

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

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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
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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: | <u>\$ (0.0009)</u> | (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: | \$ 590 | Tax Funds | Non-Recurring | Recommend - Yes |
| Property Tax Impact: | \$ 0.0002 | —% | | |
| 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: | \$ 1,495 | Tax Funds | Recurring | Recommend - Yes |
| Property Tax Impact: | \$ 0.0006 | 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,

| | | | | |
|--------------------------|-----------|-----------|-----------|------------------------|
| Related Cost: | \$ 1,815 | Tax Funds | Recurring | Recommend - Yes |
| Property Tax Impact: | \$ 0.0007 | 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.

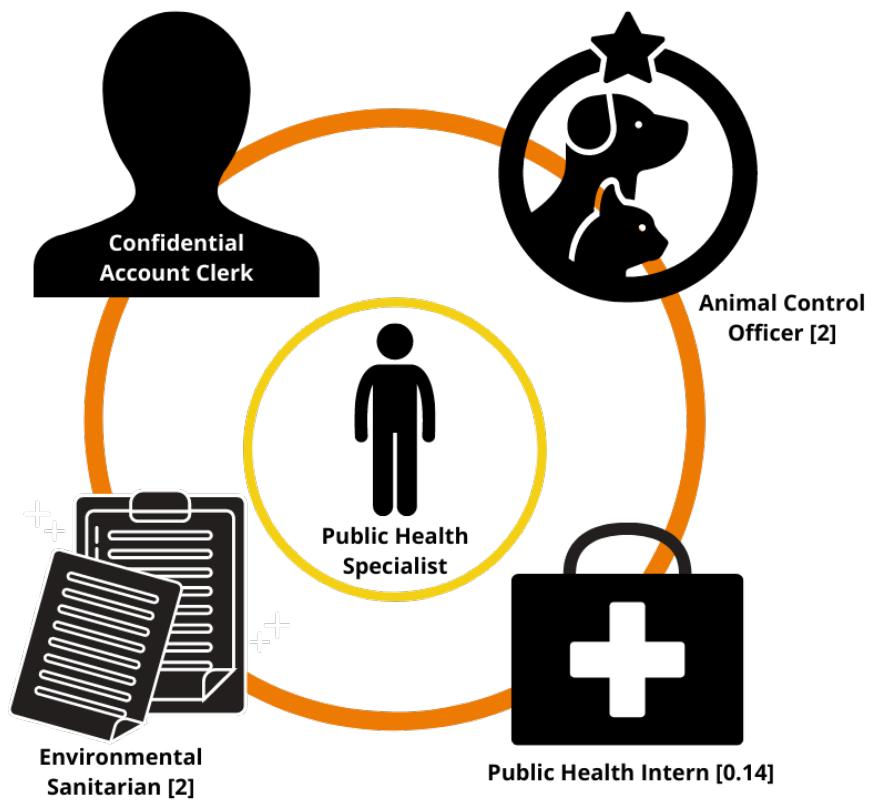
Miscellaneous

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



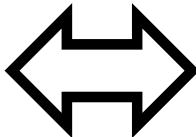
HEALTH SERVICES

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

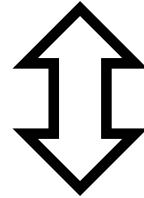
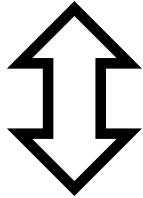
The Health Services Department strives to respond to conditions that affect the overall health of the community in a timely manner.



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.



