

CITY OF DUBUQUE

**POLICY**

# BUDGET

RECOMMENDED FOR FISCAL YEAR 2023

2023

**VOLUME III**

**MARCH 9, 2022**  
Housing & Community  
Development  
Purchase of Services  
Planning  
Economic Development



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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 9, 2022  
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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 Citizen's Guide

# **Housing and Community Development**

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## HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

### DEPARTMENT SUMMARY

<b>Budget Highlights</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Requested</b>	<b>% Change From FY 2022 Budget</b>
<b><u>Expenses</u></b>				
Employee Expense	2,766,213	3,233,619	3,464,329	7.1 %
Supplies and Services	960,288	981,661	942,331	(4.0)%
Assisted Housing Assistance Payments	5,522,582	6,047,804	6,044,833	— %
Machinery and Equipment	47,747	79,450	10,688	(86.5)%
Federal Building Recharge	206,300	234,454	—	— %
<b>Total Expenses</b>	<b>9,503,130</b>	<b>10,576,988</b>	<b>10,462,181</b>	<b>(1.1)%</b>
<b><u>Resources</u></b>				
Rental Housing Revenues	843,092	652,368	682,325	4.6 %
Building Permits	850,392	718,896	789,656	9.8 %
Gaining Opportunities Initiative	32	28,100	—	— %
Older Adult Home Modification Program Grant	208	8,000	337,716	4,121.5 %
Emergency Guardian Angel - Restricted	533	—	—	— %
Escrow Deposits	10,830	10,295	10,830	5.2 %
Miscellaneous	168	550	9	(98.4)%
Federal Building Lease Revenue	350,775	338,375	—	— %
Housing TIF	10,969	96,139	101,189	5.3 %
RRP Repayments/HOME Grant	—	6,731	—	— %
Continuum of Care Grant	89,465	84,739	87,211	2.9 %
HUD Resiliency Grant	3,802	58,178	—	— %
Lead Paint Grant	317,397	433,756	446,011	2.8 %
Family Self Sufficiency Restricted Escrow	42,022	52,134	54,264	4.1 %
Assisted Housing	6,070,003	6,800,314	6,669,237	(1.9)%
HUD CARES Act	133,909	—	—	— %
CDBG CARES Act	140,148	—	—	— %
CDBG Charges	451,190	460,914	478,197	3.7 %
<b>Total Resources</b>	<b>9,314,935</b>	<b>9,749,489</b>	<b>9,656,645</b>	<b>(1.0)%</b>
<b>Property Tax Support</b>	<b>188,195</b>	<b>827,499</b>	<b>805,536</b>	<b>(21,963)</b> <b>(2.7)%</b>
Percent Self Supporting	98.02 %	92.18 %	92.30 %	
<b>Personnel - Authorized FTE</b>	<b>29.00</b>	<b>34.75</b>	<b>35.75</b>	

### SAFE AND HEALTHY HOMES SUMMARY

<b>Budget Highlights</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Requested</b>	<b>% Change From FY 2022 Budget</b>
<u>Expenses</u>				
Employee Expense	888,721	1,014,145	990,826	(2.3)%
Supplies and Services	236,378	224,344	223,509	(0.4)%
Machinery and Equipment	28,502	20,300	2,800	(86.2)%
Total Expenses	1,153,601	1,258,789	1,217,135	(3.3)%
<u>Resources</u>				
Rental Housing Revenues	843,092	652,368	682,325	4.6 %
Lead Paint Grant Charges	317,397	433,756	446,011	2.8 %
CDBG Charges	25,442	4,664	5,014	7.5 %
Total Resources	1,185,931	1,090,788	1,133,350	3.9 %
Property Tax Support	(32,330)	168,001	83,785	(50.1)%
Percent Self Supporting	102.8%	86.7%	93.1%	
<b>Personnel - Authorized FTE</b>	<b>11.20</b>	<b>11.20</b>	<b>10.50</b>	

\* Includes Code Enforcement; Housing Inspections; Fees & Licensing; Lead Hazard Reduction; Vacant and Abandoned Buildings; and Problem Properties Maintenance

### NEIGHBORHOOD REVITALIZATION SUMMARY

<b>Budget Highlights</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Requested</b>	<b>% Change From FY 2022 Budget</b>
<u>Expenses</u>				
Employee Expense	85,137	419,338	484,200	15.5 %
Supplies and Services	40,471	40,462	237,289	486.4 %
Machinery and Equipment	3,158	—	—	— %
Total Expenses	128,766	459,800	721,489	56.9 %
<u>Resources</u>				
Escrow Deposits	10,830	10,295	10,830	5.2 %
Older Adult Home Modification Program Grant	208	8,000	337,129	4,114.1 %
Housing TIF	10,969	96,139	101,189	5.3 %
CDBG Charges	75,626	235,566	271,754	15.4 %
HUD Resiliency Grant	3,802	58,178	—	— %
RRP Repayments/HOME Grant	—	6,731	—	— %
Total Resources	101,435	414,909	720,902	73.7 %
Property Tax Support	27,331	44,891	587	(98.7)%
Percent Self Supporting	78.8%	90.2%	99.9%	
<b>Personnel - Authorized FTE</b>	<b>4.15</b>	<b>4.15</b>	<b>3.75</b>	

\* Includes Homeowner Rehabilitation; HOME Workshop; North End Neighborhood; Older Adult Home Modification Program; HEART Program; and HUD Resiliency.

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### SUSTAINABLE LIVING SUMMARY

Budget Highlights	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested	% Change From FY 2022 Budget
<b>Expenses</b>				
Employee Expense	835,888	856,732	819,050	(4.4)%
Supplies and Services	387,690	318,753	264,887	(16.9)%
Assisted Housing Assistance Payments	5,522,582	6,047,804	6,044,833	— %
Machinery and Equipment	5,751	3,700	2,713	(26.7)%
<b>Total Expenses</b>	<b>6,751,911</b>	<b>7,226,989</b>	<b>7,131,483</b>	<b>(1.3)%</b>
<b>Resources</b>				
Gaining Opportunities - Grant	32	28,100	—	— %
Emergency Guardian Angel - Restricted	533	—	—	— %
CDBG CARES Act	149,573	—	—	— %
HUD CARES Act	133,909	—	—	— %
Continuum of Care Grant	89,465	84,739	87,211	2.9 %
Section 8 Moderate Rehab	87,335	96,956	45,390	(53.2)%
Family Self Sufficiency Coordinator Grant	—	133,507	133,507	— %
Family Self Sufficiency Program Voucher	92,041	54,936	116,315	111.7 %
Family Self Sufficiency Restricted Escrow	42,022	52,134	54,264	4.1 %
Assisted Housing Assistance Payments	5,247,481	5,879,906	5,715,382	(2.8)%
Assisted Housing Administration Fee	577,992	625,359	608,944	(2.6)%
Assisted Housing Miscellaneous Revenue	65,154	9,650	49,699	415.0 %
<b>Total Resources</b>	<b>6,485,537</b>	<b>6,965,287</b>	<b>6,810,712</b>	<b>(2.2)%</b>
Property Tax Support	266,374	261,702	320,771	22.6 %
Percent Self Supporting	96.1%	96.4%	95.5%	
<b>Personnel - Authorized FTE</b>	<b>10.5</b>	<b>10.25</b>	<b>9.25</b>	

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\* Includes Assisted Housing; Continuum of Care; Family Self-Sufficiency; Gaining Opportunities (Previously Circles), and CARES Act.

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## HOUSING ADMINISTRATION

<b>Budget Highlights</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Requested</b>	<b>% Change From FY 2022 Budget</b>
<u>Expenses</u>				
Employee Expense	448,342	302,458	312,903	3.5 %
Supplies and Services	110,649	134,113	128,904	(3.9)%
Machinery and Equipment	10,282	19,550	4,825	(75.3)%
Total Expenses	569,273	456,121	446,632	(2.1)%
<u>Resources</u>				
Miscellaneous	9	550	9	(98.4)%
CDBG Charges	340,121	220,684	201,429	(8.7)%
Total Resources	340,130	221,234	201,438	(8.9)%
Property Tax Support	229,143	234,887	245,194	4.4 %
Percent Self Supporting	59.7 %	48.5 %	45.1 %	
<b>Personnel - Authorized FTE</b>	<b>2.75</b>	<b>2.50</b>	<b>2.50</b>	
<b>* Includes Housing Director (excluding Assisted Housing allocation), Assistant Housing Director and CD Specialist.</b>				

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## HISTORIC FEDERAL BUILDING MAINTENANCE SUMMARY

<b>Budget Highlights</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Requested</b>	<b>% Change From FY 2022 Budget</b>
<u>Expenses</u>				
Supplies and Services	143,946	170,596	—	— %
Machinery and Equipment	—	9,600	—	— %
Federal Building Recharge	206,300	234,454	—	— %
Total Expenses	350,246	414,650	—	— %
<u>Resources</u>				
Historic Fed. Bldg Leases	350,775	338,375	—	— %
Total Resources	350,775	338,375	—	— %
Federal Building Surplus (Deficit)	529	(76,275)	—	— %
Percent Self Supporting	100.2%	81.6%	0.0%	

**\* During FY22, Historic Federal Building Maintenance moved under Facility Management in the Engineering Department.**

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<b>INSPECTION AND CONSTRUCTION SERVICES</b>				
<b>Budget Highlights</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Requested</b>	<b>% Change From FY 2022 Budget</b>
<u>Expenses</u>				
Employee Expense	508,125	640,946	857,350	33.8 %
Supplies and Services	31,154	83,393	77,742	(6.8)%
Machinery and Equipment	55	26,300	350	(98.7)%
Transfers	—	—	—	— %
Total Expenses	539,334	750,639	935,442	24.6 %
<u>Resources</u>				
Building Permits	850,392	718,896	789,656	9.8 %
Total Resources	850,392	718,896	789,656	9.8 %
Property Tax Support	(311,058)	31,743	145,786	359.3 %
Percent Self Supporting	157.7 %	95.8 %	84.4 %	
<b>Personnel - Authority FTE</b>	<b>6.75</b>	<b>6.25</b>	<b>8.25</b>	

**\*The Building, Electrical, Plumbing and Mechanical Inspection services previously in Building Services were moved to the Housing and Community Development Department during Fiscal Year 2021.**

### **Improvement Package Summary**

#### **1 of 1**

This improvement request is for the elimination of 1.0 FTE Family Self-Sufficiency Coordinator (GE-27) and the creation of 1.0 FTE Confidential Account Clerk position (GE-25). The Family Self Sufficiency Program was previously staffed by 3.0 FTEs to support Gaining Opportunities as well as Family Self-Sufficiency Programs. Gaining Opportunities programs are now successfully provided through other organizations such as The Fountain of Youth. The Housing and Community Development Department is able to reallocate the FTE within the department to help with administrative duties of the department, but would focus the majority of the time answering phones and scheduling permit inspections for the Inspection and Construction Services Division. Currently, Inspectors field requests for inspections and must schedule their own inspections; however, several inspectors are able to cover multiple trade inspections, so this is an inefficient process. Inspections get missed, or pushed out to another day that isn't convenient for contractors because the one inspector they called is out of the office. Additionally, inspectors are too busy to cover both phone call questions, scheduling and onsite inspections. This reallocation of FTEs alleviates the administrative burden from inspectors and allows them to service the community using their specialty skills to inspect construction related activities in the field.

This improvement request helps meet the City Council's Goals and Priority of Liveable Neighborhood & Housing. Specifically to the protection of home and property values, and the Preservation of Dubuque's historic downtown by ensuring proper construction and maintenance of buildings is accomplished.

Related Expense:	\$ 61,667	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Savings:	\$ 81,108	Tax Funds	Recurring	
Net Cost:	<u>\$ (19,441)</u>			
Property Tax Impact:	\$ (0.0076)	(0.08)%		
Activity: Housing Choice Voucher				

### **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 \$26,328 or 3.04%.
4. 50% Sick Leave Payout increased from \$2,260 in FY 2022 to \$2,264 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. During Fiscal Year 2022, the following personnel changes were approved:
  - a. 1 FTE Rental Inspection/License Supervisor position (GE-35) was changed to Deputy Code Official (GE-36) which resulted in a cost increase of \$5,852.
  - b. 2 FTE Resiliency Coordinator positions (GE-34) were changed to Grant Program Manager (GE-34) which resulted in no cost increase.
  - c. 1 FTE General Housing Specialist (GE-32) was changed to Inspector I (OE-17) which resulted in a decrease of \$1,786.
  - d. 1 FTE Inspector I (OE-17) to Combination Inspector (GE-35) which resulted in an increase of \$8,526.
  - e. Addition of 1 FTE Housing Financial Specialist (GE-28) which resulted in an increase of \$79,117.

#### **Supplies & Services**

6. Mainstream Vouchers Housing Assistance Payments increased from \$161,523 in FY 2022 to \$269,760 in FY 2023. FY 2021 actual was \$149,194. This line item represents special vouchers for disabled households only and is based on 40 vouchers that are available to be used. The revenue is based on full utilization on 40 vouchers. Only 30 were used in FY21. An NED outreach and voucher issuance will be completed in FY22.
7. Port-Out Voucher Housing Assistance Payments increased from \$305,270 in FY 2022 to \$337,200 in FY 2023 based on 50 units per month (26 units in FY 2022). FY 2021 actual was \$495,235. Housing and Urban Development regulations require port outs to other areas when requested unless there is a freeze on the housing assistance payment subsidy amounts. Other housing authorities are absorbing the housing assistance payments as they have not done in the past and the cost is double of what it is in Dubuque.

8. Tenant Protection Housing Assistance Payments increased from \$19,944 in FY 2022 to \$33,720 in FY 2023 based on 14 units per month (6 units in FY 2022). FY 2021 actual was \$19,360. A mid-year increase is anticipated with the Mod Rehab program ending.
9. Homeowner Housing Assistance Payments increased from \$38,297 in FY 2022 to \$40,464 in FY 2023 based on 8 units per month (9 units in FY 2022). FY 2021 actual was \$50,863. This line item represents assistance for Assisted Housing participants to buy a house.
10. Housing Assistance Payments decreased from \$5,459,084 in FY 2022 to \$5,249,041 in FY 2023. FY 2023 is based on 754 vouchers and FY 2022 was based on 797 vouchers. FY 2021 actual was \$4,744,138. These housing assistance payments exclude any payments for mainstream, port-out, port-in, tenant protection, and homeowner assistant payments which are budgeted in separate line items.
11. Project-Based Vouchers increased from \$63,686 in FY 2022 to \$114,648 in FY 2023. The amount is based on the number of occupied units versus the number of allotted units.
12. In total for all types of vouchers, the City is authorized to use 1,108 vouchers and is at 909 vouchers as of October 2021 and has budgeted for 881 vouchers in FY 2023.
13. Family Self-Sufficiency Payments increased from \$115,902 in FY 2022 to \$118,200 in FY 2023 based on the projected amount earned and to be paid out to participants from HUD housing assistance payments. FY 2021 actual was \$87,636. Family Self-Sufficiency contracts are for a term of five years and there are several contracts that are at the end of their term and the participants will graduate from the program and will earn the Family Self-Sufficiency escrow.
14. The budgeted administrative cost of the Housing Choice Voucher Program increased from \$907,416 in FY 2022 to \$928,450 in FY 2023. Administrative revenue of the Housing Choice Voucher Program decreased from \$773,481 in FY 2022 to \$752,451 in FY 2023. The resulting Housing Choice Voucher Program deficit increased from \$133,935 in FY 2022 to \$175,999 in FY 2023. This deficit is funded by property taxes.
15. Grants increased from \$8,250 in FY 2022 to \$200,250 in FY 2023. \$200,000 was added in the Older Adult Home Mod program.
16. Software License Expense decreased from \$100,027 in FY 2022 to \$64,995 in FY 2023. The decrease is due to new Section 8 Voucher software implemented in FY 2022.

## Machinery & Equipment

17. Equipment replacement items include (\$10,688):

Housing Equipment Replacements		
<u>General Housing Administration</u>		
Smart Phone (.25)	\$	87
Chairs	\$	800
<u>CDBG Admin/Monitoring</u>		
Smart Phone (1)	\$	350
<u>CDBG Housing Administration</u>		
Smart Phone (.50)	\$	175
Computer Tablet (.50)	\$	1,138

<b>Housing Equipment Replacements</b>	
Laptop (1)	\$ 2,275
Smart Phone (1)	\$ 350
<b>Section 8 Administration</b>	
Smart Phones (0.25)	\$ 88
<b>Assisted Housing</b>	
Smart Phones (1)	\$ 350
Desktop (7.00)	\$ 2,275
<b>General Housing Inspection</b>	
Smart Phones (4)	\$ 1,400
<b>Lead Hazard Control Grant</b>	
Smartphones (4)	\$ 1,400
<b>Total Equipment</b>	<u>\$ 10,688</u>

## Revenue

18. Federal Building Leases decreased from \$338,375 in FY 2022 to \$0 in FY 2023. This is due to Federal Building Maintenance moving to Facilities Management in the Engineering Department.
19. The Lead Hazard Control Program was awarded \$4,275,681 to administer the Lead and Healthy Homes Program by HUD in September 2021. The City and partner match is \$686,417. The grant performance period is 42 months from November 1, 2021 through May 30, 2025. In this performance period, 106 units will have Lead Hazard Control and Healthy Home interventions completed.
20. HUD Resiliency grant ended in Fiscal Year 2022.
21. Community Development Block Grant (CDBG) revenue is received annually from the U.S. Department of Housing and Urban Development (HUD). The FY 2023 allocation is expected to be \$1,102,000 based on the FY 2022 actual. CDBG is used to fund eligible operating and capital improvement programs. CDBG requirements separate dollars under three categories of spending: Administration, Public Service and Uncapped. The only category that affects the general fund is spending for administration.
22. HUD Voucher Administration Fee decreased from \$637,724 in FY 2022 to \$617,944 in FY 2023. FY 2021 actual was \$577,992. Housing administrative fees decreased due to the decrease in the number of vouchers budgeted (867 in FY23 and 930 in FY22). In calendar year 2021, HUD funded 81.00% of the administrative fee and in calendar year 2020 HUD funded 80.15%.
23. HUD Housing Assistance Payments decreased from \$5,879,906 in FY 2022 to \$5,715,382 in FY 2023. FY 2021 actual was \$5,247,481. These revenues are based on the number of vouchers budgeted for all types of vouchers, which is 881 in FY23 Budget. The FY 2022 budget was based on 892 vouchers. In calendar year 2021, the City is at 909 vouchers.
24. Family Self-Sufficiency Program participant escrow paid by HUD decreased from \$54,392 in FY 2022 to \$36,426 in FY 2023 based on number of participants in FSS. FY 2021 actual was \$92,041. There are 63 participants currently enrolled in the FSS program. In calendar year 2020, there were 74 participants served and to-date in calendar year 2021 there were 79 participants served. When a participant increases household income their HUD housing assistance payment is reduced and put into an escrow for the participant.

25. Family Self-Sufficiency HUD grant unchanged from \$133,507 in FY 2022 to \$133,507 in FY 2023 based on the anticipated grant funds for FSS Coordinators from HUD.

26. The following chart shows the changes in inspection revenue (FY 2023 budget based on FY 2022 budget):

	FY 2021 Actual	FY 2022	FY 2023	Change
Rental Licenses	\$ 576,294	\$ 393,375	\$ 393,375	\$ —
Building Inspections	\$ 18,869	\$ 46,694	\$ 55,000	\$ 8,306
Dwelling Inspection Fee	\$ 172,155	\$ 134,060	\$ 172,155	\$ 38,095
Complaint Inspection Fee	\$ 675	\$ 1,275	\$ 1,275	\$ —
Penalties	\$ 5,944	\$ 30,000	\$ 6,000	\$ (24,000)
Court Costs	\$ 48,851	\$ 43,978	\$ 59,000	\$ 15,022
<b>Total Inspection Revenues</b>	<b>\$ 767,993</b>	<b>\$ 575,404</b>	<b>\$ 621,805</b>	<b>\$ 37,423</b>

## **Miscellaneous**

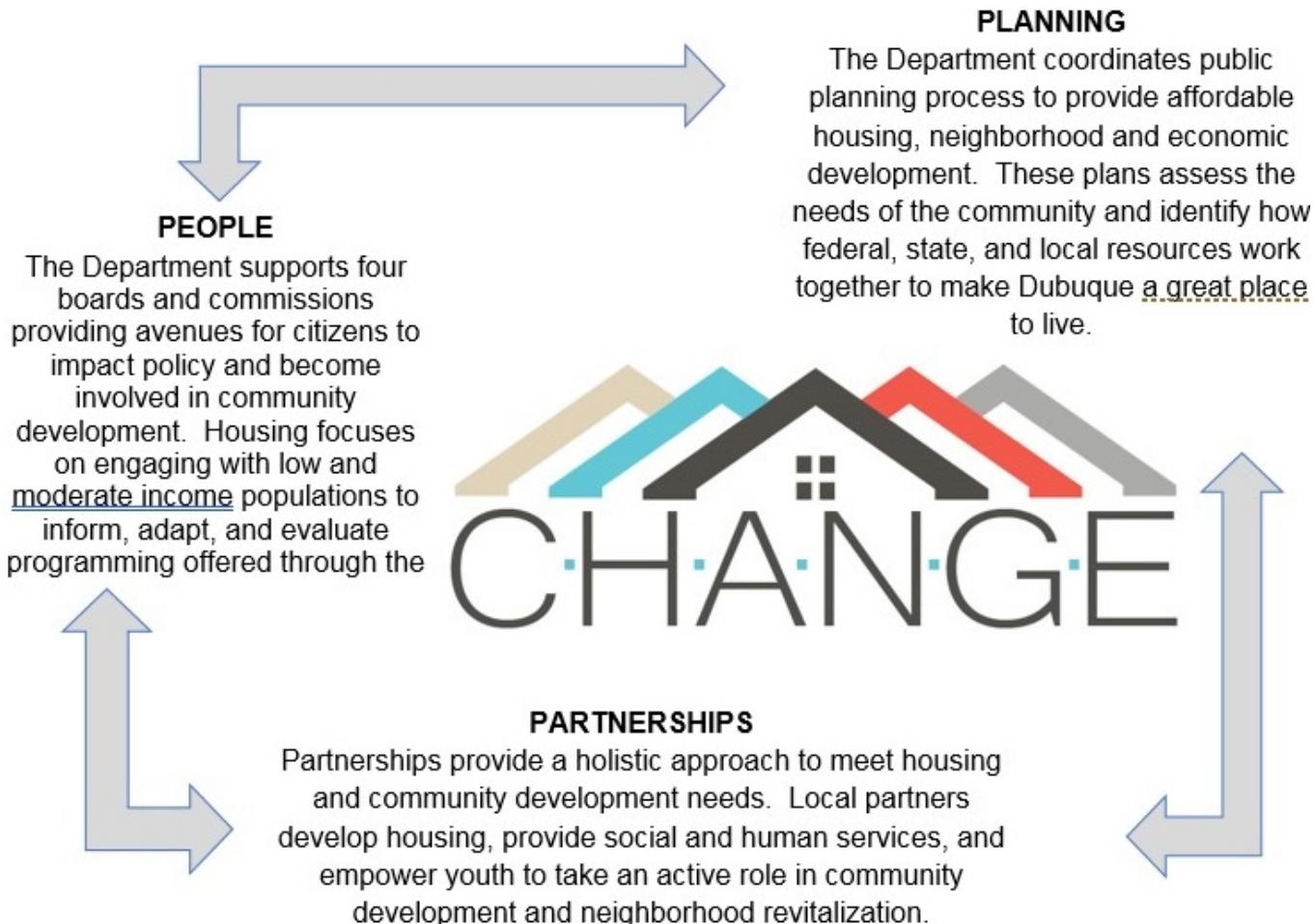
27. General Housing Inspection is 102% self-supporting in FY 2023 versus 87.5% self-supporting in FY 2022.

# HOUSING AND COMMUNITY DEVELOPMENT

The Housing and Community Development Department creates safe, healthy, affordable housing for all that promotes strong, sustainable, and inclusive communities.



