

CITY OF DUBUQUE

THE CITY OF  
**DUBUQUE**  
*Masterpiece on the Mississippi*

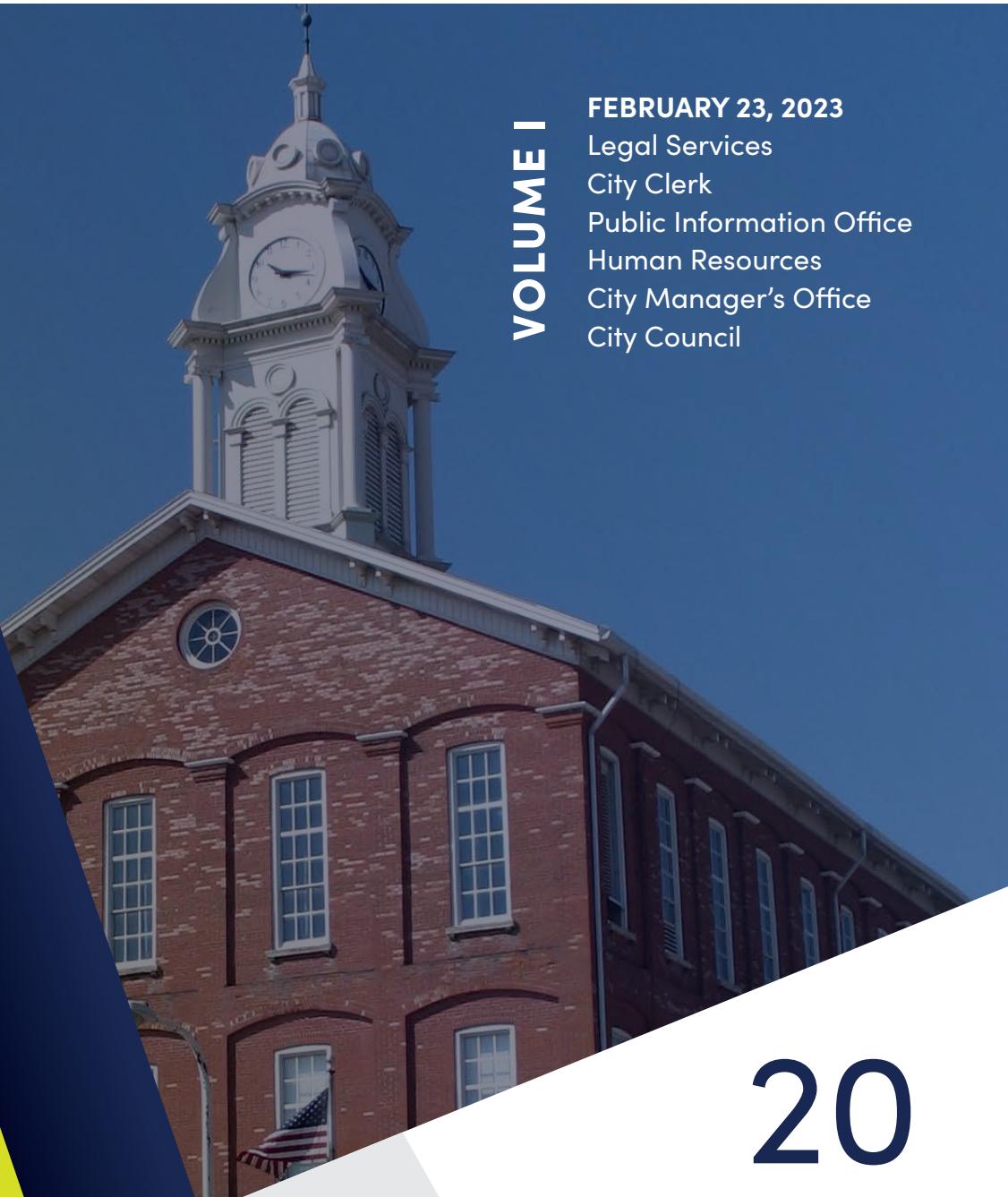
# POLICY BUDGET

RECOMMENDED FOR FISCAL YEAR 2024

VOLUME I

**FEBRUARY 23, 2023**

Legal Services  
City Clerk  
Public Information Office  
Human Resources  
City Manager's Office  
City Council



20  
24



**FISCAL YEAR 2024**  
**Recommended**  
**Policy And Narrative Budget**

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February 21, 2023  
[Virtual Meeting - GoToMeeting](#) - Access Code: 337-661-181  
or by calling 1.877.568.4106 (toll free)

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# HOW TO USE THIS POLICY BUDGET DOCUMENT

