. All current employees were adjusted (+\$15,825).

Supplies & Services

6. Property Maintenance increased from \$47,890 in FY 2022 to \$52,853 in FY 2023. FY 2021 actual was \$52,854.
7. Electricity decreased from \$146,339 in FY 2022 to \$133,050 in FY 2023 based on FY 2021 actual plus 16%.
8. General Liability increased from \$79,735 in FY 2022 to \$99,267 in FY 2023, increased based on FY 2022 actual.
9. Contractor Services is unchanged from \$70,000 in FY 2022 to \$70,000 in FY 2023. This line item represents the annual runway/taxiway painting. The Airport has two runways. Airfield painting is completed each year with one, out of the two runways, completed yearly and the remaining runway completed the following year.
10. Motor Vehicle Fuel decreased from \$266,128 in FY 2022 to \$256,383 in FY 2023. FY 2021 actual was \$153,631. Motor Vehicle Fuel expense includes both fuel purchased for Airport vehicle usage and fuel sales to Airport tenants. In FY 2021 there was a net revenue of \$11,298. In FY 2022 there was a projected net fuel revenue of \$6,335. In FY 2023 there is a

projected net revenue of \$22,851. FY 2023 estimated usage is as follows: Airport Administration is 158 gallons, Operations and Maintenance is 4,841 gallons and FBO Operations is 95,959 gallons (includes fuel sold to Airport tenants).

11. Aviation Fuel expense increased from \$1,060,913 in FY 2022 to \$1,146,319 in FY 2023. FY 2023 is based on a 3-year average of aviation fuel sold. This line item is offset by Fuel Flow revenue. The purchase of Aviation Fuel is offset by Aviation Fuel Sales. FY 2021 actual Aviation Fuel Sales was \$1,502,525 with a net revenue of \$761,608; FY 2022 budgeted Aviation Fuel Sales was \$1,725,188; however, the projected net revenue is \$500,900 due to a reduction in air travel due to COVID-19. FY 2023 budgeted Aviation Fuel Sales is \$1,997,489 with projected net revenue of \$851,170.
12. Aviation Fuel Flow increased from \$118,048 in FY 2022 to \$142,857 in FY 2023. FY 2021 actual was \$130,065. FY 2023 based on a 3-year average of aviation fuel sold. This line item is offset by Fuel Flow revenue.
13. Promotion is \$91,793 in FY 2023 and is unchanged from \$91,793 in FY 2022. FY 2021 actual was \$68,375. Fixed Base Operations promotion of \$2,877 is unchanged from FY 2022.

The history of promotion spending is as follows:

Fiscal Year	Property Tax	Air Service Development Program*	Total Budgeted Promotion
2023	\$ 91,973	\$ —	\$ 91,973
2022	\$ 91,973	\$ —	\$ 91,973
2021	\$ 91,973	\$ —	\$ 91,973
2020	\$ 91,793	\$ 35,000	\$ 126,793
2019	\$ 75,151	\$ 15,000	\$ 90,151
2018	\$ 115,960	\$ 28,000	\$ 143,960
2017	\$ 95,250	\$ 25,000	\$ 120,250
2016	\$ 92,990	\$ —	\$ 92,990
2015	\$ 115,730	\$ —	\$ 115,730
2014	\$ 119,669	\$ —	\$ 119,669
2013	\$ 105,026	\$ —	\$ 105,026
2012	\$ 130,090	\$ —	\$ 130,090
2011	\$ 134,147	\$ 20,000	\$ 154,147
Total Promotion	\$ 1,351,725	\$ 123,000	\$ 1,474,725

*In FY2020 the name of this grant changed from the Air Service Sustainment Grant to the Air Service Development Program.

Machinery & Equipment

14. Equipment Replacements for FY 2023 includes (\$217,670):

Airport Machinery and Equipment	
<u>Airport Administration</u>	
Smart Phone (4)	\$ 1,400

Airport Machinery and Equipment	
<u>Fixed Base Operations</u>	
Smart Phone (1)	\$ 350
Aircraft Towbars	\$ 1,500
Handheld Radios	\$ 1,200
Fuel Pump	\$ 9,800
Fuel Truck	\$ 155,000
Safety Equipment	\$ 220
Shop Equipment	\$ 200
<u>Airport Operations</u>	
Smartphones (3)	\$ 1,050
Shop Equipment	\$ 3,000
Airfield Signage	\$ 5,500
Safety Equipment	\$ 1,000
Handheld Radios	\$ 600
Security Cameras and Terminal Monitors	\$ 11,700
<u>Terminal Building Maintenance</u>	
Shop Equipment	\$ 150
Manual Air Stairs	\$ 25,000
Total	<u>\$ 217,670</u>

15. FY 2023 annual debt service includes the following (\$266,821), which will be paid for with General Fund offset by Federal Relief Grants:

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 44,100	2021A	PFC	New Terminal PFC (2014B)	2034	2028
\$ 28,425	2017A	Sales Tax 20%	Refunding Airports	2030	2025
\$ 136,954	2021B	PFC	New Terminal (2012C)	2032	2028
\$ 7,435	2021A	Sales Tax 20%	Airport ST 20% 10 Yr (2014B)	2034	2028
\$ 5,352	2021A	Sales Tax 20%	Airport ST 20% 15 Yr (2014B)	2034	2028
\$ 44,555	2016C	Sales Tax 20%	Roads/Apron/Parking	2036	2024
<u>\$ 266,821</u>	Total Airport Annual Debt Service				

Revenue

16. TSA Rent is increased from \$49,495 in FY 2022 to \$49,630 in FY 2023. This is based on FY 2021 actual.
17. Car Rental increased from \$36,000 in FY 2022 to \$54,000 in FY 2023. This is based on FY 2021 actual and represents 10% of gross revenue for car rentals.
18. American decreased from \$79,000 in FY 2022 to \$62,000 in FY 2023. This line item represents rent (\$45,891) and landing fees (\$25,550).

19. Aircraft Service fees increased from \$41,400 in FY 2022 to \$69,616 in FY 2023 based on FY 2021 actual of \$69,616. Aircraft Service Fees decreased in FY 2022 based on anticipated reduced revenue due to an industry estimated gradual recovery in air traffic.
20. Aviation Fuel Sales increased from \$1,725,188 in FY 2022 to \$1,997,489 in FY 2023. FY 2023 is based on a 3 year average. Aviation Fuel is the expense line item used for purchasing this fuel for resale.
21. Auto Gas Fuel Sales increased from \$275,389 in FY 2022 to \$279,234 in FY 2023. FY 2023 is based on a 3 year average. Motor Vehicle Fuel is the expense line item used for purchasing this fuel.
22. Farm Land Rent is unchanged from \$125,782 in FY 2022 to \$125,782 in FY 2023 based on FY 2021 actual of \$125,782. In FY 2019 the Airport bid this out and the three-year contract increased. This is based on a 3 year contract which expires 12-31-2021.
23. Army Reserve Center lease is \$45,000 in FY 2023 and is unchanged from \$45,000 in FY 2022.
24. University of Dubuque lease increased from \$155,168 in FY 2022 to \$165,000 in FY 2023 due to the annual CPI adjustment per lease contract.
25. Fuel flow increased from \$118,048 in FY 2022 to \$142,857 in FY 2023. Fuel Flow increased in FY 2022 based on a 3 year average of aviation fuel sold. This line item is offset by Aviation Fuel Flow Expense.

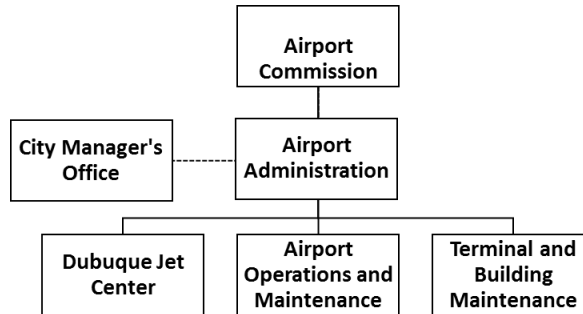
Miscellaneous

26. The Airport Department budget with abated debt is 91% self-supporting in FY 2023 versus 89% self-supporting in FY 2022.

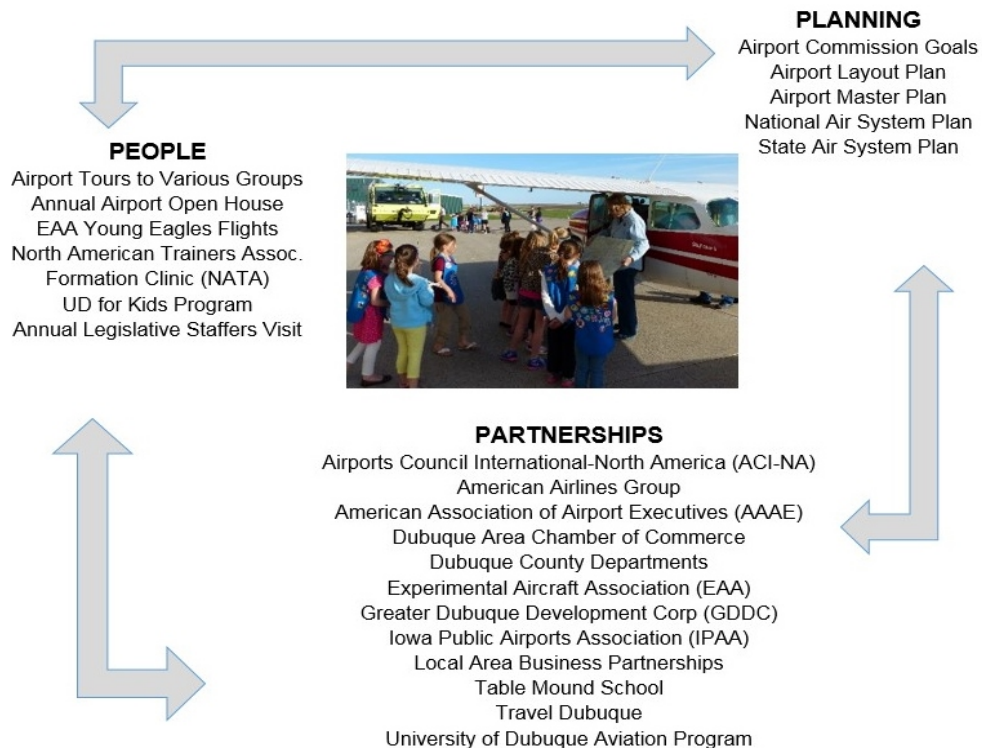
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DUBUQUE REGIONAL AIRPORT

The Dubuque Regional Airport provides quality, viable, competitive Airport services and facilities while promoting sustainable economic development within the region.



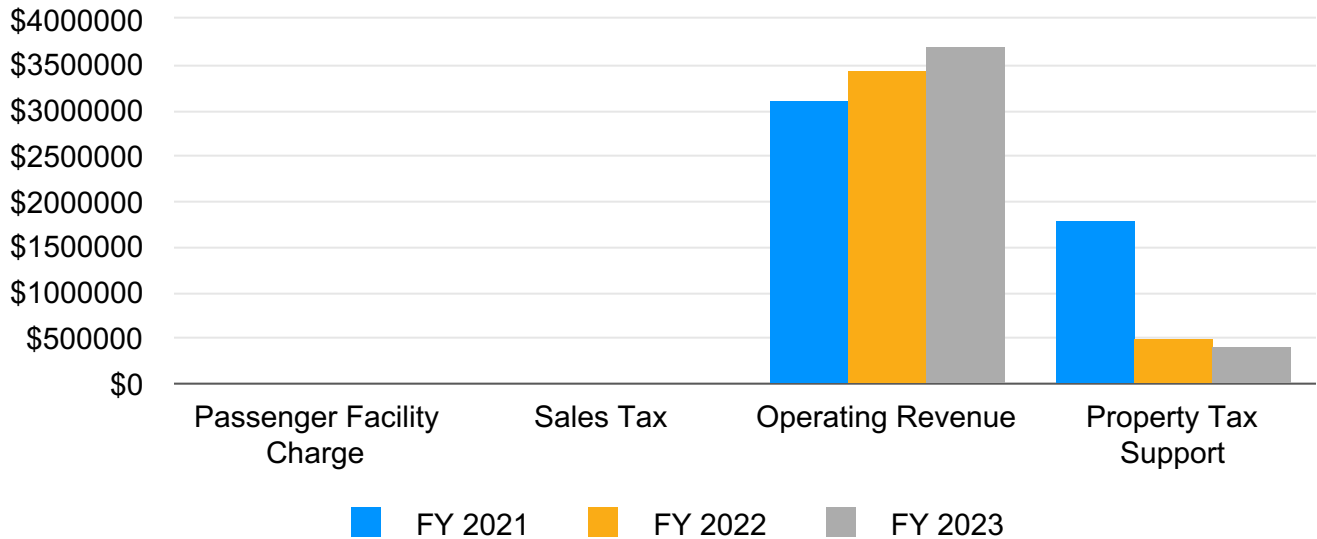
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



DUBUQUE REGIONAL AIRPORT

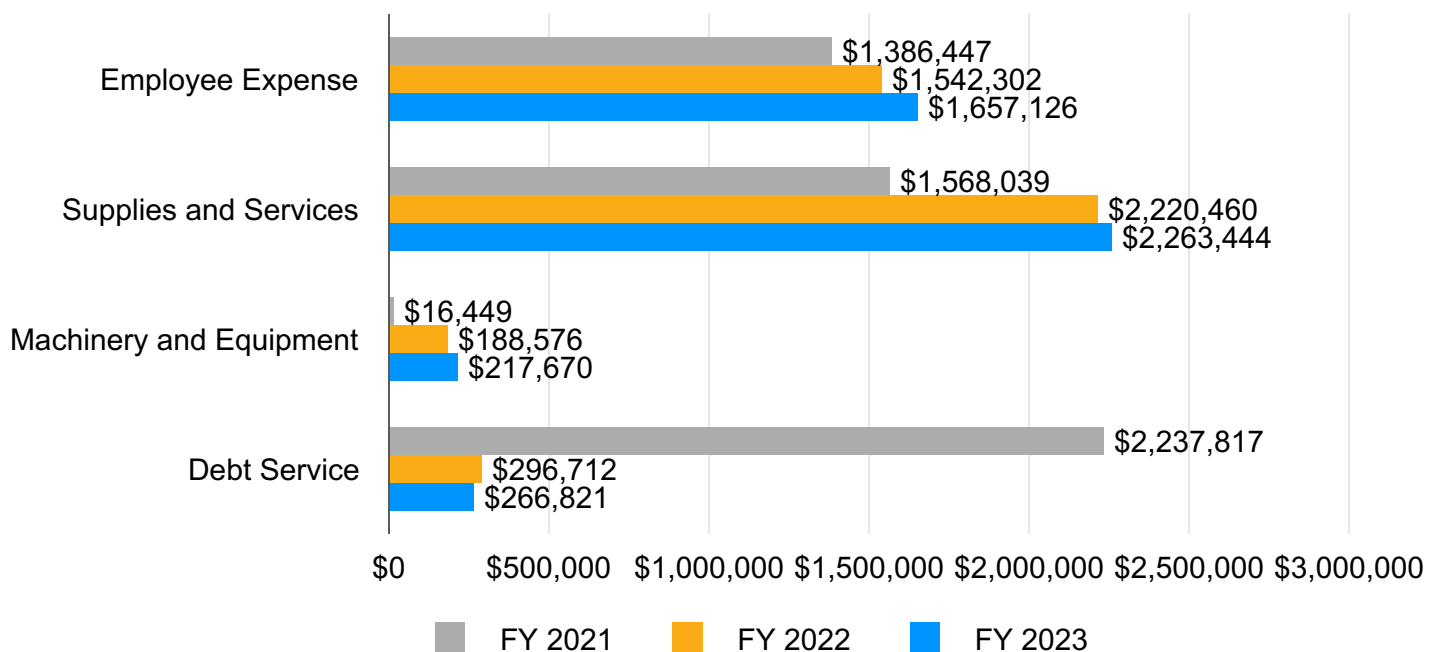
	FY 2021	FY 2022	FY 2023
Full-Time Equivalent	19.16	19.16	19.77

Resources and Property Tax Support



The Airport is supported by 19.77 full-time equivalent employees, which accounts for only 37.62% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 3.70% in FY 2023 compared to FY 2022.

Expenditures by Category by Fiscal Year



DUBUQUE REGIONAL AIRPORT

Airport Administration

Mission & Services

The Dubuque Regional Airport is owned by the City of Dubuque and is operated and managed by an Airport Commission as a department of the City of Dubuque. Responsibilities include management and control of all Airport employees, facilities, property and legislative priorities.

The Airport tenants include commercial airline service with American Airlines providing regional jet service through Chicago O'Hare International Airport and leisure flights with Sun Country Airlines to Laughlin, NV and Gulfport/Biloxi, MS. The University of Dubuque fields a fleet of approximately 26 light aircraft and 5 helicopters for their aviation program. Multiple local companies base their corporate aircraft fleet at the Airport while other smaller general aviation aircraft are based locally and have aircraft maintenance services provided by a privately-owned company.