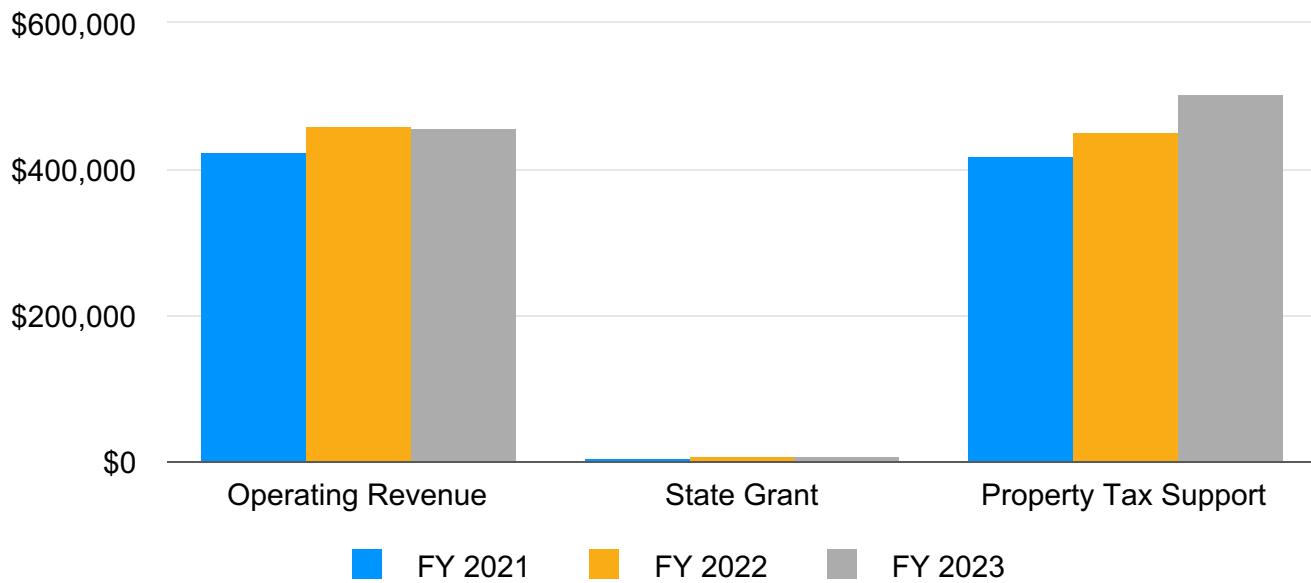
Partnerships

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

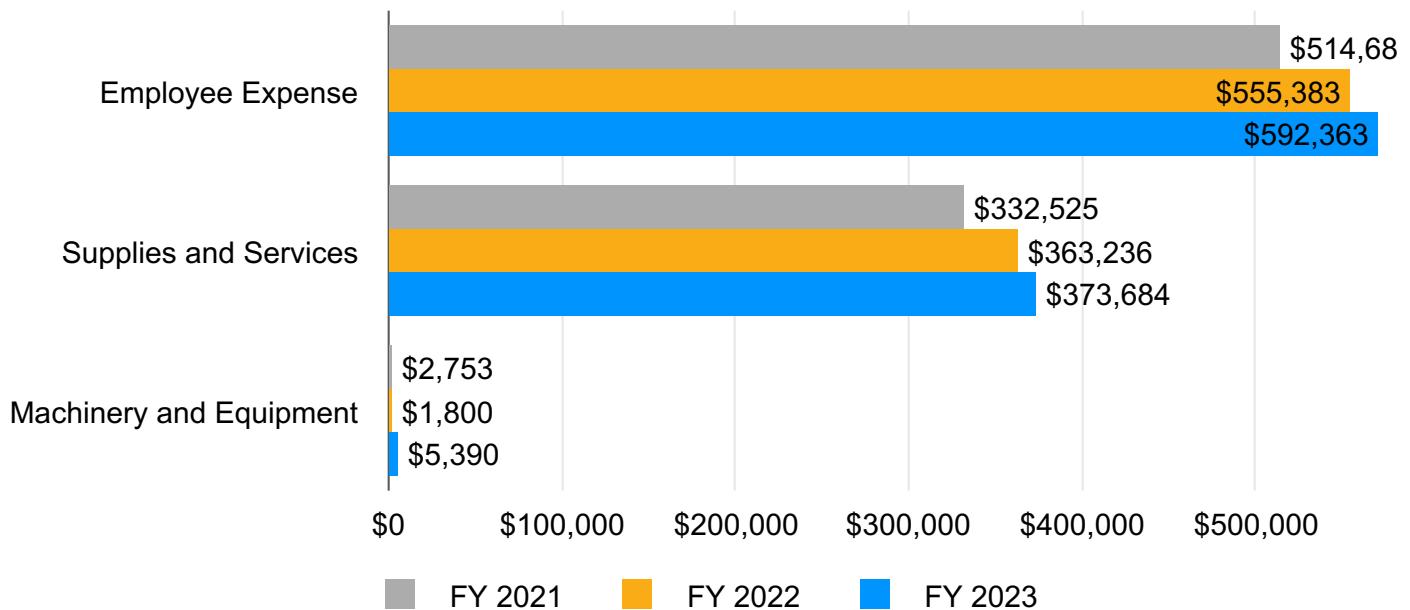
| | FY 2021 | FY 2022 | FY 2023 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 6.14 | 6.14 | 6.14 |

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% | |
|---|-----|------|-----|------|--|

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 | |
|---|-----------------------------|------------------------------------|--------------------|--------------------|--|

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 |  |
|---|----|----|-----|----|---|

*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 |
|-------------------|-----|-----|-----|-----|-----|

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 | | | 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 |
| TOTAL SEASONAL EMPLOYEES | | | | 0.14 | | 0 | 0.14 | 0 | 0.14 |
| 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

| Budget Highlights | FY 2021 Actual | FY 2022 Budget | FY 2023 Requested | % Change From FY 2022 Budget |
|-----------------------------------|---------------------------|---------------------------|------------------------------|---|
| <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 Recurring **Recommend - No**
 Property Tax Impact: **\$ 0.0139** 0.14%
 Activity: Library Administration

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: | \$ 54,962 | | | |
| 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 service 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 | <u>\$ 1,109,732</u> |

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 | \$ 67,472 | |

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.

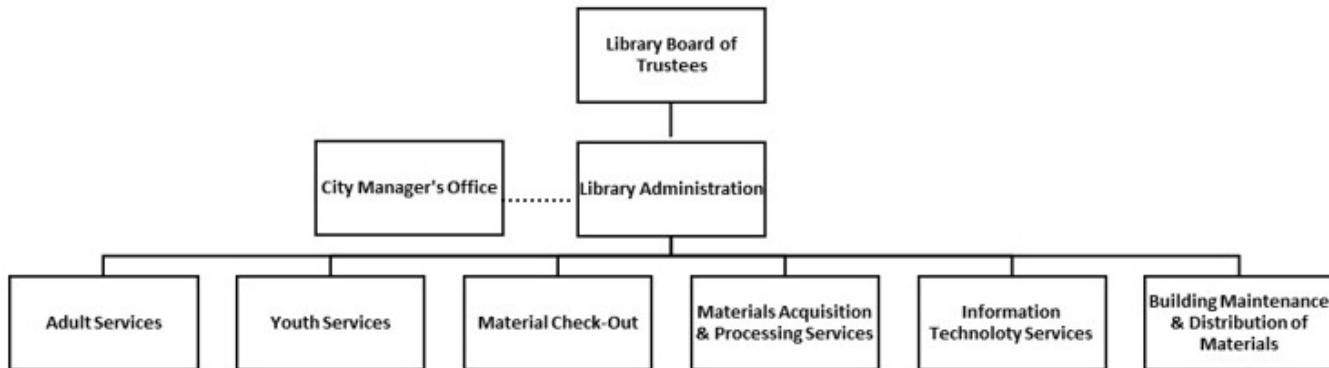
Miscellaneous

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

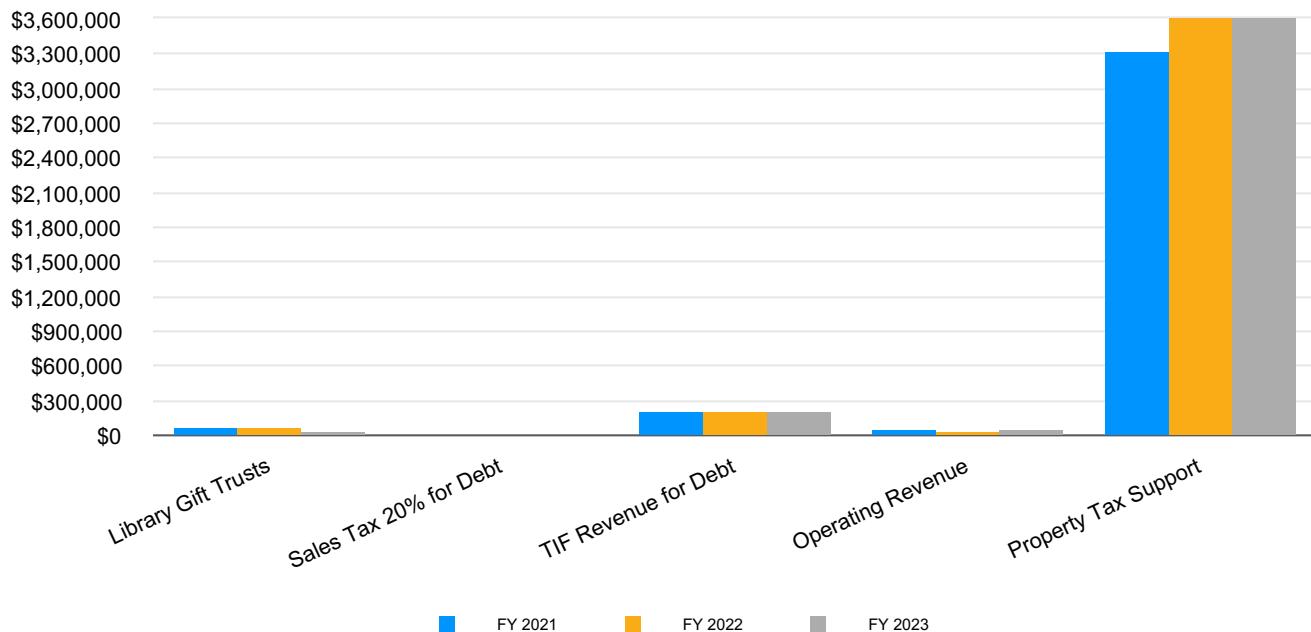
Partnerships:

- 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

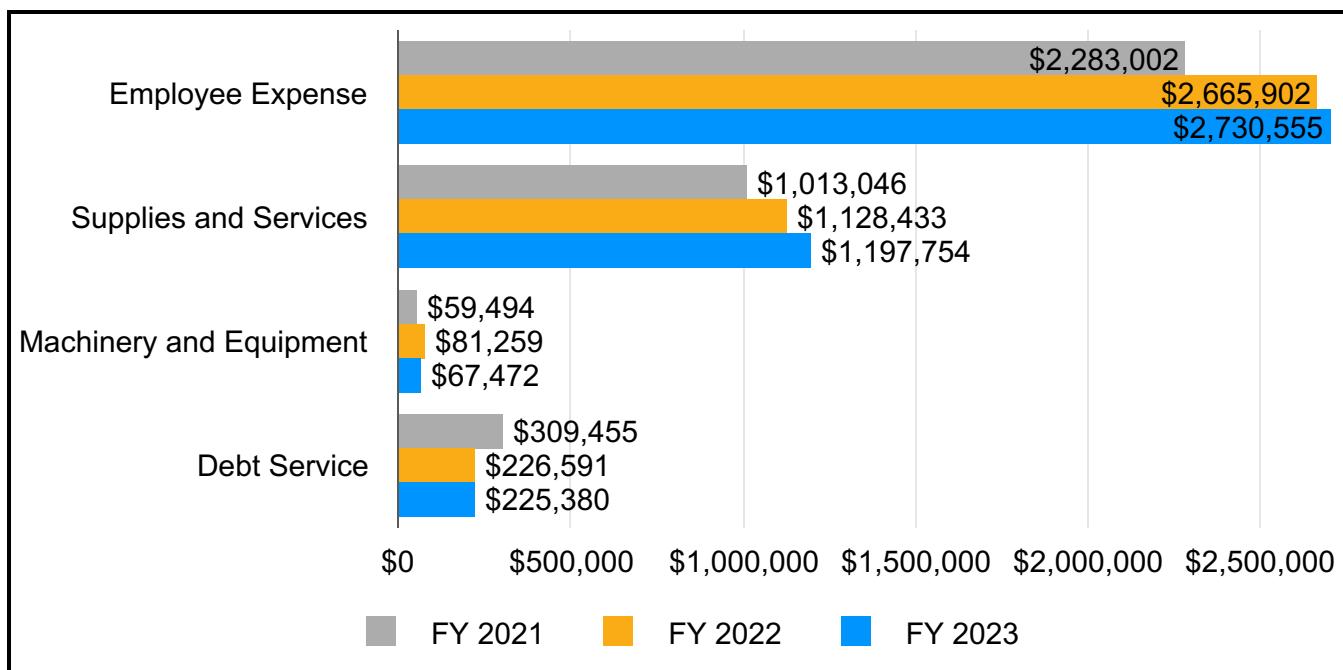
| | FY 2021 | FY 2022 | FY 2023 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 35.64 | 35.64 | 35.15 |

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 |
| ULL 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: **\$ 56,777** 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 |
| \$ 266,821 | <u>Total Airport Annual Debt Service</u> | | | | |

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.

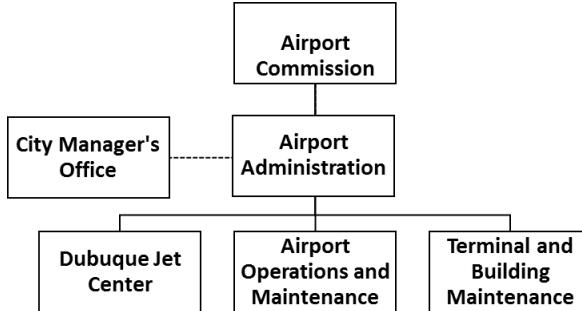
Miscellaneous

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.



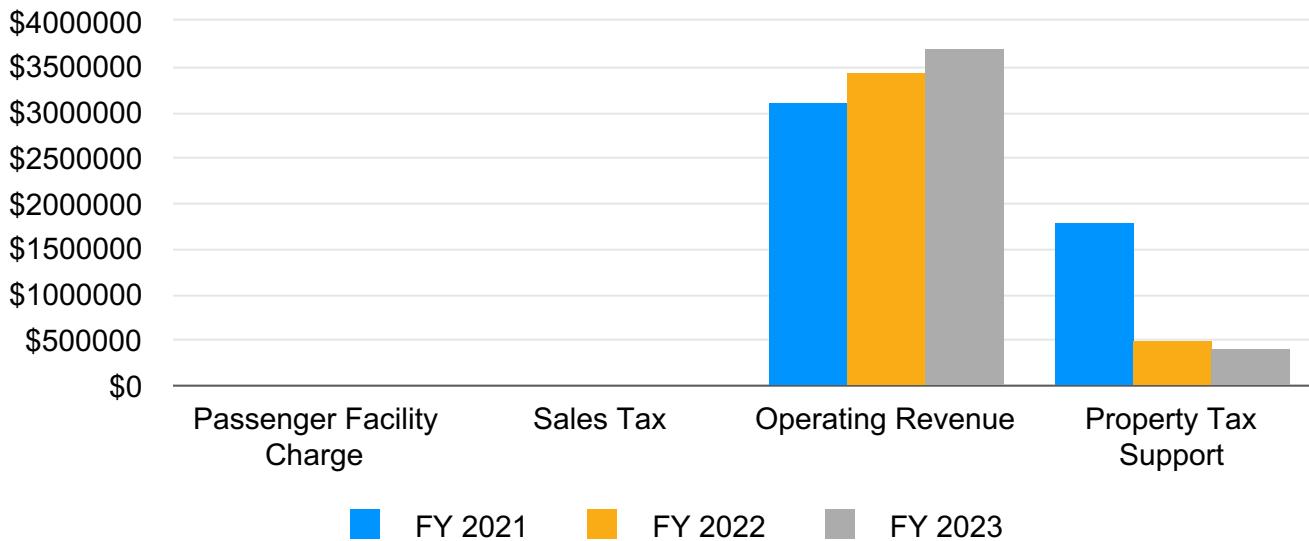
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