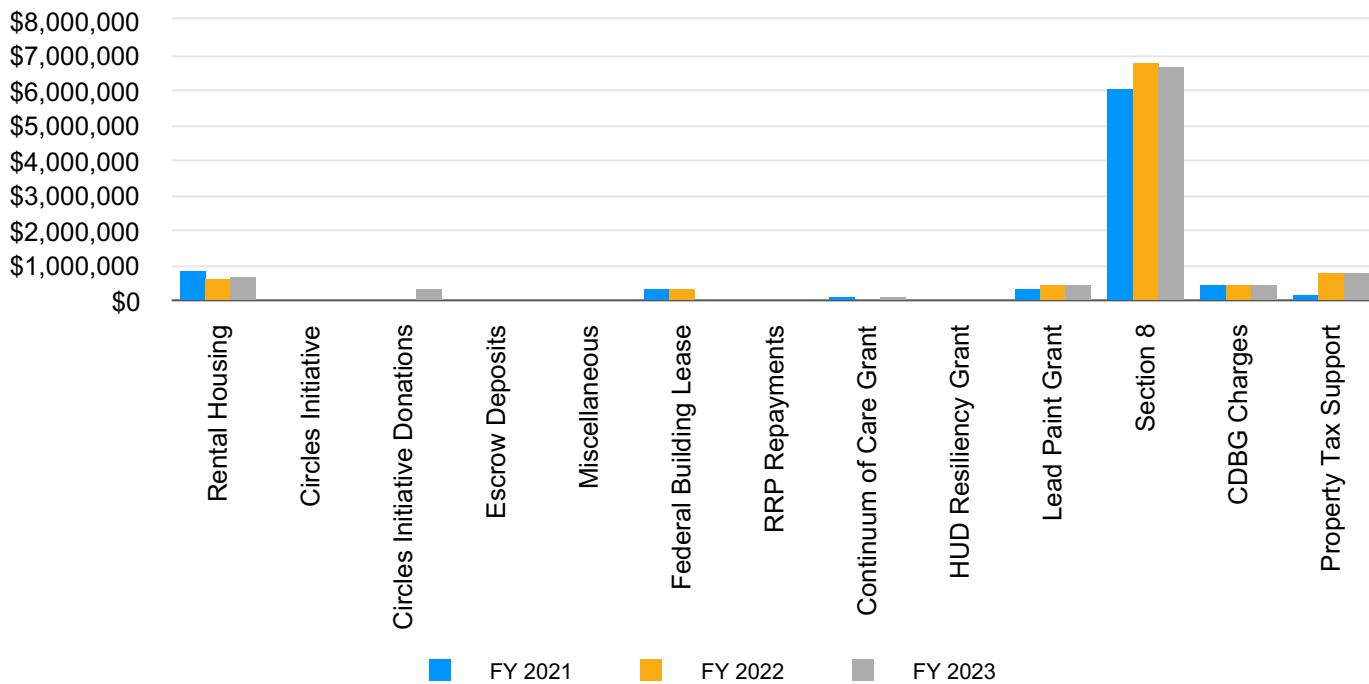
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# HOUSING AND COMMUNITY DEVELOPMENT

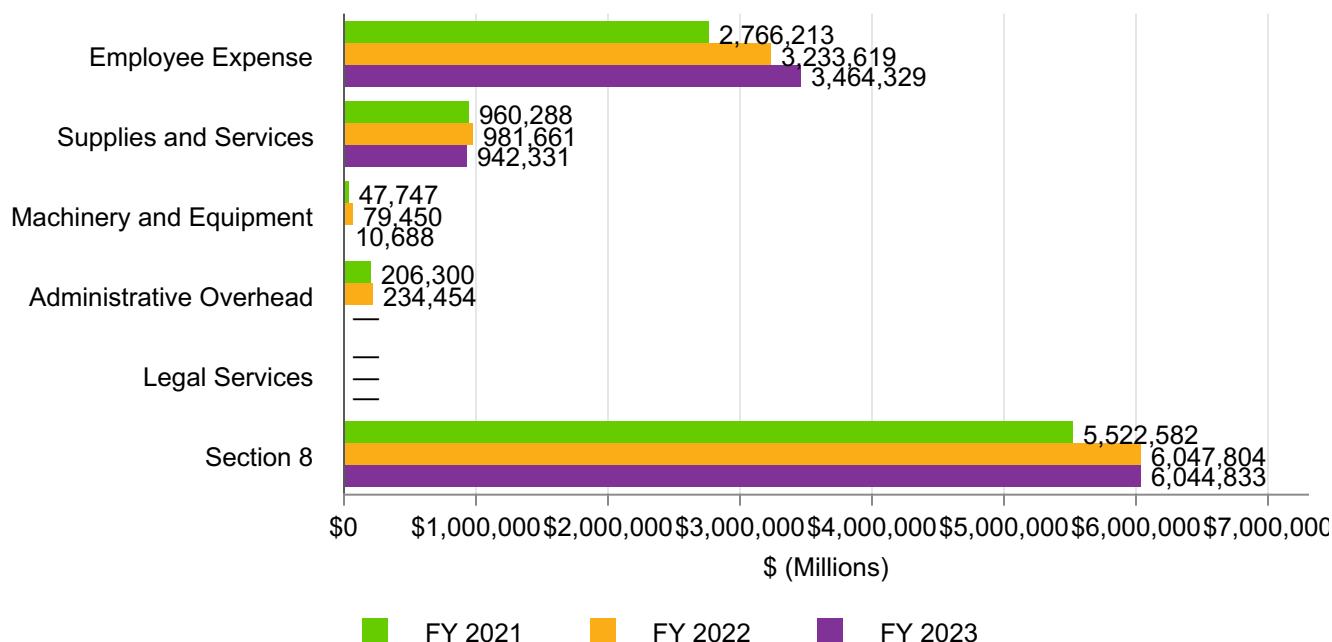
	FY 2021	FY 2022	FY 2023
Full-Time Equivalent	29.00	34.75	35.75

## Resources and Property Tax Support



The Housing Department is supported by 35.75 full-time equivalent employees, which accounts for only 33.11% of the department expense as seen below. Overall, the departments' expenses are expected to decreased by (1.09)% in FY 2023 compared to FY 2022.

## Expenditures by Category by Fiscal Year



# HOUSING AND COMMUNITY DEVELOPMENT

## Administration and Community Development

### Mission & Services

Housing & Community Development staff work closely with residents, non-profits, neighborhood groups, businesses, resident, and neighborhood partners to coordinate local, state, and federal resources to meet community needs. We strive to create a more viable community by providing safe, affordable housing and while expanding economic opportunities for residents in all neighborhoods. The Department supports several boards and commissions working to advance the goals of the City of Dubuque. Through the boards and commissions, citizens can provide input on the policies that shape the City's housing and community development strategies.

Administration and Community Development Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$541,256	\$456,121	\$446,632
Resources	\$312,114	\$221,234	\$201,438

Administration and Community Development Position Summary	
	FY 2023
Housing/Community Development Director	0.25
Housing/Community Development Director CDBG	0.50
Housing/Community Development Director Sec 8	0.25
Asst. Housing Services Director	0.50
Community Dev. Specialist	0.10
<b>Total Full-Time Equivalent Employees</b>	<b>1.60</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods and Housing

	Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
1	<b>Activity Objective: Address hazardous housing units through rehabilitation and reparation programs in the C.H.A.N.G.E. Initiative</b>					
	# of units participating in Homeowner Rehabilitation Loan Program	10+	14	7	10	
	# of units participating in Homebuyer Loan Program	18+	16	17	20	
	# of units participating in the Marginal Properties Rehabilitation & Resale Program	5+	12	7	20	
	# units remediated through the Lead Hazard Control & Healthy Homes Program	50	27	29	28	
	# of units completed in the Bee Branch Healthy Homes Stormwater Resiliency Program (Cumulative)	275	62	124	160	
	# of total problem units addressed since January 1, 2016 (FY18 shows total since 2016)	739 units by 2021	431	458	500	

# HOUSING AND COMMUNITY DEVELOPMENT

## Neighborhood Revitalization

### Mission & Services

Neighborhood Revitalization staff assists [homeowners](#) and rental property owners in rehabbing properties to comply with all code regulations, rehabilitation standards, weatherization, beautification, accessibility and lead-based paint removal. Federal, state and local funds are utilized for rehabilitation of housing to revitalize neighborhoods and create affordable housing for new and existing homeowners and rental property owners. Projects range from minor home improvements to large-scale housing rehabilitation to preserve the historic character of the neighborhood. Staff also assist [homebuyers](#) with initiatives to help purchase a home. The [HOME Workshop](#) is a requirement of all rehabilitation programs and is facilitated by staff.

Neighborhood Revitalization Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$85,833	\$252,297	\$282,584
Resources	\$86,456	\$252,592	\$282,584

Neighborhood Revitalization Position Summary	
	FY 2023
Rehabilitation Supervisor	0.50
CDBG Specialist	0.90
Inspector I	0.50
Housing Financial Specialist	1.75
<b>Total Full-Time Equivalent Employee's</b>	<b>3.65</b>

### Performance Measures

#### City Council Goal: Robust Local Economy

1 **Activity Objective: Increase homeownership opportunities by encouraging citizen participation through education, financial counseling, outreach and incentive programs**

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
# of homeowners through Washington Neighborhood Homebuyers Program	9+	5	9	9	
# of homeowners through First Time Homebuyer Program	10	11	13	10	
# of Washington Neighborhood rental units converted to homeowners	3+	3	3	3	
# of other rental units converted to homeowners	3+	9	2	3	

2 **Activity Objective: Improve properties through financial assistance to revitalize neighborhoods and increase outreach and marketing efforts to promote neighborhood revitalization**

# of participants in the HOME workshop	48+	47	78	50	
% of HOME workshop participants who became 1st time homebuyers	40%>	26%	56%	45%	
# of total outreach efforts to neighborhood associations and other activities	5+	21	7	7	

# HOUSING AND COMMUNITY DEVELOPMENT

## Safe & Healthy Housing

### Mission & Services

Property maintenance code enforcement and grant-funded programs provide specialized services to ensure the City's residents have safe, healthy, and resilient affordable housing options. Through the adoption of the International Property Maintenance Code in 2016, the minimum standards for rental properties are more clear and consistent, and require more skillful repairs for code violations. Federal funding through grants totaling over \$11 million allows private home owners and property owners with rentals to make their units lead-safe, eliminate healthy homes deficiencies, and to ensure the home is resilient to heavy rain events. Funds are disbursed through forgivable loans, easing the cost-burden for low-income individuals and families. Activities include: [rental licensing, inspections](#) and code enforcement, the [Lead and Healthy Homes Program](#), and the [Bee Branch Healthy Homes Resiliency Program](#).

Safe and Healthy Housing Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$1,130,642	\$1,254,125	\$1,212,121
Resources	\$1,162,972	\$1,086,124	\$1,128,336

### Performance Measures

#### City Council Goal: Sustainable Environment

**Activity Objective: Reduce the number of lead-poisoned children, work and school absenteeism, hospital and emergency visits, and occurrence of medical problems by performing inspections that identify and correct safety and health hazards in a residential unit.**

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
% Children with Elevated Blood Level (EBL) (national average is 1.6%)*	<1%	Not Published	1.4%	1.2%	

**2 Activity Objective: Promote sustainable, safe, healthy, resilient, efficient and affordable housing and neighborhoods.**

# of dwellings visited by inspection staff	2,760	2,072	2,050	3,500	
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**3 Activity Objective: Increase the number of resilient households through the Bee Branch Healthy Homes Program**

# of applications approved (Cumulative)	280	121	224	315	
# of unit repairs completed (Cumulative)	275	98	275	308	
# of advocacy assessments (Cumulative)	220	98	189	220	

\*The Centers for Disease Control and Prevention now recognizes a reference level of greater than 5 ug/dl to identify children with higher than average blood lead levels. The 2007 Iowa Department of Public Health shows 78.1% of children under the age of 6 with a confirmed EBL > 5 ug/dl. This lower value will allow children with lead exposure to receive earlier action to reduce detrimental effects.

# HOUSING AND COMMUNITY DEVELOPMENT

## Assisted Housing

### Mission & Services

Assisted Housing Programs improve the lives of people living in poverty by building community partnerships and creating a community where all have the opportunity to contribute and succeed. Housing stability is provided from US Department of Housing and Urban Development (HUD) funding for [rental assistance](#). Activities include the Housing Choice Voucher Program, Project-Based Assisted Housing Programs, Family Unification Program, Continuum of Care Homeless Assistance.

Assisted Housing Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$6,441,732	\$7,111,122	\$7,091,019
Resources	\$6,120,529	\$6,890,908	\$6,721,839

Assisted Housing Position Summary	
	FY 2023
Secretary	1.00
Assisted Housing Specialist	3.00
Assisted Housing Supervisor	1.00
Assisted Housing Coordinator	1.00
Inspector I	1.00
<b>Total Full-Time Equivalent Employee's</b>	<b>7.00</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods & Housing

	Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
1	<b>Activity Objective: Ensure implementation of programs that are accessible and free from discrimination</b>					
	% of voucher participant households that are elderly and/or disabled	50% +	48%	49%	50%	
	# of voucher participant households in homeownership	11	10	9	10	
2	<b>Activity Objective: Promote freedom of housing choice while integrating lower income and minority persons into the community</b>					
	Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
	% of in-kind match of total HUD grant dollars provided by community partners through Continuum of Care Homelessness Assistance Program	25% Required	77%	53%	55%	
	# of Landlords participating in Housing Choice Voucher Program	275	225	193	205	
	# of Units willing to accept the Housing Choice Voucher Program Payments	4,799	N/A	3202	3277	

# HOUSING AND COMMUNITY DEVELOPMENT

## Gaining Opportunities

### Mission & Services

The Gaining Opportunities program helps individuals address the lack of resources which contribute to living in poverty. The program aims to be a positive force for individuals, the community and strategic partners, addressing challenges that keep people from achieving financial stability and a sustainable way of living. The core principals are based on self-sufficiency which are: Meaningful Employment, Education/Training for the Workplace, Financial Stability, Accessibility to Essential Needs, Social Capital, and the Ability to Navigate Systems. Programs include the [Family-Self Sufficiency Program](#) and [Getting Ahead in the Workplace](#) and general one on one coaching.

Gaining Opportunities (Circles Initiative) Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$37,526	\$115,867	\$0
Resources	\$32	\$28,100	\$0
Gaining Opportunities Position Summary			
		FY 2023	
Self-Sufficiency Coordinator		—	
Total Full-Time Equivalent Employee's		0.00	

### Performance Measures

#### City Council Goal: Livable Neighborhoods & Housing

	Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	Performance Indicator
1	<b>Activity Objective: Encourage self-sufficiency of low-income families by increasing participation in self-sufficiency programs.</b>					
	# of graduates in FSS program	6	6	4	8	
	\$ Difference in avg. earned annual income for participants from the start of the FSS program to FSS graduation	30,000+	32,906	16,311	27,000	

#### City Council Goal: Robust Local Economy

##### 2 Activity Objective: Educate and empower community members to be financially responsible and build wealth and equity.

# of new participants in Dupaco Money Match Program	2	2	2	2	
# of participants attending asset building workshops	10	10	15	10	

##### 3 Activity Objective: Bridge gaps and build skills so community members can succeed in their education and employment goals.

# of participants in Getting Ahead in the Workplace class	30	27	12	0	
# of graduates in Getting Ahead in the Workplace class	25	21	0	0	

# HOUSING SERVICES

## Code Compliance

### Mission & Services

Housing code compliance begins with permit application and plan review. The department serves as liaison between all other city departments with a role in construction regulation and review. The department guides customers through the process and advises on all housing code matters in a concise, timely, and informative manner to ensure a positive customer experience. Our Department performs plan review and inspections for all construction projects including; building, mechanical, electrical, plumbing, solar, signs, fire systems, and ADA compliance. Other activities include supporting appeals boards, supporting the Fats, Oils, and Grease (FOG) program, enforcing property maintenance codes, licensing storage containers, and managing the Downtown ADA and Lighting incentive programs.

Code Compliance Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$156,630	\$750,639	\$935,442
Resources	\$174,674	\$718,896	\$789,656

Code Compliance Position Summary	
	FY 2023
Permit Clerk	1.00
Deputy Code Official	0.50
Confidential Account Clerk	1.00
Asst. Housing Services Director	0.50
Combination Inspector	0.50
Inspector II--FT	4.00
Inspector II--PT	0.75
<b>Total Full-Time Equivalent Employees</b>	<b>8.25</b>

### Performance Measures

#### City Council Goal: Vibrant Community: Healthy and Safe

Performance Measure (KPI)	Target	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	Performance Indicator
<b>1 Activity Objective: Effective Building Department</b>					

ISO numeric rating on building department effectiveness  
[\(Building Code Effectiveness Grading Schedule \(BCEGS\) Score\)](#)

< 4/10      4/10      4/10      4/10



#### City Council Goal: Connected Community: Equitable Mobility

<b>2 Activity Objective: Ensure all facilities used by the public are fully accessible for persons with disabilities.</b>
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# businesses with improved accessibility  
[\(Downtown ADA Assistance Program\)](#)

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## Recommended Operating Revenue Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
100	42155	RENTAL LICENSES	316,693	576,294	393,375	393,375
100	42165	ABANDONED BLDG LICENSES	8,425	36,864	37,800	35,000
100	42205	BUILDING PERMITS	0	114,753	450,000	520,000
100	42210	ELECTRICAL PERMITS	0	22,933	79,749	79,321
100	42215	MECHANICAL PERMITS	0	7,363	67,794	65,000
100	42220	PLUMBING PERMITS	0	7,215	60,248	62,000
100	42260	PERMIT, MISC	0	3,492	3,671	1,500
100	42322	DWELLING UNIT INSPECT FEE	8,523	172,155	134,060	172,155
100	42323	ROOMING UNIT INSPECT FEE	633	0	633	0
100	42324	COMPLAINT INSPECT FEE	1,445	675	1,275	1,275
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>335,720</b>	<b>941,742</b>	<b>1,228,605</b>	<b>1,329,626</b>
270	43105	INTEREST, LOANS	6,261	22,030	6,261	1,500
280	43110	INVESTMENT EARNINGS	10,646	1,937	7,440	1,937
100	43310	FEDERAL BUILDING LEASES	336,310	350,775	338,375	0
260	43410	HOMEOWNER LOAN REPAYMENTS	153,500	189,312	156,500	150,000
260	43415	RENTAL LOAN REPAYMENTS	12,458	21,750	22,000	13,700
260	43420	INFILL-LOAN REPAYMENTS	3,447	3,472	4,000	3,900
270	43430	HOME-LOAN REPAYMENTS	23,847	20,644	23,847	5,400
260	43435	1ST TIME HOMEOWNER LOAN	73,743	70,028	73,743	70,000
100	43450	ESCROW DEPOSITS HOUSING	10,295	10,830	10,295	10,830
<b>43</b>	<b>USE OF MONEY AND PROPERTY</b>	<b>- Total</b>	<b>630,507</b>	<b>690,778</b>	<b>642,461</b>	<b>257,267</b>
100	44170	FEDERAL GRANTS-MISC	84,739	87,211	84,739	87,211
260	44205	CD BLOCK GRANT	1,314,098	273,838	1,086,191	1,102,000
261	44205	CD BLOCK GRANT	0	449,180	0	0
280	44215	FSS COORDINATOR GRANT	66,740	0	133,507	133,507
280	44220	PORTABLE ADMINISTRATION	83	0	0	0
275	44310	HUD PAYMENTS	335,680	281,193	335,680	281,193
280	44310	HUD PAYMENTS	4,885,518	5,432,556	5,963,065	5,869,880
280	44311	HUD ADM FEE REIMBURSEMENT	666,851	711,901	637,724	617,944
280	44325	PORTABLE HAP REIMBURSEMENT	1,432	1,439	1,432	1,439
<b>44</b>	<b>INTERGOVERNMENTAL</b>	<b>- Total</b>	<b>7,355,141</b>	<b>7,237,317</b>	<b>8,242,338</b>	<b>8,093,174</b>
100	51914	PLAN CHECK FEES	0	18,869	46,694	55,000
100	51916	APPEALS BOARD APPL FEE	225	550	225	225
100	51950	VARIOUS PROGRAM FEES	57,340	0	27,400	0
100	51984	FOOD CLASS FEES	550	0	550	0
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>58,115</b>	<b>19,419</b>	<b>74,869</b>	<b>55,225</b>
100	53102	PRIVATE PARTICIPANT	2,201	0	500	0
269	53102	PRIVATE PARTICIPANT	1,380	200	1,380	0
280	53102	PRIVATE PARTICIPANT	650	1,200	650	0
275	53103	CONTRIBUTIONS	0	400	0	400
100	53201	REFUNDS	750	573	455	263
260	53201	REFUNDS	1,125	0	0	0
275	53201	REFUNDS	375	0	375	0
280	53201	REFUNDS	1,875	0	0	0
275	53206	TENANT DEPOSITS	500	0	500	0
100	53403	IA DISTRICT COURT FINES	27,338	48,851	43,978	59,000
280	53407	SETTLEMENTS	0	6,596	0	6,134
100	53408	INSPECTION PENALTY	61,796	5,944	30,000	6,000
800	53530	SPECIALIZED SERVICES	0	0	58,178	0
100	53605	MISCELLANEOUS REVENUE	0	50	30	30
275	53605	MISCELLANEOUS REVENUE	2,366	0	2,366	0
280	53605	MISCELLANEOUS REVENUE	57,067	36,396	51,996	36,396
100	53620	REIMBURSEMENTS-GENERAL	25	3,578	21,477	1,845
260	53620	REIMBURSEMENTS-GENERAL	2,477	5,078	4,500	3,000
266	53620	REIMBURSEMENTS-GENERAL	310	0	0	0
275	53620	REIMBURSEMENTS-GENERAL	0	122	0	0
280	53620	REIMBURSEMENTS-GENERAL	7,482	11,887	4,500	2,000
275	53625	REIMBURSEMENTS-TRAINING	618	0	618	0

## **Recommended Operating Revenue Budget - Department Total**

### **61 - HOUSING & COMMUNITY DEV**

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>168,335</b>	<b>120,875</b>	<b>221,503</b>	<b>115,068</b>
100	54104	SALE OF ASSETS OTHER	0	1	0	20,001
260	54104	SALE OF ASSETS OTHER	129,094	274,722	90,000	120,000
100	54105	LAND SALES	10,003	100	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES</b>	<b>- Total</b>	<b>139,097</b>	<b>274,823</b>	<b>90,000</b>	<b>140,001</b>
280	59100	FR GENERAL	97,138	335,104	160,671	172,382
100	59215	TRANSFER FROM N CASCADE	0	10,969	96,139	101,189
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>97,138</b>	<b>346,073</b>	<b>256,810</b>	<b>273,571</b>
<b>HOUSING &amp; COMMUNITY DEV - Total</b>			<b>8,784,052</b>	<b>9,631,025</b>	<b>10,756,586</b>	<b>10,263,932</b>

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	550,712	664,961	1,150,580	1,193,277
260	61010	FULL-TIME EMPLOYEES	289,746	254,446	286,606	299,252
261	61010	FULL-TIME EMPLOYEES	12,821	21,804	0	0
269	61010	FULL-TIME EMPLOYEES	0	0	0	97,457
275	61010	FULL-TIME EMPLOYEES	151,939	185,729	251,521	278,103
280	61010	FULL-TIME EMPLOYEES	495,035	526,597	556,115	585,581
800	61010	FULL-TIME EMPLOYEES	0	0	32,441	0
100	61020	PART-TIME EMPLOYEES	0	9,819	60,401	62,358
100	61030	SEASONAL EMPLOYEES	2,045	0	0	0
260	61030	SEASONAL EMPLOYEES	691	0	0	0
100	61050	OVERTIME PAY	12,696	952	0	0
260	61050	OVERTIME PAY	5,440	215	0	0
275	61050	OVERTIME PAY	0	76	0	0
280	61050	OVERTIME PAY	4,390	16,170	0	0
100	61080	COVID19 EMP QUARANT/TREAT	193	0	0	0
280	61080	COVID19 EMP QUARANT/TREAT	311	0	0	0
100	61081	COVID19 SCHOOL/DAYCARE CL	145	0	0	0
260	61081	COVID19 SCHOOL/DAYCARE CL	841	0	0	0
275	61081	COVID19 SCHOOL/DAYCARE CL	1,021	0	0	0
280	61081	COVID19 SCHOOL/DAYCARE CL	325	0	0	0
100	61083	COVID19 EMP NON-WORK	265	0	0	0
260	61083	COVID19 EMP NON-WORK	437	0	0	0
280	61083	COVID19 EMP NON-WORK	704	0	0	0
100	61085	SELF QUARANTINE HEALTH	0	55	0	0
280	61085	SELF QUARANTINE HEALTH	0	91	0	0
100	61086	SYMPTOMS SEEK DIAGNOSIS	0	2,275	0	0
260	61086	SYMPTOMS SEEK DIAGNOSIS	0	852	0	0
275	61086	SYMPTOMS SEEK DIAGNOSIS	0	1,875	0	0
280	61086	SYMPTOMS SEEK DIAGNOSIS	0	366	0	0
100	61091	SICK LEAVE PAYOFF	0	0	6,396	0
280	61091	SICK LEAVE PAYOFF	1,230	6,397	0	7,155
100	61092	VACATION PAYOFF	28	1,006	0	0
260	61092	VACATION PAYOFF	139	0	0	0
275	61092	VACATION PAYOFF	0	3,509	0	0
280	61092	VACATION PAYOFF	576	0	0	0
100	61095	PARENTAL LEAVE	0	8,832	0	0
280	61095	PARENTAL LEAVE	0	2,208	0	0
100	61096	50% SICK LEAVE PAYOUT	853	779	2,260	2,264
100	61310	IPERS	53,156	64,872	117,728	118,538
260	61310	IPERS	27,986	24,120	28,264	28,251
261	61310	IPERS	1,210	2,058	0	0
269	61310	IPERS	0	0	0	9,200
275	61310	IPERS	14,439	17,717	24,927	26,254
280	61310	IPERS	47,272	51,496	54,973	55,281
800	61310	IPERS	0	0	3,215	0
100	61320	SOCIAL SECURITY	39,688	48,589	92,706	96,227
260	61320	SOCIAL SECURITY	20,961	18,034	21,927	22,890
261	61320	SOCIAL SECURITY	861	1,508	0	0
269	61320	SOCIAL SECURITY	0	0	0	7,455
275	61320	SOCIAL SECURITY	10,477	13,904	19,243	21,275

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
280	61320	SOCIAL SECURITY	35,141	38,191	43,030	45,344
800	61320	SOCIAL SECURITY	0	0	2,482	0
100	61410	HEALTH INSURANCE	84,138	130,642	205,124	208,203
260	61410	HEALTH INSURANCE	59,450	52,222	54,865	56,511
261	61410	HEALTH INSURANCE	2,636	6,697	0	0
269	61410	HEALTH INSURANCE	0	0	0	20,135
275	61410	HEALTH INSURANCE	53,989	25,160	57,340	60,404
280	61410	HEALTH INSURANCE	88,719	154,515	120,546	124,163
800	61410	HEALTH INSURANCE	7,073	2,432	5,213	0
100	61415	WORKMENS' COMPENSATION	14,170	16,552	12,731	21,650
260	61415	WORKMENS' COMPENSATION	9,360	7,702	1,618	4,257
275	61415	WORKMENS' COMPENSATION	0	7,766	7,197	5,996
280	61415	WORKMENS' COMPENSATION	1,271	1,270	1,162	1,105
800	61415	WORKMENS' COMPENSATION	0	1,370	823	0
100	61416	LIFE INSURANCE	429	513	870	723
260	61416	LIFE INSURANCE	230	201	237	192
261	61416	LIFE INSURANCE	13	22	0	0
269	61416	LIFE INSURANCE	0	0	0	69
275	61416	LIFE INSURANCE	137	175	242	203
280	61416	LIFE INSURANCE	467	513	564	421
800	61416	LIFE INSURANCE	0	0	22	0
100	61417	UNEMPLOYMENT INSURANCE	4,079	4,191	8,143	4,135
275	61417	UNEMPLOYMENT INSURANCE	0	0	1,831	0
100	61620	UNIFORM ALLOWANCE	0	136	0	0
100	61640	SAFETY EQUIPMENT	143	0	0	0
100	61651	MEALS NO OVERNIGHT	26	0	0	0
275	61651	MEALS NO OVERNIGHT	11	0	0	0
100	61660	EMPLOYEE PHYSICALS	138	0	138	0
275	61660	EMPLOYEE PHYSICALS	138	0	138	0
100	61680	EMPLOYEE MOVING EXPENSE	2,678	0	0	0
260	61680	EMPLOYEE MOVING EXPENSE	1,339	0	0	0
280	61680	EMPLOYEE MOVING EXPENSE	1,339	0	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>2,115,751</b>	<b>2,401,583</b>	<b>3,233,619</b>	<b>3,464,329</b>
100	62010	OFFICE SUPPLIES	2,983	1,955	3,147	1,998
260	62010	OFFICE SUPPLIES	1,652	1,587	1,385	1,787
261	62010	OFFICE SUPPLIES	20	611	0	0
269	62010	OFFICE SUPPLIES	2	2	0	500
275	62010	OFFICE SUPPLIES	42	487	42	200
280	62010	OFFICE SUPPLIES	2,881	3,620	2,881	2,627
100	62011	UNIFORM PURCHASES	777	85	777	85
260	62011	UNIFORM PURCHASES	143	0	143	0
275	62011	UNIFORM PURCHASES	186	301	186	200
280	62011	UNIFORM PURCHASES	95	0	95	0
100	62030	POSTAGE AND SHIPPING	4,033	9,035	5,568	6,339
260	62030	POSTAGE AND SHIPPING	829	1,382	707	1,610
269	62030	POSTAGE AND SHIPPING	313	12	0	300
275	62030	POSTAGE AND SHIPPING	672	147	685	730
280	62030	POSTAGE AND SHIPPING	10,317	14,092	9,839	20,000
100	62031	PROCESSING MATERIALS	53	0	53	0
260	62031	PROCESSING MATERIALS	33	0	33	30