Administration Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$437,181	\$541,579	\$575,564
Resources	\$769,612	\$783,636	\$805,268

Administration Position Summary	
	FY 2023
Airport Director	1.00
Assistant Airport Director	1.00
Accountant	0.75
Marketing Coordinator	0.70
Total Full-Time Equivalent Employee's	3.45

Performance Measures

City Council Goal: Partnership for a Better Dubuque

- 1 **Activity Objective: Promote the high-quality of Airport services and expand the number of Airport outreach events to large groups.**

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
# of Attendees at Open House/July 3rd Aircraft Viewing-weather dependent	N/A	2,000	Cancelled	1,500	N/A
# of Attendees at University of Dubuque Breakfast-weather dependent	N/A	325	Cancelled	Cancelled	N/A
# of Attendees at Experimental Aviation Aircraft Breakfast-weather dependent	N/A	1264	Cancelled	Cancelled	N/A
# of Attendees at University of Dubuque Fun Run on the Runways-weather dependent	N/A	Cancelled	226	250	N/A

City Council Goal: Connected Community

- 1 **Activity Objective: Continue to stabilize and expand commercial airline service for the Tri-State region to meet existing and future passenger traffic needs.**

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
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# of Commercial Airline Meetings	N/A	2	4	6	N/A
# of Commercial Airline Passenger Enplanements	N/A	26,895	9,226	20,000	N/A

City Council Goal: Robust Local Economy

- 1 **Activity Objective: Continue to stabilize and expand corporate and business aircraft facilities for customer needs.**

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
# of Large Corporate Hangars	N/A	14	14	14	N/A
% of Occupancy of Large Corporate Hangars	N/A	100%	100%	100%	N/A

DUBUQUE REGIONAL AIRPORT

Dubuque Jet Center

Mission & Services

The Airport Commission operates the Dubuque Jet Center which offers a Fixed Based Operation (FBO) to assist with all general aviation needs. The FBO normally operates 17 hours a day (24 hours with notice) providing sales of aviation fuel, ground handling, hangaring and concierge services for general aviation, corporations, and the commercial airlines. The FBO makes arrangements for catering, car rental, hotels, chartering services, recommends places to visit, restaurants to dine, directions to local facilities and attractions, as well as calls for reservations and shuttles.

Dubuque Jet Center Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$1,491,941	\$1,993,653	\$2,328,607
Resources	\$1,847,068	\$2,161,577	\$2,466,020

Dubuque Jet Center Position Summary	
	FY 2023
Fixed Base Operations Supervisor	1.00
Asst. Fixed Base Operations Supervisor	2.00
Accountant	0.25
Line Service Worker	3.66
Customer Service Rep	1.50
Total Full-Time Equivalent Employees	8.41

Performance Measures

City Council Goal: Financially Responsible, High Performance Organization

¹ Activity Objective: Continue to be financially responsible by increasing yearly aviation fuel sales

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
Gallons of Aviation Fuel Sold	N/A	475,445	385,293	475,513	N/A

DUBUQUE REGIONAL AIRPORT

Airport Operations and Maintenance

Overview

Dubuque Regional Airport Operations and Maintenance Staff provide an airport which is open to the flying public year-round by ensuring Airport safety and compliance and is responsible for meeting FAA Part 139 compliance standards for all the runways, taxiways, navigational aids, fueling agents, firefighting, parking areas and roadways, as well as ensuring compliance with EPA, OSHA, DNR, FCC, NFPA, Spill Prevention Control Program and Storm Water Pollution Prevention Plan, ADA, and TSA requirements.

24-hour coverage is provided by three Operations Specialists whose duties include aircraft rescue and firefighting services (ARFF), medical first responder and security services for certified air carriers. Airport Maintenance is responsible for maintaining the Airport in an operationally safe, secure, and efficient manner by providing for the maintenance of runways and taxiways, parking lots, entrance road, supervision of farm lease operations, weed and grass control, snow/ice removal on both landside and airside areas including all Airport owned buildings, aircraft hangars and the Commercial Airline Terminal.

The Airport is required to have an annual FAA inspection for Part 139 compliance. This incorporates everything the Airport can control such as pavement conditions, maintenance, emergency procedures, lighting, navigational aids, and equipment to maintain these items as well as all the buildings necessary to house equipment and staff. The Airport is unable to control outside influences such as aircraft arrivals and departures.

Operations and Maintenance Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$856,469	\$1,123,803	\$972,672
Resources	\$494,020	\$505,654	\$453,026

Operations and Maintenance Position Summary	
	FY 2023
Airport Operations Specialist	3.00
Mechanic	1.00
Maintenance Worker	3.00
Custodian	0.68
Laborer	0.23
Total FT Equivalent Employees	7.91

Performance Measures

City Council Goal: Partnership for a Better Dubuque

- 1 **Activity Objective: Promote the high-quality of Airport services and expand the number of Airport facilities tours to Tri-State area Preschools, Schools, Boy/Girl Scouts and other groups.**

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
# of Airport Tours Given	N/A	15	0	15	N/A

Recommended Operating Revenue Budget - Department Total

51 - AIRPORT

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
252	43110	INVESTMENT EARNINGS	3,886	1,940	3,886	1,940
100	43238	AIRCRAFT SERVICE FEE	64,686	69,616	41,400	69,616
100	43242	RENT, FARM LAND	125,782	125,782	125,782	125,782
100	43251	RENTS & CONCESSIONS	22,128	57,678	33,940	50,678
100	43253	PROMOTION ITEMS	13	10	13	0
100	43255	VENDING MACH COMMISSION	2,876	1,733	800	2,400
100	43257	RENTAL, TRAILER LOT	2,640	2,640	2,640	2,640
100	43270	ARMY RESERVE RENT	45,000	45,000	45,000	45,000
100	43271	T HANGAR RENT	77,070	75,393	75,000	78,000
100	43272	TSA RENT	49,494	45,404	49,495	49,630
100	43273	KONRARDY PROPERTIES	0	1,348	4,200	5,391
100	43275	CAR RENTAL	86,828	34,845	36,000	54,000
100	43276	FAA OFFICE RENT	16,718	4,124	0	0
100	43278	A.Y. MCDONALD	5,423	5,423	5,423	5,900
100	43279	UNIVERSITY OF DUBUQUE	143,719	165,397	155,168	165,000
100	43280	LANDING FEES	4,425	2,286	4,100	2,286
100	43281	COTTINGHAM AND BUTLER	0	6,407	7,688	7,980
100	43283	AIRLINE STORAGE/UPLIFT	31,577	5,766	17,240	16,000
100	43285	AMERICAN EAGLE	63,161	59,747	79,000	62,000
100	43286	HANGARING, GEN.AVIATION	106,464	93,650	91,000	93,650
100	43287	MAINT HANGAR RENT	19,875	19,868	19,875	20,820
100	43289	MGI AIR	0	5,453	10,769	11,803
100	43290	CORPORATE HANGAR	97,094	66,363	68,325	57,400
100	43291	COMMERCIAL LAND RENT	15,297	15,364	15,364	16,183
43	USE OF MONEY AND PROPERTY - Total		984,155	911,237	892,108	944,099
100	44177	FEDERAL - CARES ACT	0	274,162	296,712	241,148
44	INTERGOVERNMENTAL - Total		0	274,162	296,712	241,148
100	45701	STATE GRANTS	24,498	22,459	48,000	25,000
45	STATE GRANTS - Total		24,498	22,459	48,000	25,000
100	51178	CREDIT CARD FEE	(11,351)	(10,075)	(11,351)	(10,075)
100	51340	LONG-TERM PARKING FEES	360	180	360	0
100	51505	PUBLIC SAFETY	59,850	79,800	79,800	79,800
100	51510	AVIATION FUEL SALES	1,979,798	1,502,525	1,725,188	1,997,489
100	51515	AUTO GAS FUEL SALES	274,015	164,930	275,389	279,234
100	51520	OIL	1,772	684	534	1,333
100	51525	FUEL FLOW	138,720	130,065	118,048	142,857
252	51535	RENTAL CAR FEE	46,569	20,058	30,000	30,000
100	51540	CHARTERS GROUND HANDLING	31,789	15,600	19,200	15,600
100	51926	PILOT SUPPLIES	84	0	84	0
100	51963	CATERING	4,323	3,189	2,280	500
51	CHARGES FOR SERVICES - Total		2,525,928	1,906,956	2,239,532	2,536,738
100	53201	REFUNDS	21	336	0	0
100	53605	MISCELLANEOUS REVENUE	0	19	0	0
100	53620	REIMBURSEMENTS-GENERAL	18,488	9,729	8,401	9,269
53	MISCELLANEOUS - Total		18,510	10,084	8,401	9,269
100	54107	VEHICLE SALES	0	7,800	0	0
400	54210	GO BOND PROCEEDS	0	1,906,215	0	0
400	54220	BOND DISCOUNT	0	51,531	0	0
54	OTHER FINANCING SOURCES - Total		0	1,965,546	0	0
400	59100	FR GENERAL	309,346	294,422	296,712	266,821
400	59350	FR SALES TAX CONSTRUCTION	12,502	0	0	0
400	59391	FR PASSENGER FACILITY	34,567	0	0	0
59	TRANSFER IN AND INTERNAL - Total		356,415	294,422	296,712	266,821
AIRPORT	- Total		3,909,506	5,384,866	3,781,465	4,023,075

Recommended Operating Expenditure Budget - Department Total

51 - AIRPORT

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	768,146	724,911	770,239	861,085
100	61020	PART-TIME EMPLOYEES	201,305	191,263	231,317	243,949
100	61030	SEASONAL EMPLOYEES	3,428	0	8,025	8,284
100	61050	OVERTIME PAY	111,505	93,662	134,775	113,274
100	61071	HOLIDAY PAY-OVERTIME	1,732	484	0	0
100	61079	VACATION SUPPLEMENT COVID	559	0	0	0
100	61083	COVID19 EMP NON-WORK	11,857	0	0	0
100	61084	ISOLATION ORDER	0	2,540	0	0
100	61085	SELF QUARANTINE HEALTH	1,496	284	0	0
100	61086	SYMPTOMS SEEK DIAGNOSIS	0	2,104	0	0
100	61088	SCHOOL/DAYCARE CLOSED	1,118	0	0	0
100	61091	SICK LEAVE PAYOFF	2,611	2,887	6,818	6,818
100	61092	VACATION PAYOFF	2,240	338	0	0
100	61096	50% SICK LEAVE PAYOUT	4,099	5,390	3,250	5,390
100	61310	IPERS	103,068	95,960	108,200	115,627
100	61320	SOCIAL SECURITY	81,341	75,438	87,929	94,643
100	61410	HEALTH INSURANCE	130,032	147,552	156,384	174,108
100	61415	WORKMENS' COMPENSATION	37,938	39,361	31,273	29,632
100	61416	LIFE INSURANCE	630	615	733	664
100	61645	TOOL ALLOWANCE	200	200	200	200
100	61655	CAR ALLOWANCE	1,052	1,807	1,800	1,800
100	61660	EMPLOYEE PHYSICALS	1,358	1,652	1,359	1,652
61 - WAGES AND BENEFITS			1,465,717	1,386,447	1,542,302	1,657,126
100	62010	OFFICE SUPPLIES	1,537	386	986	385
100	62011	UNIFORM PURCHASES	2,843	565	2,793	1,820
100	62013	UNIFORM MAINTENANCE	313	419	313	419
100	62030	POSTAGE AND SHIPPING	510	860	437	878
100	62032	FLAGS	1,096	115	1,027	117
100	62050	OFFICE EQUIPMENT MAINT	0	120	0	122
100	62060	O/E MAINT CONTRACTS	8,185	5,666	6,830	6,720
100	62061	DP EQUIP. MAINT CONTRACTS	21,637	15,229	17,606	5,461
100	62062	JANITORIAL SUPPLIES	12,858	8,617	9,576	8,789
100	62064	ELECTRICAL SUPPLIES	10,975	4,016	8,981	4,097
100	62090	PRINTING & BINDING	176	0	170	179
100	62110	COPYING/REPRODUCTION	1,151	822	1,224	1,300
100	62130	LEGAL NOTICES & ADS	3,380	256	782	256
100	62140	PROMOTION	89,835	68,375	91,793	91,793
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	5,981	8,695	6,001	8,868
100	62190	DUES & MEMBERSHIPS	3,768	1,438	3,370	1,467
100	62204	REFUNDS	0	12,635	0	0
100	62206	PROPERTY INSURANCE	29,801	24,924	38,639	34,744
100	62208	GENERAL LIABILITY INSURAN	73,377	75,497	79,735	99,267
100	62211	PROPERTY TAX	2,016	2,572	2,056	2,623
100	62310	TRAVEL-CONFERENCES	9,622	1,245	5,840	5,840
100	62320	TRAVEL-CITY BUSINESS	2,687	25	3,650	3,650
100	62340	MILEAGE/LOCAL TRANSP	740	0	450	450
100	62360	EDUCATION & TRAINING	19,738	2,805	7,150	7,150
100	62411	UTILITY EXP-ELECTRICITY	139,370	114,557	146,339	133,050

Recommended Operating Expenditure Budget - Department Total

51 - AIRPORT

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	62412	UTILITY EXP-GAS	18,724	16,614	18,724	27,920
100	62418	UTILITY EXP-REFUSE	4,570	4,733	4,664	4,958
100	62421	TELEPHONE	8,928	7,964	11,707	9,628
100	62431	PROPERTY MAINTENANCE	44,307	52,854	47,890	52,853
100	62436	RENTAL OF SPACE	10,132	3,743	7,740	3,763
100	62438	FIRE SUPPRESSION	6,747	1,102	6,746	4,050
100	62511	FUEL, MOTOR VEHICLE	261,305	153,631	266,128	256,383
100	62514	FUEL, AVIATION	1,186,032	740,917	1,060,913	1,146,319
100	62515	FUEL, AVIATION - FLOW	138,720	130,065	118,048	142,857
100	62516	FUEL, AVIATION - STORAGE	2,080	597	2,463	1,829
100	62521	MOTOR VEHICLE MAINT.	25,566	10,821	29,071	11,039
100	62528	MOTOR VEH. MAINT. OUTSOUR	107	287	2,718	2,718
100	62611	MACH/EQUIP MAINTENANCE	32,033	36,290	36,889	36,290
100	62615	MACH/EQUIP MAINT. OUTSOUR	509	2,891	1,000	2,891
100	62627	CAMERA MAINTENANCE	0	0	2,448	0
100	62636	DE-ICING PRODUCTS	22,214	25,622	38,000	25,622
100	62642	FOOD PRODUCTS	3,614	2,685	3,614	0
100	62645	SPECIAL EVENTS	2,500	0	0	0
100	62649	BEVERAGE/ICE	1,970	1,282	2,376	1,876
100	62663	SOFTWARE LICENSE EXP	0	2,736	0	2,736
100	62664	LICENSE/PERMIT FEES	112	72	112	72
100	62667	DATA SERVICES	1,712	2,160	2,104	2,160
100	62681	LUBRICATION PRODUCTS	946	2,044	946	2,044
100	62691	AIR SHOW EXPENSE	1,770	452	1,891	2,500
100	62696	OUTSIDE COLLECTOR EXPENSE	394	0	0	0
100	62710	CONTRACTOR SERVICES	50,588	0	70,000	70,000
400	62721	FINANCIAL CONSULTANT	0	3,993	0	0
100	62726	AUDIT SERVICES	2,700	6,200	2,600	6,386
100	62731	MISCELLANEOUS SERVICES	116	0	0	0
400	62731	MISCELLANEOUS SERVICES	0	7,061	0	0
100	62733	CONTRACT CUSTODIAL	0	0	3,500	3,500
100	62734	SPEAKERS/PROGRAMS	0	0	0	8,500
100	62736	CATERING SERVICES	0	0	0	2,685
100	62747	MACH/EQUIPMENT RENTAL	450	385	420	420
100	62761	PAY TO OTHER AGENCY	5,045	1,000	12,000	12,000
100	62767	ENVIRON. TESTING/MON.	0	0	30,000	0
62 - SUPPLIES AND SERVICES			2,275,485	1,568,039	2,220,460	2,263,444
100	71211	DESKS/CHAIRS	290	0	3,400	0
100	71227	SIGNAGE	1,924	5,547	5,000	5,500
100	71313	TRACTOR-REPLACEMENT	0	0	45,350	0
100	71314	TRUCK-REPLACEMENT	78,564	0	0	155,000
100	71410	SHOP EQUIPMENT	4,921	4,174	3,350	3,350
100	71416	PLOWS	0	0	7,200	0
100	71511	PUMPS	0	0	0	9,800
100	71550	MISCELLANEOUS EQUIPMENT	0	0	52,240	25,000
100	71611	MOWING EQUIPMENT	0	0	52,716	0

Recommended Operating Expenditure Budget - Department Total

51 - AIRPORT

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	71619	OTHER MAINT. EQUIPMENT	0	0	1,500	1,500
100	72113	OTHER SAFETY EQUIPMENT	28,884	2,805	1,220	1,220
100	72310	CONCESSION EQUIPMENT	0	50	0	0
100	72410	PAGER/RADIO EQUIPMENT	2,133	1,898	2,400	1,800
100	72417	CAMERA RELATED EQUIPMENT	17,212	0	14,200	11,700
100	72418	TELEPHONE RELATED	113	1,975	0	2,800
71 - EQUIPMENT			134,041	16,449	188,576	217,670
400	74111	PRINCIPAL PAYMENT	261,043	2,147,625	212,105	213,517
400	74112	INTEREST PAYMENT	95,372	90,192	84,607	53,304
74 - DEBT SERVICE			356,415	2,237,817	296,712	266,821
51 - AIRPORT TOTAL			4,231,659	5,208,752	4,248,050	4,405,061

Recommended Expenditure Budget Report by Activity & Funding Source

51 - AIRPORT

AIRPORT ADMIN. - 51100

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	1,054	2,800	1,400
SUPPLIES AND SERVICES	100,192	131,849	143,924
WAGES AND BENEFITS	335,935	406,930	430,240
AIRPORT ADMIN.	437,181	541,579	575,564
FBO OPERATION	- 51200		

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	3,094	3,120	168,270
SUPPLIES AND SERVICES	1,123,542	1,574,724	1,653,157
WAGES AND BENEFITS	365,305	415,809	507,180
FBO OPERATION	1,491,941	1,993,653	2,328,607
AIRPORT OPERATIONS	- 51300		