DUBUQUE REGIONAL AIRPORT

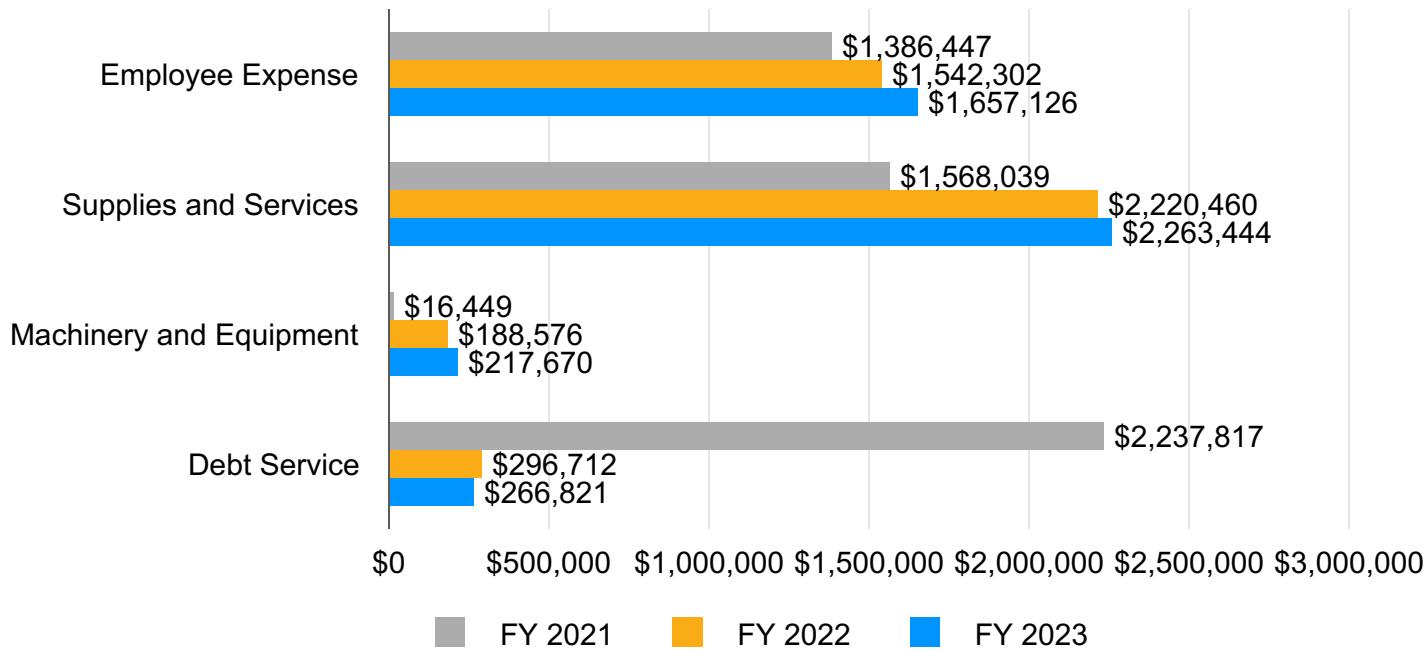
| | FY 2021 | FY 2022 | FY 2023 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 19.16 | 19.16 | 19.77 |

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 |
|---------------------------|--------|----------------|----------------|-------------------|-----------------------|
|---------------------------|--------|----------------|----------------|-------------------|-----------------------|

| | | | | | |
|--|-----|--------|-------|--------|-----|
| # 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 | KONRADY 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):

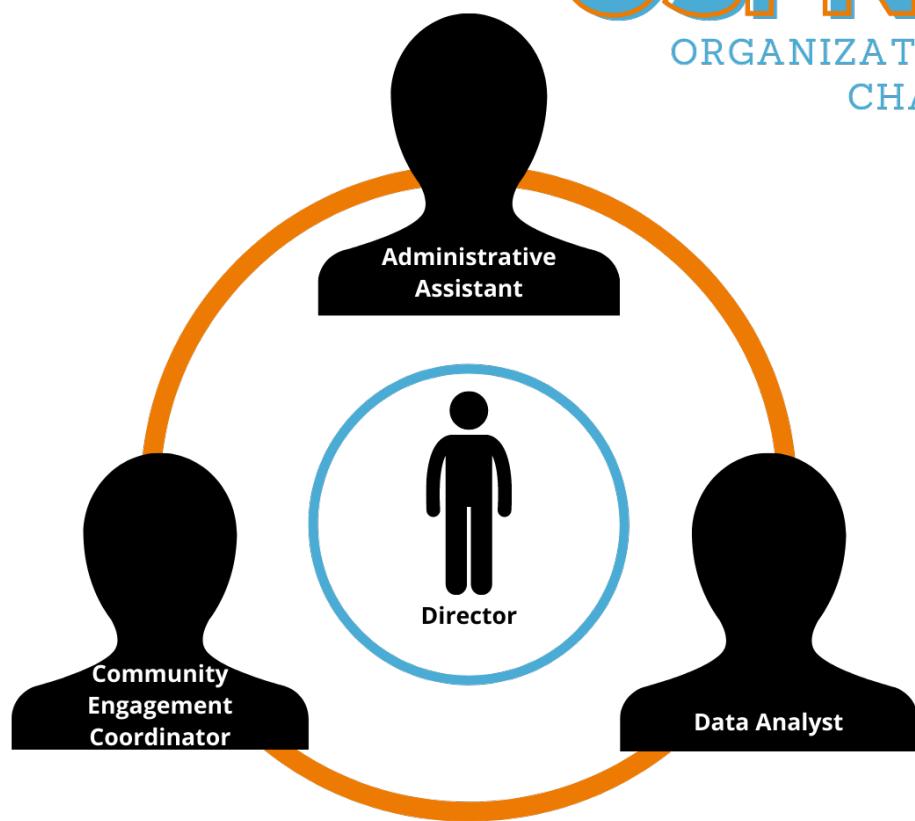
| Office of Shared Prosperity & Neighborhood Support Equipment | |
|---|----------------------|
| Smartphone | 350 |
| Total Equipment | \$ <u>350</u> |

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.

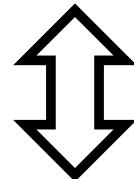
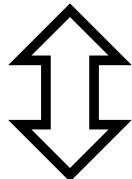
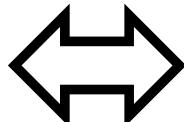
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS, AND PEOPLE LEADING TO OUTCOMES

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.