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
269	62031	PROCESSING MATERIALS	0	0	0	300
280	62031	PROCESSING MATERIALS	955	1,219	625	1,200
100	62061	DP EQUIP. MAINT CONTRACTS	7,395	24,909	21,909	12,942
260	62061	DP EQUIP. MAINT CONTRACTS	13,768	7,318	7,318	14,513
280	62061	DP EQUIP. MAINT CONTRACTS	14,454	17,140	17,140	16,482
100	62062	JANITORIAL SUPPLIES	3,981	3,924	4,060	0
100	62070	OFFICE EQUIP RENTAL	1,113	757	1,135	784
260	62070	OFFICE EQUIP RENTAL	37	25	38	26
280	62070	OFFICE EQUIP RENTAL	1,247	836	1,272	852
100	62090	PRINTING & BINDING	5,053	677	5,554	5,350
260	62090	PRINTING & BINDING	58	0	59	99
261	62090	PRINTING & BINDING	0	999	0	0
269	62090	PRINTING & BINDING	0	0	0	300
275	62090	PRINTING & BINDING	166	397	169	250
280	62090	PRINTING & BINDING	522	1,738	533	533
100	62110	COPYING/REPRODUCTION	1,435	1,357	1,635	1,132
260	62110	COPYING/REPRODUCTION	1,795	1,181	1,557	1,166
269	62110	COPYING/REPRODUCTION	0	0	0	300
275	62110	COPYING/REPRODUCTION	130	24	130	174
280	62110	COPYING/REPRODUCTION	2,809	2,542	2,809	2,542
100	62130	LEGAL NOTICES & ADS	5,816	4,611	5,816	4,612
260	62130	LEGAL NOTICES & ADS	672	408	672	408
269	62130	LEGAL NOTICES & ADS	0	0	0	200
275	62130	LEGAL NOTICES & ADS	4,980	1,325	4,980	1,350
280	62130	LEGAL NOTICES & ADS	58	47	58	47
100	62140	PROMOTION	1,394	340	3,250	1,250
280	62140	PROMOTION	0	4,450	0	0
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	461	819	471	836
260	62170	SUBSCRIPTIONS-BOOKS-MAPS	169	167	172	170
280	62170	SUBSCRIPTIONS-BOOKS-MAPS	981	982	1,001	1,002
100	62190	DUES & MEMBERSHIPS	583	755	595	1,043
260	62190	DUES & MEMBERSHIPS	2,018	1,550	2,058	1,721
280	62190	DUES & MEMBERSHIPS	238	255	242	261
280	62204	REFUNDS	25	0	25	0
100	62206	PROPERTY INSURANCE	25,739	28,303	30,674	0
280	62206	PROPERTY INSURANCE	50	0	0	0
100	62208	GENERAL LIABILITY INSURAN	6,765	8,426	14,045	18,652
260	62208	GENERAL LIABILITY INSURAN	2,954	1,921	2,037	2,673
270	62208	GENERAL LIABILITY INSURAN	0	0	3,731	0
275	62208	GENERAL LIABILITY INSURAN	13,055	3,040	14,253	11,665
280	62208	GENERAL LIABILITY INSURAN	4,158	4,100	4,341	5,686
800	62208	GENERAL LIABILITY INSURAN	0	0	13,982	0
100	62211	PROPERTY TAX	17,304	18,708	18,708	0
100	62230	COURT COSTS & RECORD FEES	13,160	29,659	19,842	14,937
260	62230	COURT COSTS & RECORD FEES	2,724	4,133	2,724	4,133
100	62310	TRAVEL-CONFERENCES	5,266	0	17,370	10,590
260	62310	TRAVEL-CONFERENCES	4,336	0	10,795	10,795
269	62310	TRAVEL-CONFERENCES	0	0	0	1,500
275	62310	TRAVEL-CONFERENCES	1,002	845	4,000	4,000
280	62310	TRAVEL-CONFERENCES	7,786	0	8,895	8,895

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	62320	TRAVEL-CITY BUSINESS	205	0	970	970
260	62320	TRAVEL-CITY BUSINESS	989	0	929	929
275	62320	TRAVEL-CITY BUSINESS	34	463	0	0
280	62320	TRAVEL-CITY BUSINESS	680	0	1,955	1,955
100	62340	MILEAGE/LOCAL TRANSP	475	55	167	67
260	62340	MILEAGE/LOCAL TRANSP	306	376	321	571
275	62340	MILEAGE/LOCAL TRANSP	1	0	150	200
280	62340	MILEAGE/LOCAL TRANSP	42	93	75	75
100	62360	EDUCATION & TRAINING	24,808	4,316	20,596	12,496
260	62360	EDUCATION & TRAINING	4,463	902	10,225	10,225
269	62360	EDUCATION & TRAINING	327	0	0	0
275	62360	EDUCATION & TRAINING	13,792	6,043	4,500	4,500
280	62360	EDUCATION & TRAINING	13,013	253	14,100	14,100
100	62411	UTILITY EXP-ELECTRICITY	48,074	43,667	50,478	0
100	62412	UTILITY EXP-GAS	15,874	17,085	15,874	0
100	62415	UTILITY EXPENSE STORMWATR	1,329	1,529	1,420	213
100	62421	TELEPHONE	9,383	10,846	11,844	9,110
260	62421	TELEPHONE	2,375	1,373	962	1,015
275	62421	TELEPHONE	1,740	1,958	1,740	1,958
280	62421	TELEPHONE	3,459	5,482	3,459	3,735
100	62431	PROPERTY MAINTENANCE	123,939	46,555	63,078	29,522
100	62433	CUSTODIAL SERVICES	22,135	0	0	0
100	62436	RENTAL OF SPACE	4,117	7,074	6,601	5,608
260	62436	RENTAL OF SPACE	1,642	1,636	1,642	1,636
275	62436	RENTAL OF SPACE	571	799	571	799
280	62436	RENTAL OF SPACE	1,466	1,681	2,038	1,681
100	62438	FIRE SUPPRESSION	50	3,905	50	0
100	62511	FUEL, MOTOR VEHICLE	1,663	2,384	5,439	5,831
260	62511	FUEL, MOTOR VEHICLE	267	1,409	328	611
275	62511	FUEL, MOTOR VEHICLE	736	301	680	1,000
100	62521	MOTOR VEHICLE MAINT.	1,375	2,530	2,342	1,054
260	62521	MOTOR VEHICLE MAINT.	262	659	267	672
275	62521	MOTOR VEHICLE MAINT.	1,361	656	1,389	500
100	62522	VEHICLE MAINT., ACCIDENT	0	0	0	712
260	62528	MOTOR VEH. MAINT. OUTSOUR	0	60	0	60
275	62528	MOTOR VEH. MAINT. OUTSOUR	0	0	0	100
280	62606	HOMEOWNER HAP	40,234	50,863	38,297	40,464
280	62607	PBV HAP	55,512	62,436	63,686	114,648
280	62608	MAINSTREAM VOUCHERS HAP	144,167	149,194	161,523	269,760
280	62609	PORT OUT VOUCHER HAP	330,151	495,235	305,270	337,200
280	62610	PORTOUT VOUCHER ADMIN FEE	12,740	16,571	10,318	10,318
100	62611	MACH/EQUIP MAINTENANCE	20,517	10,600	14,100	0
275	62611	MACH/EQUIP MAINTENANCE	19,129	73	0	0
100	62614	EQUIP MAINT CONTRACT	699	699	699	0
100	62641	HOSPITALITY EXPENSE	0	664	0	0
269	62641	HOSPITALITY EXPENSE	224	195	0	0
100	62645	SPECIAL EVENTS	841	99	2,400	0
280	62645	SPECIAL EVENTS	468	87	500	0
100	62663	SOFTWARE LICENSE EXP	471	23,780	57,383	57,522
260	62663	SOFTWARE LICENSE EXP	2,978	3,484	2,924	3,473

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
280	62663	SOFTWARE LICENSE EXP	39,720	54,847	39,720	4,000
275	62664	LICENSE/PERMIT FEES	700	0	0	0
100	62666	CREDIT CARD CHARGE	907	7,389	9,629	12,258
100	62667	DATA SERVICES	2,395	3,435	2,711	3,468
260	62667	DATA SERVICES	983	865	851	1,081
275	62667	DATA SERVICES	162	146	162	150
280	62667	DATA SERVICES	558	490	558	490
100	62668	PROGRAM EQUIP/SUPPLIES	1,036	116	1,036	0
261	62668	PROGRAM EQUIP/SUPPLIES	0	36	0	0
269	62669	PROGRAMMING	15	0	0	0
100	62678	EDUCATIONAL MATERIALS	909	0	909	0
280	62688	PORT-IN VOUCH ASSIST PYMT	0	1,356	0	0
280	62689	TENANT PROTEC ASSIST PYMT	20,461	19,360	19,944	33,720
100	62692	LANDFILL FEES	0	390	0	0
100	62694	HOUSING ASST. PAYMENT	90,138	85,613	84,739	87,211
280	62694	HOUSING ASST. PAYMENT	4,222,081	4,658,525	5,374,345	5,161,830
100	62710	CONTRACTOR SERVICES	0	7,085	5,000	12,085
100	62712	CONSULTING ENGINEERS	0	2,263	0	2,263
100	62713	LEGAL SERVICES	1,041	1,573	0	0
100	62716	CONSULTANT SERVICES	51,143	15,061	1,500	1,500
260	62716	CONSULTANT SERVICES	24,075	0	0	0
280	62716	CONSULTANT SERVICES	2,010	2,065	2,070	2,120
100	62717	CRIMINAL BACKGROUND CHECK	18	0	18	0
280	62717	CRIMINAL BACKGROUND CHECK	3,062	3,792	2,400	1,200
100	62726	AUDIT SERVICES	0	3,400	0	0
260	62726	AUDIT SERVICES	5,000	3,400	0	3,502
280	62726	AUDIT SERVICES	0	6,200	0	6,386
280	62727	FINANCIAL SERVICE FEES	(70)	170	727	500
260	62729	DUST WIPE TESTING	72	0	700	0
275	62729	DUST WIPE TESTING	5,880	4,083	5,880	5,500
280	62729	DUST WIPE TESTING	0	15	0	0
100	62731	MISCELLANEOUS SERVICES	0	2,357	0	0
266	62731	MISCELLANEOUS SERVICES	1,875	533	0	0
100	62737	CONTRACT ADM SERVICE	43,299	42,570	41,300	40,000
100	62741	BUILDING DEMOLITION	28,000	12,116	32,453	32,453
100	62758	ESCROW PAYMENTS HOUSING	10,714	10,207	10,000	10,830
100	62761	PAY TO OTHER AGENCY	73,500	57,252	80,000	80,000
260	62761	PAY TO OTHER AGENCY	20,000	35,000	0	0
261	62761	PAY TO OTHER AGENCY	0	106,412	0	0
275	62761	PAY TO OTHER AGENCY	20,618	14,697	16,800	19,100
270	62764	LOANS	0	0	3,000	0
100	62765	GRANTS	0	53	250	250
260	62765	GRANTS	290,225	19,618	0	0
269	62765	GRANTS	0	0	8,000	200,000
100	62773	GA PARTICIPANT STIPENDS	0	1,955	10,200	0
100	62774	FSS, PARTICIPATE PAYMENTS	2,201	0	0	0
280	62774	FSS, PARTICIPATE PAYMENTS	145,385	87,636	115,902	118,200
100	62785	GIFT CARDS	0	1,500	1,150	0
269	62785	GIFT CARDS	180	0	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>6,239,012</b>	<b>6,464,852</b>	<b>7,029,465</b>	<b>6,987,164</b>

## **Recommended Operating Expenditure Budget - Department Total**

### **61 - HOUSING & COMMUNITY DEV**

<b>Fund</b>	<b>Account</b>	<b>Account Title</b>	<b>FY20 Actual Expense</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY 23 Recomm'd Budget</b>
100	63311	ADMIN. OVERHEAD	241,222	206,300	234,454	0
		<b>63 - ADMIN/OVERHEAD/STORES GAR</b>	<b>246,303</b>	<b>241,222</b>	<b>235,529</b>	<b>234,454</b>
275	71110	MISC. OFFICE EQUIPMENT	1,122	562	0	0
100	71120	PERIPHERALS, COMPUTER	0	1,102	0	0
260	71120	PERIPHERALS, COMPUTER	(44)	0	0	1,138
280	71120	PERIPHERALS, COMPUTER	0	0	3,000	0
100	71124	COMPUTER	2,029	0	0	0
260	71124	COMPUTER	0	4,249	0	2,275
275	71124	COMPUTER	13	0	0	0
280	71124	COMPUTER	8,006	5,709	0	2,275
100	71211	DESKS/CHAIRS	1,885	0	1,000	800
260	71211	DESKS/CHAIRS	325	446	0	0
100	71310	AUTO/JEEP REPLACEMENT	34,554	0	24,900	0
260	71310	AUTO/JEEP REPLACEMENT	0	0	18,200	0
100	71550	MISCELLANEOUS EQUIPMENT	1,559	71	0	0
100	71610	CUSTODIAL EQUIPMENT	0	0	9,600	0
100	72418	TELEPHONE RELATED	47	860	2,100	1,837
260	72418	TELEPHONE RELATED	13	250	350	525
275	72418	TELEPHONE RELATED	0	317	0	1,400
280	72418	TELEPHONE RELATED	13	42	350	438
275	72515	TEST EQUIPMENT, OTHER	30	455	0	0
100	72614	LADDER	109	0	0	0
		<b>71 - EQUIPMENT</b>	<b>49,660</b>	<b>14,063</b>	<b>59,500</b>	<b>10,688</b>
100	73112	RELOCATIONS	1,993	914	4,950	0
275	73112	RELOCATIONS	15,816	24,083	15,000	0
100	73210	CONST CONTRACT-BLDG	3,478	66	0	0
275	73210	CONST CONTRACT-BLDG	0	284	0	0
100	73211	CONST.CONTR-NOT BLDG	0	8,283	0	0
		<b>73 - CIP EXPENDITURES</b>	<b>21,287</b>	<b>33,630</b>	<b>19,950</b>	<b>0</b>
		<b>61 - HOUSING &amp; COMMUNITY DEV TOTAL</b>	<b>8,666,931</b>	<b>9,120,428</b>	<b>10,576,988</b>	<b>10,462,181</b>

## **Recommended Expenditure Budget Report by Activity & Funding Source**

### **61 - HOUSING & COMMUNITY DEV**

#### **ADMINISTRATION - 61100**

##### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
CIP EXPENDITURES	8,283	—	—
EQUIPMENT	337	19,200	2,288
SUPPLIES AND SERVICES	18,830	56,489	47,598
WAGES AND BENEFITS	397,822	225,401	233,683
<b>ADMINISTRATION</b>	<b>425,272</b>	<b>301,090</b>	<b>283,569</b>
<b>HEALTH HOMES GRANT - 61135</b>			

##### **FUNDING SOURCE: GENERAL**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
SUPPLIES AND SERVICES	114	—	114
<b>HEALTH HOMES GRANT</b>	<b>114</b>	—	<b>114</b>
<b>FEDERAL BUILDING MAINT. - 61150</b>			

##### **FUNDING SOURCE: GENERAL**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
ADMIN/OVERHEAD/STORES GAR	206,300	234,454	—
CIP EXPENDITURES	—	—	—
EQUIPMENT	—	9,600	—
SUPPLIES AND SERVICES	143,946	170,596	—
<b>FEDERAL BUILDING MAINT.</b>	<b>350,247</b>	<b>414,650</b>	—
<b>LEAD PAINT ABATEMENT - 61200</b>			

##### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
SUPPLIES AND SERVICES	16,601	—	49,052
WAGES AND BENEFITS	—	—	298,976
<b>LEAD PAINT ABATEMENT</b>	<b>16,601</b>	—	<b>348,028</b>
<b>LEAD NON-GRANT - 61205</b>			

##### **FUNDING SOURCE: LEAD PAINT GRANT**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
CIP EXPENDITURES	284	—	—
<b>LEAD PAINT ABATEMENT</b>	<b>284</b>	—	—
<b>LEAD PAINT ABATEMENT 2011- 61211</b>			

##### **FUNDING SOURCE: LEAD PAINT GRANT**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
CIP EXPENDITURES	24,083	15,000	—
EQUIPMENT	1,334	—	1,400
SUPPLIES AND SERVICES	35,786	56,317	3,324
WAGES AND BENEFITS	255,910	362,439	93,259
<b>LEAD PAINT ABATEMENT 2011</b>	<b>317,113</b>	<b>433,756</b>	<b>97,983</b>
<b>TRUE NORTH - 61215</b>			

##### **FUNDING SOURCE: GENERAL**

## **Recommended Expenditure Budget Report by Activity & Funding Source**

### **61 - HOUSING & COMMUNITY DEV**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
WAGES AND BENEFITS	10,969	96,139	101,189
<b>TRUE NORTH</b>	<b>10,969</b>	<b>96,139</b>	<b>101,189</b>
<b>HUD RESILIENCY</b>	<b>- 61264</b>		

#### **FUNDING SOURCE: ENGINEERING SERVICE**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	14,569	15,731	—
WAGES AND BENEFITS	17,186	87,633	—
<b>HUD RESILIENCY</b>	<b>31,755</b>	<b>103,364</b>	<b>—</b>
<b>REHAB. PROGRAM</b>	<b>- 61300</b>		

#### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	3,158	—	—
SUPPLIES AND SERVICES	25,694	13,731	33,889
WAGES AND BENEFITS	56,982	235,566	248,695
<b>REHAB. PROGRAM</b>	<b>85,833</b>	<b>249,297</b>	<b>282,584</b>
<b>HOUSING LHAP GRANT</b>	<b>- 61320</b>		

#### **FUNDING SOURCE: STATE RENTAL REHAB**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	—	3,000	—
<b>HOUSING LHAP GRANT</b>	<b>—</b>	<b>3,000</b>	<b>—</b>
<b>BLDG CODE ADMIN</b>	<b>- 61410</b>		

#### **FUNDING SOURCE: GENERAL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	2,934	54,231	53,165
WAGES AND BENEFITS	20,109	130,759	266,579
<b>BLDG CODE ADMIN</b>	<b>23,042</b>	<b>184,990</b>	<b>319,744</b>
<b>ELECTRICAL CODE ENF</b>	<b>- 61420</b>		

#### **FUNDING SOURCE: GENERAL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	—	350	350
SUPPLIES AND SERVICES	499	4,975	3,787
WAGES AND BENEFITS	30,461	110,677	143,410
<b>ELECTRICAL CODE ENF</b>	<b>30,960</b>	<b>116,002</b>	<b>147,547</b>
<b>BUILDING CODE ENF</b>	<b>- 61430</b>		

#### **FUNDING SOURCE: GENERAL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	—	25,950	—
SUPPLIES AND SERVICES	8,862	18,488	15,678
WAGES AND BENEFITS	65,418	290,240	305,878
<b>BUILDING CODE ENF</b>	<b>74,279</b>	<b>334,678</b>	<b>321,556</b>
<b>PLUMB/MECH CODE ENF</b>	<b>- 61440</b>		

#### **FUNDING SOURCE: GENERAL**

# Recommended Expenditure Budget Report by Activity & Funding Source

## 61 - HOUSING & COMMUNITY DEV

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	841	5,699	5,112
WAGES AND BENEFITS	27,507	109,270	141,483
<b>PLUMB/MECH CODE ENF</b>	<b>28,348</b>	<b>114,969</b>	<b>146,595</b>
<b>MODERATE REHAB. - 005</b>	<b>- 61530</b>		

### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	74,662	84,591	36,390
WAGES AND BENEFITS	544	—	—
<b>MODERATE REHAB. - 005</b>	<b>75,206</b>	<b>84,591</b>	<b>36,390</b>
<b>VASH PROGRAM</b>	<b>- 61590</b>		

### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	2,615	—	40,464
<b>MODERATE REHAB. - 005</b>	<b>2,615</b>	—	<b>40,464</b>
<b>SECTION 8 VOUCHER</b>	<b>- 61600</b>		

### FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	5,709	3,350	2,625
SUPPLIES AND SERVICES	134,386	124,524	103,401
WAGES AND BENEFITS	608,251	738,354	619,363
<b>SECTION 8 VOUCHER</b>	<b>748,346</b>	<b>866,228</b>	<b>725,389</b>
<b>VOUCHER HAP</b>	<b>- 61601</b>		

### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	5,342,847	5,930,440	5,935,032
<b>VOUCHER HAP</b>	<b>5,342,847</b>	<b>5,930,440</b>	<b>5,935,032</b>
<b>FAMILY UNIFICATION PROG - 61602</b>			

### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	53,241	—	—
WAGES AND BENEFITS	15,450	—	—
<b>FAMILY UNIFICATION PROG</b>	<b>68,691</b>	—	—
<b>VOUCHER ADMIN FEES CARES - 61603</b>			

### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	7,772	—	—
WAGES AND BENEFITS	52,894	—	—
<b>VOUCHER ADMIN FEES CARES</b>	<b>60,666</b>	—	—
<b>FSS PROGRAM VOUCHER</b>	<b>- 61640</b>		

### FUNDING SOURCE: SECTION 8 HOUSING

## **Recommended Expenditure Budget Report by Activity & Funding Source**

### **61 - HOUSING & COMMUNITY DEV**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	51,240	63,936	63,936
WAGES AND BENEFITS	58,601	—	160,475
<b>FSS PROGRAM VOUCHER</b>	<b>109,841</b>	<b>63,936</b>	<b>224,411</b>
<b>GENERAL HOUSING INSP. - 61700</b>			

#### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	1,821	350	1,400
SUPPLIES AND SERVICES	126,442	99,482	95,923
WAGES AND BENEFITS	603,371	573,850	515,034
<b>GENERAL HOUSING INSP.</b>	<b>731,635</b>	<b>673,682</b>	<b>612,357</b>
<b>VACANT ABANDONED PROPERTY- 61720</b>			

#### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
CIP EXPENDITURES	980	4,950	—
EQUIPMENT	—	—	—
SUPPLIES AND SERVICES	57,435	68,545	75,096
WAGES AND BENEFITS	29,440	77,856	83,557
<b>VACANT ABANDONED PROPERTY</b>	<b>87,855</b>	<b>151,351</b>	<b>158,653</b>
<b>CDBG ADMIN/MONITORING - 61800</b>			

#### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	1,704	350	2,625
SUPPLIES AND SERVICES	7,305	10,776	14,592
WAGES AND BENEFITS	88,005	115,093	118,432
<b>CDBG ADMIN/MONITORING</b>	<b>97,014</b>	<b>126,219</b>	<b>135,649</b>
<b>PROJECT ROOTED - 61802</b>			

#### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	25,000	—	—
<b>CDBG ADMIN/MONITORING</b>	<b>25,000</b>	—	—
<b>CDBG CARES ACT - 61805</b>			

#### **FUNDING SOURCE: CDBG CARES ACT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	2,006	—	—
WAGES AND BENEFITS	32,090	—	—
<b>CDBG CARES ACT</b>	<b>34,096</b>	—	—
<b>RACE IN HEARTLAND - 61806</b>			

#### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	3,017	—	—
<b>CDBG CARES ACT</b>	<b>3,017</b>	—	—

# **Recommended Expenditure Budget Report by Activity & Funding Source**

## **61 - HOUSING & COMMUNITY DEV**

### **LIBERTY RECOVERY CNTR ACQ- 61810**

#### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—
LIBERTY RECOVERY CNTR ACQ	—	—	—
AHNI AGREEMENT	- 61820		

#### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—
AHNI AGREEMENT	—	—	—
SHELTER PLUS CARE GRANT - 61915			

#### **FUNDING SOURCE: GENERAL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	127,211	124,739	127,211
SHELTER PLUS CARE GRANT	127,211	124,739	127,211
BRIDGES OUT OF POVERTY - 61920			

#### **FUNDING SOURCE: GENERAL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	15	—	—
BRIDGES OUT OF POVERTY	15	—	—
GAINING OPPORTUNITIES - 61922			

#### **FUNDING SOURCE: CIRCLES PRIVATE DONATIONS**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	—	350	—
SUPPLIES AND SERVICES	7,146	43,175	203,400
WAGES AND BENEFITS	30,573	80,342	134,316
GAINING OPPORTUNITIES	37,720	123,867	337,716
SR OF PRESENTATION - 61923			

#### **FUNDING SOURCE: EMERGENCY GUARDIAN ANGEL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	533	—	—
EMERGENCY ASSISTANCE	533	—	—

## **Recommended Expenditure Budget Report by Activity & Funding Source**

### **61 - HOUSING & COMMUNITY DEV**

#### **FOUR MOUNDS HEART PROGRAM- 79115**

##### **FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	10,000	10,000	10,000
<b>FOUR MOUNDS HEART PROGRAM</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>HAWKEYE AREA COMM ACTION - 79170</b>			

##### **FUNDING SOURCE: GENERAL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	57,252	70,000	70,000
<b>HAWKEYE AREA COMM ACTION</b>	<b>57,252</b>	<b>70,000</b>	<b>70,000</b>
<b>CDBG CARES ACT</b>	<b>- 79805</b>		

##### **FUNDING SOURCE: CDBG CARES ACT**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	106,052	—	—
<b>CDBG CARES ACT</b>	<b>106,052</b>	<b>—</b>	<b>—</b>
<b>HOUSING &amp; COMMUNITY DEV TOTAL</b>	<b>\$9,120,427.65</b>	<b>\$10,576,988.00</b>	<b>\$10,462,181.00</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