FUNDING SOURCE: DEBT SERVICE

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
DEBT SERVICE	2,237,817	296,712	266,821
SUPPLIES AND SERVICES	11,054	—	—
AIRPORT OPERATIONS	2,248,870	296,712	266,821
AIRPORT OPERATIONS	- 51400		

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	12,196	130,266	22,850
SUPPLIES AND SERVICES	181,589	301,802	270,571
WAGES AND BENEFITS	662,685	691,735	679,251
AIRPORT OPERATIONS	856,469	1,123,803	972,672
TERMINAL, BLDG MAINT.	- 51700		

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	106	52,390	25,150
SUPPLIES AND SERVICES	151,664	212,085	195,792
WAGES AND BENEFITS	22,521	27,828	40,455
TERMINAL, BLDG MAINT.	174,291	292,303	259,996
AIRPORT TOTAL	\$5,208,752	\$4,248,050	\$4,405,061

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT
51 AIRPORT DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3250	GE-41	AIRPORT DIRECTOR	1.00	\$107,881	1.00	\$ 129,171	—	\$ —
100	3250	GE-43	AIRPORT DIRECTOR	—	\$ —	—	\$ —	1.00	\$ 141,454
100	1995	GE-35	ASSISTANT AIRPORT DIRECTOR	1.00	\$ 67,589	1.00	\$ 88,294	1.00	\$ 91,160
100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 77,510	1.00	\$ 68,556	1.00	\$ 71,154
100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 65,320	1.00	\$ 66,949	2.00	\$ 123,284
100	460	GE-30	ACCOUNTANT	1.00	\$ 67,241	1.00	\$ 68,251	1.00	\$ 70,464
100	2525	GD-10	MECHANIC	1.00	\$ 58,142	1.00	\$ 58,142	1.00	\$ 58,142
100	2205	GD-06	MAINTENANCE WORKER	3.00	\$167,518	3.00	\$ 172,178	3.00	\$ 177,753
100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$129,677	3.00	\$ 125,721	3.00	\$ 127,674
TOTAL FULL TIME EMPLOYEES				12.00	\$740,878	12.00	\$ 777,262	13.00	\$ 861,085
61020 Part Time Employee Expense									
100		NA-44	RECEPTIONIST	0.75	\$ 28,423	—	\$ —	—	\$ —
100		GD-03	CUSTODIAN	—	\$ —	—	\$ —	0.68	\$ 34,715
100		NA-44	CUSTOMER SERVICE REP	0.75	\$ 23,418	1.50	\$ 53,417	1.50	\$ 55,677
100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 40,296	0.70	\$ 40,881	0.70	\$ 42,211
100	1,927	NA-27	LINE SERVICE WORKER	4.73	\$140,315	4.73	\$ 137,019	3.66	\$ 111,346
TOTAL PART TIME EMPLOYEES				6.93	\$232,452	6.93	\$ 231,317	6.54	\$ 243,949
61030 Seasonal Employee Expense									
100	896	NA-27	LABORER	0.23	\$ 7,905	0.23	\$ 8,025	0.23	\$ 8,284
TOTAL SEASONAL EMPLOYEES				0.23	\$ 7,905	0.23	\$ 8,025	0.23	\$ 8,284
TOTAL AIRPORT				19.16	\$981,235	19.16	\$1,016,604	19.77	\$1,113,318

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2021		FY 2022		FY 2023		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Airport Administration-FT											
10051100	61010	100	3250	GE-41	AIRPORT DIRECTOR	1.00	\$ 107,881	1.00	\$ 129,171	—	\$ —
10051100	61010	100	3250	GE-43	AIRPORT DIRECTOR	—	\$ —	—	\$ —	1.00	\$ 141,454
10051100	61010	100	460	GE-30	ACCOUNTANT	0.75	\$ 50,430	0.75	\$ 51,188	0.75	\$ 52,848
10051100	61010	100	1995	GE-35	ASSISTANT AIRPORT DIRECTOR	1.00	\$ 67,589	1.00	\$ 88,294	1.00	\$ 91,160
					Total	2.75	\$ 225,900	2.75	\$ 268,653	2.75	\$ 285,462
Airport Administration-PT											
10051100	61020	100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 40,296	0.70	\$ 40,881	0.70	\$ 42,211
					Total	0.70	\$ 40,296	0.70	\$ 40,881	0.70	\$ 42,211
Airport Operations-FT											
10051400	61010	100	2525	GD-10	MECHANIC	1.00	\$ 58,142	1.00	\$ 58,142	1.00	\$ 58,142
10051400	61010	100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 167,518	3.00	\$ 172,178	3.00	\$ 177,753
10051400	61010	100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 129,677	3.00	\$ 125,721	3.00	\$ 127,674
					Total	7.00	\$ 355,337	7.00	\$ 356,041	7.00	\$ 363,569
Airport Operations-Seasonal and Part-Time											
10051400	61030	100	892	NA-27	LABORER	0.23	\$ 7,905	0.23	\$ 8,025	0.23	\$ 8,284
					Total	0.23	\$ 7,905	0.23	\$ 8,025	0.23	\$ 8,284
FBO Operation-FT											
10051200	61010	100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 77,510	1.00	\$ 68,556	1.00	\$ 71,154
10051200	61010	100	460	GE-30	ACCOUNTANT	0.25	\$ 16,811	0.25	\$ 17,063	0.25	\$ 17,616
		100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 65,320	1.00	\$ 66,949	2.00	\$ 123,284
					Total	2.25	\$ 159,641	2.25	\$ 152,568	3.25	\$ 212,054
FBO Operation-PT											
10051200	61020	100	1927	NA-27	LINE SERVICE WORKER	4.05	\$ 116,944	4.05	\$ 113,293	3.66	\$ 111,346
10051200	61020	100	2070	NA-44	CUSTOMER SERVICE REP	1.50	\$ 51,841	1.50	\$ 53,417	1.50	\$ 55,677
					Total	5.55	\$ 168,785	5.55	\$ 166,710	5.16	\$ 167,023
Terminal Maintenance-PT											
10051700	61020	100	1927	NA-27	LINE SERVICE WORKER	0.68	\$ 23,371	0.68	\$ 23,726	—	\$ —
10051700	61020	100		GD-03	CUSTODIAN	—	\$ —	—	\$ —	0.68	\$ 34,715
					Total	0.68	\$ 23,371	0.68	\$ 23,726	0.68	\$ 34,715
TOTAL AIRPORT DEPARTMENT						19.16	\$ 981,235	19.16	\$1,016,604	19.77	\$1,113,318

Capital Improvement Projects by Department/Division					
AIRPORT					
CIP Number	Capital Improvement Project Title	FY 20 Actual Expense	FY 21 Actual Expense	FY 22 Adopted Budget	FY 23 Recomm'd Budget
3901037	CORP HANGAR LED LIGHTING	—	—	—	10,100
3901060	PAVEMENT CONDITION INDEX	—	—	—	—
3901075	ADA COMPLIANT DETECT SFC	—	—	—	70,000
3901439	AIRPORT APRON	—	—	—	—
3901483	OLD MAINT SHOP DECON	—	—	—	37,500
3901484	SOLAR PV SYSTEM	—	—	—	1,199,275
3901485	TERMINAL GEOTHERMAL	—	—	—	35,000
3901488	AIRPORT MASTER PLAN	363,863	178,235	—	—
3901489	SNOW BROOM AND BLOWER	943,984	—	—	—
3901497	AIRPORT FENCING/HAZARD ST	2,368	—	10,000	—
3901503	ADDTL FUEL STORAGE TANK	—	—	—	—
3901691	RUNWAY SENSOR UPDATE	11,008	1,650,704	—	—
3901723	AIRPORT IMPROVEMENTS	5,145	—	—	—
3902008	HANGER REPAIRS/REPLACE	—	—	20,000	80,000
3902125	PAINT HANGAR EXTERIORS	10,410	—	—	—
3902214	OLD AIRLINE TERM ASSESS	218,051	93,457	—	—
3902535	NEW TERM LANDSCAPING	6,328	495	—	—
3902602	ELECT FUEL TANK GUAGE SYS	14,507	—	—	—
3902603	FBO HANGAR FLOOR REPLC	—	—	—	55,000
3902661	FBO RESTROOM UPDATE	—	—	—	—
3902662	AIRPORT STORM DRAIN IMPRO	1,739	1,172	—	—
3902664	AIRPORT ASPHALT REPAIR	914	12,750	150,000	—
3902716	NEW TERM ENTRANCE SIGN	—	—	—	—
3902751	AIRPORT CAP OLD WELLS	—	5,780	—	—
3902752	AIRPORT JET CENTER DOORS	32,500	—	—	—
3902753	AIRPORT WIRELESS NETWORK	34,384	—	—	—
3902788	AIRPORT CAR WASH	—	37,767	70,000	—
3902842	REHAB TAXIWAY A	—	—	350,000	3,100,000
3902877	ADDL AV GAS FUEL TANK	—	2,236	98,500	—
3902905	RELOC EMRGENCY AIRFIELD	—	32	149,500	—
39151900	AIRPORT CAPITAL IMPR.	34,567	—	—	—
AIRPORT	TOTAL	1,679,769	1,982,628	848,000	4,586,875

PROGRAM/ DEPT	PROJECT DESCRIPTION	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL	PAGE
AIRPORT								
Public Works								
	Reconstruct Taxiway A	\$3,100,000	\$ 5,770,000	\$2,830,000	\$ —	\$ —	\$11,700,000	181
	Update Corporate Hangar Lighting to LED	\$ 10,100	\$ —	\$ —	\$ —	\$ —	\$ 10,100	182
	Replace ADA Compliant Detectable Warning Surface Pads at Terminal Parking Lots	\$ 70,000	\$ —	\$ —	\$ —	\$ —	\$ 70,000	183
	Old Maintenance Shop Building Deconstruction	\$ 37,500	\$ —	\$ —	\$ —	\$ 50,000	\$ 87,500	184
	Asphalt Pavement Repair	\$ —	\$ 175,000	\$ —	\$ 175,000	\$ —	\$ 350,000	185
	Corporate Hangar Facilities Maintenance	\$ 80,000	\$ 60,000	\$ —	\$ —	\$ —	\$ 140,000	186
	Pavement Condition Study (PCN)	\$ —	\$ 79,929	\$ —	\$ —	\$ 83,925	\$ 163,854	187
	FBO Hangar Floor Replacement	\$ 55,000	\$ —	\$ —	\$ —	\$ —	\$ 55,000	188
	Construct Solar PV System	\$1,199,275	\$ 403,325	\$ —	\$ —	\$ —	\$ 1,602,600	189
	Construct Land side Storage Lot	\$ —	\$ —	\$ —	\$ —	\$ 74,000	\$ 74,000	190
	Terminal Geothermal Heat Pump Replacements	\$ 35,000	\$ —	\$ —	\$ —	\$ —	\$ 35,000	191
	SRE Building Vehicle/Equipment Lift	\$ —	\$ 28,000	\$ —	\$ —	\$ —	\$ 28,000	192
	Storm Drain Improvements	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	193
	Perimeter Fence Improvements	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ 15,000	194
	Public Works	\$4,586,875	\$ 6,516,254	\$2,845,000	\$ 175,000	\$ 227,925	\$14,351,054	

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Office of Shared Prosperity and Neighborhood Support

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OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

Budget Highlights	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested	% Change From FY 2022 Budget
<u>Expenses</u>				
Employee Expense	—	169,654	324,654	91.4 %
Supplies and Services	—	31,637	65,402	106.7 %
Machinery and Equipment	—	7,120	350	(95.1)%
Total	—	208,411	390,406	87.3 %
<u>Resources</u>				
Administrative Overhead Recharges	—	37,139	—	— %
Total	—	37,139	—	— %
Property Tax Support	—	171,272	390,406	219,134
Percent Increase (Decrease)				127.9 %
Personnel - Authorized FTE	—	1.00	3.66	

Significant Line Items

Employee Expense

1. FY 2023 employee expense reflects a 3.25% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2022. The employee contribution of 6.29% is unchanged from FY 2022.
3. The City portion of health insurance expense increased from \$1,086 in FY 2022 to \$1,119 in FY 2023 per month per contract which results in an annual cost increase of \$2,737 or 3.04%.
4. During FY 2022, the following personnel changes were approved:
 - a. Community Engagement Coordinator (GE-33D) was moved from the Office of Equity and Human Rights to the Office of Shared Prosperity and Neighborhood Support (+\$98,108).
 - b. Data Analyst (GE-30A) was moved from the City Manager's Office to the Office of Shared Prosperity and Neighborhood Support (+\$75,944).
 - c. Part-Time Secretary (GE-25B) was moved from the City Manager's Office to the Office of Shared Prosperity and Neighborhood Support (+\$32,207).

Supplies & Services

5. Neighborhood Grants remain unchanged from \$24,560 in FY 2022 to \$24,560 in FY 2023. This line item represents grants for neighborhood clean up and beautification, communications, neighborhood improvement projects, and community building initiatives.
6. Education and Training increased from \$2,000 in FY 2022 to \$8,270 in FY 2023. The increase of \$6,270 is due to budgeted expenses related to Community Engagement Coordinator's education and training budget being moved from Equity & Human Rights Department.

7. Speakers/Programs increased from \$0 in FY 2022 to \$7,958 in FY 2023. This line item represents two City Life programs (\$6,458) and interpretations for City Life and neighborhood programs (\$1,500). These expenses were moved from Equity & Human Rights Department.
8. Conferences increased from \$2,777 in FY 2022 to \$7,477 in FY 2023. This increase is due to the transfer of Community Engagement Coordinator from Equity & Human Rights Department and associated conference funding. This funding provides for three individuals to attend Government Alliance on Race and Equity Conference or similar national conferences.

Machinery & Equipment

9. Equipment replacements includes (\$350):

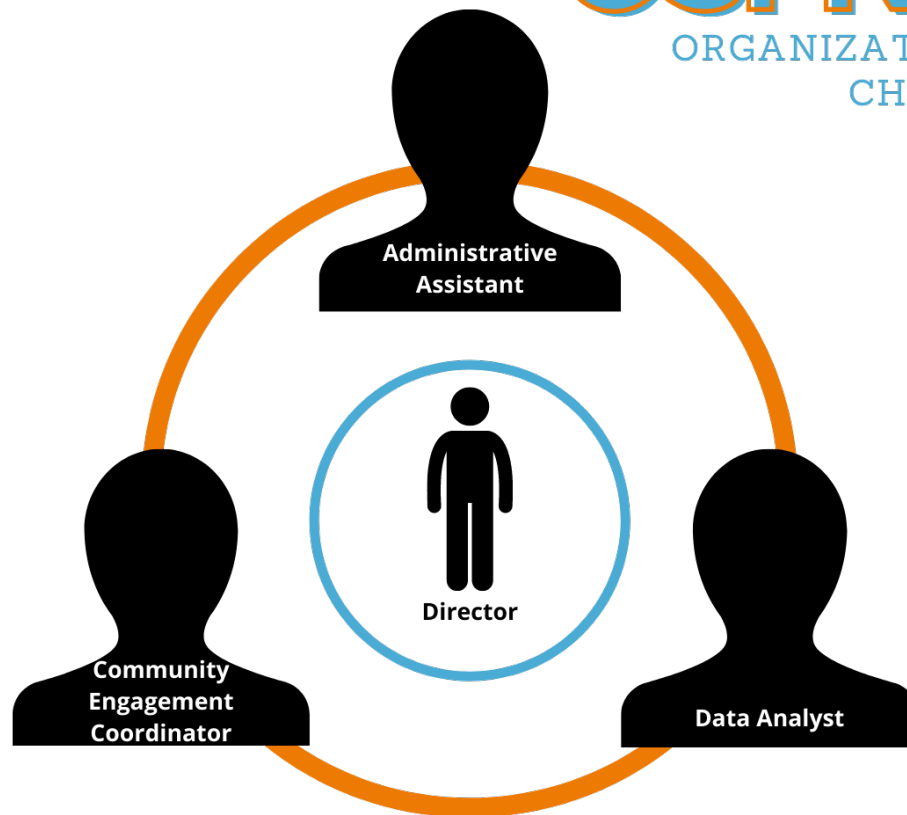
Office of Shared Prosperity & Neighborhood Support Equipment	
Smartphone	350
Total Equipment	\$ 350

Revenue

10. Revenue received from Enterprise Funds for administrative overhead charges has decreased from \$37,139 in FY 2022 to \$0 in FY 2023. The administrative overhead recharge was inadvertently included in the Office of Shared Prosperity and Neighborhood Support budget in FY 2022. In Fiscal Year 2018, administrative overhead formula was modified. The modification removed Neighborhood Development, Economic Development and Workforce Development from all recharges to utility funds. In addition, the Landfill calculation was modified to remove GIS and Planning.

OSPNS

ORGANIZATION
CHART



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OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

Mission

Through strategic partnerships and collaboration, The Office of Shared Prosperity and Neighborhood Support will address, prevent and reduce poverty.

Vision

An accessible city of equitable opportunities for all residents and neighborhoods to prosper.

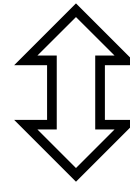
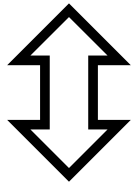
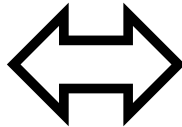
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS, AND PEOPLE LEADING TO OUTCOMES

PEOPLE

Office of Shared Prosperity and Neighborhood Support staff serve on Leadership Team, Intercultural Competency , and the Local Emergency Preparedness Committee. My Brothers Keeper, Wellness Committee, Imagine Dubuque Tech, Disaster Recovery Committee, Equitable Fines and Fees, Neighborhood Associations, Community Broad Band Committee,

PLANNING

Through strategic partnerships and collaboration, The Office of Shared Prosperity and Neighborhood seeks to address the widespread impact of poverty among us through a systematic approach to reverse its course for the working poor.