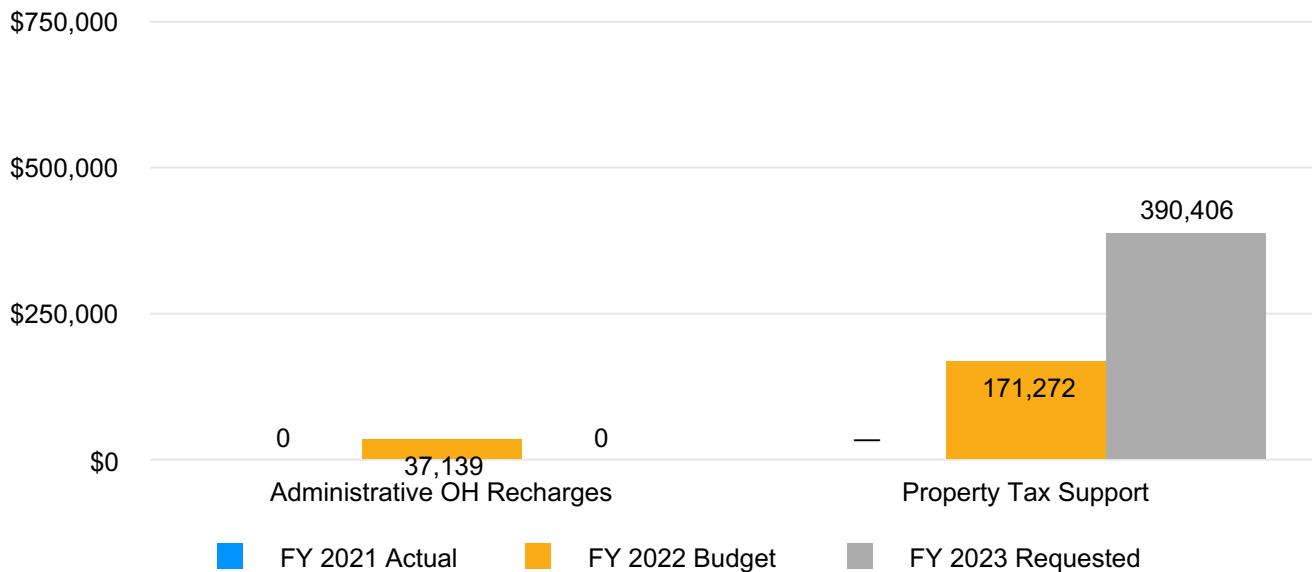
PARTNERSHIPS

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

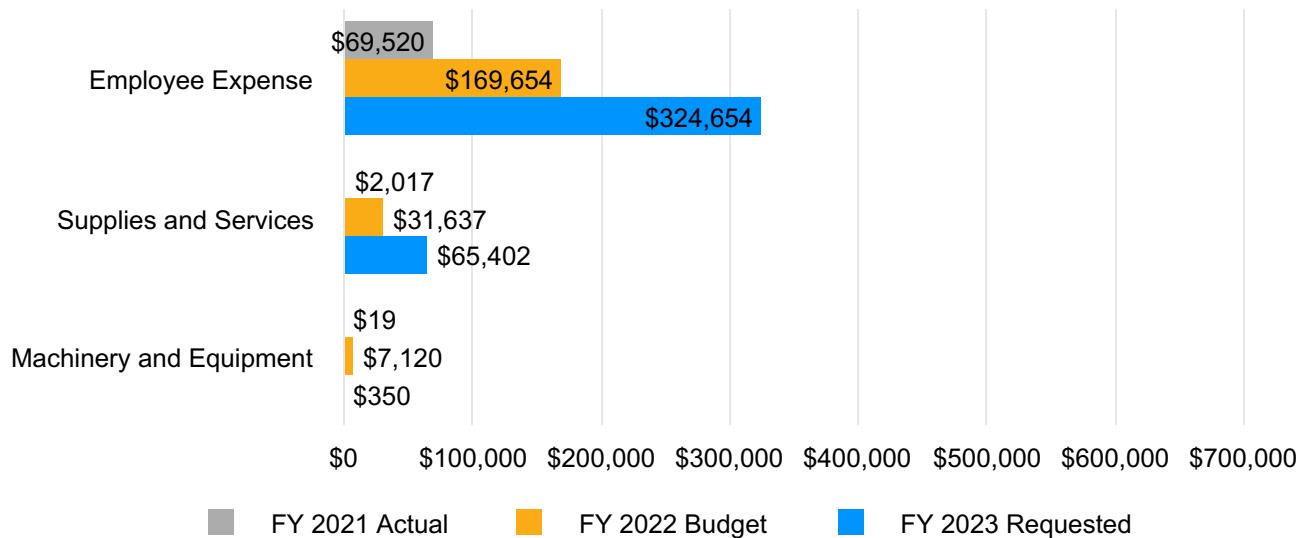
| | FY 2021 | FY 2022 | FY 2023 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | — | 1.00 | 3.66 |

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: Healthy 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 | | | | — | \$ — | \$ 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 | | | | — | \$ — | \$ 68,591 | 3.66 | \$ 242,348 | |

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 Shared Prosperity and Neighborhood Support - FT | | | | | | | | | | |
| General Fund | | | | | | | | | | |
| 10072800 | 61010 | 100 | | GE-30 | DATA ANALYST | — | \$ | — | 1.00 | \$ 53,691 |
| | | | | | DIR SHARED PROSP/ | | | | | |
| 10072800 | 61010 | 100 | | GE-35 | NBHD SUPPORT | — | \$ | — | 1.00 | \$ 88,531 |
| | | | | | COMMUNITY | | | | | |
| 10072800 | 61010 | 100 | | GE-33 | ENGAGEMENT COORD | — | \$ | — | 1.00 | \$ 72,620 |
| | | | | | NEIGHBORHOOD | | | | | |
| 10072800 | 61010 | 100 | 5100 | GE-35 | DEVELOP SPEC. | — | \$ | — | — | \$ — |
| | | | | | Total | — | \$ | — | 1.00 | \$ 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 | \$ 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 |
|-----------------------------------|---------------------------|---------------------------|------------------------------|---|
| Expenses | | | | |
| 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%) |
| Resources | | | | |
| 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: \$ 10,222 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: | \$ 0.006 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: | \$ 0.0039 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: | <u>\$ 66,500</u> | 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).