61 HOUSING AND COMMUNITY DEV. DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	7625	GE-41	HOUSING SERVICES DIRECTOR	0.50	\$ 56,991	0.50	\$ 59,207	0.50	\$ 61,126
260	7625	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 28,496	0.25	\$ 29,603	0.25	\$ 30,563
280	7625	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 28,496	0.25	\$ 29,603	0.25	\$ 30,563
100		GE-38	ASSISTANT HOUSING DIRECTOR	0.50	\$ 41,833	1.00	\$ 80,534	1.00	\$ 94,124
260		GE-38	ASSISTANT HOUSING DIRECTOR	0.25	\$ 20,917	—	\$ —	—	\$ —
280		GE-38	ASSISTANT HOUSING DIRECTOR	0.25	\$ 20,917	—	\$ —	—	\$ —
260		GE-28	HOUSING FINANCIAL SPECIALIST	2.00	\$ 116,285	2.00	\$ 112,020	2.00	\$ 117,909
100		GE-33	COMMUNITY DEV. SPECIALIST	0.25	\$ 19,001	0.10	\$ 7,791	0.10	\$ 8,044
260		GE-33	COMMUNITY DEV. SPECIALIST	0.75	\$ 56,439	0.90	\$ 70,116	0.90	\$ 72,397
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	—	\$ —	—	\$ —	1.00	\$ 41,489
100		GE-36	DEPUTY CODE OFFICIAL	—	\$ —	—	\$ —	1.00	\$ 93,528
100	4368	GE-35	RENTAL INSPECT/LICENSE SUPV	1.00	\$ 84,503	1.00	\$ 85,747	—	\$ —
100		GE-35	COMBINATION INSPECTOR	—	\$ —	—	\$ —	1.00	\$ 79,897
100	4372	GE-34	RESILIENCY COORDINATOR	0.40	\$ 31,746	0.40	\$ 32,441	—	\$ —
275	4372	GE-34	RESILIENCY COORDINATOR	0.20	\$ 15,873	1.20	\$ 69,751	—	\$ —
800	4372	GE-34	RESILIENCY COORDINATOR	0.40	\$ 31,746	0.40	\$ 32,441	—	\$ —
269		GE-34	GRANT PROGRAM MANAGER	—	\$ —	—	\$ —	1.00	\$ 70,825
275		GE-34	GRANT PROGRAM MANAGER	—	\$ —	—	\$ —	1.00	\$ 83,352
100		GE-33	REHABILITATION SUPERVISOR	—	\$ —	0.50	\$ 40,100	0.50	\$ 41,404
260	4365	GE-33	REHABILITATION SUPERVISOR	1.00	\$ 79,014	0.50	\$ 40,100	0.50	\$ 41,404
280	8775	GE-35	ASSISTED HOUSING SUPV	1.00	\$ 87,013	1.00	\$ 72,783	1.00	\$ 83,677
100	2590	GE-32	GENERAL HOUSING SPECIALIST	0.80	\$ 57,614	0.80	\$ 58,481	—	\$ —
275	2590	GE-32	GENERAL HOUSING SPECIALIST	0.20	\$ 14,404	0.20	\$ 14,620	—	\$ —
275		GE-34	GRANTS SUPERVISOR	1.00	\$ 80,159	—	\$ —	—	\$ —
275		GE-30	LEAD PAINT INSPECTOR	2.00	\$ 109,436	2.00	\$ 104,902	2.00	\$ 119,068
280		GE-29	ASSISTED HOUSING COORD	1.00	\$ 63,061	1.00	\$ 24,028	1.00	\$ 64,173
100		GE-27	FAMILY SELF-SUFFICIENCY COORD	1.00	\$ 53,528	1.00	\$ 55,649	—	\$ —
280		GE-27	FAMILY SELF-SUFFICIENCY COORD	2.00	\$ 108,164	2.00	\$ 111,553	1.00	\$ 57,074
280	8750	GE-27	ASSISTED HOUSING SPECIALIST	3.00	\$ 149,941	3.00	\$ 157,338	4.00	\$ 227,889
100	8875	GE-26	PERMIT CLERK	1.00	\$ 54,284	2.00	\$ 109,623	2.00	\$ 113,201
269	5400	GE-26	LEAD PAINT ASSISTANT	—	\$ —	—	\$ —	0.50	\$ 26,632
275	5400	GE-26	LEAD PAINT ASSISTANT	1.00	\$ 57,566	1.00	\$ 50,779	1.50	\$ 75,683
100		GE-30	NUISANCE SPECIALIST	0.94	\$ 48,597	0.94	\$ 51,594	0.94	\$ 56,179
260		GE-30	NUISANCE SPECIALIST	0.06	\$ 3,102	0.06	\$ 3,294	0.06	\$ 3,586
280	225	GE-25	SECRETARY	1.00	\$ 49,047	1.00	\$ 49,980	1.00	\$ 51,879
100	5400	OE-17	INSPECTOR I	2.50	\$ 158,065	2.50	\$ 165,214	2.50	\$ 181,316
260	5400	OE-17	INSPECTOR I	0.50	\$ 30,714	0.50	\$ 31,473	0.50	\$ 33,393
280	5400	OE-17	INSPECTOR I	1.00	\$ 66,875	1.00	\$ 70,480	1.00	\$ 70,326
100		GE-34	INSPECTOR II	1.00	\$ 71,305	5.00	\$ 404,792	5.00	\$ 422,969
<b>TOTAL FULL TIME EMPLOYEES</b>				29.00	\$ 1,895,132	34.00	\$ 2,226,037	35.00	\$ 2,453,670

**61020 Part Time Employee Expense**

100	2800	GE-34	INSPECTOR II	—	\$ 0.75	\$ 60,401	0.75	\$ 62,358
			<b>Total Part Time Employees</b>	—	\$ 0.75	\$ 60,401	0.75	\$ 62,358

TOTAL HOUSING & COMM. DEV'L. DEPT.

**29.00 \$ 1,895,132 34.75 \$ 2,286,438 35.75 \$ 2,516,028**

**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	
<b>Housing &amp; Comm. Dev. Administration-FT CDBG Fund</b>											
26061100	61010	260	79700	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 28,496	0.25	\$ 29,603	0.25	\$ 30,563
26061100	61010	260		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.25	\$ 20,917	—	\$ —	—	\$ —
					<b>Total</b>	0.50	\$ 49,413	0.25	\$ 29,603	0.25	\$ 30,563
<b>Housing Administration-FT Section 8 Fund</b>											
28061100	61010	260	79700	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 28,496	0.25	\$ 29,603	0.25	\$ 30,563
28061100	61010	280		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.25	\$ 20,917	—	\$ —	—	\$ —
					<b>Total</b>	0.50	\$ 49,413	0.25	\$ 29,603	0.25	\$ 30,563
<b>Housing Administration-FT General Fund</b>											
10061100	61010	100	7625	GE-41	HOUSING SERVICES DIRECTOR	0.50	\$ 56,991	0.50	\$ 59,207	0.50	\$ 61,126
10061100	61010	100		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.50	\$ 41,833	0.50	\$ 40,267	0.50	\$ 47,062
10061100	61010	100		GE-33	COMMUNITY DEV. SPECIALIST	0.25	\$ 19,001	0.10	\$ 7,791	0.10	\$ 8,044
					<b>Total</b>	1.25	\$ 117,825	1.10	\$ 107,265	1.10	\$ 116,232
<b>Section 8-Voucher Program-FT</b>											
28061600	61010	280	225	GE-25	SECRETARY	1.00	\$ 49,047	1.00	\$ 49,980	1.00	\$ 51,879
28061600	61010	280		GE-29	ASSISTED HOUSING COORD	1.00	\$ 63,061	1.00	\$ 24,028	1.00	\$ 64,173
28061600	61010	280	8750	GE-27	ASSISTED HOUSING SPECIALIST	3.00	\$ 149,941	3.00	\$ 157,338	3.00	\$ 170,916
28061600	61010	280	8775	GE-35	ASSISTED HOUSING SUPERVISOR	1.00	\$ 87,013	1.00	\$ 72,783	1.00	\$ 83,677
28061600	61010	280		GE-27	FAMILY SELF-SUFFICIENCY COOR	2.00	\$ 108,164	2.00	\$ 111,553	—	\$ —
28061600	61010	280	5400	OE-17	INSPECTOR I	1.00	\$ 66,875	1.00	\$ 70,480	1.00	\$ 70,326
					<b>Total</b>	9.00	\$ 524,101	9.00	\$ 486,162	7.00	\$ 440,971
<b>Family Self-Sufficiency-FT</b>											
28061640	61010	280	225	GE-27	ASSISTED HOUSING SPECIALIST	—	\$ —	—	\$ —	1.00	\$ 56,973
28061640	61010	280	5400	GE-27	FAMILY SELF-SUFFICIENCY COORD	—	\$ —	—	\$ —	1.00	\$ 57,074
					<b>Total</b>	—	\$ —	—	\$ —	2.00	\$ 114,047
<b>Building Inspections-FT</b>											
10061430	61010	100	5450	GE-34	INSPECTOR II	—	\$ —	2.00	\$ 165,122	2.00	\$ 171,277
					<b>Total</b>	—	\$ —	2.00	\$ 165,122	2.00	\$ 171,277
<b>Plumbing/Mechanical Inspections-FT</b>											
10061440	61010	100	5450	GE-34	INSPECTOR II	—	\$ —	1.00	\$ 82,145	1.00	\$ 84,807
10061440	61010	100		GE-35	COMBINATION INSPECTOR	—	\$ —	—	\$ —	0.25	\$ 19,974
					<b>Total</b>	—	\$ —	1.00	\$ 82,145	1.25	\$ 104,781
<b>Electrical Inspections-FT</b>											
10061420	61010	100	5450	GE-34	INSPECTOR II	—	\$ —	1.00	\$ 82,145	1.00	\$ 84,807
10061420	61010	100		GE-35	COMBINATION INSPECTOR	—	\$ —	—	\$ —	0.25	\$ 19,974
					<b>Total</b>	—	\$ —	1.00	\$ 82,145	1.25	\$ 104,781

**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
<b>Building Inspector II-Part Time</b>										
10061430	61020	100	2800	GE-34	INSPECTOR II	0	0	0.75	60401	0.75 \$ 62,358
					Total	0	0	0.75	60401	0.75 \$ 62,358
<b>Code Enforcement - Full-Time</b>										
10061410	61010	100	8875	GE-26	PERMIT CLERK	—	\$ —	1.00 \$ 54,549	1.00	\$ 56,330
10061410	61010	100		GE-36	DEPUTY CODE OFFICIAL	—	\$ —	— \$ —	0.50	\$ 46,764
10061410	61010	100		GE-25	CONFIDENTIAL ACCOUNT CLERK	—	\$ —	— \$ —	1.00	\$ 41,489
10061410	61010	100		GE-38	ASST. HOUSING SERVICES DIRECTOR		0.50 \$ 40,267	0.50 \$ 47,062		
					Total	—	\$ —	1.50 \$ 94,816	3.00	\$ 191,645
<b>General Housing Inspection- FT General Fund</b>										
10061700	61010	100	5400	OE-17	INSPECTOR I	2.00	\$ 127,351	2.00 \$ 134,198	2.00	\$ 147,923
10061700	61010	100		GE-34	INSPECTOR II	1.00	\$ 71,305	1.00 \$ 75,380	1.00	\$ 82,078
10061700	61010	100		GE-35	COMBINATION INSPECTOR	—	\$ —	— \$ —	0.50	\$ 39,949
10061700	61010	100	2590	GE-32	GENERAL HOUSING SPECIALIST	0.80	\$ 57,614	0.80 \$ 58,481	—	\$ —
10061700	61010	100		GE-36	DEPUTY CODE OFFICIAL	—	\$ —	— \$ —	0.50	\$ 46,764
10061700	61010	100		GE-35	RENTAL INSPECT/LICENSE SUPV	1.00	\$ 84,503	1.00 \$ 85,747	—	\$ —
10061700	61010	100	4368	GE-26	PERMIT CLERK	1.00	\$ 54,284	1.00 \$ 55,074	1.00	\$ 56,871
					Total	5.80	\$ 395,057	5.80 \$ 408,880	5.00	\$ 373,585
<b>OAHPM</b>										
26961922	61010	269		GE-34	GRANT PROGRAM MANAGER	—	\$ —	— \$ —	1.00	\$ 70,825
26961922	61010	269		GE-28	LEAD PAINT ASSISTANT	—	\$ —	— \$ —	0.50	\$ 26,632
					Total	—	\$ —	— \$ —	1.50	\$ 97,457
<b>Lead Paint Grant - Lead Fund</b>										
27561200	61010	275		8	LEAD PAINT ASSISTANT	—	\$ —	— \$ —	1.25	\$ 63,420
27561200	61010	275		0	LEAD PAINT INSPECTOR	—	\$ —	— \$ —	1.50	\$ 89,301
27561200	61010	275		GE-34	GRANT PROGRAM MANAGER	—	\$ —	— \$ —	0.75	\$ 62,358
					Total	—	\$ —	— \$ —	3.50	\$ 215,079
<b>Lead Paint Grant - Lead Fund</b>										
27561211	61010	275		GE-34	GRANTS SUPERVISOR	1.00	\$ 80,159	— \$ —	—	\$ —
27561211	61010	275		GE-28	LEAD PAINT ASSISTANT	1.00	\$ 57,566	1.00 \$ 50,779	0.25	\$ 12,263
27561211	61010	275		GE-34	GRANT PROGRAM MANAGER	—	\$ —	— \$ —	0.25	\$ 20,994
27561211	61010	275	4,372	GE-34	RESILIENCY COORDINATOR	0.20	\$ 15,873	1.20 \$ 69,751	—	\$ —
27561211	61010	275		GE-32	GENERAL HOUSING SPECIALIST	0.20	\$ 14,404	0.20 \$ 14,620	—	\$ —
27561211	61010	275		GE-30	LEAD PAINT INSPECTOR	2.00	\$ 109,436	2.00 \$ 104,902	0.50	\$ 29,767
					Total	4.40	\$ 277,438	4.40 \$ 240,052	1.00	\$ 63,024
<b>Rehab Program-FT CDBG</b>										
26061300	61010	260	5400	OE-17	INSPECTOR I	0.50	\$ 30,714	0.50 \$ 31,473	0.50	\$ 33,393
26061300	61010	260	4365	GE-33	REHABILITATION SUPERVISOR	0.50	\$ 39,507	0.50 \$ 40,100	0.50	\$ 41,404
26061300	61010	260	225	GE-25	SECRETARY	—	\$ —	— \$ —	—	\$ —
26061300	61010	260		GE-28	HOUSING FINANCIAL SPECIALIST	1.75	\$ 101,605	1.75 \$ 97,128	1.75	\$ 102,532
26061300	61010	260	4360	GE-27	REHABILITATION SPECIALIST	—	\$ —	— \$ —	—	\$ —
					Total	2.75	\$ 171,826	2.75 \$ 168,701	2.75	\$ 177,329

**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	
<b>Community Dev. Block Grant Admin./Monitoring</b>											
26061800	61010	260	2665	GE-28	HOUSING FINANCIAL SPECIALIST	0.25	\$ 14,680	0.25	\$ 14,892	0.25	\$ 15,377
26061800	61010	260		GE-33	COMMUNITY DEV. SPECIALIST	0.75	\$ 56,439	0.90	\$ 70,116	0.90	\$ 72,397
				<b>Total</b>		1.00	\$ 71,119	1.15	\$ 85,008	1.15	\$ 87,774
<b>HUD Resiliency Grant Coordination - FT General Fund</b>											
10061264	61010	100	4372	GE-34	RESILIENCY COORDINATOR	0.40	\$ 31,746	0.40	\$ 32,441	—	\$ —
				<b>Total</b>		0.40	\$ 31,746	0.40	\$ 32,441	—	\$ —
<b>HUD Resiliency Grant Coordination</b>											
80061264	61010	800	4372	GE-34	RESILIENCY COORDINATOR	0.40	\$ 31,746	0.40	\$ 32,441	—	\$ —
				<b>Total</b>		0.40	\$ 31,746	0.40	\$ 32,441	—	\$ —
<b>True North - FT General Fund</b>											
10061215	61010	100		OE-17	INSPECTOR I	0.50	\$ 30,714	0.50	\$ 31,016	0.50	\$ 33,393
10061215	61010	100		GE-33	REHABILITATION SUPERVISOR	0.50	\$ 39,507	0.50	\$ 40,100	0.50	\$ 41,404
				<b>Total</b>		1.00	\$ 70,221	1.00	\$ 71,116	1.00	\$ 74,797
<b>Vacant/Abandoned Buildings - FT General Fund</b>											
10061720	61010			GE-30	NUISANCE SPECIALIST	0.94	\$ 48,597	0.94	\$ 51,594	0.94	\$ 56,179
				<b>Total</b>		0.94	\$ 48,597	0.94	\$ 51,594	0.94	\$ 56,179
<b>Vacant/Abandoned Buildings - FT CDBG</b>											
26061720	61010			GE-30	NUISANCE SPECIALIST	0.06	\$ 3,102	0.06	\$ 3,294	0.06	\$ 3,586
				<b>Total</b>		0.06	\$ 3,102	0.06	\$ 3,294	0.06	\$ 3,586
<b>Family Self-Sufficiency - FT</b>											
10061922	61010	100		GE-27	FAMILY SELF-SUFFICIENCY COOR	1.00	\$ 53,528	1.00	\$ 55,649	—	\$ —
				<b>Total</b>		1.00	\$ 53,528	1.00	\$ 55,649	—	\$ —
<b>TOTAL HOUSING SERVICES &amp; COMM. DEV'L. DEPT</b>					<b>29.00</b>	<b>\$ 1,895,132</b>	<b>34.75</b>	<b>\$ 2,286,438</b>	<b>35.75</b>	<b>\$ 2,516,028</b>	

Capital Improvement Projects by Department/Division					
HOUSING & COMMUNITY DEV					
CIP Number	Capital Improvement Project Title	FY 20 Actual Expense	FY 21 Actual Expense	FY 22 Adopted Budget	FY 23 Recomm'd Budget
1002869	CARES ST RENTAL/MORTGAGE	—	16,329	—	—
1002942	DAMAGE CLAIM ASSISTANCE	—	—	—	—
1011595	HOMEOWNERSHIP GRANTS-TARG	—	—	—	—
2601065	RESIDENTIAL REHAB PROGRAM	76,533	72,022	125,000	125,000
2601231	PURCHASE/RESALE/REHAB	126,166	4,948	—	—
2601232	LEAD PAINT ABATEMENT PROG	6,800	21,925	102,332	—
2601233	RENTAL REHAB UNIT	75,000	2,328	—	50,000
2601234	FIRST TIME HOMEBUYER PROG	45,000	80,000	43,000	50,000
2601747	ST MARK COMMUNITY CTR REH	15,000	—	—	—
2602866	VISITING NURSE ASSOC	85,000	20,000	20,000	20,000
2602926	CREDIT REPAIR PROGRAM	—	—	100,000	50,000
2602927	WINDOW REPLACE PROGRAM	—	—	20,000	20,000
2602928	AQUAPONIC SYSTEMS	—	—	90,958	—
2602929	NEIGHBORHOOD BROADBAND	—	—	100,000	—
2602930	CHILDCARE ASSISTANCE	—	—	50,000	—
2602943	RENTAL & MORTGAGE ASSIST	—	1,726	—	—
2602944	HOMELESS SHELTER REHAB	—	—	—	—
2612867	CDBG COVID SHELTER	163,674	232,292	—	—
2612869	CARES ST RENTAL/MORTGAGE	—	99,042	—	—
2612874	BROADBAND CARES ACT	—	—	—	—
2642690	HUD RESILIENCY	2,140,444	1,473,823	674,000	—
2651247	HISTORIC PRES. REV. LOAN	2,950	—	—	—
2652931	HISTORIC PRES REV LOAN	—	—	7,000	7,000
2681021	HTF - WASHINGTON NEIGHBOR	175,634	176,503	231,283	231,283
2701065	RESIDENTIAL REHAB PROGRAM	102,667	31,368	30,000	30,000
2701250	HOME-RENTAL FIVE POINTS	—	280,000	—	—
2752340	HEALTHY HOMES GRANT	59,201	48,018	—	—
2752429	LEAD HZRD REDUC PRG	158,161	375,227	800,000	—
3601595	HOMEOWNERSHIP GRANTS-TARG	391,882	12,075	194,629	759,392
3602424	DTWN URBN RNL DRST ADA	15,000	8,563	30,000	30,000
3602573	CHI	30,000	—	—	—
3602766	NORTH END NEIGH REINVEST	563,714	636,709	300,000	300,000
3602802	DT ADA NON-PROFIT ASSIST	—	—	100,000	100,000
<b>HOUSING &amp; COMMUNITY DEV TOTAL</b>		<b>\$4,232,826</b>	<b>\$3,592,898</b>	<b>\$3,018,202</b>	<b>\$1,772,675</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL	PAGE
<b>HOUSING AND COMMUNITY DEVELOPMENT</b>								
<b>Community and Economic Development</b>								
	Assistance for Homeownership	\$ 759,392	\$ 960,915	\$ 1,460,605	\$ 1,006,561	\$ 1,082,440	\$ 5,269,913	384
	Neighborhood Reinvestment Partnership	\$ 300,000	\$ 300,000	\$ —	\$ —	\$ —	\$ 600,000	386
	Washington Neighborhood Home Purchase Program	\$ 231,283	\$ 231,283	\$ 231,283	\$ 231,283	\$ 231,283	\$ 1,156,415	387
	Homeowner Rehabilitation Program	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 775,000	388
	First-Time Home Buyer Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	390
	Rental Dwelling Rehabilitation Programs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	391
	Credit Repair Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	392
	Window Replacement Program	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	393
	Visiting Nurse Association	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ —	\$ 40,000	394
	Historic Preservation Revolving Loan Fund	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 35,000	395
	Downtown ADA Assistance	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	396
	Downtown Urban Renewal Area Non-Profit Accessibility Assistance Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	397
	<b>TOTAL</b>	<b>\$ 1,772,675</b>	<b>\$ 1,974,198</b>	<b>\$ 2,153,888</b>	<b>\$ 1,699,844</b>	<b>\$ 1,775,723</b>	<b>\$ 9,376,328</b>	

# **Purchase of Services**

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**DEPARTMENT/DIVISION:** Purchase Of Services

**RESPONSIBILITY:** Alexis Steger, Housing & Community Development Director

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Purchase of services activities are those services that the City feels fit the goals and priorities of the City and are not required to be provided or would not be provided in the normal course of City business. In Fiscal Year 2014, an application process was implemented for the funding of purchase of service agencies.

The FY 2023 budget recommends an allocation of \$100,000 in General Fund and \$0 in Community Development Block Funds for a total of \$100,000 to fulfill some of the recommendations of the Community Development Advisory Commission.

The recommendation of the Community Development Advisory Commission will be made to City Council after the FY 2023 budget is adopted on March 29, 2022.

The following purchase of service agencies have received funding in the past:

Agency	FY 2022	Funding Source
Convivium Urban Farmstead	\$25,000	General Fund
Dubuque YMCA/YWCA Domestic Violence Shelter	\$25,000	General Fund
Marita Theisen Childcare Center Steeple Square	\$10,000	General Fund
Project Rooted, Rooted Pantries	\$2,375	General Fund
Red Basket Project	\$12,625	General Fund
St. Mark Youth Enrichment	\$25,000	General Fund
<b>Total</b>	<b>\$100,000</b>	

Contracted services are services that the City would have within its organization regardless of who provides the service. Contracted services in many cases leverage other resources that would not normally be available to the City. An example is the Dubuque Humane Society which provides a heightened level of service for animal control over what the City would provide for animals.

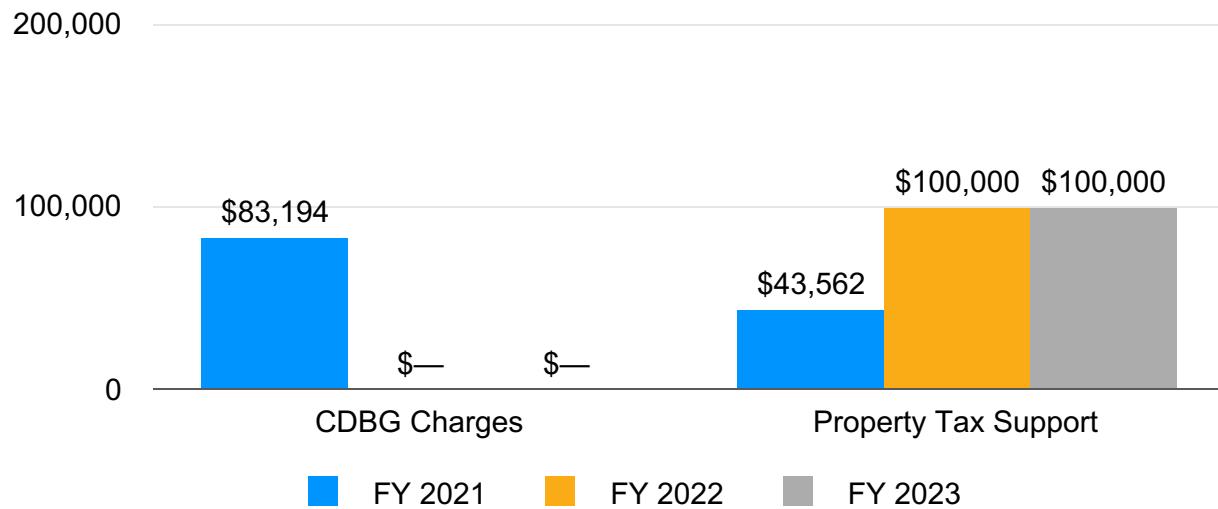
The following agencies have received or are being recommended to receive funding as contracted services within other departments:

Agency	Department	FY 2022	FY 2023	Funding Source
Community Foundation of Greater Dubuque - Project HOPE	Economic Development	\$75,000	\$85,000	General Fund
Community Foundation of Greater Dubuque - Inclusive Dubuque	Economic Development	\$75,000	\$75,000	General Fund
Crescent Community Health Center - Operating	Health Services	\$50,000	\$50,000	General Fund
Travel Dubuque	Economic Development	\$1,168,300	\$1,170,134	General Fund
Dubuque Area Labor Management Council	Economic Development	\$30,000	\$35,000	General Fund
Dubuque Dream Center	Economic Development	\$50,000	\$60,000	General Fund
Dubuque Main Street	Economic Development	\$83,300	\$91,630	General Fund
Dubuque Winter Farmers Market	Economic Development	\$—	\$15,000	General Fund
DuRide	Transit	\$25,000	\$30,000	General Fund
ECIA Membership Dues	Planning	\$32,968	\$34,010	General Fund
ECIA Prosperity Iowa	Economic Development	\$5,085	\$5,085	General Fund
ECIA Transportation Planning	Engineering	\$20,000	\$25,000	General Fund
ECIA Continuum of Care Grant Administration	Housing	\$40,000	\$40,000	General Fund
Fountain of Youth	Economic Development	\$50,000	\$60,000	General Fund
Four Mounds HEART Program	Housing	\$10,000	\$10,000	General Fund
Greater Dubuque Development Corporation - Retail Expansion/Marketing/Workforce	Economic Development	\$588,748	\$704,135	Land Sales
Greater Dubuque Development Corporation - Director of Sustainable Innovation	Economic Development	\$100,000	\$105,500	General Fund
Greater Dubuque Development Corporation - True North	Economic Development	\$25,000	\$26,500	GDTIF
Hills & Dales: Senior Center	Recreation	\$18,200	\$18,200	General Fund
Humane Society	Health Services	\$139,341	\$146,308	General Fund
Hawkeye Area Community Action	Housing	\$70,000	\$70,000	General Fund
<b>Total</b>		<b>\$ 2,655,942</b>	<b>\$ 2,856,502</b>	836135

# PURCHASE OF SERVICE

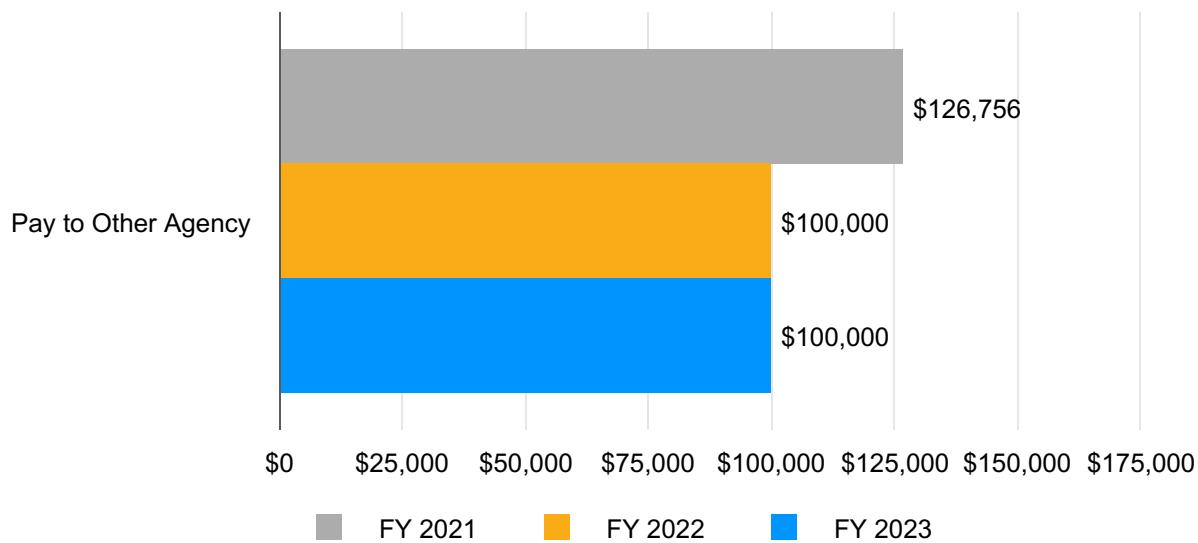
Purchase of services activities are those services that the City feels fit the goals and priorities of the City and are not required to be provided or would not be provided in the normal course of City business. In Fiscal Year 2014, an application process was implemented for the funding of purchase of service agencies.