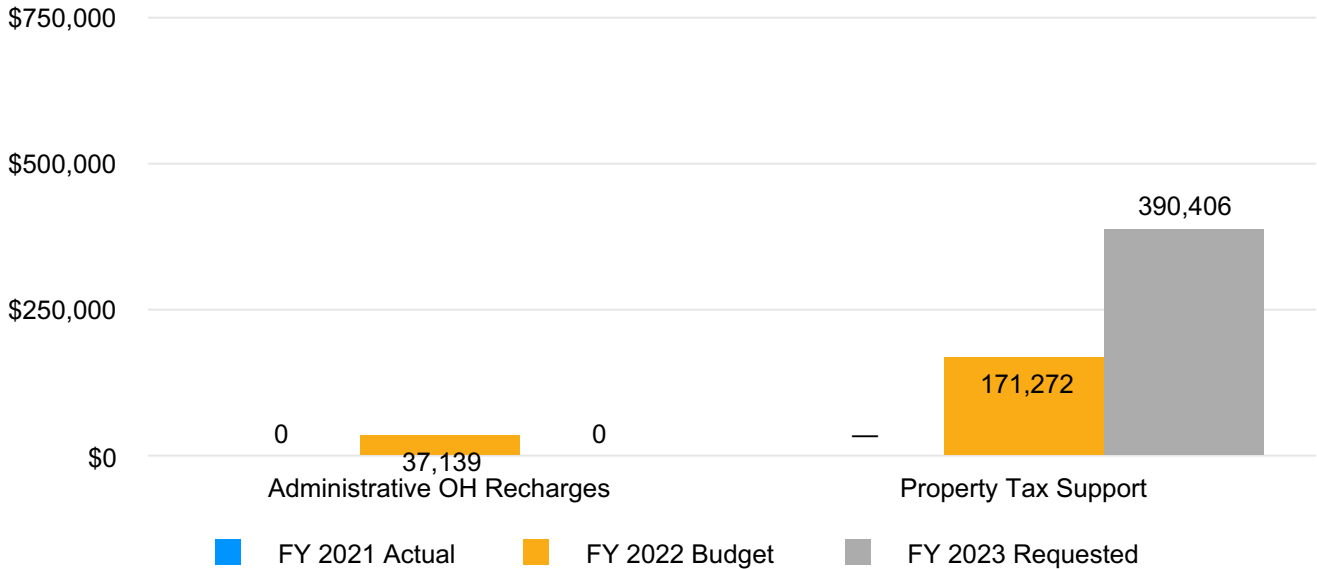
PARTNERSHIPS

Taking on poverty is an all-hands-on-deck endeavor with every sector of the community including those with lived experience. We foster and support bringing all sectors together to achieve our vision and mission.

OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

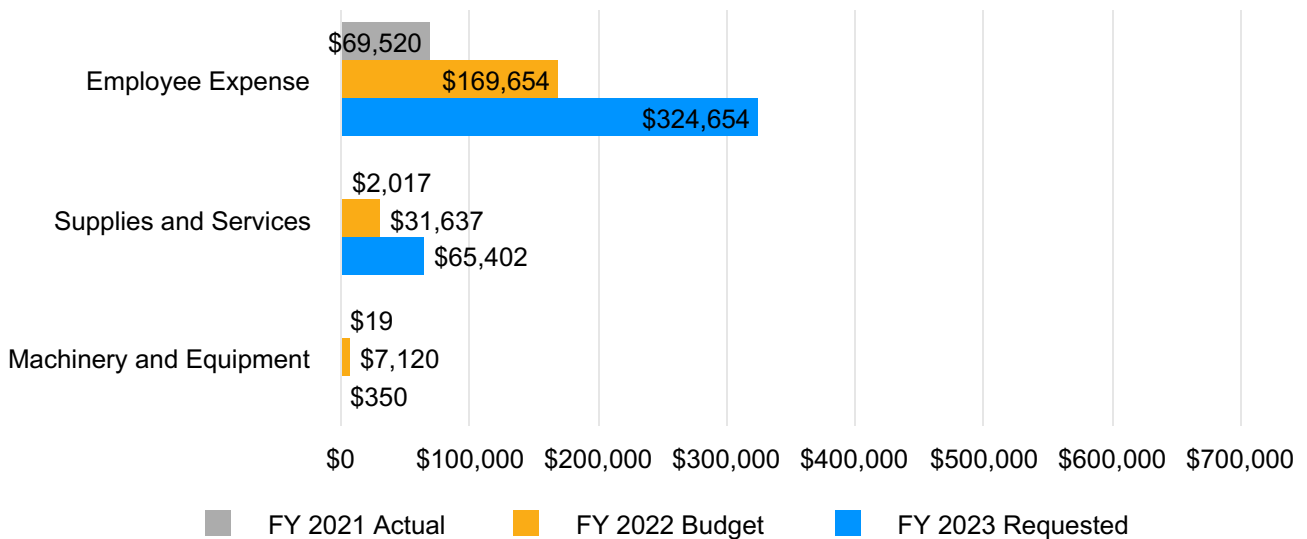
	FY 2021	FY 2022	FY 2023
Full-Time Equivalent	—	1.00	3.66

Resources and Property Tax Support



The Office of Shared Prosperity and Neighborhood Support is supported by 3.66 full-time equivalent employees. Overall, the department's expenses are expected to decrease by 87.33% in FY 2023 compared to FY 2022.

Expenditures by Category by Fiscal Year



OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT






Office of Prosperity and Neighborhood Support Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$71,556	\$208,411	\$390,406
Resources	\$0	\$37,139	\$0





Office of Prosperity and Neighborhood Support Position Summary	
	FY 2023
Director Office of Shared Prosperity & Neighborhood Support	1.00
Community Engagement Coordinator	1.00
Data Analyst	1.00
Secretary	0.66
Total Full-Time Equivalent Employee's	3.66

Performance Measures

City Council Goal: Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity









1 Dept. Objectives: Reduce Poverty Rate

Performance Measure (KPI)	Target	2017	2018	2019	Performance Indicator
Population Level	N/A	16.3%	16.0%	15.9%	
White alone, not Hispanic or Latino	N/A	13.1%	13.2%	12.7%	
Black or African American	N/A	60.1%	56.1%	56.9%	
American Indian and Alaska Native	N/A	34.3%	31.0%	17.8%	
Asian	N/A	22.5%	16.6%	16.9%	

Native Hawaiian and Other Pacific Islander	N/A	37.0%	38.4%	59.8%	
Some other races	N/A	59.4%	66.7%	61.2%	
Two or more races	N/A	47.6%	25.8%	21.6%	
Hispanic or Latino origin	N/A	26.3%	22.1%	24.8%	




City Council Goal: Vibrant Community: Halthy and Safe

2 Dept. Objective: Increase Median Household Income

Performance Measure (KPI)	Target	2017	2018	2019	Performance Indicator
White alone, not Hispanic or Latino	N/A	\$52,346	\$54,606	\$56,843	
Black or African American	N/A	\$14,818	\$14,333	\$12,068	
American Indian and Alaska Native	N/A	\$—	\$—	\$22,614	
Asian	N/A	\$43,009	\$52,344	\$59,958	
Native Hawaiian and Other Pacific Islander	N/A	\$39,943	\$41,595	\$40,417	
Some other races	N/A	\$21,813	\$21,466	\$—	
Two or more races	N/A	\$23,298	\$28,864	\$29,183	
Hispanic or Latino origin	N/A	\$27,833	\$—	\$44,583	

City Council Goal: Partnerships for a Better Dubuque

Dept. Objective: Collaborate with strategic partner organizations and agencies to address the systemic impact of poverty and reverse its course through citizen engagement and education along with empowering neighborhood associations.

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
# of active neighborhood association	7	5	5	5	
# of grants awarded for community building & neighborhood improvement projects	10	24	6	6	
# of residents engaged in the city governance process	24	12	12	12	

Recommended Operating Revenue Budget - Department Total
68 - OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
260	53620	REIMBURSEMENTS-GENERAL	50	0	0	0
53	MISCELLANEOUS	- Total	50	0	0	0
100	59610	FR WPC OPERATING	0	0	12,301	0
100	59620	FR STORMWATER OPERATING	0	0	3,689	0
100	59630	FR PARKING OPERATING	0	0	1,594	0
100	59640	FR WATER UTILITY	0	0	1,970	0
100	59670	FR REFUSE COLLECTION	0	0	11,438	0
100	59940	FR DMASWA	0	0	6,147	0
59	TRANSFER IN AND INTERNAL	- Total	0	0	37,139	0
OSPNS DEPARTMENT - Total			50	0	37,139	0

Recommended Operating Expenditure Budget - Department Total

68 - OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	40,079	45,504	93,470	214,842
260	61010	FULL-TIME EMPLOYEES	39,631	(1,675)	0	0
261	61010	FULL-TIME EMPLOYEES	5,823	0	0	0
100	61020	PART-TIME EMPLOYEES	0	0	24,395	27,506
100	61091	SICK LEAVE PAYOFF	0	3,209	7,580	0
100	61092	VACATION PAYOFF	0	2,171	0	0
100	61096	50% SICK LEAVE PAYOUT	135	677	0	0
260	61096	50% SICK LEAVE PAYOUT	141	0	0	0
100	61310	IPERS	3,770	4,277	13,475	22,877
260	61310	IPERS	3,727	(158)	0	0
261	61310	IPERS	550	0	0	0
100	61320	SOCIAL SECURITY	2,955	3,817	10,929	18,539
260	61320	SOCIAL SECURITY	2,923	(123)	0	0
261	61320	SOCIAL SECURITY	426	0	0	0
100	61410	HEALTH INSURANCE	4,214	11,673	19,548	40,269
260	61410	HEALTH INSURANCE	5,526	0	0	0
261	61410	HEALTH INSURANCE	1,096	0	0	0
100	61415	WORKMENS' COMPENSATION	123	110	174	483
260	61415	WORKMENS' COMPENSATION	101	0	0	0
100	61416	LIFE INSURANCE	33	37	83	138
260	61416	LIFE INSURANCE	34	0	0	0
261	61416	LIFE INSURANCE	6	0	0	0
61 - WAGES AND BENEFITS			111,293	69,520	169,654	324,654
100	62010	OFFICE SUPPLIES	5	20	5	1,000
100	62030	POSTAGE AND SHIPPING	0	0	11	0
260	62030	POSTAGE AND SHIPPING	11	0	0	0
100	62090	PRINTING & BINDING	0	0	0	3,000
100	62110	COPYING/REPRODUCTION	0	1	333	333
260	62110	COPYING/REPRODUCTION	333	0	0	0
100	62310	TRAVEL-CONFERENCES	0	0	2,777	7,477
100	62320	TRAVEL-CITY BUSINESS	25	0	254	960
260	62320	TRAVEL-CITY BUSINESS	75	0	0	0
100	62340	MILEAGE/LOCAL TRANSP	142	0	100	300
260	62340	MILEAGE/LOCAL TRANSP	193	0	0	0
100	62360	EDUCATION & TRAINING	253	0	2,000	8,270
260	62360	EDUCATION & TRAINING	107	0	0	0
100	62421	TELEPHONE	0	195	1,017	2,052
260	62421	TELEPHONE	705	0	0	0
100	62436	RENTAL OF SPACE	0	441	378	1,344
260	62436	RENTAL OF SPACE	378	0	0	0
100	62667	DATA SERVICES	162	146	202	438
100	62734	SPEAKERS/PROGRAMS	0	0	0	7,958
100	62765	GRANTS	5,496	1,214	24,560	24,560
260	62834	SERVICES FROM PLANNING	7,710	0	0	7,710
62 - SUPPLIES AND SERVICES			15,595	2,017	31,637	65,402

Recommended Operating Expenditure Budget - Department Total						
100	71120	PERIPHERALS, COMPUTER	0	0	920	0
100	71124	COMPUTER	0	0	5,600	0
100	72418	TELEPHONE RELATED	0	19	600	350
71 - EQUIPMENT			0	19	7,120	350
68 - OSPNS TOTAL			126,888	71,556	208,411	390,406

Recommended Expenditure Budget Report by Activity & Funding Source

68 - OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

OSPNS - 72800

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	19	7,120	350
SUPPLIES AND SERVICES	2,017	31,637	65,402
WAGES AND BENEFITS	69,520	169,654	324,654
OSPNS	71,556	208,411	390,406
OSPNS TOTAL	\$71,556	\$208,411	\$390,406

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

68 Office of Shared Prosperity

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023				
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET			
61010 Full Time Employee Expense												
100	—	GE-35	DIR SHARED PROSP/NBHD SUPPORT	—	\$	—	1.00	\$	68,591	1.00	\$	88,531
100	—	GE-33	COMMUNITY ENGAGEMENT COORD	—	\$	—	—	\$	—	1.00	\$	72,620
100	—	GE-30	DATA ANALYST	—	\$	—	—	\$	—	1.00	\$	53,691
TOTAL FULL TIME EMPLOYEES				—	\$	—	1.00	\$	68,591	3.00	\$	214,842
61020 Part Time Employee Expense												
100	225	GE-25	SECRETARY	—	\$	—	—	\$	—	0.66	\$	27,506
TOTAL PART TIME EMPLOYEES				—	\$	—	—	\$	—	0.66	\$	27,506
TOTAL OFFICE OF SHARED PROSPERITY				—	\$	—	1.00	\$	68,591	3.66	\$	242,348

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

					FY 2021		FY 2022		FY 2023	
ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Office of Shared Prosperity and Neighborhood Support - FT General Fund										
10072800	61010	100		GE-30 DATA ANALYST	—	\$ —	—	\$ —	1.00	\$ 53,691
10072800	61010	100		GE-35 DIR SHARED PROSP/ NBHD SUPPORT	—	\$ —	1.00	\$ 68,591	1.00	\$ 88,531
10072800	61010	100		GE-33 COMMUNITY ENGAGEMENT COORD	—	\$ —	—	\$ —	1.00	\$ 72,620
10072800	61010	100	5100	GE-35 NEIGHBORHOOD DEVELOP SPEC.	—	\$ —	—	\$ —	—	\$ —
Total					—	\$ —	1.00	\$ 68,591	3.00	\$ 214,842
Office of Shared Prosperity and Neighborhood Support -PT General Fund										
10072800	61020	100		GE-25 SECRETARY	—	\$ —	—	\$ —	0.66	\$ 27,506
Total					—	\$ —	—	\$ —	0.66	\$ 27,506
TOTAL OFFICE OF SHARED PROSPERITY					—	\$ —	1.00	\$ 68,591	3.66	\$ 242,348

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Office of Equity and Human Rights

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OFFICE OF EQUITY AND HUMAN RIGHTS DEPARTMENT

Budget Highlights	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested	% Change From FY 2022 Budget
<u>Expenses</u>				
Employee Expense	393,856	417,294	307,497	(26.3%)
Supplies and Services	42,881	92,167	132,573	43.8%
Machinery & Equipment	—	1,050	—	0.0%
Total	436,737	510,511	440,070	(13.8%)
<u>Resources</u>				
Case Processing ICRC	1,275	2,000	2,000	0.0%
Miscellaneous	382	1,125	1,125	0.0%
Total	1,657	3,125	3,125	0.0%
Property Tax Support	435,080	507,386	436,945	(70,441)
Percent Increase (Decrease)				(13.9%)
Personnel - Authorized FTE	4.00	4.00	3.00	

Improvement Package Summary

1 of 4

This improvement request is for hiring an intern on an annual basis to assist with developing, populating, and updating equity indicators and supporting indicators in Socrata, our performance management software. The intern would also use data collected as part of equity projects and grant and contract partnerships to tell the story around the equity impact of the work being done by partners. This recommendation is consistent with a recommendation in the Analysis of Impediments to Fair Housing that the City develop measurable equity and inclusion metrics, and a recommendation from the Dubuque Black Men Coalition at the July 2020 Black Lives Matter Work Session that the City develop contributing measures that help to move the needle on higher level community wide indicators. It is also a necessary step in being able to align department efforts around specific indicators and contributing measures so that we might develop a way to measure the outcomes of cross-department and cross-sector equity efforts. This improvement package is in alignment with the City Council goal of Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable.

Related Cost:	<u>\$ 10,222</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	\$ 0.004	0.04%		
Activity: Administration				

2 of 4

This improvement request is for financially supporting project R.E.A.L (Race, Equity, Arts, Love) a writer-scholar-mentor program that is a collaboration between Mentor Dubuque, City of Dubuque Equity and Human Rights Department, Dubuque Area Writers Guild, Multicultural Family Center, and the University of Dubuque English, Environmental Science, Sociology, and Criminal Justice Departments. For each collegiate semester on Friday evenings, the Multicultural Family Center will host a creative writing arts workshop space for middle school and high school youth predominantly from marginalized communities. These sessions will involve moving youth through discussions and writing prompts focusing on identity and self definition. Concurrently, University of Dubuque professors from various departments will incorporate the same writing prompts within their coursework. The University of Dubuque has data supporting the efficacy of race-equity/arts pedagogy writing with higher grades across disciplines.

College students from these courses will then be nominated to become mentors for the Friday night REAL writers workshop sessions at the MFC. These mentors and mentees will then attend a day long Saturday Scholar Seminar at the University of Dubuque. The seminar will be academic and led by a UD or guest Professor on a topic chosen by the participants. This program is geared to supportively socialize area youth, especially 1st generation, to the college setting. Once completed, students will receive a certificate of completion, letter of recommendation, and materials to build a professional portfolio. Target attendance in yr. 1 (20 – 30 students) This improvement package is in alignment with the City Council goal of Partnership for a Better Dubuque: Partnering with education as well as the City Council goal of a Diverse Arts, Culture, Parks & Leisure: Expanding arts and cultural opportunities with access for all and Connecting with Disengaged youth.