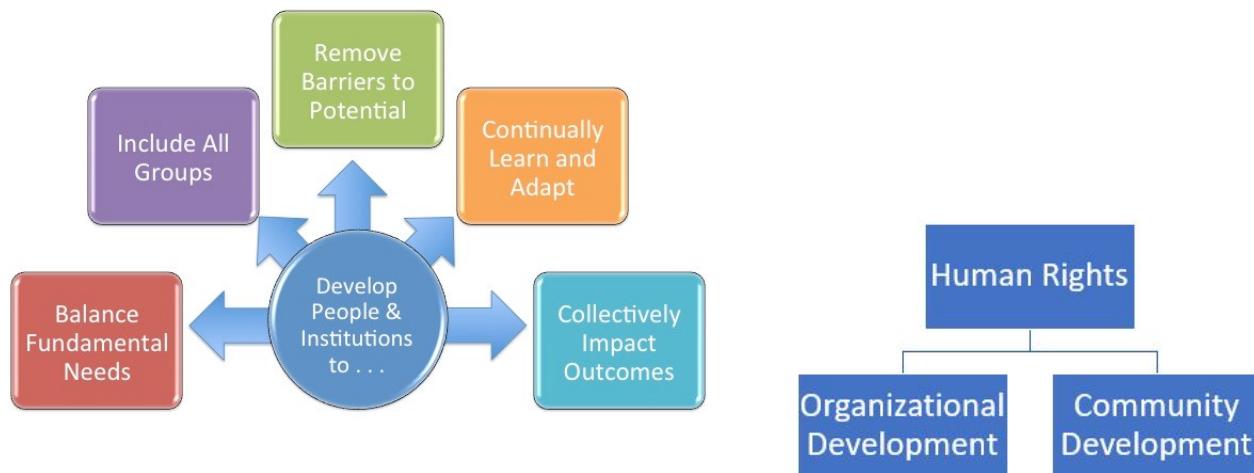
Revenue

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

PEOPLE

We **engage** traditionally marginalized communities to strengthen relationships, expand participation, and advance equity in City services.

PLANNING

We **facilitate and consult** on Department and partner efforts to develop and implement equity plans.

INCLUSIVE
INCLUSIVE
INCLUSIVE
dubuque

Connecting People • Strengthening Community



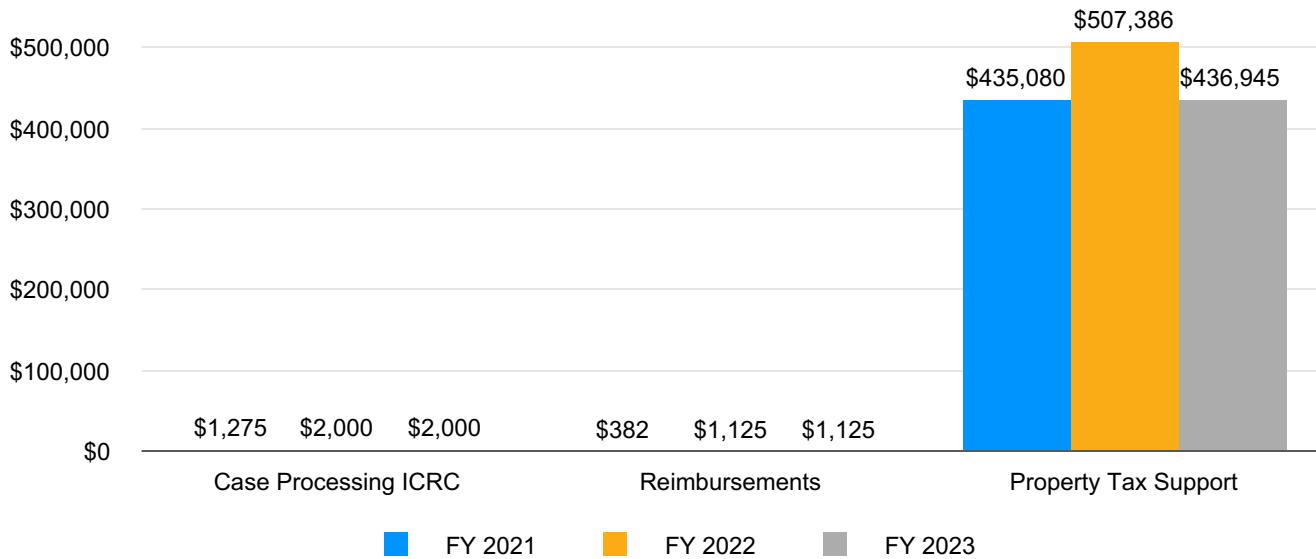
PARTNERSHIPS

We **educate** individuals and **facilitate and consult** on cross-sector efforts to collectively advance equity.

OFFICE OF EQUITY AND HUMAN RIGHTS

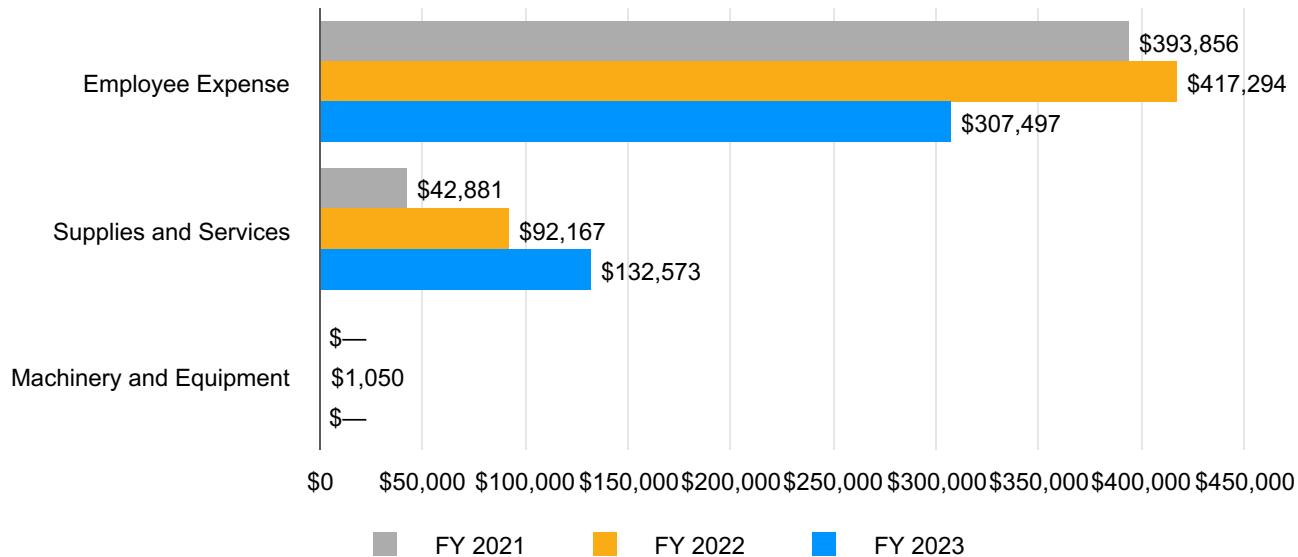
| | FY 2021 | FY 2022 | FY 2023 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 4.00 | 4.00 | 3.00 |

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

Activity Objective: Using an intercultural approach, facilitate Equity Teams, consult on