## Resources and Property Tax Support



Purchase of Services is supported by no full-time equivalent employees. Pay to other agencies accounts for 100% of the department expense as seen below. Overall, the departments' expenses are expected to unchange by 0.00% in FY 2023 compared to FY 2022.

## Expenditures by Category by Fiscal Year



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**Recommended Operating Expenditure Budget - Department Total**  
**79 - PURCHASE OF SERVICES**

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	62761	PAY TO OTHER AGENCY	80,852	43,562	100,000	100,000
260	62761	PAY TO OTHER AGENCY	28,509	83,194	—	—
		<b>62 - SUPPLIES AND SERVICES</b>	<b>109,362</b>	<b>126,756</b>	<b>100,000</b>	<b>100,000</b>
		<b>79 - PURCHASE OF SERVICES TOTAL</b>	<b>109,362</b>	<b>126,756</b>	<b>100,000</b>	<b>100,000</b>

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## **Recommended Expenditure Budget Report by Activity & Funding Source**

### **79 - PURCHASE OF SERVICES**

#### **PURCHASE OF SERVICE-(SP5)- 79450**

**FUNDING SOURCE: COMMUNITY DEVELOPMENT**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
SUPPLIES AND SERVICES	126,756	100,000	100,000
<b>PURCHASE OF SERVICE-(SP5)</b>	<b>126,756</b>	<b>100,000</b>	<b>100,000</b>
<b>PURCHASE OF SERVICES TOTAL</b>	<b>\$126,756</b>	<b>\$100,000</b>	<b>\$100,000</b>

# **Planning Services**

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## **PLANNING SERVICES DEPARTMENT SUMMARY**

<b>Budget Highlights</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Requested</b>	<b>% Change From FY 2022 Budget</b>
<u>Expenses</u>				
Employee Expense	625,803	759,842	801,301	5.5 %
Supplies and Services	140,684	112,023	249,835	123.0 %
Machinery and Equipment	114	31,627	5,981	(81.1)%
Total	766,601	903,492	1,057,117	17.0 %
<u>Resources</u>				
Administrative Overhead Recharges	401,643	359,643	407,094	13.2 %
Operating Revenue	84,029	49,095	55,299	12.6 %
Total	485,672	408,738	462,393	13.1 %
Property Tax Support	280,929	494,754	594,724	99,970
Percent Increase (Decrease)				
Percent Self Supporting	63.4 %	45.2 %	43.7 %	
<b>Personnel - Authorized FTE</b>	<b>8.38</b>	<b>8.38</b>	<b>8.38</b>	

### Improvement Package Summary

#### **1 of 7**

This improvement request is for funding to help assist Planning Services Staff with managing and updating the Imagine Dubuque website so the comprehensive plan can continue to be implemented. The Imagine Dubuque website is a WordPress website that was developed between the City of Dubuque Planning Services Department (PSD) and Teska Associates. Currently, Teska Associates hosts, manages and updates the website at the direction of Planning Staff. A multi-year contract with Teska Associates has concluded. Planning Staff has taken on the role of updating the website. Planning Staff have consulted with the Public Information Office (PIO) about providing assistance with managing the website. Due to staffing levels and time associated with managing and updating the website, the PIO and PSD determine that separate funding should be requested. The funding is used for training purposes, purchasing of website modules/plugins and to contract with Teska Associates to assist with trouble shooting and upgrades. Imagine Dubuque 2037: A Call to Action Comprehensive Plan:Implementation, impacts all the City Council goals as well as being identified as a City Council high priority.

Related Cost:	\$ 499	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 210	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 289</u>			
Property Tax Impact:	\$0.0001	—%		
Activity:	Planning/Historic Preservation			

## 2 of 7

This improvement request is for activation of the Imagine Dubuque Comprehensive Plan, adopted on September 18, 2017. The plan serves as a guide for the community's physical, social and economic development. Many of the plan's 110 recommendations are seeing great progress, despite the impact of COVID-19. Some recommendations are led by the City, while others are more community-led. The funding will provide the team (Connectors & Planning Staff) the ability to identify a handful of community-led recommendations that require assistance, partnering with individuals and organizations to determine what the next best steps are for activation and coordination. This creative approach may be training disparate Champions of the plan around a specific issue, supporting a convening of organizations around a recommendation, or developing awareness campaigns for certain projects that are forwarding a recommendation. This flexible approach uses various media platforms and community engagement formats to support of the activation of Champions and educates the community (City of Dubuque, Dubuque County and Tri-State Region). Implementation of the Imagine Dubuque has been identified as a City Council High Priority. This request also supports all the City Council Goals, especially Partnership for a Better Dubuque: Building Our Community that is Viable, Livable and Equitable.

Related Cost:	\$20,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 8,400	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$11,600</u>			
Property Tax Impact:	\$0.0046	0.05%		
Activity:	Planning/Historic Preservation			

## 3 of 7

This improvement request is for an update of the Unified Development Code. The Unified Development Code was adopted on October 19, 2009. The Imagine Dubuque Comprehensive Plan (ID) was adopted on September 18, 2017. The Equitable Poverty Reduction & Prevention Plan (EPRPP) was adopted on March 1, 2021. The Community Climate Action & Resiliency Plan (CCARP) was adopted in 2013 and updated in 2020. The Arts and Culture Master Plan (ACMP) was adopted in 2016. The ID, EPRPP, CAPRP and ACMP were all adopted after the Unified Development Code. The update of the UDC will allow the regulatory document to be reviewed with an equity lens while also implementing portions of the before mentioned plans where applicable. It will also allow the UDC to be updated with changes in technology, land use, etc. Estimated amount is from researching RFPs on National APA and state APA chapter websites for similar projects. This request supports the City Council goals of Robust Local Economy: Diverse Business and Jobs with Economic Prosperity, Vibrant Community: Healthy and Safe, Livable Neighborhoods and Housing; Great Place to Live, Sustainable Environment: Preserving and Enhancing Natural Resources, Diverse Arts, Culture, Parks and Recreation Experience and Activities and Connected Community: Equitable Transportation, Technology Infrastructure and Mobility. It also address the following City Council Top Priorities: Equitable Poverty Prevention & Reeducation Plan Implementation, Historic Building Rehabilitation/Preservation. It also addresses the following City Council High Priorities: Childcare Initiative and Imagine Dubuque Implementation.

Related Cost:	\$100,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$42,000	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$58,000</u>			
Property Tax Impact:	\$0.0228	0.23%		
Activity:	Development Services			

**4 of 7**

This improvement request is for the purchase of uniforms. The uniforms consist of polos and long sleeve shirts with an embroidered "City of Dubuque Masterpiece on the Mississippi Logo" and the text "Planning Services Department". This would include a polo for the Planning Secretary, Planning Technician, Zoning Enforcement Officer, three Assistant Planners, Associate Planner and Planning Services Manager. In addition, it would include two long sleeve shirts for the Zoning Enforcement Officer. The Planning Services Staff quite frequently interacts with the public outside of the physical Planning Services Department Office. This include interaction with the public at board and commission meetings, city council meetings, public workshops, open houses, presentations, and many more events. The embroiderer polo/shirts help clearly identify Planning Staff at these events. In addition, the Zoning Enforcement Officer is out in the community inspecting properties. These shirts help clearly identify the Zoning Enforcement Officer as a city official with inspecting property and interacting with the public. This request supports the City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 210	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 120	Tax Funds	Recurring	
Related Revenue:	\$ 139	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 191</u>			
Property Tax Impact:	<u>\$0.0001</u>	—%		

Activity: Development Services and Planning/Historic Preservation

**5 of 7**

This improvement request is for sending Planning Staff, Zoning Board of Adjustment Members, Zoning Advisory Commission Members and other local officials to the Iowa State University Extension Introduction to Planning and Zoning for Local Officials workshop. The Introduction to Planning and Zoning for Local Officials workshop is a three-hour session designed to introduce the basic principles of land use planning and development management to elected officials, planning and zoning officials, and board of adjustment members without formal training in the subjects. Using case scenarios in a highly-interactive format, the workshop highlights issues frequently faced in the land use process, such as the roles and responsibilities of the planning and zoning commission, the board of adjustment, and the elected council and board of supervisors. It also highlights legal issues frequently faced by local officials, such as variances, special uses, nonconforming uses, spot zoning, hearing procedures, and conflicts of interest. This request supports the City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 560	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 235	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 325</u>			
Property Tax Impact:	<u>\$0.0001</u>	—%		

Activity: Development Services

**6 of 7**

This improvement request is for sending an Assistant Planner and Associate Planner to Dale Carnegie Training. The Assistant Planner and Associate Planner are both part of the Leadership Team. Allowing the Assistant Planner and Associate Planner to participate in Dale Carnegie Training will help develop

and build on confidence and personal leadership competence; Strengthen skills in relating to others and build inclusivity; Enhance skills to communicate logically, clearly, and concisely; Energize and engage listeners, learn to listen with empathy; Develop leadership skills to be more flexible and innovative, Inspire others and motivate other to action; and Power them to control attitudes and reduce stress so they can be at their optimum best. This request supports the City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 4,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 1,680	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 2,320</u>			
Property Tax Impact:	\$ 0.0009	0.01%		

Activity: Development Services

### **7 of 7**

This improvement request is to convert a walled office space into a virtual conference room. The project involves repurposing existing desk and office equipment. A wheeled conference room table and eight wheeled office chairs would be placed in the space. A television on an telescoping wall mounted bracket would be installed on the wall. The space would allow for Planning Staff to conduct virtual meeting as a larger group and allow a space where staff can meet with customers while maintaining social distancing. This request supports the City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 3,100	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 1,302	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 1,798</u>			
Property Tax Impact:	\$ 0.0007	—%		

Activity: Development Services

### **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 \$3,128 or 3.04%.
4. Five-Year Retiree Sick leave payout increased from \$15,093 in FY 2022 to \$21,749 in FY 2023.

5. 50% Sick leave payout decreased from \$1,522 in FY 2022 to \$— in FY 2023 based on retirements. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.

## **Supplies & Services**

6. Data Processing Equipment Maintenance Contracts increased from \$10,404 in FY 2022 to 10,320 in FY 2023. Departments receive recharges for maintenance agreement costs on City wide software based on the number of users in their department.
7. Software License expense increased from \$26,808 in FY 2022 to \$35,073 in FY 2023. Increase is based on expected cost of new Enterprise Resource Planning system.
8. Pay to Other Agency increased from \$32,968 in FY 2022 to \$34,010 in FY 2023 for East Central Intergovernmental Association (ECIA) annual dues plus 3%.
9. Travel Conferences increased from \$6,200 in FY 2022 to \$10,165 in FY 2023 based on five department staff attending the annual Race in the Heartland annual conference in FY 2023 and the National Preservation is a biennial conference next held in FY 2023. Other conferences budgeted include state-wide preservation conferences and the American Planning Association conference.
10. General Liability Insurance increased from \$4,281 in FY 2022 to \$5,647 in FY 2023 based on FY 2022 actual plus 12%.
11. Court Costs and Record Fees increased from \$4,500 in FY 2022 to \$5,000 in FY 2023 based on FY 2021 YTD and additional pre-annexation filings. Beginning January 1, 2016, the court requires the \$85 filing fee for municipal infractions to be paid up front by the City. The Court then enters judgment, and if a defendant is found guilty, the defendant will pay a fine plus \$85 in court costs and the Court will distribute the fine portion and reimburse the City for the filing fee that was paid up front by the City. If a defendant is found not guilty, the City will pay for the court costs using the \$85 filing fee paid upfront instead of deducting the \$85 from the City's judgments, which was the process done by the Court previous to January 1, 2016. Departments that file municipal infractions must budget the upfront filing fee and a portion of the amount is reimbursed to the department going forward. The offsetting revenue is budgeted in Iowa District Court Fines and is \$661 in FY 2023 . Due to time delay of reimbursements, the revenue received is less than the expense.
12. Legal notices and ads increased from \$2,578 in FY 2022 to \$3,021 in FY 2023 based on FY22 Projected actual.
13. Rental of Space remains unchanged from \$3,024 in FY 2022 to \$3,024 in FY 2023 for the rental of 6 parking spaces for the following positions: Department Manager, Associate Planner, three Assistant Planners and a Zoning Enforcement Officer. Each space costs \$42.00 per month.
14. Education & Training costs increased from \$2,600 in FY 2022 to \$7,660 in FY 2023. Training includes: Flood Plain Manager Training, GIS Training, and training for the Historic Preservation Committee.

## Machinery and Equipment

15. The total equipment requested is as follows (\$5,981):

<u>Administration</u>	
25% of Smart Phone	\$ 87
<u>Development Services</u>	
Projector	\$ 500
Chairs/Desks	\$ 2,781
Smart Phone	\$ 350
<u>City Planning/Historic Preservation</u>	
Projector	\$ 500
75% of Smart Phone	\$ 263
<b>Recommended Improvement Packages</b>	
	<u>\$ 1,500</u>
Total	<u><u>\$ 5,981</u></u>

## Revenue

16. Zoning administrative fees increased from \$25,201 in FY 2022 to \$29,434 in FY 2023 based on FY 2021 actual.

17. Sub plat review fees increased from \$2,822 in FY 2022 to \$3,278 in FY 2023. FY 2021 actual was \$8,145. FY 2021 was unusual with several major subdivisions. The FY 2023 budget is based on a 5-year average from FY2016-FY2020.

18. Billboard inspection fee decreased from \$10,012 in FY 2022 to \$9,856 in FY 2023 based on the actual number of signs inspected.

19. Revenue received from Enterprise Funds for administrative overhead charges increased from \$359,643 in FY 2022 to \$407,094 in FY 2023.

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# PLANNING SERVICES



The mission of the Planning Services Department is to provide friendly, knowledgeable and professional City Planning, Historic Preservation and Development Services to city residents to ensure a Viable, Livable and Equitable Dubuque. Planning Services staff works in partnership with volunteer city residents on the Zoning Advisory Commission, Zoning Board of Adjustment, Historic Preservation Commission, and Long Range Planning Advisory Commission to accomplish this mission.



# PLANNING SERVICES

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

### PEOPLE

Planning Services staff interacts daily with customers to facilitate review of residential, office, commercial, institutional and industrial development proposals through an open, transparent, service-oriented process. Staff resolves zoning enforcement issues by working with residents and businesses to achieve voluntary compliance. Staff also works with the Zoning Advisory Commission and Zoning Board of Adjustment by facilitating neighborhood input on development proposals to:

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

### PLANNING

Planning Services staff works with the Long-Range Planning Advisory Commission to create a viable, livable, and equitable community and plan for a better future through the long-term Comprehensive Plan and strategic short-term plans for urban renewal and revitalization.

Planning Services staff works with the Historic Preservation Commission to protect, promote and enhance the historic, cultural and aesthetic resources that make Dubuque a unique, identifiable and vital community through preservation planning, design guidelines, technical assistance and financial incentives.



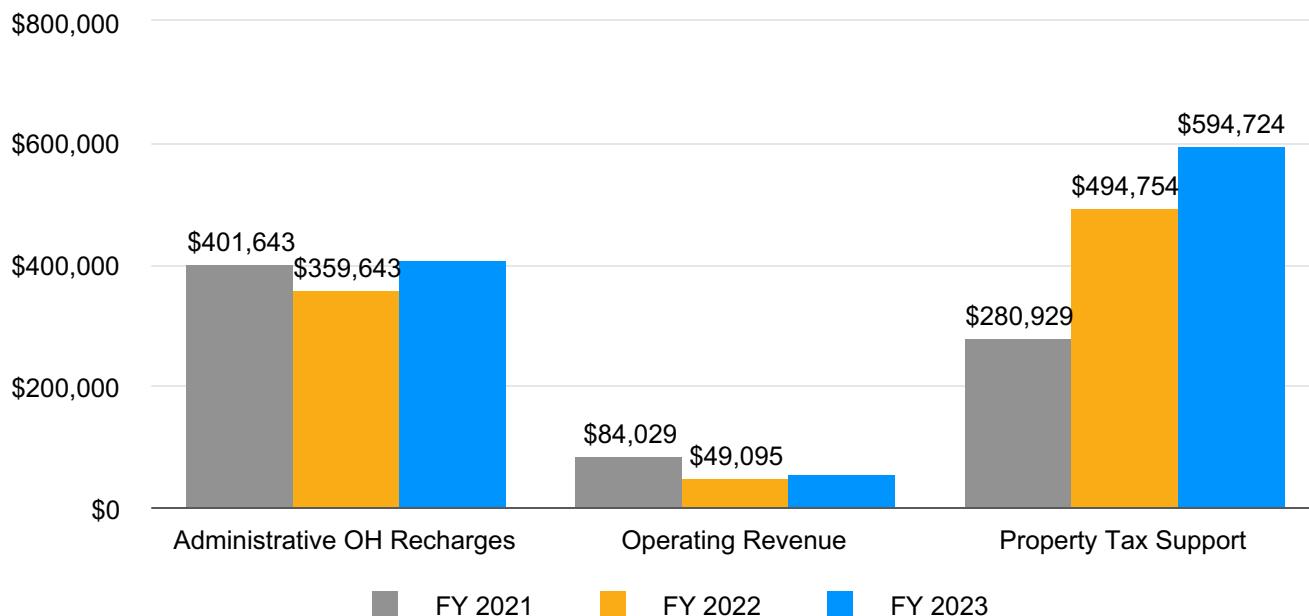
### PARTNERSHIPS

Planning Services staff collaborates with City departments; local, state and federal agencies; private sector and non-profits to facilitate development, enhance neighborhood quality, and support regional efforts. Major collaborations include: sustainability, annexation, riverfront development, downtown and neighborhood revitalization, public health, watershed management, and regional parks, open space and bike/hike trail systems.

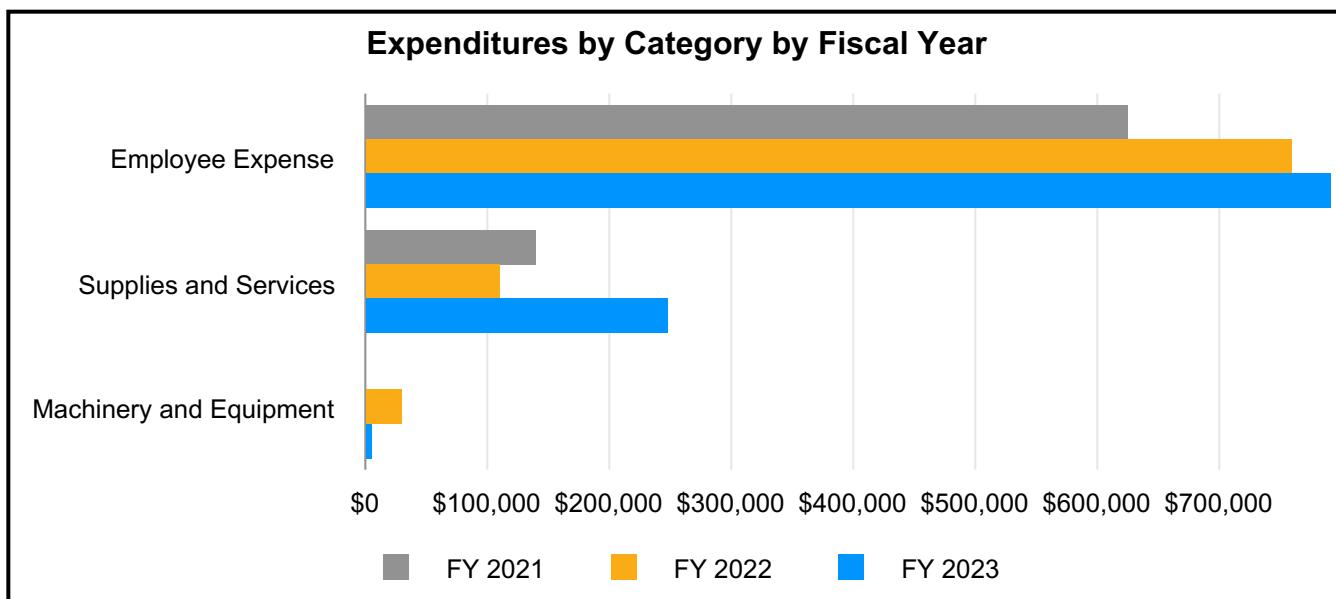
# PLANNING SERVICES

	FY 2021	FY 2022	FY 2023
Full-Time Equivalent	8.38	8.38	8.38

## Resources and Property Tax Support



The Planning Services Department is supported by 8.38 full-time equivalent employees, which accounts for 75.80% of the department expense as seen below. Overall, the department's expenses are expected to increase by 17.00% in FY 2023 compared to FY 2022.



# PLANNING SERVICES

## Development Services

### Mission & Services

Development Services focuses on fostering and building partnerships with residents, business owners, entrepreneurs and developers through the efficient, knowledgeable and professional facilitation and coordination of public and private development activities in the city. This is achieved by providing accurate information concerning City plans, policies and ordinances to the [Zoning Board of Adjustment](#), [Zoning Advisory Commission](#) and the City Council, and to other City staff, developers, applicants, and residents. Staff is continually working to build relationships with the community at large by encouraging voluntary compliance with the City's zoning code to improve the quality of life in our neighborhoods and business districts.

Development Service Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$345,335	\$489,357	\$592,762
Resources	\$58,320	\$47,353	\$54,291
Development Service Position Summary			
			FY 2023
Associate Planner	1.00		
Assistant Planner	2.00		
Zoning Enforcement Officer	1.00		
Secretary	0.40		
<b>Total Full-Time Equivalent Employees</b>	<b>4.40</b>		

### Performance Measures

#### City Council Goal: Robust Local Economy

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY 2022 Estimated	Performance Indicator
<b>1 Activity Objective: Provide effective customer service, knowledge of development regulations, and department efficiency to encourage voluntary compliance and effectively serve the community.</b>					
# of square feet of approved development (combined commercial, industrial, and institutional)	200,000	135,915	544,158	400,000	
% average score (out of 100) awarded by customers via ongoing Planning Department customer service survey.	100%	98.3%	97.9%	97.5%	
# of inspections conducted to bring properties into compliance	1,300	1,312	1,258	1,300	

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

<b>2 Activity Objective: Provide seamless communication to ensure the City Council, City Manager, Boards, Commissions, and residents remain informed about development activities within the City.</b>
# Avg. days of review and approval from application deadline by Zoning Board of Adjustment
# Avg. days from application deadline to City Council for Zoning Advisory Commission

# PLANNING SERVICES

## City Planning

### Mission & Services

The primary function of [City Planning](#) is to engage the community in developing and updating a long-term vision and Comprehensive Plan for future growth and development, led by the [Long Range Planning Advisory Commission](#).

City Planning Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$421,265.85	\$414,135	\$464,355
Resources	\$427,351.84	\$361,385	\$408,102

City Planning Position Summary	
	FY 2023
Planning Services Manager	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
<b>Total Full-Time Equivalent Employees</b>	<b>3.98</b>

### Performance Measures

#### City Council Goal: Partnerships for a Better Dubuque

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY 2022 Estimated	Performance Indicator
<b>1 Activity Objective: Implementation of the Imagine Dubuque 2037 Plan underway.</b>					
% Imagine Dubuque recommendations UNDERWAY, COMPLETED/ONGOING	100%	n/a	64%	70%	

# PLANNING SERVICES

## Historic Preservation

### Mission & Services

[Historic Preservation](#) works to promote, protect and enhance the city's historic, cultural, aesthetic and environmental resources. Staff support the [Historic Preservation Commission](#) with exterior design review; evaluation, nomination, and registration of historic properties; and public outreach. Staff helps ensure projects comply with Federal requirements, such as Section 106 reviews.