Related Cost:	<u>\$ 15,200</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	<u>\$ 0.006</u>	0.06%		
Activity: Human Rights				

3 of 4

This improvement request is for financially supporting a racial equity community education initiative through grant funding for events. There continues to be a chasm between people of various racial backgrounds in the United States, in part because different racial groups learn different histories. These gaps in understanding contribute to the divide that often arises as we try to address inequities through policy and practice. These funds would be granted to an outside entity or entities to conduct racial equity event(s) such as, but not limited to, Race in the Heartland.

On October 18 and 19, 2019, the Human Rights Commission co-hosted the inaugural Race in the Heartland Conference, which included breakout sessions, keynote speakers, and a community forum. Topics revolved around the history of race in America, communicating about race, implicit bias, mentoring, restorative strategies, and the importance of advancing employment, housing, criminal justice, and education equity. The City Council contributed \$2,500 toward this conference as part of a one-time decision package included in the FY20 budget. Then, in FY21, the City Council contributed \$5,000 towards the conference in Community Development Block Grant Funding. Given the success of the conference and the importance of continuing to work towards an improved understanding of race in America and the importance of working together to advance racial equity in Dubuque, a recurring decision package is being requested to contribute towards this conference or a similar event in the future. This improvement package is in alignment with the City Council goal of Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable.

Related Cost:	<u>\$ 10,000</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	<u>\$ 0.0039</u>	0.04%		
Activity: Human Rights				

4 of 4

This improvement request is for a racial equity community education initiative in the form of an All Community Reads activity around the book “The Sum of Us” by Heather McGee. There continues to be a chasm between people of various racial backgrounds in the United States, in part because of the zero-sum paradigm so many people buy into – the idea that when some make progress, other people must lose out. This thinking contributes to the divide that often arises as we try to address inequities through policy and practice. McGee’s book holds up examples of what she calls the Solidarity Dividend – the ways in which social problems can be addressed through collaboration and coming together. Racism is noted as one of eight determinants of poverty in the Equitable Poverty Reduction and Prevention Plan, and this project will help to move the community towards an improved understanding of race in America and the importance of working together to advance racial equity in Dubuque in ways that can benefit everyone and do not need to come at the expense of any particular group of people. This improvement

package is in alignment with the City Council goal of Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable.

Related Cost:	\$ 66,500	Tax Funds	Non-Recurring	Recommend - Yes
Net Property Tax Cost	<u>\$ 66,500</u>			
Property Tax Impact:	\$ 0.0262	0.27%		
Activity: Human Rights				

Significant Line Items

Employee Expense

1. FY 2023 employee expense reflects a 3.25% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged —% from FY 2022 City contribution of 9.44%. The employee contribution of 6.29% is unchanged from FY 2022.
3. The City portion of health insurance expense increased from \$1,086 in FY 2022 to \$1,119 in FY 2023 per month per contract which results in annual increase of \$-11,859 or 3.04%.
4. During FY 2022, the following personnel change was approved:
 - a. Community Engagement Coordinator (GE-33D) was moved from the Office of Equity and Human Rights to the Office of Shared Prosperity and Neighborhood Support (-\$98,108).

Supplies & Services

5. Education and Training decreased from \$30,962 in FY 2022 to \$21,252 in FY 2023. This line item represents Annual Advanced Equity Training (\$10,000); and general workshops and skill development for City staff and partners on intercultural competency, equity, inclusion, and community engagement (\$11,252). This decrease is due to a non-recurring improvement package in FY 2021 for the train-the-trainer program (-\$3,510) and budgeted expenses related to Community Engagement Coordinator's education and training budget being moved from Equity & Human Rights Department (-\$6,000).
6. Conferences decreased from \$12,776 in FY 2022 to \$9,594 FY 2023. This decrease is due to the transfer of Community Engagement Coordinator from Equity & Human Rights Department and associated conference funding (-\$3,200). This line item represents the actual cost for leadership team members to attend the National League of Cities Conference in Tampa, FL, the Government Alliance on Race and Equity conference in Oakland, CA, and Sustainable Communities Conference.
7. Speakers and Programs increased from \$12,040 in FY 2022 to \$70,582 in FY 2023. This decrease is due to the transfer of Community Engagement Coordinator from Equity & Human Rights Department and associated program funding that represents two City Life programs in FY 2023 (-\$6,458) and interpreters for City Life programs (-\$1,500). The remaining programs provide for the dispute resolution center (\$1,742), interpreters for commission functions (\$340) and the Dubuque Community Police Relations Committee (\$2,000).
8. Pay to Other Agency is unchanged from \$12,000 in FY 2022 to 12,000 in FY 2023. This line item includes \$6,000 for Faces and Voices Human Relations Event that currently is the annual the Reverend Doctor Martin Luther King Breakfast and \$6,000 for VISTA cost share. The VISTA cost share is unchanged from \$6,000 in FY 2022.

9. Printing and Binding decreased from \$5,817 in FY 2022 to \$3,817 in FY 2023. This line item provides for the printing of the Annual Report, brochures, training materials, and mailing materials. This decrease is due to the transfer of Community Engagement Coordinator from Equity & Human Rights Department and associated print funding (-\$2000).
10. Office Supplies decreased from 2,286 in FY 2022 to 1,286 in FY 2023. This decrease is due to the transfer of Community Engagement Coordinator from Equity & Human Rights Department and associated office supplies funding (-\$1,000).

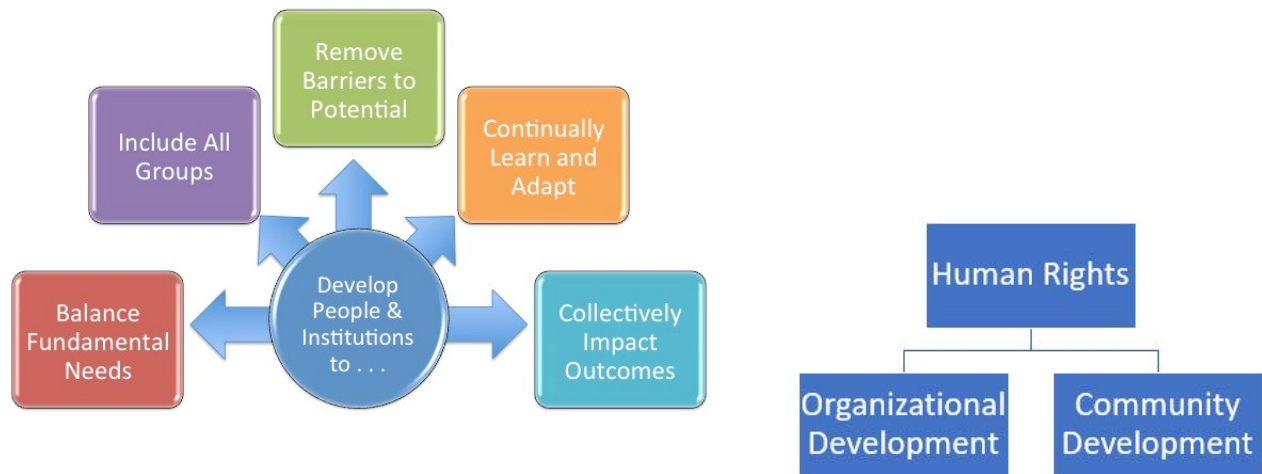
Revenue

11. Case processing revenue in FY 2023 is based on 10 employment cases reimbursed at \$200 per case (\$2,000) by the Iowa Civil Rights Commission.
12. General reimbursement revenue is unchanged from \$1,125 in FY 2022 to \$1,125 in FY 2023 based on FY 2022 actual of \$1,125. This revenue line reflects the reimbursement for Intercultural Competency training materials for four-day workshops.

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OFFICE OF EQUITY AND HUMAN RIGHTS

Department Goal: Office of Equity and Human Rights partners to advance equity in City services and civic engagement through City and community partnerships. In all efforts, compliance with current civil rights laws is considered the bare minimum required, not the end goal.



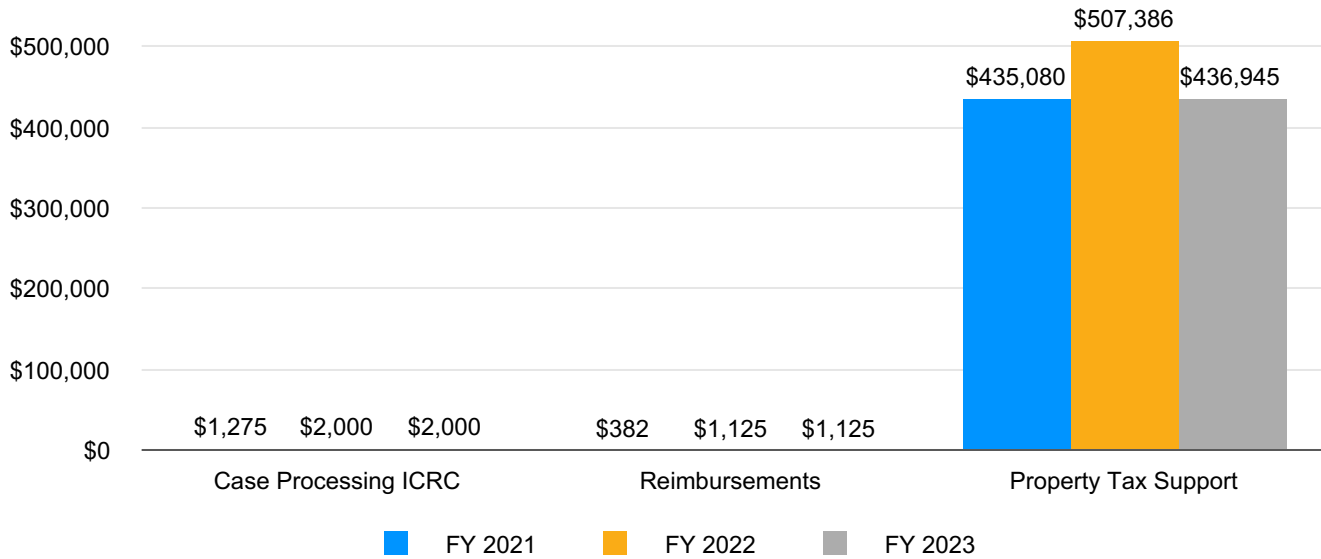
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



OFFICE OF EQUITY AND HUMAN RIGHTS

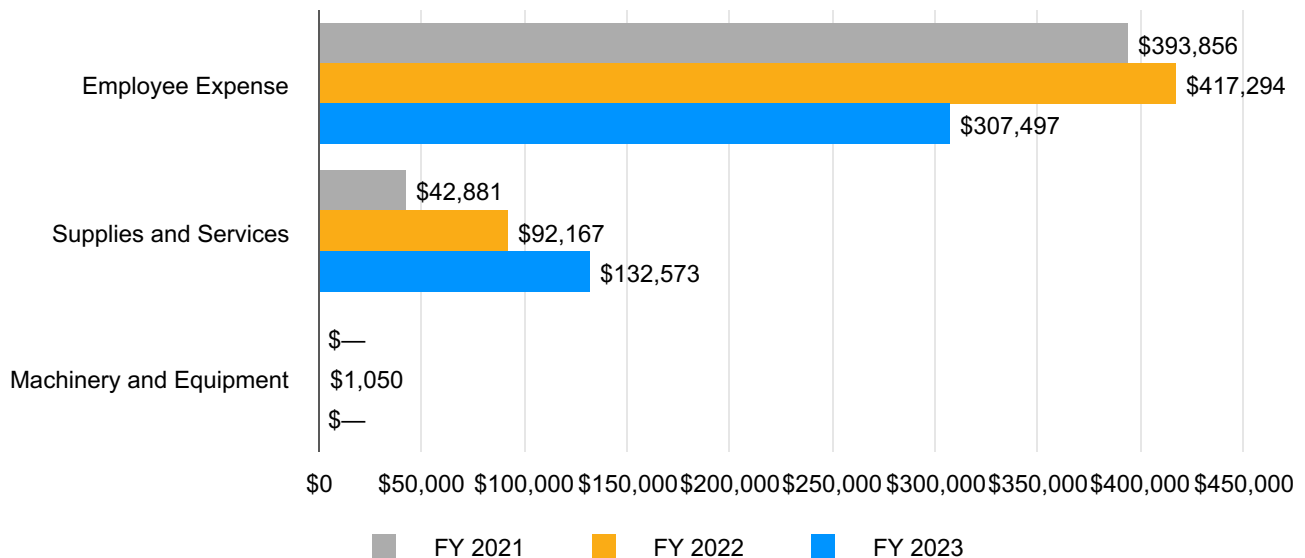
	FY 2021	FY 2022	FY 2023
Full-Time Equivalent	4.00	4.00	3.00

Resources and Property Tax Support



The Office of Equity and Human Rights is supported by 3.00 full-time equivalent employees, which accounts for 69.87% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by -13.80% in FY 2023 compared to FY 2022.

Expenditures by Category by Fiscal Year



OFFICE OF EQUITY AND HUMAN RIGHTS

Organizational Development

Mission & Services

The Office of Equity and Human Rights partners with other City Departments to advance equity understanding and actions amongst our employees, through service delivery, community engagement efforts, and grants and contracts.



Organization Development Funding Summary			
	FY21 Budget	FY22 Budget	FY 2023 Requested
Expenditures	\$5,053	\$10,000	\$10,000
Resources	\$0	\$0	\$0

Organization Development Position Summary	
	FY 2023
Human Rights Director	0.50
Intake Specialist	0.50
Organizational Equity Coordinator	0.75
Total FT Equivalent Employees	1.75


Performance Measures*

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

- 1 Activity Objective: Using an intercultural approach, facilitate Equity Teams, consult on department equity plans, and develop organizational framework for collectively advancing equity.**

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
% of departments with written equity plans	100%	52%	75%	75%	
% of departments writing their equity plan or completing self-assessment	0%	51%	25%	25%	

- 2 Activity Objective: Educate staff on developing intercultural skills and applying equity tools in service delivery and community engagement.**

% staff indicating improved understanding of importance of intercultural skills, equity, and inclusion.	90%	93%	95%	95%	
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- 3 Activity Objective: Facilitate/Consult on Improvements in Access, Usage, or Life Circumstances for Residents Most Impacted by Inequities**

% of departments reporting improvements in workforce, service delivery and/or community engagement with residents most impacted by inequities	20%	n/a	n/a	20%	N/A
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*All work is premised in an intercultural approach and the development of intercultural competency. As departments identify and implement equity goals, we work in conjunction to engage the community and develop outcome measures so that we might measure progress over time. Currently, the details of this collective progress are laid out in our annual Equity Report. We are working towards a mechanism for reporting this collective progress as part of our departmental performance measures as well.

OFFICE OF EQUITY AND HUMAN RIGHTS

Community Development

Mission & Services

Community Development involves partnering with various groups and organizations within the community to address inequities in economic opportunity, health, housing, education, transportation, and safety.


Community Development Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$ 431,685	\$ 500,511	\$ 430,070
Resources	\$ 1,657	\$ 3,125	\$ 3,125

Community Development Position Summary	
	FY 2023
Organizational Equity Coordinator	0.25
Human Rights Director	0.50
Intake Specialist	0.50
Total FT Equivalent Employee's	1.25

Performance Measures

City Council Goal: Partnerships for a Better Dubuque

- 1 **Activity Objective: Educate/Facilitate non-profit institutions, private businesses, educational institutions in contributing towards advancing equity through the Imagine Dubuque plan.**

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
% partners indicating improved understanding of importance of intercultural skills, equity, and inclusion.	95%	95%	95%	95%	
% of partners reporting improvements in quality of life measures and/or community engagement with residents most impacted by inequities	20%	n/a	n/a	20%	N/A

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Recommended Operating Revenue Budget - Department Total

16 - HUMAN RIGHTS DEPARTMENT

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
100	51918	CASE PROCESSING ICRC	725	1,275	2,000	2,000
51	CHARGES FOR SERVICES	- Total	725	1,275	2,000	2,000
100	53201	REFUNDS	540	193	0	0
100	53620	REIMBURSEMENTS-GENERAL	830	189	1,125	1,125
53	MISCELLANEOUS	- Total	1,370	382	1,125	1,125
HUMAN RIGHTS DEPARTMENT - Total			2,095	1,657	3,125	3,125