- 1 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% |  |
| 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 |

*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 |
|--|---------------------------|---------------------------|------------------------------|---|
| Expenses | | | | |
| 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% |
| Resources | | | | |
| 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><u>\$ 40,729</u></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: | <u>\$19,666</u> | Administrative Overhead | Non-Recurring | |
| Net Cost: | <u>\$129,072</u> | | | |
| 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 |
| <u>Total</u> <u>\$ 1,650</u> | |

Debt Service

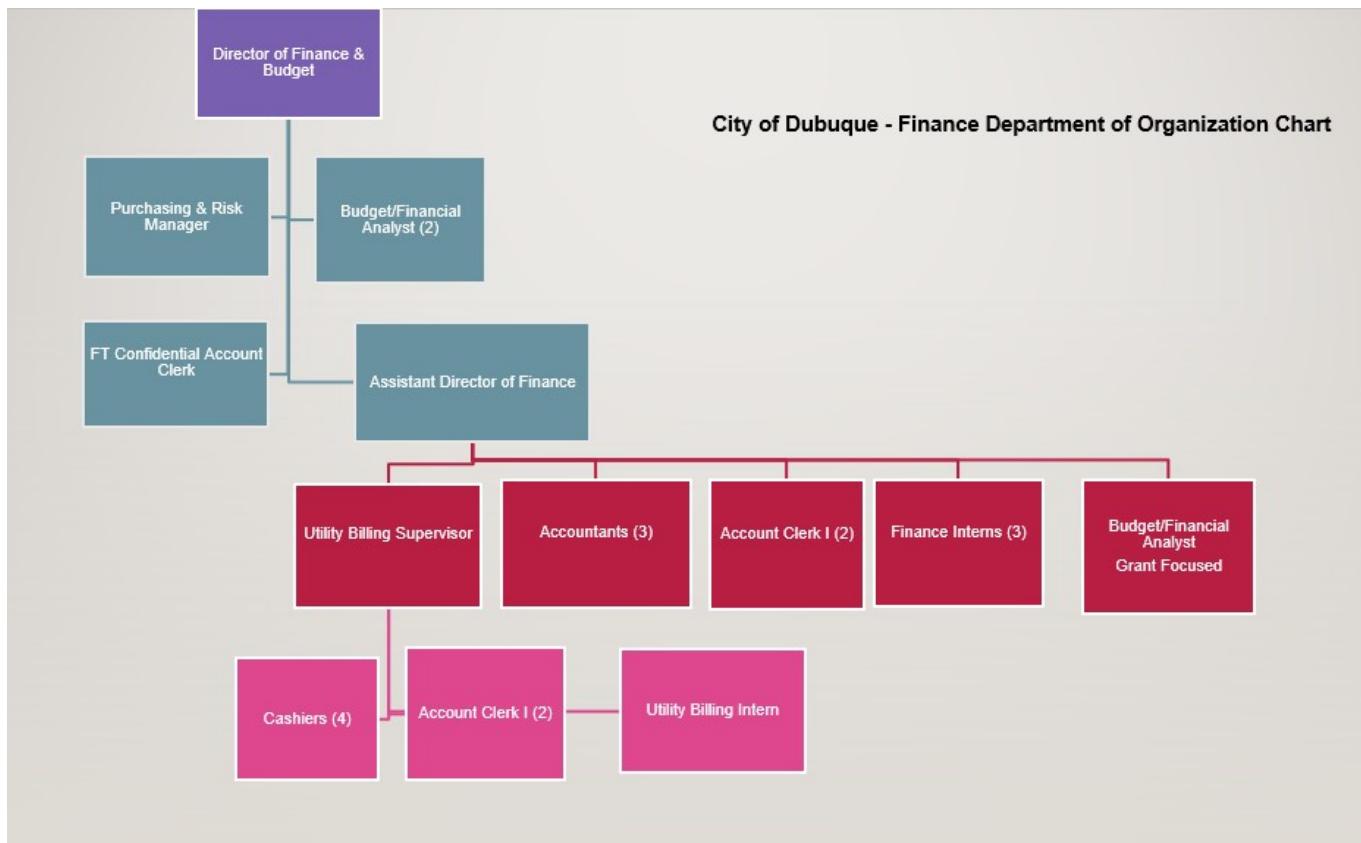
15. Annual debt service payment includes the following (\$214,906):

| 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> | <u>Total Finance Debt Service</u> | | | | |

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.

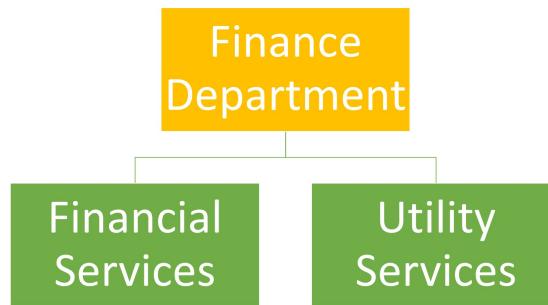
18. Credit Card Fee is unchanged from \$0 in FY 2022 to \$0 in FY 2023 due to the implementation of the WaterSmart Portal and Paymentus credit card processing for online payments in March 2019. Paymentus directly charges the customer the credit card fee and keeps the fee revenue. In February 2020, automated 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.



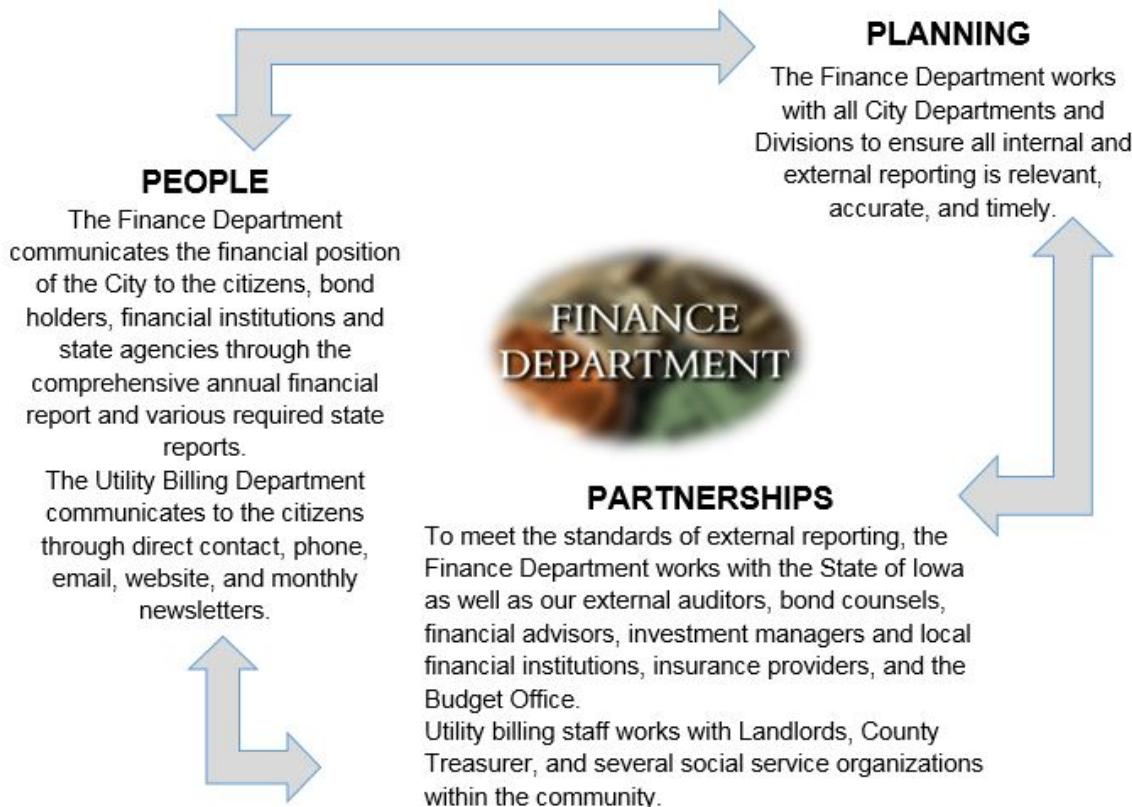
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FINANCE DEPARTMENT