Historic Preservation Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$421,265.85	\$414,135	\$464,355
Resources	\$427,351.84	\$361,385	\$408,102

Historic Preservation Position Summary	
	FY 2023
Planning Services Manager	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
<b>Total Full-Time Equivalent Employees</b>	<b>3.98</b>

### Performance Measures

#### City Council Goal: Vibrant Community

##### 1 Activity Objective: Promote, enhance, and preserve the community's historic & cultural resources.

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY 2022 Estimated	Performance Indicator
# Avg. days Historic Preservation review and approval time from application deadline	17.5	17.5	17	17.5	
\$ investment in historic and downtown neighborhoods	\$3.0 million	\$4.0 million	\$3.5 million	\$3.0 million	

**Recommended Operating Revenue Budget - Department Total**  
**62 - PLANNING SERVICES**

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
100	45771	FED PASS THRU STATE GRANT	0	24,518	0	0
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>0</b>	<b>24,518</b>	<b>0</b>	<b>0</b>
100	51912	ZONING ADM FEES	24,051	29,578	25,201	29,434
100	51913	SUB PLAT REVIEW FEES	2,698	8,145	2,822	3,278
100	51915	TEMPORARY USE FEES	691	2,072	718	2,072
100	51917	BILLBOARD INSPECTION FEE	150	9,018	10,012	9,856
100	51925	MAP/TEXT SALES	65	280	65	280
100	51928	DESIGN REVIEW FEES	720	1,008	806	1,008
100	51965	EVENTS REVENUE	7,052	0	0	0
100	51981	COPY SERVICE CHARGES	7	0	0	0
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>35,434</b>	<b>50,101</b>	<b>39,624</b>	<b>45,928</b>
100	53102	PRIVATE PARTICIPANT	9,750	0	0	0
100	53403	IA DISTRICT COURT FINES	1,761	661	1,761	661
100	53530	SPECIALIZED SERVICES	7,710	8,710	7,710	8,710
100	53620	REIMBURSEMENTS-GENERAL	882	39	0	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>20,103</b>	<b>9,410</b>	<b>9,471</b>	<b>9,371</b>
100	59610	FR WPC OPERATING	143,165	159,338	142,716	161,545
100	59620	FR STORMWATER OPERATING	39,585	47,334	42,814	48,464
100	59630	FR PARKING OPERATING	18,590	20,712	18,551	21,001
100	59640	FR WATER UTILITY	31,024	26,622	22,836	25,847
100	59670	FR REFUSE COLLECTION	129,206	147,637	132,726	150,237
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>361,570</b>	<b>401,643</b>	<b>359,643</b>	<b>407,094</b>
		<b>PLANNING SERVICES - Total</b>	<b>417,107</b>	<b>485,672</b>	<b>408,738</b>	<b>462,393</b>

## Recommended Operating Expenditure Budget - Department Total

### 62 - PLANNING SERVICES

Fund	Account	Account Title	FY20 Actual Expense	FY21 Actual Expense	FY22 Adopted Budget	FY 23 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	515,832	436,109	534,734	560,401
100	61030	SEASONAL EMPLOYEES	4,869	0	8,353	10,926
100	61080	COVID19 EMP QUARANT/TREAT	317	0	0	0
100	61081	COVID19 SCHOOL/DAYCARE CL	2,545	0	0	0
100	61083	COVID19 EMP NON-WORK	557	0	0	0
100	61088	SCHOOL/DAYCARE CLOSED	732	0	0	0
100	61091	SICK LEAVE PAYOFF	7,205	15,106	15,093	21,749
100	61092	VACATION PAYOFF	23,465	0	0	0
100	61096	50% SICK LEAVE PAYOUT	1,522	1,187	1,522	0
100	61310	IPERS	49,003	41,169	51,267	53,934
100	61320	SOCIAL SECURITY	39,330	32,072	42,818	45,461
100	61410	HEALTH INSURANCE	86,688	98,368	104,256	107,384
100	61415	WORKMENS' COMPENSATION	1,509	1,392	1,074	1,080
100	61416	LIFE INSURANCE	420	400	458	366
100	61651	MEALS NO OVERNIGHT	17	0	0	0
100	61660	EMPLOYEE PHYSICALS	267	0	267	0
<b>61 - WAGES AND BENEFITS</b>			<b>734,277</b>	<b>625,803</b>	<b>759,842</b>	<b>801,301</b>
100	62010	OFFICE SUPPLIES	2,249	1,039	2,249	1,382
100	62011	UNIFORM PURCHASES	60	0	60	0
100	62030	POSTAGE AND SHIPPING	1,429	1,172	1,458	1,195
100	62050	OFFICE EQUIPMENT MAINT	342	0	349	0
100	62061	DP EQUIP. MAINT CONTRACTS	9,459	10,404	10,404	10,320
100	62090	PRINTING & BINDING	485	23	1,495	635
100	62110	COPYING/REPRODUCTION	2,595	1,231	2,595	1,231
100	62130	LEGAL NOTICES & ADS	9,133	1,634	2,578	3,021
100	62140	PROMOTION	8,835	5,446	499	20,499
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,143	108	1,166	916
100	62190	DUES & MEMBERSHIPS	805	40	1,184	1,635
100	62204	REFUNDS	3,500	890	0	0
100	62206	PROPERTY INSURANCE	923	0	0	1,206
100	62208	GENERAL LIABILITY INSURAN	4,170	4,042	4,281	5,647
100	62230	COURT COSTS & RECORD FEES	2,217	3,522	4,500	5,000
100	62240	MISCELLANEOUS	144	0	0	0
100	62310	TRAVEL-CONFERENCES	6,742	100	6,200	10,165
100	62320	TRAVEL-CITY BUSINESS	5,933	0	2,000	1,570
100	62340	MILEAGE/LOCAL TRANSP	655	211	773	773
100	62360	EDUCATION & TRAINING	534	0	2,600	7,660
100	62421	TELEPHONE	1,704	1,751	2,072	1,752
100	62436	RENTAL OF SPACE	2,268	2,941	3,024	3,024
100	62511	FUEL, MOTOR VEHICLE	492	345	526	579
100	62521	MOTOR VEHICLE MAINT.	808	938	824	957
100	62641	HOSPITALITY EXPENSE	69	0	0	0
100	62645	SPECIAL EVENTS	15,906	0	600	0
100	62663	SOFTWARE LICENSE EXP	0	14,574	26,808	35,073
100	62667	DATA SERVICES	810	670	810	1,085
100	62716	CONSULTANT SERVICES	92,909	57,904	0	100,500
100	62731	MISCELLANEOUS SERVICES	2,694	0	0	0
100	62732	TEMP HELP/CONTRACT SERV.	1,580	0	0	0
100	62761	PAY TO OTHER AGENCY	30,548	31,700	32,968	34,010
<b>62 - SUPPLIES AND SERVICES</b>			<b>211,143</b>	<b>140,684</b>	<b>112,023</b>	<b>249,835</b>
100	71118	PROJECTOR/CAMERA	0	0	1,000	1,000
100	71120	PERIPHERALS, COMPUTER	0	0	920	0
100	71211	DESKS/CHAIRS	0	0	2,677	2,781
100	71213	TABLES	0	0	0	600
100	71310	AUTO/JEEP REPLACEMENT	0	0	27,030	0
100	72414	TELEVISION	0	0	0	900
100	72418	TELEPHONE RELATED	0	114	0	700
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>114</b>	<b>31,627</b>	<b>5,981</b>
<b>62 - PLANNING SERVICES TOTAL</b>			<b>945,420</b>	<b>766,601</b>	<b>903,492</b>	<b>1,057,117</b>

## **Recommended Expenditure Budget Report by Activity & Funding Source**

### **62 - PLANNING SERVICES**

#### **ADMINISTRATION - 62100**

##### **FUNDING SOURCE: GENERAL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	20	334	87
SUPPLIES AND SERVICES	2,446	6,669	8,232
WAGES AND BENEFITS	28,918	31,354	33,954
<b>ADMINISTRATION</b>	<b>31,384</b>	<b>38,357</b>	<b>42,273</b>
<b>DEVELOPMENT SERVICES - 62400</b>			

##### **FUNDING SOURCE: GENERAL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	94	29,789	5,131
SUPPLIES AND SERVICES	37,496	58,730	170,302
WAGES AND BENEFITS	307,745	400,838	417,329
<b>DEVELOPMENT SERVICES</b>	<b>345,335</b>	<b>489,357</b>	<b>592,762</b>
<b>CITY PLANNING/HISTORIC PR- 62700</b>			

##### **FUNDING SOURCE: GENERAL**

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
EQUIPMENT	—	1,504	763
SUPPLIES AND SERVICES	100,743	46,624	71,301
WAGES AND BENEFITS	289,140	327,650	350,018
<b>CITY PLANNING/HISTORIC PR</b>	<b>389,882</b>	<b>375,778</b>	<b>422,082</b>
<b>PLANNING SERVICES TOTAL</b>	<b>\$766,601</b>	<b>\$903,492</b>	<b>\$1,057,117</b>

**CITY OF DUBUQUE, IOWA**  
**DEPARTMENT DETAIL - PERSONNEL COMPLEMENT**

**62 PLANNING SERVICES DEPT.**

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	5875	GE-40	MANAGER	1.00	\$ 89,596	1.00	\$ 95,767	1.00	\$ 104,326
100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 80,225	1.00	\$ 70,635	1.00	\$ 74,801
100	5275	GE-33	ASSISTANT PLANNER	3.00	\$ 201,305	3.00	\$ 209,677	3.00	\$ 213,000
100	5230	GE-31	OFFICER	1.00	\$ 55,147	1.00	\$ 55,949	1.00	\$ 62,469
100	5225	GE-30	PLANNING TECHNICIAN	1.00	\$ 46,755	1.00	\$ 52,451	1.00	\$ 53,927
100	225	GE-25	SECRETARY	1.00	\$ 49,537	1.00	\$ 50,255	1.00	\$ 51,878
<b>TOTAL FULL TIME EMPLOYEES</b>				8.00	\$ 522,565	8.00	\$ 534,734	8.00	\$ 560,401
<b>61030 Seasonal Employee Expense</b>									
100	5250	NA-38	PLANNING INTERN	0.38	\$ 8,226	0.38	\$ 8,353	0.38	\$ 10,926
<b>TOTAL SEASONAL EMPLOYEES</b>				0.38	\$ 8,226	0.38	\$ 8,353	0.38	\$ 10,926
<b>TOTAL PLANNING SERVICES DEPT</b>				<b>8.38</b>	<b>\$ 530,791</b>	<b>8.38</b>	<b>\$ 543,087</b>	<b>8.38</b>	<b>\$ 571,327</b>

**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	
<b>Planning Administration-FT General Fund</b>											
10062100	61010	100	5875	GE-40	MANAGER	0.25	\$ 22,399	0.25	\$ 23,941	0.25	\$ 26,081
					<b>Total</b>	0.25	\$ 22,399	0.25	\$ 23,941	0.25	\$ 26,081
<b>Development Services-FT General Fund</b>											
10062400	61010	100	225	GE-25	SECRETARY	0.40	\$ 19,815	0.40	\$ 20,102	0.40	\$ 20,751
10062400	61010	100	5230	GE-27	CODE INSPECTOR	1.00	\$ 55,147	1.00	\$ 55,949	—	\$ —
					ZONING ENFORCEMENT OFFICER	—	\$ —	—	\$ —	1.00	\$ 62,469
10062400	61010	100		GE-31	ASSISTANT PLANNER	2.00	\$ 133,918	2.00	\$ 137,602	2.00	\$ 134,136
10062400	61010	100	5275	GE-33	ASSOCIATE PLANNER	1.00	\$ 80,225	1.00	\$ 70,635	1.00	\$ 74,801
					<b>Total</b>	4.40	\$ 289,105	4.40	\$ 284,288	4.40	\$ 292,157
<b>City Planning/Historic Pres.-FT General Fund</b>											
10062700	61010	100	225	GE-25	SECRETARY	0.60	\$ 29,722	0.60	\$ 30,153	0.60	\$ 31,127
10062700	61010	100	5875	GE-40	MANAGER	0.75	\$ 67,197	0.75	\$ 71,826	0.75	\$ 78,245
10062700	61010	100	5275	GE-33	ASSISTANT PLANNER	1.00	\$ 67,387	1.00	\$ 72,075	1.00	\$ 78,864
10062700	61010	100	5225	GE-30	PLANNING TECHNICIAN	1.00	\$ 46,755	1.00	\$ 52,451	1.00	\$ 53,927
					<b>Total</b>	3.35	\$ 211,061	3.35	\$ 226,505	3.35	\$ 242,163
<b>City Planning/Historic Pres.-Seasonal General Fund</b>											
10062700	61030	260	5250	NA-38	PLANNING INTERN	0.38	\$ 8,226	0.38	\$ 8,353	0.38	\$ 10,926
					<b>Total</b>	0.38	\$ 8,226	0.38	\$ 8,353	0.38	\$ 10,926
<b>TOTAL PLANNING SERVICES DEPT.</b>											
						<b>8.38</b>	<b>\$ 530,791</b>	<b>8.38</b>	<b>\$ 543,087</b>	<b>8.38</b>	<b>\$ 571,327</b>

<b>Capital Improvement Projects by Department/Division</b>					
<b>PLANNING SERVICES</b>					
<b>CIP Number</b>	<b>Capital Improvement Project Title</b>	<b>FY 20 Actual Expense</b>	<b>FY 21 Actual Expense</b>	<b>FY 22 Adopted Budget</b>	<b>FY 23 Recomm'd Budget</b>
1022431	HISTORIC PRES TECH ASSIST	—	3,993	5,000	30,000
<b>PLANNING SERVICES</b>	<b>TOTAL</b>	—	<b>3,993</b>	<b>5,000</b>	<b>30,000</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL	PAGE
<b>PLANNING SERVICES</b>								
<b>Community and Economic Development</b>								
	Historic Preservation Technical Assistance Program	\$ 30,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 30,000	\$ 110,000	398
	<b>TOTAL</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>	<b>\$ 30,000</b>	<b>\$ 110,000</b>	

# **Economic Development**

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## ECONOMIC DEVELOPMENT DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Requested</b>	<b>% Change From FY 2022 Budget</b>
<u>Expenses</u>				
Employee Expense	342,918	381,798	413,913	8.4%
Supplies and Services	2,308,701	2,131,393	2,562,656	20.2%
TIF Rebate Payments	2,563,926	2,932,132	3,342,099	14.0%
Equipment	859	1,050	2,800	166.7%
Subtotal	5,216,404	5,446,373	6,321,468	16.1%
Debt Service	17,965,096	3,027,204	2,937,052	-3.0%
Total	23,181,500	8,473,577	9,258,520	9.3%
<u>Resources</u>				
TIF Charges	20,529,022	5,959,336	6,279,151	5.4%
TIF Land Sales/Reimbursements	284,597	308,538	364,121	18.0%
Hotel/Motel Tax (50%)	1,145,392	897,873	1,170,134	30.3%
Farmland Rent	58,786	41,828	58,786	40.5%
Miscellaneous Revenue	26,624	29,094	32,694	12.4%
Total	22,044,421	7,236,669	7,904,886	9.2%
Property Tax Support	1,137,079	1,236,908	1,353,634	116,726
Percent Increase (Decrease)				9.4%
<b>Personnel - Authorized FTE</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	

### Improvement Package Summary

#### **1 of 13**

This improvement request is for a laptop for use by the Economic Development intern position, established in 2019 and typically dedicated to Arts & Culture activities within the department. This position has previously relied on access to shared work stations, limiting hours available for employment, or the use of refurbished and thus inadequate machines for use by intern. To provide effective and equitable service, we request a laptop for onsite use by the year-round .25 intern position. When not in use by the Econ Dev intern, the laptop maybe used to support work of AmeriCorps and other grant-funded temporary support personnel related. This request supports the City council goal of Financially Responsible, High-Performance City Organization.

Related Cost: \$ 2,800 Tax Funds      Non-Recurring      **Recommend - Yes**  
 Property Tax Impact: \$ 0.0011 0.01%  
 Activity: Economic Development

#### **2 of 13**

This improvement request is for addition of a .75 FTE Communications Specialist / Grants Administration Assistant (GE-31) to support the full-time Arts & Cultural Affairs Coordinator. Responsibilities of for the Arts & Cultural Affairs Coordinator have increased steadily since their hire in July 2019 in response to expanding community impacts, growing partnerships, emergence of diverse

priorities, and procurement of outside grant funding in support of continued Arts & Culture Master Plan implementation and COVID-19 recovery efforts of arts and culture assets and the creative sector. In compliment to the current Arts Coordinator's skill set, an individual with strong design skills, a working knowledge of marketing trends and a broad range of online and physical engagement platforms, and ability to implement best practices in grant administration and reporting is a vital addition to effectively manage current and anticipated FY23 workloads. In FY23, the Office of Arts & Cultural Affairs anticipates launch of a comprehensive arts and culture communication campaign in partnership with Travel Dubuque, facilitation of the Arts & Economic Prosperity Study VI, and the management of up to \$530,000 pending grant requests to state and federal sources. We also anticipate and welcome developing arts and culture-inspired community engagement efforts in collaboration with the Black Heritage Survey, the Office of Shared Prosperity, and the Bee Branch Pollinator Week.

This position will pilot in FY22 anticipated to start March 1, 2022, with costs covered by \$7,500 in confirmed Iowa Arts Council ARPA grant funds and \$8,030 in NEA ARPA LAA Subgranting funds. The continuation of this position in FY23 is outlined in the allocation of NEA ARPA funds; NEA funds can only be applied to management of that \$500,000 award. Leveraging NEA funds alongside general funds to offer a .75 FTE position will dramatically improve the Arts & Cultural Affairs Coordinator's capacity with Master Plan oversight, Commission support, community partnerships and existing programs, grant seeking and reporting, work cross-departmentally on City initiatives, equity work internally and with funded partners, and general community engagement. This request supports the City Council Goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery and Diverse Arts, Culture, Parks & Recreation.

Related Cost:	\$ 49,755	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 2,800	Tax Funds	Non-Recurring	
Related Revenue	<u>\$ 37,500</u>	Federal Grant (NEA)	Non-Recurring	
Total Cost:	<u><u>\$ 15,055</u></u>			
Property Tax Impact:	\$ 0.0059	0.06%		
Activity:	Arts and Cultural Affairs			

### 3 of 13

This improvement request is for payment of expenses related to the preparation of grant applications. EPA Brownfields grants, in themselves, have catalyzed hundreds of millions of dollars in public and private investment in our community. Having funds to cover the expense of writing the grant applications is a small investment. Having well-written grants increases the chances of Dubuque receiving these grants which historically have funded important efforts such as the original purchase of land for the Industrial Center West, the redevelopment of the Historic Millwork District, the development of the Port of Dubuque, the transformation of the Bee Branch area, and others. The community benefits from the positive economic and aesthetic changes in these various areas of town provide. Based on the wide variety of grants the City applies for and has received, funding the grant writing process results in achieving all the City Council's goals.

Related Cost:	<u>\$ 20,000</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Total Cost:	<u><u>\$ 20,000</u></u>			
Property Tax Impact:	\$ 0.0079	0.08%		
Activity:	Economic Development			

#### 4 of 13

This improvement request is for providing \$3,000 grants to minority-owned businesses to support ongoing operations. Eligible expenses under the grant include but are not limited to permanent equipment/signage, supplies, rent/utilities, training/technical assistance, and marketing. This funding will supplement CDBG funds (CIP 260-2636) for the same purpose, which can only be utilized by low-income individuals. In 2021, this program assisted 10 businesses, of which 9 are minority-owned and 8 are women-owned. The program helped businesses hire new employees, get certifications, move into new office space, as well as other business-expansion efforts. This program addresses the City's goals of Equitable Poverty Prevention & Reduction – making sure that our minority-owned businesses have adequate resources to succeed and reducing the racial equity gap. No change to staffing needs, as grant administration is contracted with Fountain of Youth, who also deliver personal development sessions.

Related Cost:	<u>\$ 25,000</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Total Cost:	<u>\$ 25,000</u>			
Property Tax Impact:	<u>\$ 0.0098</u>	0.10%		

Activity: Economic Development

#### 5 of 13

This improvement request increases funds available to be granted to Dubuque-based arts and culture organizations via the Operating Support Grants (OSG) program through the Office of Arts and Cultural Affairs. Established in 2005, OSG is a competitive funding opportunity available to established arts, culture or humanities-based nonprofits. Applicants are generally eligible for up to 6% or \$30,000 max of their verifiable operating budget; requests are scored by a panel independent of staff or the Arts Commission against a rubric that measures equity impacts, organizational stability, and alignment with City goals and priorities.

Initially in FY05, \$200,000 was allotted and distributed to 12 organizations. Most recently, for FY22 \$250,000 was budgeted and distributed to 19 organizations. This current funding cycle that fully disbursed the program's \$250,000 budget met only 81.3% of the funding requested by 19 applicants who's operating budgets collectively total \$12,106,131. As we seek to keep up with growth in organizations, new organizations becoming eligible, and meeting the needs of grantees to support their diverse work in the community, as well as the recovery of our cultural assets after COVID-19, this request will move us closer to filling the gap in funding requests. The request supports City Council Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities by providing essential support to Arts and Culture organizations to sustain their operations, especially needed due to long terms impacts of COVID-19 on earned revenue. Arts and Culture Operating Support also supports the City Council goals of Robust Local Economy as OSG funds can support jobs and Vibrant Community through supporting safe, accessible activities that positively impact the brain health of those that participate in them. A majority of OSG grantees are located within or primarily serve audiences in CDBG target areas.

Related Cost:	<u>\$ 50,000</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Net Cost:	<u>\$ 50,000</u>			
Property Tax Impact:	<u>\$ 0.0197</u>	0.20%		

Activity: Arts and Cultural Affairs

## 6 of 13

This improvement request is to continue the AmeriCorps Teen Creative Engagement Specialist position and to secure a laptop for that person's work to foster teen engagement efforts related to the City's arts and culture related programming in support of ongoing implementation of the City's Arts and Culture Master Plan; this Teen Creative Engagement Specialist is currently being recruited and paid for through a no match FY22 AmeriCorps grant. The AmeriCorps' will be supervised by the Arts & Cultural Affairs Coordinator in collaboration with the City's established AmeriCorps program. The host organization for the AmeriCorps has yet to be determined but initial conversations have identified that the Multicultural Family Center, Dubuque Museum of Art or Creative Adventure Lab are likely partners. Partnering with the AmeriCorps program is a cost effective method to expanding the capacity of the Office of Arts & Cultural Affairs; an AmeriCorps dedicates 1700 hours to their focus area over an 11-month period which averages out to 34-hours per week. The AmeriCorps' efforts will be targeted at teen engagement and representation in the Art on the River program, the Dubuque Renaissance Project, and other public art related initiatives. A laptop is part of the request as the Economic Development Department does not currently have one available and a computer will be necessary for the AmeriCorps' work; the laptop will be used by future AmeriCorps, creating continuity with the work being done. The request supports City Council Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities by expanding youth engagement and contributions in City's arts and culture programs. The request also supports the City Council goal of Partnership for a Better Dubuque by fostering a new collaboration among City departments that directly connect and impact community programs and organizations. This improvement package broadens the impact of Art on the River and Master Plan Implementation, identified as a 2020-2022 High Policy Priority. AmeriCorps: Potential Expansion Area is identified as a 2021-23 Management in Progress item for the Diverse Arts, Culture, Parks, and Recreation Experiences and Activities City Council Goal. The 3 potential AmeriCorps host organizations are within and serve residents in CDBG target areas; Art on the River is within a CDBG target area.

Related Cost:	\$ 10,650	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 2,800	Tax Funds	Non-Recurring	
Net Cost:	<u><u>\$ 13,450</u></u>			
Property Tax Impact:	\$ 0.0053	0.05%		
Activity:	Arts and Cultural Affairs			

## 7 of 13

This improvement request is for an increase of \$122,387 for the contracted service agreement with Greater Dubuque Development Corporation. The City currently funds \$713,748. In Fiscal Year 2022, Greater Dubuque Development will begin its next five-year initiative. In that five year plan, GDDC will continue their nationally recognized Business Retention and Expansion program along with the essential work of recruiting new employers to the market. GDDC will also rebrand and expand their work in community development and sustainable innovations under the title of Strategic Initiatives. The main focus in the next five years is the retention, recruitment and creation of workforce in the Greater Dubuque area. The creation of workforce includes connecting to the unemployed and underemployed population, disproportionately minority, and connecting those citizens with educational opportunities through Opportunity Dubuque in partnership with Northeast Iowa Community College. Upon completion of the participants certificate of training, GDDC will work with community employers and provide livable wage employment. The goals five year goals for the new five year initiate include: Population growth to 105,000 from 99,266; Employment growth to 64,000 from 58,733; Median household income increased to \$76,000 from \$63,031; Residential and commercial construction of \$1 billion; and a fifth goal will be set in support of the City's Office of Shared Prosperity and Neighborhood Support. This organization's

work meets the goals of having a Robust Economy: Diverse Businesses and Jobs with Economic Prosperity.

Related Cost:	\$122,387	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$116,887	Land Sales	Non-Recurring	
Total Cost:	<u><u>\$ 5,500</u></u>			
Property Tax Impact:	\$ 0.0022	0.02%		
Activity:	Economic Development			

### **8 of 13**

This improvement request is for an additional \$214,000 to sponsor 66 Dream Center students for an entire year of programming. The Dream Center program provides students with year-round holistic services that include continued School Day Curriculum, Healthy Meals, Skill/Character Development, and more. Academic success is largely built on skills and concepts students learn in grades K-3. High-quality assessments can pinpoint student trouble spots before they become problems with long-lasting impact. The City of Dubuque's support will allow us to focus on continuing to Impact children of low-income and working families as we prepare for our campaign to become a licensed childcare facility and Student Sponsorship program in 2021. In order to progress towards sustainable income to continue to provide quality and affordable care to the children of working families, the Dream Center is seeking to become a Licensed Childcare Facility and generate funding support from the State of Iowa by Fall 2021. Becoming a licensed childcare facility means access to affordable childcare for working families. The Student Sponsorship program will be established to assist low-income families that do NOT meet the Department of Human Services requirements for financial childcare assistance but are unable to afford the annual program fees. The City recently funded a \$276,000 funding gap for capital improvements and a \$15,000 planning grant for those improvements. The currently funds a \$50,000 contracted service agreement. Recommendation is \$10,000.

Related Cost:	<u><u>\$ 10,000</u></u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0039	0.04%		
Activity:	Economic Development			

### **9 of 13**

This improvement request is to provide \$40,200 in additional funding to the Fountain of Youth. The funding will be a continuation of the Partners in Change/Community in Change programming. This funding will assist with providing services to the low income populations of Dubuque and the surrounding communities. The City currently funds \$50,000 as continually annual commitment. Recommendation is \$10,000.

Related Cost:	<u><u>\$ 10,000</u></u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0039	0.04%		
Activity:	Economic Development			

### **10 of 13**

This funding request provides an additional \$8,330 for Dubuque Main Street. Dubuque Main Street has been a longtime partner with the City, providing economic development services in the downtown area, as well as organizing cultural events and managing the Dubuque Farmer's Market. This organization's

work meets the goals of having a Robust Economy as well as Diverse Arts and Cultural offerings. The City currently funds \$83,300.