Recommended Operating Expenditure Budget - Department Total

16 - HUMAN RIGHTS DEPARTMENT

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	276,928	288,839	309,281	225,532
261	61010	FULL-TIME EMPLOYEES	12,852	0	0	0
100	61092	VACATION PAYOFF	521	0	0	0
100	61095	PARENTAL LEAVE	0	3,430	0	0
100	61096	50% SICK LEAVE PAYOUT	1,786	2,323	1,786	2,323
100	61310	IPERS	26,142	27,618	29,196	21,290
261	61310	IPERS	1,213	0	0	0
100	61320	SOCIAL SECURITY	20,371	21,386	23,796	17,432
261	61320	SOCIAL SECURITY	942	0	0	0
100	61410	HEALTH INSURANCE	52,101	49,184	52,128	40,269
261	61410	HEALTH INSURANCE	2,736	0	0	0
100	61415	WORKMENS' COMPENSATION	725	837	602	513
100	61416	LIFE INSURANCE	219	239	238	138
261	61416	LIFE INSURANCE	13	0	0	0
100	61660	EMPLOYEE PHYSICALS	267	0	267	0
61 - WAGES AND BENEFITS			396,815	393,856	417,294	307,497
100	62010	OFFICE SUPPLIES	286	215	2,286	1,286
100	62011	UNIFORM PURCHASES	55	0	0	0
100	62030	POSTAGE AND SHIPPING	47	99	48	101
100	62061	DP EQUIP. MAINT CONTRACTS	4,204	5,210	5,210	4,533
100	62090	PRINTING & BINDING	3,319	3,395	5,817	3,817
100	62110	COPYING/REPRODUCTION	540	230	665	230
100	62130	LEGAL NOTICES & ADS	2,381	30	100	30
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	949	779	968	890
100	62190	DUES & MEMBERSHIPS	1,450	1,450	1,500	1,500
100	62208	GENERAL LIABILITY INSURAN	2,308	1,810	1,918	2,539
100	62310	TRAVEL-CONFERENCES	5,105	0	12,776	9,594
100	62320	TRAVEL-CITY BUSINESS	18	0	1,629	1,504
100	62340	MILEAGE/LOCAL TRANSP	412	38	71	71
100	62360	EDUCATION & TRAINING	24,001	7,322	30,962	21,252
100	62421	TELEPHONE	3,017	2,827	2,307	1,518
100	62436	RENTAL OF SPACE	1,620	893	1,260	840
100	62663	SOFTWARE LICENSE EXP	110	14	205	46
100	62667	DATA SERVICES	595	486	405	240
100	62671	MISC. OPERATING SUPPLIES	46	0	0	0
100	62734	SPEAKERS/PROGRAMS	8,524	1,086	12,040	70,582
100	62753	FAIR HOUSNG TRAINING	8,714	0	0	0
100	62761	PAY TO OTHER AGENCY	11,000	17,000	12,000	12,000
62 - SUPPLIES AND SERVICES			78,700	42,881	92,167	132,573
100	71120	PERIPHERALS, COMPUTER	866	0	0	0
100	72418	TELEPHONE RELATED	28	0	1,050	0
71 - EQUIPMENT			894	0	1,050	0
16 - HUMAN RIGHTS DEPARTMENT TOTAL			476,409	436,737	510,511	440,070

Recommended Expenditure Budget Report by Activity & Funding Source

16 - HUMAN RIGHTS DEPARTMENT

HUMAN RELATIONS - 16100

FUNDING SOURCE: CDBG CARES ACT

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	—	1,050	—
SUPPLIES AND SERVICES	32,828	76,167	116,573
WAGES AND BENEFITS	393,856	417,294	307,497
HUMAN RELATIONS	426,685	494,511	424,070
WORKFORCE DEVELOPMENT - 16300			

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	20	—	—
WORKFORCE DEVELOPMENT	20	—	—
VISTA COST SHARE - 16400			

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	5,000	6,000	6,000
VISTA COST SHARE	5,000	6,000	6,000
HUD VOLUNTARY COMP AGREE - 16600			

FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	5,032	10,000	10,000
HUD VOLUNTARY COMP AGREE	5,032	10,000	10,000
HUMAN RIGHTS DEPARTMENT TOTAL	\$436,737	\$510,511	\$440,070

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

16 OFFICE OF EQUITY & HUMAN RIGHTS DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 112,693	1.00	\$ 114,371	1.00	\$ 90,119
100	610	GE-34	ORGANIZATIONAL EQUITY COORD	1.00	\$ 62,563	1.00	\$ 69,156	1.00	\$ 75,363
100		GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 63,340	1.00	\$ 67,589	—	\$ —
100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 57,331	1.00	\$ 58,165	1.00	\$ 60,050
TOTAL FULL TIME EMPLOYEES				4.00	\$ 295,927	4.00	\$ 309,281	3.00	\$ 225,532
TOTAL OFFICE OF EQUITY & HUMAN RIGHTS DEPT.				4.00	\$ 295,927	4.00	\$ 309,281	3.00	\$ 225,532

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2021		FY 2022		FY 2023		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Office of Equity & Human Rights-FT											
10016100	61010	100	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 112,693	1.00	\$ 114,371	1.00	\$ 90,119
10016100	61010	100	1965	GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 63,340	1.00	\$ 67,589	—	\$ —
10016100	61010	100	2372	GE-34	ORGANIZATIONAL EQUITY COORD	1.00	\$ 62,563	1.00	\$ 69,156	1.00	\$ 75,363
10016100	61010	100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 57,331	1.00	\$ 58,165	1.00	\$ 60,050
Total						4.00	\$295,927	4.00	\$ 309,281	3.00	\$ 225,532
TOTAL OFFICE OF EQUITY & HUMAN RIGHTS DEPARTMENT						4.00	\$295,927	4.00	\$ 309,281	3.00	\$ 225,532

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Finance

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FINANCE DEPARTMENT

Budget Highlights	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested	% Change From FY 2022 Budget
<u>Expenses</u>				
Employee Expense	1,611,615	1,718,214	1,827,378	6.4%
Supplies and Services	768,878	963,303	967,530	0.4%
Electric and Gas Utility Franchise Fee Rebates	672,638	735,730	681,263	-7.4%
Investment Manager and Custodial Service Fees	88,017	57,000	53,014	-7.0%
Machinery and Equipment	3,157	4,325	1,650	-61.8%
Non-Expense Accounts	(2,539)	(6,966)	(6,966)	0.0%
Total	3,141,766	3,471,606	3,523,869	1.5%
Abated Debt - Franchise Fee Litigation	199,906	211,499	214,906	1.6%
Total Expense	3,341,672	3,683,105	3,738,775	1.5%
<u>Resources</u>				
Miscellaneous Revenue	67,082	146,276	92,754	-36.6%
Electric and Gas Utility Franchise Fees	872,544	947,229	896,169	-5.4%
Sales Tax 20% for Debt Abatement	—	14,293	15,400	7.7%
Overhead & Utility Billing Recharges to Enterprise Funds	1,704,079	1,769,270	1,842,003	4.1%
Water Meter Service Recharges	10,873	—	—	0.0%
Total revenue	2,654,578	2,877,068	2,846,326	-1.1%
Property Tax Support	687,094	806,037	892,449	86,412
Personnel - Authorized FTE	20.00	20.26	20.51	

Improvement Package Summary

1 of 4

This decision package would provide funding for a 160 hour professional service package for a workflow software consultant. This improvement would allow staff to leverage Laserfiche Forms to build custom workflows that would integrate with the Tyler Munis Enterprise Resource Planning System (ERP). OPG-3 has worked with other Tyler Munis clients to build integrated custom workflows. Tyler Munis has simplistic pre-programmed workflows for various processes such as accounts payable, contracts, and grants but the workflows are not as robust as staff would like. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 24,000	Tax Funds	Non-Recurring	Recommend - Yes
Related Revenue:	\$ 12,079	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 11,921</u>			
Property Tax Impact:	\$ 0.0047	0.05%		
Activity: Accounting				

2 of 4

This decision package would provide funding for a seasonal summer finance intern (NA-38F / 0.25 FTE). The summer finance intern would work 40 hours per week during summer break (May through August) and assist with large projects and ongoing work. The work could include assistance with Tyler Munis Enterprise Resource Planning (ERP) system implementation, new subdivision meter data entry, audit work, accounts payable, and many other finance functions. The Finance Department currently has two seasonal finance interns (0.75 FTE or 1,566 hours) and one seasonal utility billing intern (0.51 FTE or 1,065 hours) that work throughout the year. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 8,417	Tax Funds	Recurring	Recommend - Yes
Related Revenue:	\$ 3,072	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 5,345</u>			
Property Tax Impact:	\$ 0.0021	0.02%		
Activity: Accounting				

3 of 4

This decision package would provide funding for the one-time cost of implementation of priority based budgeting for the operating budget and recurring online priority based budgeting software cost to continue the process. The implementation of priority based budgeting would allow the ability to budget for equity in addition to other City Council goals and priorities. Implementation of priority based budgeting in the operating budget will require a significant investment of staff time and a consultant is required to train staff on priority based budgeting and assist the teams of staff involved in implementing the process.

In a priority-driven approach, a government identifies its most important strategic priorities, and then, through a collaborative, evidence-based process, ranks programs and services according to how well they align with the priorities. The government then allocates funding in accordance with the ranking. Priority based budgeting is intended to change the tone of budget discussions, from a focus on how money was spent last year to a focus on how the most value can be created for the public using the money that is available this year.

The first step in priority based budgeting for the operating budget will be to identify available resources. This step requires that instead of first identifying the amount of resources needed for the next fiscal year, the amount of resources that are available to fund operations as well as one-time initiatives and capital expenditures are identified. Then, the existing City Council Goals and Priorities are used as the basis of ranking of programs and services. The City Council Goals and Priorities are expressed in terms of measurable results. Next, an inventory of the programs offered is taken and compared to the priorities. Once the programs have been inventoried, a scoring system is developed to determine how well each program achieves the identified priorities and other determined factors. Then each program is scored by departments to indicate its relevance to the identified priorities and other determined factors. An established review team of City staff meets to determine whether they understood the programs they were reviewing; whether they agreed with the score given by the department (the departments scored their own programs); whether they required further testimony or evidence from the department to help them better understand the score given; and whether the score should stand, or if the team would recommend an increase or decrease. All programs are evaluated in this manner until a final recommendation is made on program scores. Then, the programs are ordered according to their prioritization within a given priority result area and the budget staff draw a line where the cost of the most highly prioritized programs is equal to the amount of revenue available. The programs above the line are funded, and the ones that fall below the line are not. Staff will have discussions about the programs on either side of the line and about moving those programs up or down, redesigning the programs, or shifting resources among priority results. Special purpose funds will have programs ranked without

regard to funding source and then resources will be allocated with respect to funding source. Performance measures are developed and used to make sure programs deliver the results they were evaluated on.

During the Fiscal Year 2019 budget process, staff implemented priority based budgeting for the Capital Improvement Program. This process included creating a priority ranking system for departments to rank projects, tying capital projects to outcomes related to City Council Goals and Priorities, and holding additional meetings with departments that were grouped in regard to funding source to allow open dialog on the projects submitted. These additional meetings with departments ensure City Council Goals and Priorities are addressed in the submitted projects, make sure all departments impacted by projects are aware of the proposed work, related projects are aligned with the same time line and duplicated projects are eliminated, and to determine the projects that made it to the top of the list that are recommended to be funded. During the Fiscal Year 2021 budget process, staff implemented equity questions to be considered for operating improvement packages requested by departments in an effort to have departments think about the impact to equity.

The consultant selected to assist in implementation of priority based budgeting would provide a two day group training on the entire priority based budgeting process; assist with program inventory development, gathering of costs and uploading into the online software, provide additional web based department trainings for inventory and program costing; assist with the use of City Council Goals and Priorities in the priority based budgeting process; assist with department scoring, peer review and final model development, and provide additional web based department trainings for scoring and peer review. The consultant will also provide a "starter program inventory" for departments to work from, which is built from a database of thousands of programs, customized to match with each department, and significantly easing the workload for departments to implement priority based budgeting. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 50,000	Tax Funds	Non-Recurring	Recommend - No
Related Cost:	\$ 32,000	Tax Funds	Recurring	
Related Revenue:	\$ 25,165	Administrative Overhead	Non-Recurring	
Related Revenue:	\$ 16,106	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 40,729</u>			
Property Tax Impact:	\$ 0.016	0.16%		
Activity: Budget				

4 of 4

This improvement level decision package request is for the creation of an Office of Innovation, which would be a division of the Finance Department. This request would fund a full-time Chief Innovation Officer (GE-40B) and a full-time Senior Performance and Management Specialist (GE-36B). The Office of Innovation would identify improvements in the efficiency and effectiveness of City services and business processes. The primary focus of this group is to improve City operations at less cost. The team would be comprised of experienced professionals who are trained in process improvement methodologies and have diverse backgrounds. The team would serve as internal consultants to City departments and work closely with senior management to recommend strategies for improvement. The essential job functions of the Office of Innovation include developing an annual innovation work plan focused on improving the delivery of municipal services; analysis of policies, practices, system, procedures, workload standards, and organizational structures; design of benchmark surveys and quantitative techniques to improve the productivity and quality of operations and build an effective workforce; recommendation of innovative management strategies and complex departmental turnaround plans; inspections of business processes and service delivery methods to help identify efficiencies and reduce cost; analytical research and recommendation of alternatives on various public administrative functions and service delivery activities; evaluation of staffing requests and recommendation of staffing levels to ensure the efficient and effective utilization of human resources; and organizational

improvement recommendations. The tools that would be used by the Office of Innovation include performance audits, staff interviews and on-site observation, project management, best practice research and surveys, strategic planning and prioritization, process mapping, empathy mapping/voice of the customer, and trend analysis, cost analysis and forecasting. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery - Financially Sound and responsible City government and Service Value for taxes and fees. The recurring cost represents the employee cost of the two full-time positions as well as the monthly data plan for the two tablets and monthly phone plan. The non-recurring cost represents the purchase of two computers, two tablets, one smartphones, two desk phones, two desks and chairs, and office space construction or rental. The Office of Innovation would need to be located outside the Finance Department due to the space constraints in the department.

Related Cost:	\$220,784	Tax Funds	Recurring	Recommend - No
Related Cost:	\$39,075	Tax Funds	Non-Recurring	
Related Revenue:	\$111,121	Administrative Overhead	Recurring	
Related Revenue:	\$19,666	Administrative Overhead	Non-Recurring	
Net Cost:	\$129,072			
Property Tax Rate Impact	\$0.0508	0.52%		
Activity: Office of Innovation				

Significant Line Items

Employee Expense

1. FY 2023 employee expense reflects a 3.25% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2022 The employee contribution of 6.29% is unchanged from FY 2022.
3. The City portion of health insurance expense is increased from \$1,086 in FY 2022 to \$1,119 in FY 2023 per month per contract which results in annual cost increase of \$7,234 or 3.04%.
4. Overtime is unchanged from \$7,950 in FY 2022 to \$7,950 in FY 2023. FY 2021 actual was \$268.
5. During Fiscal Year 2022, the following personnel change was approved:
 - a. Purchasing Coordinator (GE-33F) was upgraded to Purchasing and Risk Manager (GE-40F) for a cost of \$42,324.

Supplies & Services

6. Electric Franchise Fee Refund decreased from \$695,111 in FY 2022 to \$628,000 in FY 2023 based on FY 2021 actual 627,227.
7. Gas Franchise Fee Refund increased from \$40,619 in FY 2022 to \$53,263 in FY 2023 based on FY 2019 Actual \$49,045 plus 8.6%. FY 2021 actual was \$45,412.
8. Postage and Shipping decreased from \$115,388 in FY 2022 to \$114,108 in FY 2023. FY 2021 actual was \$125,031. During Fiscal Year 2022, the City began outsourcing printing and mailing of utility bills. The postage machine in City Hall will be eliminated and departments will process their own mail by either going to the post office or by purchasing stamps.
9. Data Processing decreased from \$72,285 in FY 2022 to \$60,500 in FY 2023. This line item represents the recharge of Information Services staff time related to processing checks, system back-ups and daily production for the financial software.

10. Software License increased from \$440,199 in FY 2022 to \$475,409 in FY 2023. This line item includes ERP Software (\$371,632); Workiva Wdesk (\$86,970); Balancing Act (\$6,700), Multifunction Copier Accounting Software (\$107); and Indirect Cost Software (\$10,000).
11. Investment Management and Custodian Fees decreased from \$57,000 in FY 2022 to \$53,014 in FY 2023. During FY 2021, the City bid Investment Management Fees which resulted in lower fees. FY 2021 Actual was \$88,017.
12. Programming decreased from \$34,098 in FY 2022 to \$28,586 in FY 2023. This line item represents the recharge of Information Services staff time related to the maintenance the financial software.
13. Credit Card Charge increased from \$51,000 in FY 2022 to \$52,207 in FY 2023 based on FY 2021 of \$52,207. The credit card vendor charges a \$4.95 per transaction fee directly to the utility billing customer for online and phone payments and retains the fee as part of their contract. The City does not receive a convenience charge related to online or phone credit card payments. When customers pay in person, the City must absorb the credit card transaction fee of \$4.95 for each in person transaction. In addition, the City absorbs a \$0.25 per e-check transaction for online and phone utility bill payments.