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.



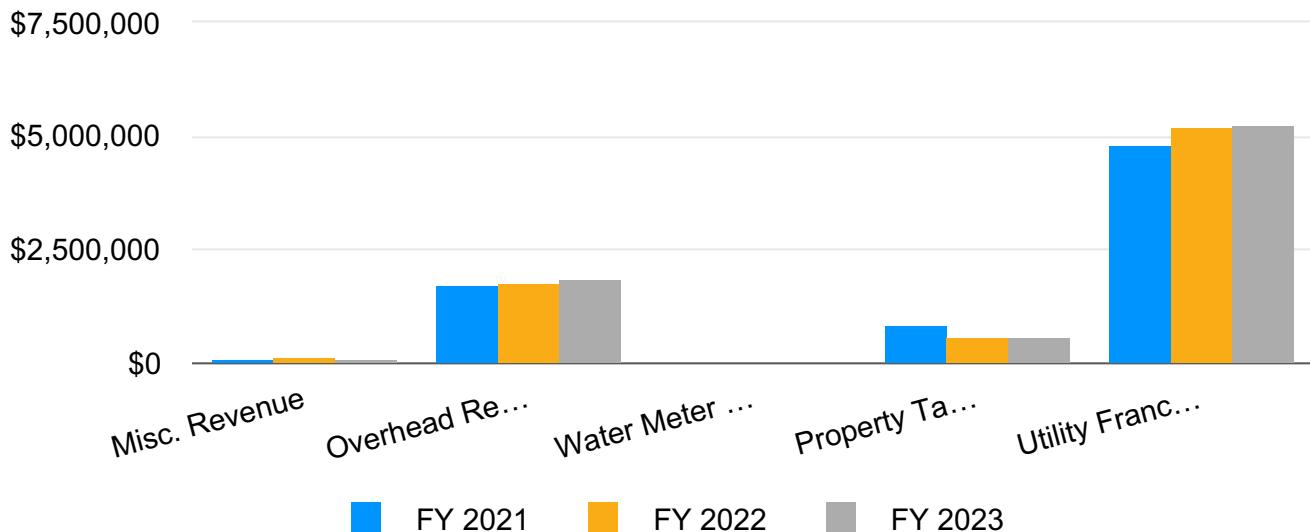
SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



FINANCE DEPARTMENT

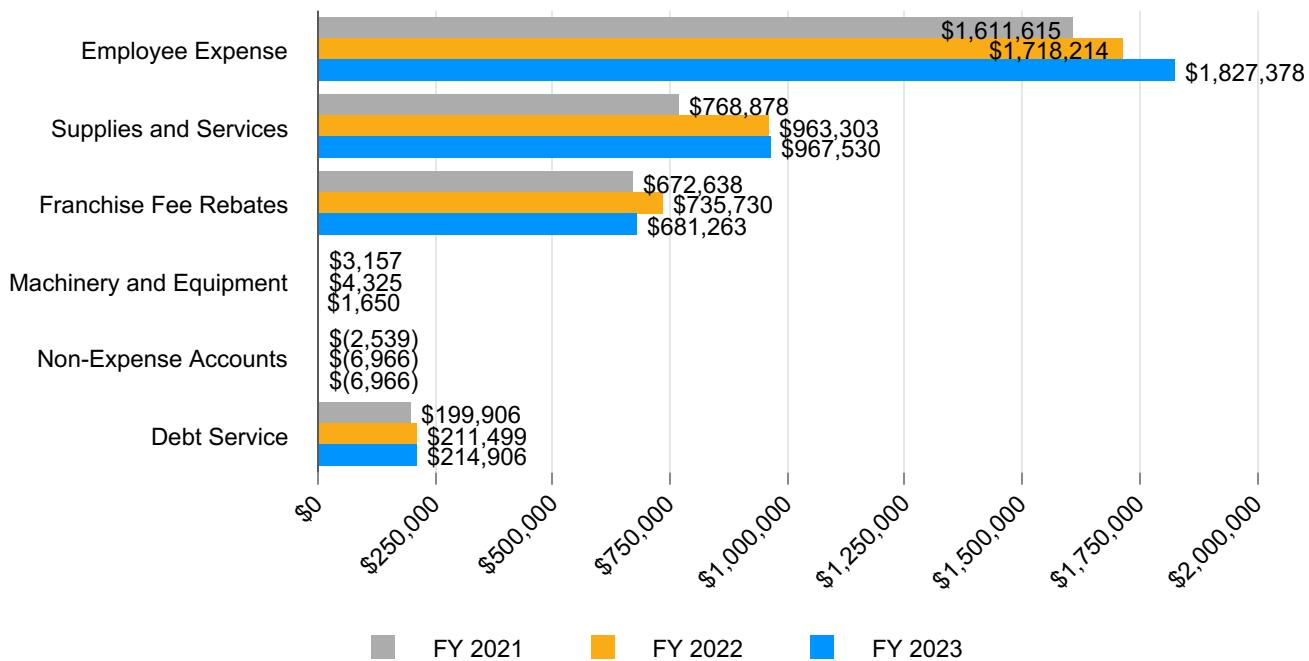
| | FY 2021 | FY 2022 | FY 2023 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 20.00 | 20.26 | 20.51 |

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 |
| | | | | Total | | 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 |