Related Cost:	\$ 8,330	Tax Funds	Recurring	<b>Recommend - Yes</b>
Total Cost:	<u>\$ 8,330</u>			
Property Tax Impact:	\$ 0.0033	0.03%		
Activity:	Economic Development			

### **11 of 13**

This funding request provides an additional \$20,000 for Community Foundation of Greater Dubuque Project HOPE. Project HOPE engages community partners with the intent to assess and address community needs (brain health, post-secondary education, economic opportunity, and childcare). This organization's work meets the goals of having a Robust Economy: Diverse Businesses an Jobs with Economic Prosperity. The City currently funds \$75,000. Recommendation is \$10,000.

Related Cost:	\$ 10,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Total Cost:	<u>\$ 10,000</u>			
Property Tax Impact:	\$ 0.0039	0.04%		
Activity:	Economic Development			

### **12 of 13**

This funding request provides an additional \$5,000 for Dubuque Area Labor Management Council. Dubuque Area Labor Management Council provides services related to the maintenance and expansion of a cooperative labor-management resource center, the maintenance of a speakers bureau, publication of a bimonthly newsletter, expansion of educational incentives and outreach, expansion of existing membership, and facilitation of a cooperative effort between labor and management in the City of Dubuque. This organization's work meets the goals of having a Robust Economy: Diverse Businesses an Jobs with Economic Prosperity. The City currently funds \$30,000.

Related Cost:	\$ 5,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Total Cost:	<u>\$ 5,000</u>			
Property Tax Impact:	\$ 0.002	0.02%		
Activity:	Economic Development			

### **13 of 13**

This funding request provides \$20,000 support for the [Dubuque Winter Farmers Market](#). The Winter Farmer's Market has operated for 11 years and complements the summer Farmer's Market (managed by Dubuque Main Street) to provide continuous year-round market opportunity for our residents. The Winter Farmer's Market supports the City Council's goal of Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable. This funding would be provided through the Winter Farmer's Market's fiscal agent, Four Mounds. Recommendation is \$15,000.

Related Cost:	\$ 15,000	Tax Funds	Recurring	Recommend - Yes
Total Cost:	<u>\$ 15,000</u>			
Property Tax Impact:	\$ 0.0059	0.06%		
Activity: Economic Development				

### **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 \$1,173 or 3.04%.

#### **Supplies and Services**

4. Payments to Other Agencies provide for TIF backed economic development grants. Rebate payments count against the City's statutory debt limit unless there is a non-appropriation clause approved in the development agreement and in that case only the current annual payment counts against the City's statutory debt limit. The City began using non-appropriation clauses in development agreements beginning in January 2013.

The grant estimates totaling \$1,283,839 in FY 2023 in the Greater Downtown TIF district are to:

<b>Greater Downtown TIF Rebate Payments</b>		
253 Main St.	3,060	Last payment FY 2027
Roshek Building	282,232	Last payment FY 2030
Flexsteel	187,934	Last payment FY 2024
Rousselot, Inc.	14,548	Last payment FY 2025
Hotel Julien	213,060	Last Payment FY 2026
Barker Financial	14,421	Last payment FY 2027
44 Main	23,688	Last payment FY 2027
Franklin Investment	29,378	Last payment FY 2028
Nottingham Properties	144	Last payment FY 2028
Caradco (Schmid Innovation Center)	110,510	Last payment FY 2028
Bonson Block	8,008	Last payment FY 2028
Plastic Center	8,715	Last payment FY 2028
Linseed Oil Paintworks	17,197	Last payment FY 2030
Steeple Square	—	Last payment FY 2030
Novelty Iron Works	160,536	Last payment FY 2031
Spahn and Rose	101,310	Last payment FY 2027
Metx	77,955	Last payment FY 2031
Steeple Square Event Center	—	Last payment FY 2031
Marquette Hall, LLC	8,526	Last payment FY 2031
Three Amigos , LLC	2,561	Last payment FY 2031
210 Jones, LLC	8,498	Last payment FY 2031
Dimensional Brewing	8,782	Last Payment FY 2023
Prairie Farms Dairy, Inc.	2,776	Last payment FY 2031
Total		<u>\$1,283,839</u>

The grant estimates totaling \$1,784,179 in FY 2023 in the Dubuque Industrial Center West TIF district are to:

<b>Dubuque Industrial Center TIF Rebate Payments</b>		
Medline	\$ 316,615	Last payment FY 2031
Simmons Pet Food	\$ 194,019	Last payment FY 2030
Duluth Trading	\$ 259,040	Last payment FY 2035
Green Industrial Supply	\$ 168,714	Last payment FY 2023
Tri-State Quality Metals	\$ 59,673	Last payment FY 2026
Hormel Foods	\$ 634,006	Last payment FY 2026
Roasting Solutions	\$ 58,092	Last payment FY 2028
Rite Hite	\$ 94,020	Last payment FY 2029
Total		<u>\$1,784,179</u>

The grant estimates in FY 2023 in the Lake Ridge TIF district are to:

The Rose of Dubuque \$25,844 (last payment in 2024).

The grant estimates totaling \$38,352 in FY 2023 in Tech Park TIF district are to:

**Technology Park TIF Rebate Payments**

Rockfarm Holdings	\$ 38,352	Last payment FY 2027
Total	<u>\$ 38,352</u>	

The grant estimates in FY 2023 in the North Cascade Road Housing TIF district:

\$693,587 will be generated for public improvements and \$426,909 for low and moderate-income projects (last payment in 2027).

The grant estimates in FY 2023 in the English Ridge Housing TIF district are to:

English Ridge LLC \$73,909 (last payment in 2027). In addition, \$295,635 will be generated for public improvements and \$181,966 for low and moderate-income projects.

The grant estimates in FY 2023 in the South Pointe Housing TIF district are to:

Dubuque South Pointe LLC \$31,373 (last payment in 2030). In addition, \$70,243 will be generated for public improvements and \$43,235 for low and moderate-income projects.

The grant estimates in FY 2023 in the Rustic Point Housing TIF district are to:

Derby Grange LLC \$2,681 (last payment in 2030). In addition, \$10,723 will be generated for public improvements and \$6,600 for low and moderate-income projects.

5. Travel City Business is unchanged from \$34,635 in FY 2022 to \$34,635 in FY 2023. This line item represents the budget for federal initiatives (\$24,000); Diversity Summit sponsorship (\$5,000); Diversity Summit registration for leadership team (\$5,000); Growing Sustainable Communities Conference (\$435), and Arts and Cultural Affairs (\$200).
6. Programming increased from \$37,500 in FY 2022 to \$38,719 in FY 2023. This line item represents Art on the River. Art on the River has been a mainstay of the community for over 10 years. It remains one of the only public art endeavors that that city has initiated and is publicly accessible. It provides exhibition opportunities for local and regional artists and has become a popular/competitive exhibition space. It has been a model upon which other cities have built their public art programs and attracts at least 10,000 of visitors to the Mississippi River Walk annually and remains a well-loved recreational space for residents as well. It has also been repeatedly featured in every local publication and on the Travel Dubuque promotional materials.
7. Contracted Services increased from \$1,670,006 in FY 2022 to \$2,061,484 in FY 2023. The increase is due to Hotel/Motel Tax increasing to pre-pandemic levels, of which 50% is paid to Travel Dubuque. In addition, increases are recommended in FY23 for Dubuque Area Labor Management Council (+\$5,000), Fountain of Youth (+\$5,000), Dubuque Dream Center (+ \$5,000), Dubuque Main Street (+\$8,330), Greater Dubuque Development Corporation (+ \$60,887), and Project HOPE (+\$10,000), and a new agreement is recommended with Dubuque Winter Farmers Market (+\$15,000). The following service agreements are budgeted in Economic Development in FY 2023:

Contracted Services Agency	FY 2022	FY 2023	Change	%
Travel Dubuque	\$ 1,168,300	\$ 1,170,134	\$ 1,834	— %
Dubuque Area Labor Management Council	\$ 30,000	\$ 35,000	\$ 5,000	17 %
Dubuque Main Street	\$ 83,300	\$ 91,630	\$ 8,330	10 %
Dubuque Winter Farmers Market	\$ —	\$ 15,000	\$ 15,000	— %
Fountain of Youth	\$ 50,000	\$ 60,000	\$ 10,000	20 %
Dubuque Dream Center	\$ 50,000	\$ 60,000	\$ 10,000	20 %
Greater Dubuque Development Corporation	\$ 395,613	\$ 456,500	\$ 60,887	15 %
Prosperity Eastern Iowa	\$ 5,085	\$ 5,085	\$ —	— %
Access Dubuque	\$ 8,135	\$ 8,135	\$ —	— %
Inclusive Dubuque	\$ 75,000	\$ 75,000	\$ —	— %
Project Hope	\$ 75,000	\$ 85,000	\$ 10,000	13 %
<b>Total</b>	<b>\$ 1,940,433</b>	<b>\$ 2,061,484</b>	<b>\$ 121,051</b>	<b>5.87 %</b>

These contracted services for Economic Development are expenses that the City would have within its organization regardless of who provides the services.

## Debt Service

8. The FY 2023 annual debt service includes (\$2,937,052):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 36,050	G.O. 2016B	DICW	Synergy Ct/N. Siegert	2023	2023
\$ 30,900	G.O. 2016B	GDTIF	Kephart's Building	2023	2023
\$ 34,913	G.O. 2011B	DICW	S. Siegert	2026	2018
\$ 129,300	G.O. 2017A	DICW	N. Siegert	2029	2025
\$ 201,255	G.O. 2017A	GDTIF	Housing Incentives	2030	2025
\$ 196,700	G.O. 2017A	GDTIF	Millwork Parking	2030	2025
\$ 300,844	IFA loan	GDTIF	Caradco	2030	
\$ 347,682	G.O. 2021A	GDTIF	1-Way to 2-Way (9th & 11th St)	2034	2028
\$ 470,500	G.O. 2021A	GDTIF	Intermodal	2034	2028
\$ 129,902	G.O. 2021A	GDTIF	Bus Storage/Bluff Restrooms	2034	2028
\$ 252,885	G.O. 2021B	DICW	S. Siegert	2031	2028
\$ 50,172	G.O. 2021B	GDTIF	Washington Neighborhood	2031	2028
\$ 31,788	G.O. 2019C	DICW	S. Siegert	2032	2026
\$ 9,898	G.O. 2021A	DICW	Land Acquisition	2034	2028
\$ 101,400	G.O. 2021B	DICW	Land Acquisition	2031	2028
\$ 12,900	G.O. 2021B	GDTIF	DT Loan Pool	2031	2028
\$ 115,300	G.O. 2019A	GDTIF	Colts Building Renovation	2039	2026
\$ 50,000	Lease Buyout	GDTIF	Bowling & Beyond	2032	
	G.O. Series				
\$ 10,700	2021A	GDTIF	Jackson Park & Clock Tower	2034	2028
	G.O. Series				
\$ 25,800	2021B	GDTIF	DT Parking Ramp & Docks	2031	2028

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 47,790	FY23 Planned	GDTIF	Downtown Parking Ramp	2041	
\$ 1,169	FY23 Planned	GDTIF	Smart Parking	2041	
\$ 80,300	2021A	DICW	Chavenelle Road	2034	2028
\$ 203,563	G.O. 2022	GDTIF	Downtown Parking Ramp	2042	
\$ 65,341	G.O. 2022	GDTIF	Docks/Prop Acq	2042	
<b>\$ 2,937,052</b>	<b>Total Economic Development Annual Debt Service</b>				

In addition, Greater Downtown TIF will transfer to the Debt Service fund as reflected in other departmental budgets (\$2,779,400) to pay a portion of the Library Renovation debt (\$206,000); Port of Dubuque Parking Ramp (\$2,012,000); and the Intermodal Facility (\$281,400). The Port of Dubuque Parking Ramp debt is reimbursed by the Diamond Jo through a minimum assessment agreement and an annual shortfall payment.

## Revenue

9. The payment from Dubuque Initiatives for processing of payments has unchanged from \$29,094 in FY 2022 to \$29,094 in FY 2023.
10. Farmland Rent increased from \$41,828 in FY 2022 to \$58,786 in FY 2023 based on lease agreements. This line item represents rent of farmland in Dubuque Industrial Center West that remains acquired but not yet developed.



**CRENNA M. BRUMWELL, ESQ.**  
**CITY ATTORNEY**

**To: JENNY LARSON, DIRECTOR OF BUDGET & FINANCE**  
**DATE: JANUARY 28, 2022**  
**RE: COMMUNITY FOUNDATION OF GREATER DUBUQUE**  
**PROJECT HOPE BUDGET INCREASE RECOMMENDATION**

Their current funding level is \$75,000. They are requesting a \$20,000 increase in their FY23 request.

Project HOPE (Helping our People Excel) is an initiative led by the Community Foundation that brings together key stakeholders in a collaborative process to address systemic issues facing individuals living in poverty within the City of Dubuque and the greater community. The goal of Project HOPE is to increase access to economic opportunity for all community members by addressing barriers around:

- education,
- employment,
- brain health, and
- other factors that are critical for individuals and families to thrive in Dubuque.

The work is done through a collective impact framework, convening the Project HOPE Stakeholder Group on a monthly basis in order to drive strategic thinking around collaborative solutions. The Stakeholder Group is run in close partnership with the City's Office of Shared Prosperity and is aimed at carrying out key elements of the City's Equitable Poverty Prevention Plan (EPPP).

Project HOPE includes several specific programs aimed at addressing barriers to economic success, including:

- Partnering with the City of Dubuque's Office of Shared Prosperity and the Neighborhood Support Group to help lead the effort to create a thriving community through promoting equity and eliminating barriers for the city's most vulnerable communities.

OFFICE OF THE CITY ATTORNEY DUBUQUE, IOWA  
SUITE 330, HARBOR VIEW PLACE, 300 MAIN STREET DUBUQUE, IA 52001-6944  
TELEPHONE (563) 589-4381 / FAX (563) 583-1040 / EMAIL [cbrumwel@cityofdubuque.org](mailto:cbrumwel@cityofdubuque.org)

- Leading two Brain Health Stakeholder Working Groups to help identify gaps in brain health service and solutions that can be collectively enacted in our region.
- Creating a Brain Health/Substance Use Resource Card to be distributed in our community.
- Helping create a Law Enforcement Liaison Program in Dubuque County to assist our law enforcement when deescalating a brain health issue.
- Expanding college access – especially for low-income, minority, and first-generation students – through our Dubuque College Access Network (DCAN).
- Expanding the Disaster Recovery Fund for the Covid-19 pandemic in order to assist local nonprofits with reducing the economic and health impacts of the disease on vulnerable populations and continuing to engage long term needs that may emerge.
- Providing free, volunteer income tax assistance and Earned Income Tax Credit assistance through the VITA program.
- Expanding our local Jail Diversion program by utilizing additional community partners to help vulnerable individuals in our jail system.
- Convening the Partnership Empowerment Network (PEN) of professionals working with youth or young adults on education, career, or self-sufficiency goals.
- Convening the local Community Organizations Active in Disaster (COAD) group to help storm victims and their families with funds to meet their needs.

In 2022, Project Hope will be launching two initiatives playing a central role in carrying out the goals of Project HOPE and the City of Dubuque's Equitable Poverty Prevention Plan.

1. The first is to work with the Office of Share Prosperity to create an Equity Index, a data measurement framework that helps quantify how equitably different groups and populations are able to thrive in Dubuque.
2. The second is to develop data sharing and analysis tools around a Youth Employment Coalition, helping the City and key local partners measure and track the ability of youth from underserved and diverse communities to achieve family sustaining careers.

Both of these initiatives will impact the City's efforts related to economic development, workforce and affordable housing, population growth. As these initiatives are new, they are not currently accounted for in the existing funding provided to Project HOPE. Project HOPE currently receives \$75,000 for its existing work. Project Hope is seeking an additional \$20,000 in funding to account for the data gathering and analysis which will be specifically benefit the City of Dubuque, city residents, and all workers and visitors to the city.

The data generated by funding these initiatives will also allow for further tracking of the City's progress toward the goals set by the City Council. I recommend the additional \$20,000 in funding be provided to Project HOPE.

cc: Michael C. Van Milligen, City Manager  
Jill Connors, Economic Development Director

# ECONOMIC DEVELOPMENT

Economic Development formulates and implements strategies which retain and create jobs, enhance the tax base, stabilize the local economic base and encourage economic self-sufficiency, working primarily in the areas of downtown, Historic Millwork District, and riverfront and industrial park development – thus improving the community's overall quality of life.



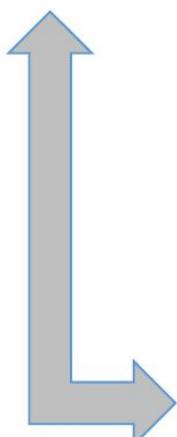
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

### PEOPLE

We work to attract and retain an appropriate mix of businesses for the purpose of increasing employment opportunities, attracting skilled workers and to provide the town with a stable economy. We focus efforts on creating healthy, diverse neighborhoods in the community.

### PLANNING

We facilitate projects related to the preparation and administration of City plans and work with businesses and consultants to plan and develop areas such as the Historic Millwork District, the Downtown, the Port of Dubuque, Urban Renewal Districts and the Industrial and Technology parks to generate income and employment opportunities along with a strong tax base.



**INCLUSIVE**  
**INCLUSIVE**  
**INCLUSIVE**  
**dubuque**

Connecting People • Strengthening Community



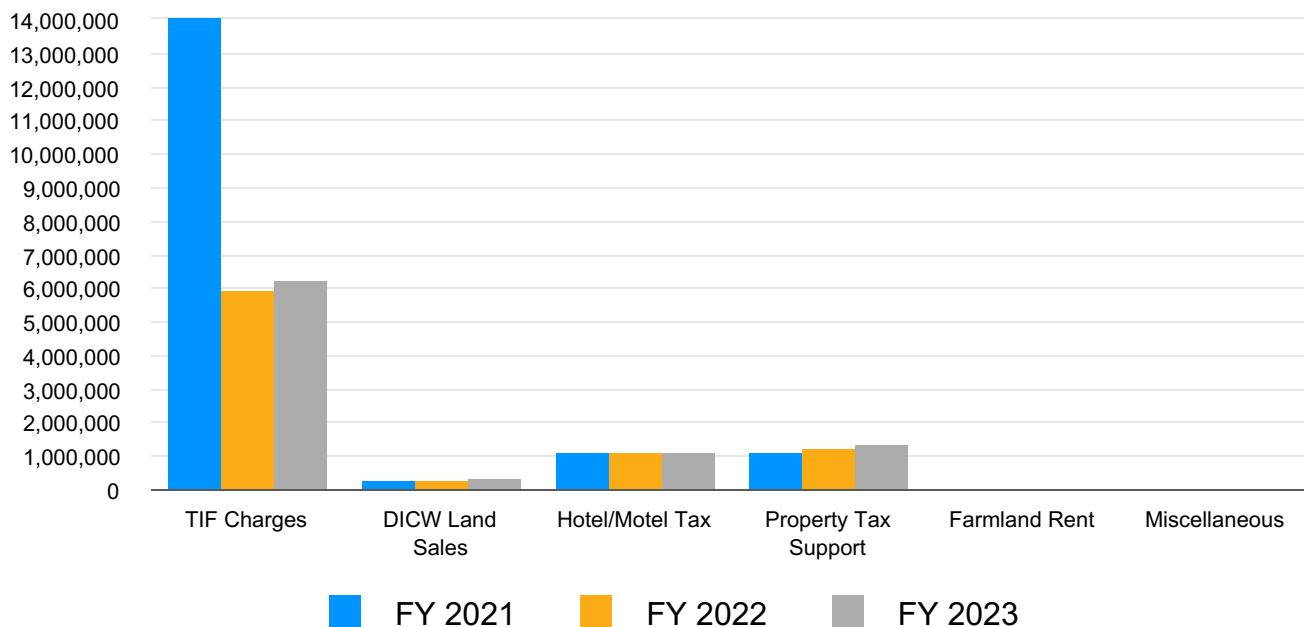
### PARTNERSHIPS

We support partnerships among business, communities and nonprofit organizations that strengthen the economic health and quality of life for the city of Dubuque. We promote economic development assistance to area businesses in cooperation with federal, state and local agencies.

# ECONOMIC DEVELOPMENT

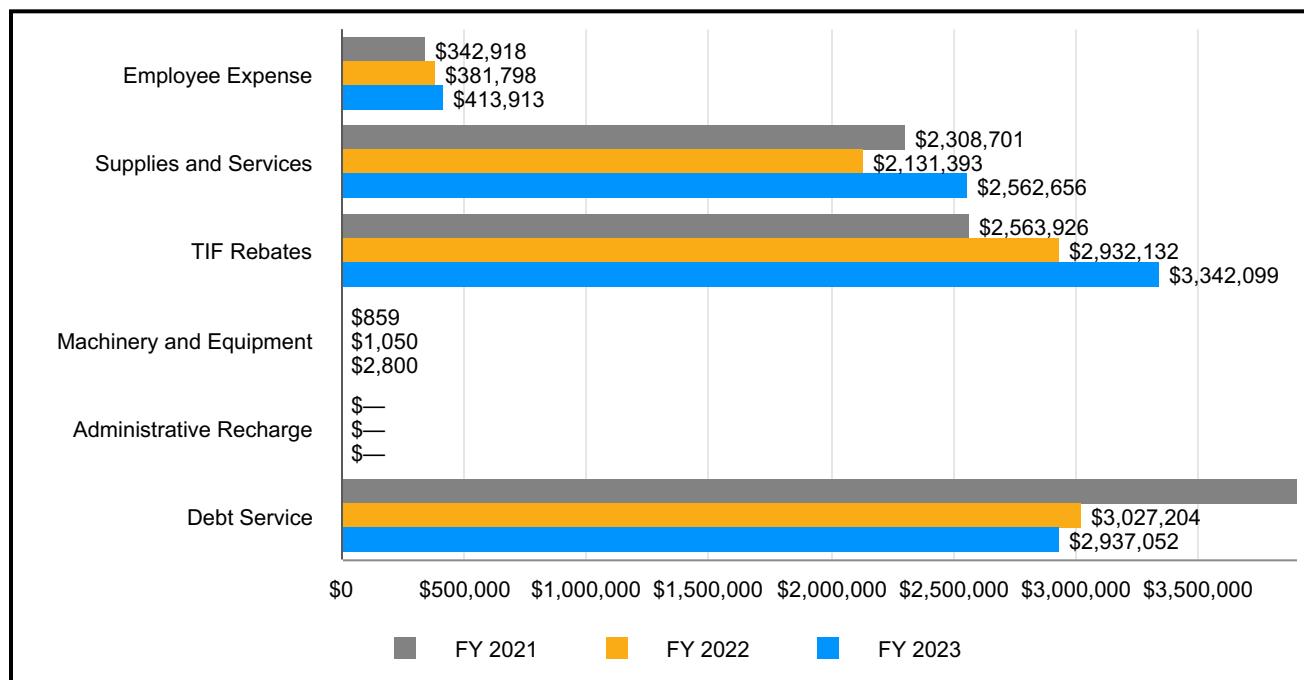
	FY 2021	FY 2022	FY 2023
Full-Time Equivalent	3.75	3.75	3.75

## Resources and Property Tax Support



The Economic Development Department is supported by 3.75 full-time equivalent employees.

## Expenditures by Category by Fiscal Year



# ECONOMIC DEVELOPMENT

## Administration

### Mission & Services

Economic Development provides [tools](#) for developers to contribute to the redevelopment of Dubuque's downtown through building improvements. We also have [incentive programs](#) to facilitate the attraction and expansion of businesses within the city. These efforts contribute to a [Robust Local Economy and a Vibrant Community](#) - an Equitable Community of Choice.

Administration Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	22,833,770	8,040,572	8,803,028
Resources	22,000,921	7,233,069	7,901,286
Administration Position Summary			
			FY 2023
Economic Development Director			1.00
Assistant Economic Development Director			1.00
Confidential Account Clerk			0.50
Intern			0.25
<b>Total FT Equivalent Employees</b>			<b>2.75</b>

### Performance Measures

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY 2022 Estimated	Performance Indicator
<b>City Council Goal: Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity</b>					
<b>1 Department Objective: Expand equitable job opportunities</b>					
# New Jobs Committed through Incentives	80	62	281	50	
# of minority-owned businesses registered as Targeted Small Business with State of Iowa	10	1	6	3	
# of Businesses Applying for High Quality Jobs Program	6	3	1	1	
# of Participants graduating from Workforce Development Programming	100	79	79	0	
<b>2 Department Objective: Attract and retain residents by offering attractive and interesting housing options.</b>					
# of Projects Assisted with Rehab Grants	10	7	7	8	
# of Housing units created	50	224	123	30	
<b>3 Department Objective: Increase revenue by expanding the economic tax base, leveraging private investment, and increasing property values.</b>					
Private Sector Investments as a result of City agreements	\$38 M	\$28 M	\$93 M	\$25 M	
Increase in overall property values in TIF districts	\$365 M	\$353 M	\$406 M	\$400 M	

# ECONOMIC DEVELOPMENT

## Arts & Cultural Affairs

### Mission & Services

The Office of Arts & Cultural Affairs, with support from the Arts and Cultural Affairs Advisory Commission, plays an essential role in cultivating a vibrant and equitable community of choice by dedicating time and securing resources to foster diverse, accessible, and inclusive creative and cultural programming throughout the community. We harness the power of creativity and culture in partnership and collaboration with nonprofits, [businesses](#), and individuals to improve the quality of life for all residents of Dubuque, attract and retain a talented workforce, and create opportunities that lift up diverse voices and stories. Specifically, the Office of Arts & Cultural Affairs manages the annual [Art on the River](#) public art program, administers [City grant programs](#) to support arts, culture, and humanities-focused community engagement, and oversees the implementation of Dubuque's 2016 [Arts and Culture Master Plan](#).