Machinery & Equipment

14. Equipment replacement items at the maintenance level include (\$1,650):

<u>Accounting/Payroll/Treasury</u>	
Chairs	\$ 900
<u>Budget</u>	
Desk Phone	\$ 250
<u>Utility Billing/Parking Tickets</u>	
Desk Phone	\$ 250
Total	<u>\$ 1,650</u>

Debt Service

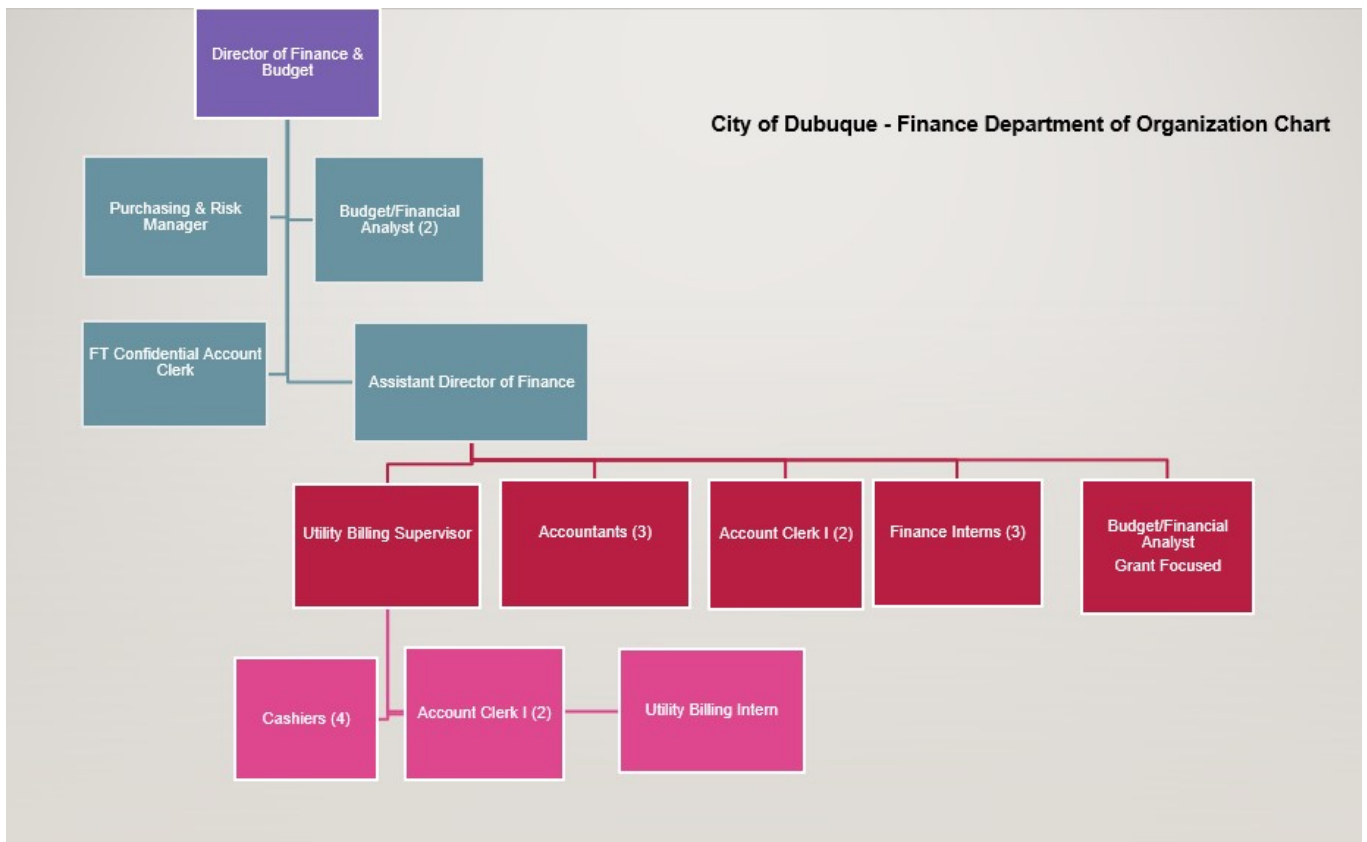
15. Annual debt service payment includes the following (\$214,906):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 199,506	2016A G.O.	Debt Levy	Franchise Fee Settlement	2035	2024
\$ 15,400	2021A G.O.	Sales Tax	General Ledger Software	2041	2028
<u>\$ 214,906</u>	Total Finance Debt Service				

Revenue

16. Franchise Fees increased from \$5,208,865 in FY 2022 to \$5,252,504 in FY 2023. FY 2021 actual was \$4,825,102. Electric Franchise Fee decreased from \$4,230,496 in FY 2022 to \$4,140,000 in FY 2023 based on FY 2019 Actual. FY 2021 actual was \$3,794,873. Gas Franchise Fee increased from \$907,201 in FY 2022 to \$1,038,950 in FY 2023 based on FY 2021 actual plus 8.6%. Maquoketa Electric Franchise Fee increased from \$71,168 in FY 2022 to \$73,554 in FY 2023 based on FY 2021 actual.
17. Penalties decreased from \$22,125 in FY 2022 to \$22,115 in FY 2023 based on FY 2019 Actual. This line item represents administrative collection fees and administrative fees for tax liens.

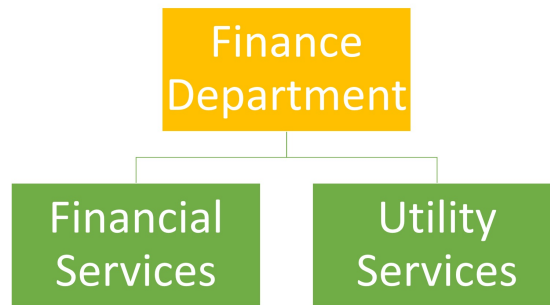
18. Credit Card Fee is unchanged from \$0 in FY 2022 to \$0 in FY 2023 due to the implementation of the WaterSmart Portal and Paymentus credit card processing for online payments in March 2019. Paymentus directly charges the customer the credit card fee and keeps the fee revenue. In February 2020, automated phone payments began to be accepted using the WaterSmart Portal and Paymentus.
19. Reimbursements decreased from \$120,000 in FY 2022 to \$65,000 in FY 2023. This line item includes the rebate received on purchase cards and 1% of enrolled virtual card vendor spend as rebate revenue. Purchase card rebates increased from \$20,000 in FY 2022 to \$25,000 in FY 2023 based on FY 2022 actual of \$26,437. Virtual Card rebates decreased from \$100,000 in FY 2022 to \$40,000 in FY 2023 based on FY 2022 actual of \$37,397. A virtual card payment is equivalent to that of a credit card transaction. Suppliers that choose to participate in the virtual card program will receive an automated email notification for each processed payment from the Finance Department. This would replace a traditional check or ACH transaction pending vendor acceptance into the City's virtual card program and would capture additional transactions not typically paid using a purchasing card. These emails will contain a link to a secure web portal where the supplier will obtain the unique Visa credit card account number, the amount to charge, and the other pertinent details of the transaction needed to process and reconcile the payments using their Point-of-Sale device/software. The credit card account number will change with each payment so suppliers will not be required to keep this information on file. The standard processing fees administered by the supplier's acquiring bank will apply.
20. Revenue received from Enterprise Funds for Utility Billing and administrative overhead charges increased from \$1,769,270 in FY 2022 to \$1,842,003 in FY 2023.



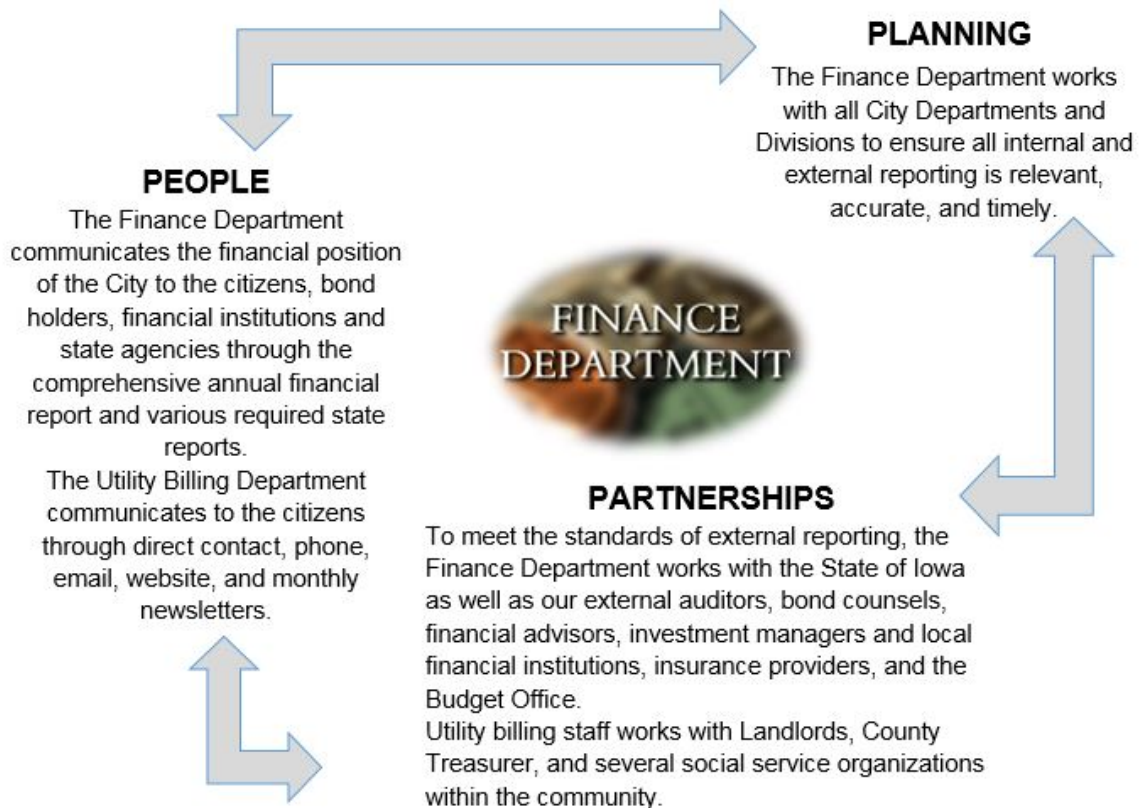
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FINANCE DEPARTMENT

The City of Dubuque Finance Department promotes excellence internally through all-encompassing communication, support, and teamwork and strives for authentic connections between unique individuals to create harmonious service to our citizens and co-workers. The Finance Department strives to create an environment that is inclusive, transparent, accessible, and forged by clear communication, providing dependable customer service in a fun and enjoyable environment. We are unique. We are Dubuque.



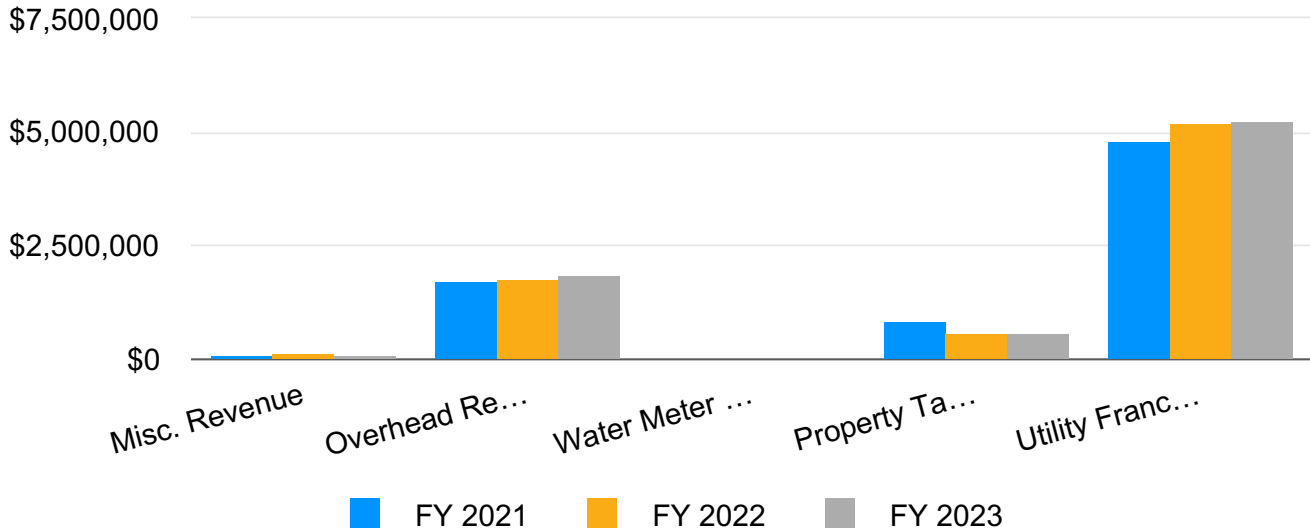
SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



FINANCE DEPARTMENT

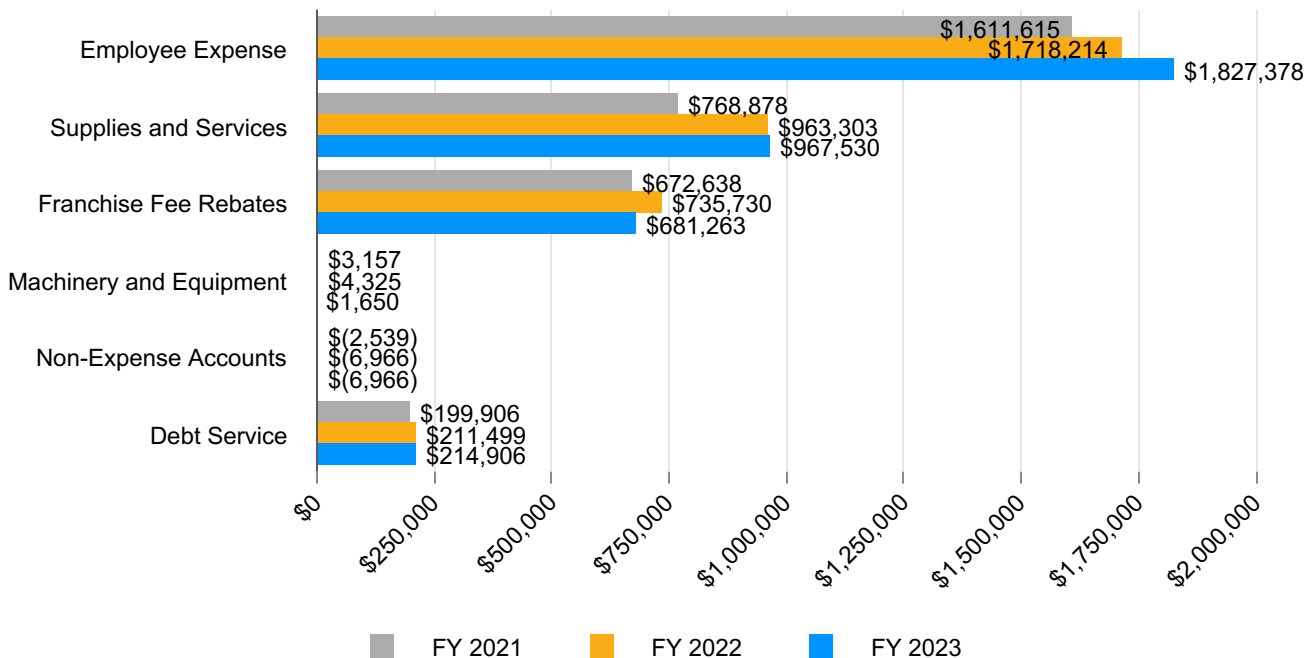
	FY 2021	FY 2022	FY 2023
Full-Time Equivalent	20.00	20.26	20.51

Resources and Property Tax Support



The Finance Department is supported by 20.51 full-time equivalent employees, which accounts for 48.88% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 1.51% in FY 2023 compared to FY 2022.

Expenditures by Category by Fiscal Year



FINANCE DEPARTMENT

Financial Service

Mission & Services

Financial Services preserve the City's strong financial condition through responsible financial strategies and effective management of City resources. Responsibilities include financial policy, cash management, debt management, accounting, payroll, accounts payable, purchasing, risk management, grant assistance, auditing and reporting for the City of Dubuque.


Financial Service Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$1,870,850	\$2,138,971	\$2,236,534
Resources	\$5,490,374	\$5,976,887	\$6,065,177

Financial Service Position Summary	
	FY 2023
Director of Finance & Budget	1.00
Assistant Finance Director	1.00
Purchasing & Risk Manager	1.00
Confidential Account Clerk	1.00
Account Clerk I	1.00
Budget/Financial Analyst	1.00
Senior Payroll Accountant	1.00
Accountant	2.00
Finance Intern	1.00
Total FT Equivalent Employees	10.00

Performance Measures

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

1 Activity Objective: Provide transparency of City finances through the Comprehensive Annual Financial Report (CAFR).

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
Receive the Certificate of Excellence in Financial Reporting	✓	✓	✓	✓	

FINANCE DEPARTMENT

Utility Services

Mission & Services

Utility Services is responsible for maintaining positive customer relations for over 24,000 customers. Utility services include water, sewer, stormwater and refuse. Utility Billing staff work with customers answer questions, schedule service, solve problems and collect payments. The billing activity manages the customer data base and depository for all utility billing and parking violations. Bills are computed and issued, and monies are received and recorded. Staff is available to address customer's service needs and billing inquiries.




Utility Services Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$891,862	\$968,161	\$961,702
Resources	\$891,862	\$968,161	\$961,702

Utility Services Position Summary	
	FY 2023
Utility Billing Supervisor	1.00
Finance Intern	0.51
Account Clerk I	3.00
Cashier	4.00
Total FT Equivalent Employees	8.51

Performance Measures

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

1 Activity Objective: Improve utility billing processes and procedures and service delivery through the use of technology.

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY22 Estimate	Performance Indicator
% of City water customers using the WaterSmart water management portal	50%	29%	40%	40%	
% of UB customers using e-billing	20%	10%	13%	14%	
% of UB customers using direct payment (ACH)	30%	26%	32%	36%	

FINANCE DEPARTMENT

Budget

Mission & Services

The Budget Office is responsible for the preparation, development, reconciliation, compliance, and implementation of the City's annual operating and five-year capital budgets. Included in this work is the development of all budget reporting guidelines, debt issuance, and compliance with Local and State reporting requirements.

In addition, the Budget Office coordinates with various City departments with reporting and filing obligations of alternative funding sources such as grants and user fees. Maintenance of the five-year financial plan is critical in providing decision makers with strategic financial information. Budget staff regularly monitor and report on operating and capital budget activities, as well as report on debt-related activities.



Budget Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$358,620	\$364,474	\$325,633
Resources	\$0	\$0	\$0

Budget Position Summary	
	FY 2023
Budget/Financial Analyst	2.00
Total FT Equivalent Employees	2.00



Performance Measures

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

1 Activity Objective: Engage and empower residents to provide input and participate in the budget process.

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY22 Estimate	Performance Indicator
# of resident budgets submitted on Balancing Act Budget Simulation*	100	37	4	7	
# of individuals reached through budget public engagement sessions	+10 Annually	195	71	35	

2 Activity Objective: Promote transparency and communicate budget information to residents in a user-friendly and understandable way.