Arts & Cultural Affairs Funding Summary			
	FY 2021 Actual	FY 2022 Budget	FY 2023 Requested
Expenditures	\$ 347,730	\$ 433,005	\$ 455,492
Resources	\$ 43,500	\$ 3,600	\$ 3,600
Arts and Cultural Affairs Position Summary			
		FY 2023	
Arts & Cultural Affairs Coordinator		1.00	
<b>Total FT Equivalent Employees</b>	<b>1.00</b>		

### Performance Measures

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

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY 2022 Estimated	Performance Indicator
<b>1 Activity Objective: Cultivate equitable access to arts and cultural experiences that prioritize representation and engagement of diverse audiences.</b>					
Level of funding need met, # successful applicants	90%, 30	70.6%, 25	72.8%, 27	74%, 36	
% of grantee locations or primary service delivery within CDBG target area	>51%	-	-	60%	

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

<b>2 Activity Objective: Expand income-generating opportunities in the arts, culture, and creative sector.</b>					
% of increase from prior year in employment opportunities supported by arts grantees	10%	-	-	8%	
# of unique applicant responses to City-issued call for art, # contracts granted	150, 30	66, 13	88, 5	120, 25	

#### City Council Goal: Partnership for a Better Dubuque

<b>1 Activity Objective: Leverage public resources to increase private and other investment in fostering arts and cultural activities and programs.</b>					
Private, other pledged matching funds City arts grantee projects (cash / in-kind)	\$35,000	\$148,594	\$76,954	\$50,868	

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## **Recommended Operating Revenue Budget - Department Total 60 - ECONOMIC DEVELOPMENT**

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
210	41205	TAX INCREMENT RECEIPTS	2,050,250	2,171,933	2,449,822	2,808,060
215	41205	TAX INCREMENT RECEIPTS	964,385	1,124,928	357,119	1,171,925
216	41205	TAX INCREMENT RECEIPTS	393,227	473,231	522,248	583,574
217	41205	TAX INCREMENT RECEIPTS	28,346	114,534	206,125	230,932
218	41205	TAX INCREMENT RECEIPTS	5,050	19,105	47,219	101,212
225	41205	TAX INCREMENT RECEIPTS	40,744	42,292	45,379	43,368
231	41205	TAX INCREMENT RECEIPTS	23,017	16,952	25,889	0
240	41205	TAX INCREMENT RECEIPTS	6,454,545	7,919,129	8,012,414	8,026,152
<b>41</b>	<b>TAXES</b>	<b>- Total</b>	<b>9,959,562</b>	<b>11,882,103</b>	<b>11,666,215</b>	<b>12,965,223</b>
100	42170	MISC-LICENSES	0	60	0	60
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>60</b>
241	43105	INTEREST, LOANS	35,812	36,885	35,812	36,885
400	43105	INTEREST, LOANS	0	98,708	92,918	98,708
210	43110	INVESTMENT EARNINGS	75,325	35,359	50,000	35,359
215	43110	INVESTMENT EARNINGS	11,929	3,662	5,000	3,662
216	43110	INVESTMENT EARNINGS	9,753	3,890	5,000	3,890
225	43110	INVESTMENT EARNINGS	1,377	590	1,377	590
231	43110	INVESTMENT EARNINGS	477	218	477	218
240	43110	INVESTMENT EARNINGS	174,550	135,779	130,000	135,779
241	43110	INVESTMENT EARNINGS	42,642	17,356	42,642	17,356
243	43110	INVESTMENT EARNINGS	0	0	0	0
100	43242	RENT, FARM LAND	61,492	58,786	41,828	58,786
241	43405	PRINCIPAL, LOANS	480,895	295,276	260,895	295,276
400	43405	PRINCIPAL, LOANS	0	119,314	207,926	119,314
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>894,252</b>	<b>805,822</b>	<b>873,875</b>	<b>805,823</b>
210	45787	I & C PROPERTY TAX REPLAC	183,009	180,092	180,092	168,924
217	45787	I & C PROPERTY TAX REPLAC	0	655	1,184	107
225	45787	I & C PROPERTY TAX REPLAC	3,950	3,848	3,848	3,477
240	45787	I & C PROPERTY TAX REPLAC	224,421	212,611	212,610	178,496
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>411,380</b>	<b>397,205</b>	<b>397,734</b>	<b>351,004</b>
100	51919	DBQ INITIATIVES PAYMENT	22,440	26,624	29,094	29,094
100	51965	EVENTS REVENUE	2,203	0	3,600	3,600
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>24,643</b>	<b>26,624</b>	<b>32,694</b>	<b>32,694</b>
100	53102	PRIVATE PARTICIPANT	0	43,500	0	0
240	53102	PRIVATE PARTICIPANT	175,675	393,052	175,675	175,675
100	53201	REFUNDS	4,575	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	740	0	0	0
210	53620	REIMBURSEMENTS-GENERAL	4,805	500	4,805	0
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>185,794</b>	<b>437,052</b>	<b>180,480</b>	<b>175,675</b>
100	54105	LAND SALES	0	1,000	0	0
210	54105	LAND SALES	609,240	794,143	0	0
400	54210	GO BOND PROCEEDS	302,558	14,371,543	0	0
400	54220	BOND DISCOUNT	13,704	576,939	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES - Total</b>		<b>925,502</b>	<b>15,743,625</b>	<b>0</b>	<b>0</b>

**Recommended Operating Revenue Budget - Department Total**  
**60 - ECONOMIC DEVELOPMENT**

Fund	Account	Account Title	FY20 Actual Revenue	FY21 Actual Revenue	FY22 Adopted Budget	FY23 Recomm'd Budget
400	59100	FR GENERAL	135,000	0	0	0
100	59210	FR DICW TIF	282,083	278,740	282,338	336,621
400	59210	FR DICW TIF	1,244,557	1,253,494	721,525	676,534
905	59210	FR DICW TIF	317,686	0	0	0
100	59240	FR DOWNTOWN TIF	17,073	5,856	26,200	27,500
400	59240	FR DOWNTOWN TIF	1,693,995	1,671,351	2,004,835	2,260,518
240	59243	TSF FROM DBQ BREW & MALT	0	0	0	0
<b>59</b>	<b>TRANSFER IN AND INTERNAL - Total</b>		<b>3,690,394</b>	<b>3,209,442</b>	<b>3,034,898</b>	<b>3,301,173</b>
<b>ECONOMIC DEVELOPMENT - Total</b>			<b>16,091,527</b>	<b>32,501,933</b>	<b>16,185,896</b>	<b>17,631,652</b>

**Recommended Operating Expenditure Budget - Department Total**  
**60 - ECONOMIC DEVELOPMENT**

Fund	Account	Account Title	FY19 Actual Expense	FY20 Actual Expense	FY21 Adopted Budget	FY 22 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	209,979	241,604	262,384	285,658
100	61020	PART-TIME EMPLOYEES	19,834	20,240	22,321	25,228
100	61030	SEASONAL EMPLOYEES	1,761	—	6,963	7,188
100	61050	OVERTIME PAY	290	—	—	—
100	61310	IPERS	21,701	24,718	27,533	30,028
100	61320	SOCIAL SECURITY	17,577	19,196	22,313	24,333
100	61410	HEALTH INSURANCE	33,673	36,104	39,096	40,269
100	61415	WORKMENS' COMPENSATION	868	853	719	1,071
100	61416	LIFE INSURANCE	179	202	201	138
100	61660	EMPLOYEE PHYSICALS	267	—	268	—
100	61680	EMPLOYEE MOVING EXPENSE	9,417	—	—	—
<b>61 - WAGES AND BENEFITS</b>			<b>315,546</b>	<b>342,918</b>	<b>381,798</b>	<b>413,913</b>
100	62010	OFFICE SUPPLIES	1,044	862	1,043	1,043
100	62030	POSTAGE AND SHIPPING	227	48	232	395
100	62061	DP EQUIP. MAINT CONTRACTS	19,053	22,024	22,024	21,812
100	62090	PRINTING & BINDING	1,492	436	1,522	1,522
100	62110	COPYING/REPRODUCTION	983	34	904	904
100	62130	LEGAL NOTICES & ADS	4,070	1,110	3,331	2,131
100	62140	PROMOTION	748	640	500	500
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	27	50	—	50
100	62190	DUES & MEMBERSHIPS	1,422	200	1,450	1,445
100	62206	PROPERTY INSURANCE	8,560	11,596	10,545	15,379
100	62208	GENERAL LIABILITY INSURAN	1,479	1,445	1,531	2,023
100	62230	COURT COSTS & RECORD FEES	959	1,307	1,059	955
100	62310	TRAVEL-CONFERENCES	8,645	859	21,680	21,680
100	62320	TRAVEL-CITY BUSINESS	11,920	16	34,635	34,635
100	62340	MILEAGE/LOCAL TRANSP	860	31	802	802
100	62360	EDUCATION & TRAINING	4,535	—	2,555	2,555
100	62415	UTILITY EXPENSE STORMWATR	58	111	62	121
100	62421	TELEPHONE	1,933	2,521	1,933	2,046
100	62431	PROPERTY MAINTENANCE	—	18	—	—
100	62436	RENTAL OF SPACE	1,005	1,332	1,028	1,080
100	62645	SPECIAL EVENTS	83	450	3,600	3,600
100	62663	SOFTWARE LICENSE EXP	597	942	597	1,106
100	62667	DATA SERVICES	245	524	463	681
100	62669	PROGRAMMING	16,325	6,000	37,500	38,719
100	62710	CONTRACTOR SERVICES	338	—	338	338
100	62712	CONSULTING ENGINEERS	10,008	4,711	10,008	10,000
100	62713	LEGAL SERVICES	17,730	5,893	10,000	10,000
400	62713	LEGAL SERVICES	671	—	—	—
100	62716	CONSULTANT SERVICES	1,700	2,479	3,300	26,600
400	62721	FINANCIAL CONSULTANT	—	29,854	—	—
100	62731	MISCELLANEOUS SERVICES	89	—	90	—
400	62731	MISCELLANEOUS SERVICES	1,844	52,328	—	—
100	62736	CATERING SERVICES	1,931	—	1,900	1,900

**Recommended Operating Expenditure Budget - Department Total**  
**60 - ECONOMIC DEVELOPMENT**

Fund	Account	Account Title	FY19 Actual Expense	FY20 Actual Expense	FY21 Adopted Budget	FY 22 Recomm'd Budget
100	62737	CONTRACT ADM SERVICE	1,825,206	1,908,015	1,670,006	2,061,484
100	62756	EMPLOYEE RECOGNITION	432	—	1,500	1,500
100	62761	PAY TO OTHER AGENCY	31,136	13,295	35,000	45,650
210	62761	PAY TO OTHER AGENCY	1,069,545	1,176,013	1,332,882	1,885,522
215	62761	PAY TO OTHER AGENCY	31,006	—	—	—
216	62761	PAY TO OTHER AGENCY	129,687	13,043	73,909	73,909
217	62761	PAY TO OTHER AGENCY	—	22,111	17,561	31,373
218	62761	PAY TO OTHER AGENCY	—	—	2,681	2,681
225	62761	PAY TO OTHER AGENCY	97,650	39,810	41,252	39,166
231	62761	PAY TO OTHER AGENCY	17,132	19,360	18,702	19,360
240	62761	PAY TO OTHER AGENCY	1,109,434	1,293,590	1,445,145	1,290,088
100	62765	GRANTS	209,794	239,571	250,000	250,000
100	62781	LAWN CARE SERVICES	—	—	255	—
<b>62 - SUPPLIES AND SERVICES</b>			<b>4,641,601</b>	<b>4,872,627</b>	<b>5,063,525</b>	<b>5,904,755</b>
400	62724	BOND PAYING AGENT FEE	144	1,579	—	—
<b>627 - CONTRACTUAL SERVICES</b>			<b>144</b>	<b>1,579</b>	<b>—</b>	<b>—</b>
100	71120	PERIPHERALS, COMPUTER	902	704	—	—
100	71124	COMPUTER	—	155	—	2,800
100	71211	DESKS/CHAIRS	5,010	—	—	—
100	71227	SIGNAGE	810	—	—	—
100	72418	TELEPHONE RELATED	283	—	1,050	—
<b>71 - EQUIPMENT</b>			<b>7,004</b>	<b>859</b>	<b>1,050</b>	<b>2,800</b>
100	73110	LAND ACQUISITION	545	—	—	—
100	73211	CONST.CONTR-NOT BLDG	540	—	—	—
<b>73 - CIP EXPENDITURES</b>			<b>1,085</b>	<b>—</b>	<b>—</b>	<b>—</b>
400	74111	PRINCIPAL PAYMENT	2,495,568	17,129,252	2,109,720	2,136,092
400	74112	INTEREST PAYMENT	891,587	835,844	917,484	800,960
<b>74 - DEBT SERVICE</b>			<b>3,387,155</b>	<b>17,965,096</b>	<b>3,027,204</b>	<b>2,937,052</b>
210	91100	TO GENERAL	282,083	278,740	282,338	366,621
215	91100	TO GENERAL	—	10,969	96,139	101,189
240	91100	TO GENERAL	151,777	140,560	160,904	162,204
243	91240	TO GR DOWNTOWN TIF	—	—	—	—
240	91241	TO DOWNTOWN LOAN POOL	100,000	—	—	200,000
240	91268	TO HOUSING TRUST	50,000	—	50,000	50,000
210	91360	TO GENERAL CONSTRUCTION	842,510	575,719	543,500	790,000
215	91360	TO GENERAL CONSTRUCTION	436,407	310,720	136,061	446,503
216	91360	TO GENERAL CONSTRUCTION	150,000	—	199,045	222,342
217	91360	TO GENERAL CONSTRUCTION	—	—	78,533	87,985
218	91360	TO GENERAL CONSTRUCTION	—	—	17,990	38,562
240	91360	TO GENERAL CONSTRUCTION	841,963	149,932	2,402,369	2,039,504
210	91400	TO DEBT SERVICE	1,244,557	1,253,494	721,525	676,534
240	91400	TO DEBT SERVICE	4,540,376	4,505,095	4,525,122	4,759,918
240	91630	TO PARKING OPERATIONS	414,246	915,788	280,000	280,000
240	91730	TO PARKING CONSTRUCTION	—	1,046,607	—	—
215	91740	TO WATER CONSTRUCTION	748,537	704,394	—	—
216	91740	TO WATER CONSTRUCTION	180,961	242,708	—	291,213
217	91740	TO WATER CONSTRUCTION	13,093	72,042	—	94,120

**Recommended Operating Expenditure Budget - Department Total**  
**60 - ECONOMIC DEVELOPMENT**

Fund	Account	Account Title	FY19 Actual Expense	FY20 Actual Expense	FY21 Adopted Budget	FY 22 Recomm'd Budget
218	91740	TO WATER CONSTRUCTION	—	—	—	44,977
210	91905	TSF TO FLEXSTEEL ESCROW	317,686	—	—	—
		<b>91 - TRANSFER TO</b>	<b>10,314,197</b>	<b>10,206,769</b>	<b>9,493,526</b>	<b>10,621,672</b>
		<b>60 - ECONOMIC DEVELOPMENT TOTAL</b>	<b>18,666,732</b>	<b>33,389,848</b>	<b>17,967,103</b>	<b>19,880,192</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

#### COMM./ECON. DEV. ADMIN - 60100

##### FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	21	—	—
COMM./ECON. DEV. ADMIN	21	—	—
<b>GDTIF ECON DEV EXPENSES - 60200</b>			

##### FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	5,856	1,200	2,500
GDTIF ECON DEV EXPENSES	5,856	1,200	2,500
<b>TIF -DBQ INDUST CTR WEST - 60210</b>			

##### FUNDING SOURCE: TIF-METRIX/NORDSTROM

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	1,176,013	1,332,882	1,885,522
TRANSFER TO	2,107,953	1,547,363	1,803,155
TIF -DBQ INDUST CTR WEST	3,283,967	2,880,245	3,688,677
<b>N CASCADE HOUSING TIF - 60215</b>			

##### FUNDING SOURCE: N CASCADE HOUSING TIF

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—
TRANSFER TO	1,026,083	232,200	547,692
N CASCADE HOUSING TIF	1,026,083	232,200	547,692
<b>ENGLISH RIDGE HOUSING TIF- 60216</b>			

##### FUNDING SOURCE: ENGLISH RIDGE HOUSING TIF

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	13,043	73,909	73,909
TRANSFER TO	242,708	199,045	513,555
ENGLISH RIDGE HOUSING TIF	255,751	272,954	587,464
<b>S POINT HOUSING TIF - 60217</b>			

##### FUNDING SOURCE: SOUTH POINTE TIF

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	22,111	17,561	31,373
TRANSFER TO	72,042	78,533	182,105

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

S POINT HOUSING TIF	94,153	96,094	213,478
<b>RUSTIC POINT (DERBY) - 60218</b>			

#### FUNDING SOURCE: RUSTIC POINT (DERBY)

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	—	2,681	2,681
TRANSFER TO	—	17,990	83,539
<b>RUSTIC POINT (DERBY) — 20,671</b>			
<b>TIF - TECH PARK SOUTH - 60225</b>			

#### FUNDING SOURCE: TIF-TECH PARK SOUTH

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	39,810	41,252	39,166
TIF - TECH PARK SOUTH	39,810	41,252	39,166
<b>LAKE RIDGE TIF - 60231</b>			

#### FUNDING SOURCE: TIF - LAKE RIDGE

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	19,360	18,702	19,360
LAKE RIDGE TIF	19,360	18,702	19,360
<b>TIF -GREATER DOWNTOWN - 60240</b>			

#### FUNDING SOURCE: TIF-DOWNTOWN

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	1,293,590	1,445,145	1,290,088
TRANSFER TO	6,757,983	7,418,395	7,491,626
<b>TIF -GREATER DOWNTOWN 8,051,573</b>			
<b>ECONOMIC DEVELOPMENT - 60400</b>			

#### FUNDING SOURCE: DEBT SERVICE

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
DEBT SERVICE	199,935	300,844	300,844
ECONOMIC DEVELOPMENT	199,935	300,844	300,844
<b>DICW ECON DEV EXPENSES - 60600</b>			

#### FUNDING SOURCE: GENERAL

Account	FY21 Actual Expense	FY22 Adopted Budget	FY23 Recomm'd Budget
SUPPLIES AND SERVICES	8,127	11,725	12,121
DICW ECON DEV EXPENSES	8,127	11,725	12,121

## **Recommended Expenditure Budget Report by Activity & Funding Source**

### **60 - ECONOMIC DEVELOPMENT**

#### **ECONOMIC DEVELOPMENT - 60700**

##### **FUNDING SOURCE: GENERAL**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
EQUIPMENT	155	700	—
SUPPLIES AND SERVICES	1,949,566	1,777,184	2,194,297
WAGES AND BENEFITS	258,841	290,427	314,959
<b>ECONOMIC DEVELOPMENT</b>	<b>2,208,562</b>	<b>2,068,311</b>	<b>2,509,256</b>
<b>GDTIF DEBT SERVICE</b>	<b>- 60910</b>		

##### **FUNDING SOURCE: DEBT SERVICE**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
CONTRACTUAL SERVICES	193	—	—
DEBT SERVICE	12,662,752	2,004,835	1,959,674
SUPPLIES AND SERVICES	58,679	—	—
<b>GDTIF DEBT SERVICE</b>	<b>12,721,624</b>	<b>2,004,835</b>	<b>1,959,674</b>
<b>DICW DEBT SERVICE</b>	<b>- 60930</b>		

##### **FUNDING SOURCE: DEBT SERVICE**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
CONTRACTUAL SERVICES	1,386	—	—
DEBT SERVICE	5,102,409	721,525	676,534
SUPPLIES AND SERVICES	23,503	—	—
<b>DICW DEBT SERVICE</b>	<b>5,127,298</b>	<b>721,525</b>	<b>676,534</b>
<b>ARTS AND CULTURAL AFFAIRS- 72500</b>			

##### **FUNDING SOURCE: GENERAL**

<b>Account</b>	<b>FY21 Actual Expense</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recomm'd Budget</b>
EQUIPMENT	704	350	2,800
SUPPLIES AND SERVICES	262,948	341,284	353,738
WAGES AND BENEFITS	84,077	91,371	98,954
<b>ARTS AND CULTURAL AFFAIRS</b>	<b>347,730</b>	<b>433,005</b>	<b>455,492</b>
<b>ECONOMIC DEVELOPMENT TOTAL</b>	<b>\$33,389,848</b>	<b>\$17,967,103</b>	<b>\$19,880,192</b>

**CITY OF DUBUQUE, IOWA**

**DEPARTMENT DETAIL - PERSONNEL COMPLEMENT**

**60 ECONOMIC DEVEL DEPT**

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	5900	GE-43	ECONOMIC DEVELOP DIRECTOR	1.00	\$ 109,215	1.00	\$ 118,222	1.00	\$ 128,650
100	5900	GE-36	ASST ECONOMIC DEVELOP DIRECTOR	1.00	\$ 72,394	1.00	\$ 77,525	1.00	\$ 84,388
100	1210	GE-30	ARTS & CULTURAL AFFAIRS COORD	1.00	\$ 53,134	1.00	\$ 66,637	1.00	\$ 72,620
100		GE-30	ECONOMIC DEVELOP COORDINATOR	—	\$ —	—	\$ —	—	\$ —
<b>TOTAL FULL TIME EMPLOYEES</b>				3.00	\$ 234,743	3.00	\$ 262,384	3.00	\$ 285,658
<b>61020 Part Time Employee Expense</b>									
100	225	GE-25	ACCOUNT CLERK CONFIDENT	0.50	\$ 21,919	0.50	\$ 22,321	0.50	\$ 25,228
<b>TOTAL PART TIME EMPLOYEES</b>				0.50	\$ 21,919	0.50	\$ 22,321	0.50	\$ 25,228
<b>61030 Seasonal Employee Expense</b>									
100	225	NA-38	ECONOMIC DEVELOP INTERN	0.25	\$ 6,859	0.25	\$ 6,963	0.25	\$ 7,188
<b>TOTAL SEASONAL EMPLOYEES</b>				0.25	\$ 6,859	0.25	\$ 6,963	0.25	\$ 7,188
<b>TOTAL ECONOMIC DEVEL DEPT</b>				3.75	\$ 263,521	3.75	\$ 291,668	3.75	\$ 318,074

**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
<b>Economic Development-FT General Fund</b>										
10060700	61010	100	5900	GE-43 ECONOMIC DEVELOP DIRECTOR	1.00	\$ 109,215	1.00	\$ 118,222	1.00	\$ 128,650
				ASST ECONOMIC DEVELOP						
10060700	61010	100		GE-36 DIRECTOR	1.00	\$ 72,394	1.00	\$ 77,525	1.00	\$ 84,388
				<b>Total</b>	2.00	\$ 181,609	2.00	\$ 195,747	2.00	\$ 213,038
<b>Economic Development-PT General Fund</b>										
10060700	61020	100	225	GE-25 ACCOUNT CLERK CONFIDENT	0.50	\$ 21,919	0.50	\$ 22,321	0.50	\$ 25,228
				<b>Total</b>	0.50	\$ 21,919	0.50	\$ 22,321	0.50	\$ 25,228
<b>Economic Development-Seasonal General Fund</b>										
10060700	61030	100		NA-38 ECONOMIC DEVELOP INTERN	0.25	\$ 6,859	0.25	\$ 6,963	0.25	\$ 7,188
				<b>Total</b>	0.25	\$ 6,859	0.25	\$ 6,963	0.25	\$ 7,188
<b>Arts and Cultural Affairs - FT General Fund</b>										
10072500	61010	100	1210	GE-33 ARTS & CULTURAL AFFAIRS COORD	1.00	\$ 53,134	1.00	\$ 66,637	1.00	\$ 72,620
				<b>Total</b>	1.00	\$ 53,134	1.00	\$ 66,637	1.00	\$ 72,620
<b>TOTAL ECONOMIC DEV. DEPT</b>										
					<b>3.75</b>	<b>\$ 263,521</b>	<b>3.75</b>	<b>\$ 291,668</b>	<b>3.75</b>	<b>\$ 318,074</b>

## Capital Improvement Projects by Department/Division

<b>ECONOMIC DEVELOPMENT</b>					
<b>CIP Number</b>	<b>Capital Improvement Project Title</b>	<b>FY 20 Actual Expense</b>	<b>FY 21 Actual Expense</b>	<b>FY 22 Adopted Budget</b>	<b>FY 23 Recomm'd Budget</b>
1001548	MAIN STREET BUILDING DEMO	82,868	—	—	—
1002818	EPA MULTIPURPOSE BRWNFLD	500	—	—	—
1002949	BUS NP ARTS ASSISTANCE	—	—	—	250,000
1022859	KERPER BLVD REVITE	—	—	50,000	—
2411033	LOAN POOL, DOWNTOWN TIF	300,000	600,000	—	—
2411942	DOWNTOWN REHAB GRANT PROG	150,313	65,664	175,000	200,000
2602636	MICROENTERPRISE ASSIST	10,500	31,620	—	50,000
2651246	JOB CREATION	—	—	—	—
2651796	AIRPORT REVENUE GUARANTEE	—	—	—	—
3502156	S PORT MASTER PLAN IMPLEM	—	—	—	215,000
3502680	ECON DEV SOFTWARE	—	—	—	—
3601056	DICW	333,017	29,815	—	—
3601842	WORKFORCE DEVELOPMENT	310,000	310,000	310,000	371,500
3602081	MILLWORK MASTER PLANNING	—	—	—	—
3602267	DOWNTOWN HOUSING INCENT	69,111	—	—	—
3602436	WASH NEIGH BUSINESS INCEN	57,500	(32,076)	105,000	—
3602437	FUTURE IND ACQUISITIONS	199,545	211,527	0	0
3602438	WASH NEIGH DT INCENT	80,889	257,100	440,000	300,000
3602561	CENTRAL STREETSCAPE PLAN	0	0	0	150,000
3602679	CENTRAL AVE COORIDOR INIT	16,616	10,000	50,000	50,000
3602725	DIC MCFADDEN SIGNS	0	0	0	3,318,000
3602924	DEVELOP MCFADDEN PROPERTY	0	0	233,500	0
3602950	CENTRAL AVE HSG FORG LN	0	0	0	150,000
7001853	ART IN PORT OF DUBUQUE	3,161	0	0	0
<b>ECONOMIC DEVELOPMENT TOTAL</b>		<b>1,614,021</b>	<b>1,483,651</b>	<b>1,363,500</b>	<b>5,054,500</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL	PAGE
<b>ECONOMIC DEVELOPMENT</b>								
<b>Community and Economic Development</b>								
Greater Downtown URD								
Incentive & Rehab Programs	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000	363
Kerper Boulevard Revitalization	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	364
Workforce Development	\$ 371,500	\$ 371,500	\$ 371,500	\$ 371,500	\$ 371,500	\$ 371,500	\$ 1,857,500	365
Downtown Rehab Grant Program	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	366
Minority-Owned Business Microloan Initiative	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	367
Central Avenue Streetscape Master Plan Implementation	\$ 150,000	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 175,000	368
South Port Master Plan Implementation	\$ 215,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 215,000	369
Development - Webber Property	\$3,318,000	\$ —	\$ 395,000	\$ —	\$ 228,803	\$ 3,941,803		370
Green Space HMD	\$ —	\$ 100,000	\$ 300,000	\$ —	\$ —	\$ —	\$ 400,000	371
Central Avenue Housing Forgivable Loan	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	372
Low Income Small Business Grant	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 50,000	373
Business, Non-Profit and Arts Groups Assistance Program	\$ 250,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 250,000	374
<b>TOTAL</b>	<b>\$5,054,500</b>	<b>\$ 1,196,500</b>	<b>\$1,766,500</b>	<b>\$1,071,500</b>	<b>\$1,350,30</b>	<b>\$10,439,303</b>		