# page views: Balancing Act Budget Simulation Tool*	+2% Annually	968	148	220	
GFOA Special Recognition Awards Received (Resident's Guide)	Capital & Performance	None	None	None	

*Balancing Act was launched in Fiscal Year 2019

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Recommended Operating Revenue Budget - Department Total

74 - FINANCE DEPARTMENT

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
100	42335	MAQ VALLEY ELEC FRANCHISE	71,168	73,554	71,168	73,554
100	42340	GAS FRANCHISE FEE	907,201	956,675	907,201	1,038,950
100	42345	ELECTRIC FRANCHISE FEE	4,029,044	3,794,873	4,230,496	4,140,000
42	LICENSES AND PERMITS	- Total	5,007,413	4,825,102	5,208,865	5,252,504
100	51178	CREDIT CARD FEE	6	5	0	0
100	51215	LATE PAYMENT PENALTY	18,446	9,985	22,125	22,115
51	CHARGES FOR SERVICES	- Total	18,452	9,990	22,125	22,115
100	53201	REFUNDS	52	0	0	0
100	53530	SPECIALIZED SERVICES	3,383	4,895	3,383	4,895
100	53605	MISCELLANEOUS REVENUE	2,459	744	768	744
100	53610	INSURANCE CLAIMS	0	14,438	0	0
100	53620	REIMBURSEMENTS-GENERAL	37,320	37,015	120,000	65,000
53	MISCELLANEOUS	- Total	43,214	57,092	124,151	70,639
400	59350	FR SALES TAX CONSTRUCTION	0	0	14,293	15,400
100	59610	FR WPC OPERATING	465,699	484,418	491,431	516,108
100	59620	FR STORMWATER OPERATING	257,013	292,657	300,116	306,240
100	59630	FR PARKING OPERATING	96,037	70,485	106,917	110,362
100	59640	FR WATER UTILITY	242,474	254,306	261,854	264,267
100	59670	FR REFUSE COLLECTION	409,216	465,242	472,300	495,121
100	59940	FR DMASWA	121,569	136,971	136,652	149,905
59	TRANSFER IN AND INTERNAL	- Total	1,592,008	1,704,079	1,783,563	1,857,403
FINANCE DEPARTMENT - Total			6,661,087	6,596,263	7,138,704	7,202,661

Recommended Operating Expenditure Budget - Department Total

74 - FINANCE DEPARTMENT

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	1,030,351	1,118,998	1,214,848	1,295,362
100	61020	PART-TIME EMPLOYEES	22,594	0	0	0
100	61030	SEASONAL EMPLOYEES	15,941	30,366	35,095	43,414
100	61050	OVERTIME PAY	7,171	268	7,950	7,950
100	61079	VACATION SUPPLEMENT COVID	0	503	0	0
100	61080	COVID19 EMP QUARANT/TREAT	4,283	0	0	0
100	61081	COVID19 SCHOOL/DAYCARE CL	2,298	0	0	0
100	61083	COVID19 EMP NON-WORK	3,153	0	0	0
100	61088	SCHOOL/DAYCARE CLOSED	0	1,007	0	0
100	61092	VACATION PAYOFF	8,528	4,515	0	0
100	61095	PARENTAL LEAVE	0	22,488	0	0
100	61096	50% SICK LEAVE PAYOUT	134	1,179	0	0
100	61310	IPERS	101,371	109,479	118,746	126,450
100	61320	SOCIAL SECURITY	78,967	84,887	96,240	102,473
100	61410	HEALTH INSURANCE	184,860	233,624	241,092	248,326
100	61415	WORKMENS' COMPENSATION	3,041	2,985	2,436	2,493
100	61416	LIFE INSURANCE	852	936	1,081	874
100	61417	UNEMPLOYMENT INSURANCE	72	0	36	36
100	61640	SAFETY EQUIPMENT	0	380	0	0
100	61660	EMPLOYEE PHYSICALS	681	0	690	0
100	61680	EMPLOYEE MOVING EXPENSE	2,522	0	0	0
61 - WAGES AND BENEFITS			1,466,819	1,611,615	1,718,214	1,827,378
100	62010	OFFICE SUPPLIES	4,623	11,685	4,189	4,489
100	62011	UNIFORM PURCHASES	850	0	1,100	1,100
100	62030	POSTAGE AND SHIPPING	113,076	125,031	115,388	114,108
100	62031	PROCESSING MATERIALS	1,260	63	1,260	1,260
100	62035	COURIER FEES	3,725	3,773	3,800	3,848
100	62050	OFFICE EQUIPMENT MAINT	0	2,265	2,085	0
100	62061	DP EQUIP. MAINT CONTRACTS	5,385	9,317	9,317	7,611
100	62070	OFFICE EQUIP RENTAL	40,106	29,759	36,470	1,036
830	62070	OFFICE EQUIP RENTAL	2,230	11,152	0	0
100	62090	PRINTING & BINDING	7,839	26,702	22,475	27,444
100	62110	COPYING/REPRODUCTION	3,599	487	3,937	2,100
830	62110	COPYING/REPRODUCTION	145	2,143	145	145
100	62130	LEGAL NOTICES & ADS	17,344	7,694	8,441	7,200
100	62140	PROMOTION	634	0	3,068	3,068
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	334	0	608	608
100	62190	DUES & MEMBERSHIPS	3,293	4,121	5,177	4,750
100	62202	OFFICERS BOND	6,700	6,700	0	0
100	62204	REFUNDS	17,146	0	0	0
100	62206	PROPERTY INSURANCE	0	2,393	0	0
100	62208	GENERAL LIABILITY INSURAN	22,547	19,089	16,311	9,427
100	62214	ELEC FRANCHISE FEE REFUND	727,114	627,227	695,111	628,000
100	62215	GAS FRANCHISE FEE REFUND	40,619	45,412	40,619	53,263
100	62220	JUDGEMENTS	13	0	0	0

Recommended Operating Expenditure Budget - Department Total

74 - FINANCE DEPARTMENT

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	62310	TRAVEL-CONFERENCES	5,985	840	13,730	13,730
100	62320	TRAVEL-CITY BUSINESS	1,920	0	1,892	1,892
100	62340	MILEAGE/LOCAL TRANSP	294	42	300	300
100	62360	EDUCATION & TRAINING	2,380	24,934	17,500	17,500
100	62421	TELEPHONE	4,520	9,403	4,488	4,866
640	62421	TELEPHONE	650	751	0	0
830	62421	TELEPHONE	6,821	6,542	6,821	6,821
100	62436	RENTAL OF SPACE	2,382	3,024	3,906	3,528
640	62436	RENTAL OF SPACE	440	400	0	0
640	62511	FUEL, MOTOR VEHICLE	2,075	2,433	0	0
640	62521	MOTOR VEHICLE MAINT.	2,356	3,466	0	0
640	62528	MOTOR VEH. MAINT. OUTSOUR	70	3,500	0	0
100	62660	DATA PROCESSING	77,814	72,284	72,285	60,500
100	62663	SOFTWARE LICENSE EXP	201,316	185,812	440,199	475,409
100	62666	CREDIT CARD CHARGE	52,807	52,207	51,000	52,207
100	62667	DATA SERVICES	715	1,098	762	1,097
640	62667	DATA SERVICES	324	323	0	0
100	62669	PROGRAMMING	36,833	34,098	34,098	28,586
100	62699	CASH SHORT AND OVER	531	(177)	0	0
100	62713	LEGAL SERVICES	1,189	3,444	0	0
100	62716	CONSULTANT SERVICES	71,310	33,225	13,500	43,500
100	62722	INVESTMENT MGMT FEES	74,320	63,679	43,000	25,304
100	62723	INVEST-CUSTODIAL FEE	27,551	24,338	14,000	27,710
100	62726	AUDIT SERVICES	59,385	44,660	50,000	55,000
100	62727	FINANCIAL SERVICE FEES	1,650	1,654	2,551	1,700
100	62731	MISCELLANEOUS SERVICES	2,672	0	0	0
100	62736	CATERING SERVICES	2,121	0	3,500	3,500
62 - SUPPLIES AND SERVICES			1,659,018	1,506,991	1,743,033	1,692,607
100	62724	BOND PAYING AGENT FEE	15,375	22,543	13,000	9,200
627 - CONTRACTUAL SERVICES			15,375	22,543	13,000	9,200
830	63110	STORES-OFFICE	560,442	529,756	560,441	441,422
830	63111	LESS STORES-OFFICE	(583,270)	(532,295)	(567,407)	(448,388)
63 - ADMIN/OVERHEAD/STORES GAR			(22,828)	(2,539)	(6,966)	(6,966)
100	71110	MISC. OFFICE EQUIPMENT	80	0	0	0
100	71118	PROJECTOR/CAMERA	0	134	0	0
100	71120	PERIPHERALS, COMPUTER	775	59	0	0
100	71122	PRINTER	124	0	0	0
100	71123	SOFTWARE	43,094	149	0	0
100	71124	COMPUTER	3,040	1,601	2,275	0
100	71129	SCANNER	799	0	0	0
100	71211	DESKS/CHAIRS	1,391	0	1,300	900
100	72417	CAMERA RELATED EQUIPMENT	0	1,028	0	0
100	72418	TELEPHONE RELATED	(31)	20	750	750
100	72421	HEADSETS	961	167	0	0
71 - EQUIPMENT			50,233	3,157	4,325	1,650

Recommended Operating Expenditure Budget - Department Total**74 - FINANCE DEPARTMENT**

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	73210	CONST CONTRACT-BLDG	1,022	0	0	0
73 - CIP EXPENDITURES			1,022	0	0	0
400	74111	PRINCIPAL PAYMENT	135,000	135,000	139,293	150,648
400	74112	INTEREST PAYMENT	67,606	64,906	72,206	64,258
74 - DEBT SERVICE			202,606	199,906	211,499	214,906
74 - FINANCE DEPARTMENT TOTAL			3,372,245	3,341,674	3,683,105	3,738,775

Recommended Expenditure Budget Report by Activity & Funding Source

74 - FINANCE DEPARTMENT

BUDGET - 72400

FUNDING SOURCE: GENERAL

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	13	—	—	—
SUPPLIES AND SERVICES	3,605	3,137	—	—
BUDGET	3,618	3,137	—	—
ACCTNG/PAYROLL/TREAS - 74100				

FUNDING SOURCE: GENERAL

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
CIP EXPENDITURES	1,022	—	—	—
CONTRACTUAL SERVICES	15,375	22,543	13,000	9,200
EQUIPMENT	43,870	734	1,550	1,150
SUPPLIES AND SERVICES	1,200,005	1,031,036	1,288,292	1,221,104
WAGES AND BENEFITS	807,335	816,536	836,129	1,005,080
ACCTNG/PAYROLL/TREAS	2,067,607	1,870,850	2,138,971	2,236,534
STORES INVENTORY - 74110				

FUNDING SOURCE: STORES/PRINTING

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	5,934	(7,050)	—	—
STORES INVENTORY	5,934	(7,050)	—	—
CENTRALIZED MULTIFUNCTION- 74120				

FUNDING SOURCE: STORES/PRINTING

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(10,439)	(6,390)	(6,966)	(6,966)
SUPPLIES AND SERVICES	6,966	8,685	6,966	6,966
CENTRALIZED MULTIFUNCTION	(3,473)	2,295	—	0
- 74130				

FUNDING SOURCE: STORES/PRINTING

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(26,697)	17,086	—	—
CENTRALIZED PHONE RECHRG	(26,697)	17,086	—	—
CENTRALIZED POSTAGE - 74140				

FUNDING SOURCE: STORES/PRINTING

Recommended Expenditure Budget Report by Activity & Funding Source

74 - FINANCE DEPARTMENT

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	8,375	(6,186)	—	—
SUPPLIES AND SERVICES	2,230	11,152	—	—
CENTRALIZED POSTAGE	10,605	4,966	—	—
BUDGET	- 74400			

FUNDING SOURCE: GENERAL

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	3,420	279	250	250
SUPPLIES AND SERVICES	107,899	116,095	85,327	120,783
WAGES AND BENEFITS	184,169	242,246	278,897	204,600
BUDGET	295,488	358,620	364,474	325,633
UTILITY BILL/PARKING TKTS- 74700				

FUNDING SOURCE: GENERAL

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	2,930	2,144	2,525	250
SUPPLIES AND SERVICES	332,397	326,013	362,448	343,754
WAGES AND BENEFITS	475,315	552,832	603,188	617,698
UTILITY BILL/PARKING TKTS	810,642	880,989	968,161	961,702
METER READS/SERVICE - 74710				

FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	5,915	10,873	—	—
METER READS/SERVICE	5,915	10,873	—	—
DEBT SERVICE - 74720				

FUNDING SOURCE: DEBT SERVICE

Account	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
DEBT SERVICE	202,606	199,906	211,499	214,906
DEBT SERVICE	202,606	199,906	211,499	214,906
TOTAL	\$3,372,245	\$3,341,674	\$3,683,105	\$3,738,775

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

74 FINANCE DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	2379	GE-44	DIRECTOR OF FINANCE/BUDGET	1.00	\$ 138,370	1.00	\$ 140,415	1.00	\$ 144,973
100		GE-39	FINANCE MANAGER	1.00	\$ 98,877	1.00	\$ —	1.00	\$ —
100	1360	GE-39	ASSISTANT FINANCE DIRECTOR	—	\$ —	—	\$ 105,277	—	\$ 108,701
100		GE-34	BUDGET/FINANCIAL ANALYST	3.00	\$ 206,339	3.00	\$ 204,071	3.00	\$ 220,971
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 49,047	1.00	\$ 50,241	1.00	\$ 51,879
100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 76,757	1.00	\$ 78,643	1.00	\$ 81,230
100	4160	GE-40	PURCHASING & RISK MANAGER	1.00	\$ 76,005	1.00	\$ 77,143	1.00	\$ 115,799
100	1060	GE-30	ACCOUNTANT	2.00	\$ 108,891	2.00	\$ 116,521	2.00	\$ 118,819
100		GE-30	SENIOR PAYROLL ACCOUNTANT	1.00	\$ 65,960	1.00	\$ 64,999	1.00	\$ 67,108
100	1020	OE-06	ACCOUNT CLERK I	4.00	\$ 192,283	4.00	\$ 196,641	4.00	\$ 201,923
100	1760	OE-05	CASHIER (FINANCE)	4.00	\$ 177,899	4.00	\$ 180,897	4.00	\$ 183,959
TOTAL FULL TIME EMPLOYEES				19.00	\$1,190,428	19.00	\$1,214,848	19.00	\$1,295,362
61030 Seasonal Employee Expense									
100	2840	NA-38	FINANCE INTERN-SEASONAL	1.00	\$ 27,437	1.26	\$ 35,095	1.51	\$ 43,414
TOTAL SEASONAL EMPLOYEES				1.00	\$ 27,437	1.26	\$ 35,095	1.51	\$ 43,414
TOTAL FINANCE DEPARTMENT				20.00	\$ 1,217,865	20.26	\$ 1,249,943	20.51	\$ 1,338,776

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2021		FY 2022		FY 2023		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Accounting/Payroll/Treasury-FT General Fund											
10074100	61010	100		GE-44	DIRECTOR FINANCE/BUDGET	1.00	\$ 138,370	1.00	\$ 140,415	1.00	\$ 144,973
10074100	61010	100		GE-39	FINANCE MANAGER	1.00	\$ 98,877	—	\$ —	—	\$ —
10074100	61010	100	1360	GE-39	ASSISTANT FINANCE DIRECTOR	—	\$ —	1.00	\$ 105,277	1.00	\$ 108,701
10074100	61010	100	4160	GE-40	PURCHASING & RISK MANAGER	1.00	\$ 76,005	1.00	\$ 77,143	1.00	\$ 115,799
10074100	61010	100	1020	OE-06	ACCOUNT CLERK I	2.00	\$ 95,494	1.00	\$ 50,284	1.00	\$ 51,923
10074100	61010	100		GE-34	BUDGET/FINANCIAL ANALYST	—	\$ —	—	\$ —	1.00	\$ 69,586
10074100	61010	100		GE-30	SENIOR PAYROLL ACCOUNTANT	1.00	\$ 65,960	1.00	\$ 64,999	1.00	\$ 67,108
10074100	61010	100	1060	GE-30	ACCOUNTANT	1.50	\$ 81,129	2.00	\$ 116,521	2.00	\$ 118,819
10074100	61010	100	4440	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 49,047	1.00	\$ 50,241	1.00	\$ 51,879
Total						8.50	\$ 604,882	8.00	\$ 604,880	9.00	\$ 728,788
Accounting/Payroll/Treasury-Seasonal General Fund											
10074100	61030	100	2840	NA-38	FINANCE INTERN-SEASONAL	0.49	\$ 13,444	0.75	\$ 20,890	1.00	\$ 28,751
Total						0.49	\$ 13,444	0.75	\$ 20,890	1.00	\$ 28,751
Budget-General Fund											
10074400	61010	100		GE-34	BUDGET/FINANCIAL ANALYST	3.00	\$ 206,339	3.00	\$ 204,071	2.00	\$ 151,385
Total						3.00	\$ 206,339	3.00	\$ 204,071	2.00	\$ 151,385
Utility Billing/Parking Tickets- FT General Fund											
10074700	61010	100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 76,757	1.00	\$ 78,643	1.00	\$ 81,230
10074700	61010	100	1060	GE-30	ACCOUNTANT	0.50	\$ 27,762	—	\$ —	—	\$ —
10074700	61010	100	1760	OE-05	CASHIER (FINANCE)	4.00	\$ 177,899	4.00	\$ 180,897	4.00	\$ 183,959
10074700	61010	100	1020	OE-06	ACCOUNT CLERK I	2.00	\$ 96,789	3.00	\$ 146,357	3.00	\$ 150,000
Total						7.50	\$ 379,207	8.00	\$ 405,897	8.00	\$ 415,189
Utility Billing/Parking Tickets- Seasonal General Fund											
10074700	61030	100	2840	NA-38	FINANCE INTERN - SEASONAL	0.51	\$ 13,993	0.51	\$ 14,205	0.51	\$ 14,663
						0.51	\$ 13,993	0.51	\$ 14,205	0.51	\$ 14,663
TOTAL FINANCE DEPARTMENT						20.00	\$1,217,865	20.26	\$1,249,943	20.51	\$ 1,338,776