## PURPOSE

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

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

## FORMAT

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

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

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

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

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

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

		
On Track	Improving	Needs Work

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

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

# Legal

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## LEGAL DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Requested</b>	<b>% Change From FY 2023 Budget</b>
<b>Expenses</b>				
Employee Expense	698,652	794,983	820,641	3.2 %
Supplies and Services	244,598	225,730	252,246	11.7 %
Machinery and Equipment	12,307	—	2,660	0.0 %
Total	955,557	1,020,713	1,075,547	5.4 %
<b>Resources</b>				
Administrative Overhead Recharges	526,580	510,961	690,126	35.1 %
Reimbursements	1,023	—	347	0.0 %
County Revenue	—	3,800	3,800	0.0 %
Total	527,603	514,761	694,273	34.9 %
Property Tax Support	427,954	505,952	381,274	(124,678)
Percent Increase (Decrease)				(24.6)%
<b>Personnel - Authorized FTE</b>	<b>5.62</b>	<b>5.62</b>	<b>5.62</b>	

### Significant Line Items

#### **Employee Expense**

1. FY 2024 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from the FY 2023 City contribution of 9.44%. The employee contribution of 6.29% is unchanged from FY 2023.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2023 to \$1,119 in FY 2024 per month, per contract, which results in annual cost unchanged of \$— or —%.
4. Overtime expense is unchanged from \$1,000 in FY 2023 to \$1,000 in FY 2024. FY 2022 Actual was \$0.
5. Five-Year Retiree Sick leave payout unchanged from \$5,493 in FY 2023 to \$5,493 in FY 2024.

## **Supplies & Services**

6. Subscriptions increased from \$13,417 in FY 2023 to \$14,120 in FY 2024 based on FY 2022 Actual of \$14,120.
7. Damage Claims increased from \$105,973 in FY 2023 to \$123,130 in FY 2024 based on a three year average of actual claims paid (FY 22 \$141,394, FY21 \$55,908, FY20 \$172,087). The City reimburses Iowa Communities Assurance Pool (ICAAP) up to \$20,000 per claim.
8. Meetings & Conferences increased from \$19,630 in FY 2023 to \$22,850 in FY 2024 based on location. Conferences budgeted include: International Municipal Lawyers Association Conference (La Quinta, CA); International Municipal Lawyers Association Mid-Year Seminar (Washington DC); Iowa Public Information Board Meeting (Des Moines, IA); Upper Midwest Employment Law Institute (St. Paul, MN); International Municipal Attorneys Association (Johnston, IA); Growing Sustainable Communities (Dubuque, IA); and Iowa Women's Leadership Conference (Dubuque, IA).
9. Administrative Judge is unchanged from \$14,724 in FY 2023 to \$14,724 in FY 2024. This line item represents the cost for human rights complaint investigations including the public hearing expense for an administrative law judge. A portion of this line item will be used to cover the administrative judge expense associated with a pilot program sending text messages to citizens with past due animal licenses prior to court in an attempt to achieve better compliance and avoid court with its high costs to make the process more equitable and less financially burdensome on citizens.
10. Rental of Space increased from \$27,725 in FY 2023 to \$29,467 in FY 2024. This line item includes parking for the City Attorney, Assistant City Attorney, Senior Counsel, Paralegal, and Civil Rights Specialist (\$2,784) and office rent (\$26,683).

## **Machinery & Equipment**

11. Equipment replacement includes (\$2,660):

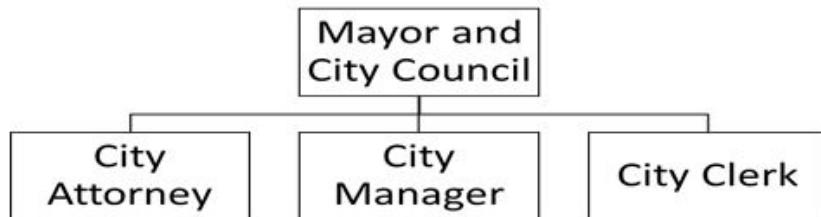
<b>Legal Machinery and Equipment</b>	
<b>Administration</b>	
Desk Phones (6)	\$ 1,260
Smartphones (4)	\$ 1,400
<b>Total Equipment</b>	<b>\$ 2,660</b>

## **Revenue**

12. Revenue received from Enterprise Funds for administrative overhead charges increased from \$510,961 in FY 2023 to \$690,126 in FY 2024.

# CITY ATTORNEY'S OFFICE

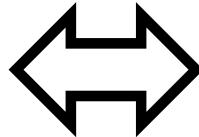
The mission of the City Attorney's Office is to provide legal counsel to the City Council, City Manager, and all officials and departments of the City in matters relating to their official duties so that the City delivers excellent municipal services that support urban living and a sustainable City plan for the community's future and that facilitate access to critical human services which result in financially sound City government and citizens getting services and value for their tax dollar.



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

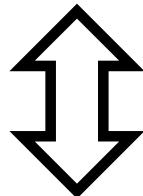
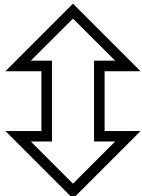
### People

Cross-training among the City Attorney's Office staff delivers quality customer service and allows staff to deliver services that exceed citizen expectations. Investment in training allows a high-quality, knowledgeable, and informed workforce.



### Planning

The City Attorney's Office provides counsel and direction to all City departments so that they may perform duties and responsibilities to ensure economic prosperity, environmental/ecological integrity, and social/cultural vibrancy throughout the community.



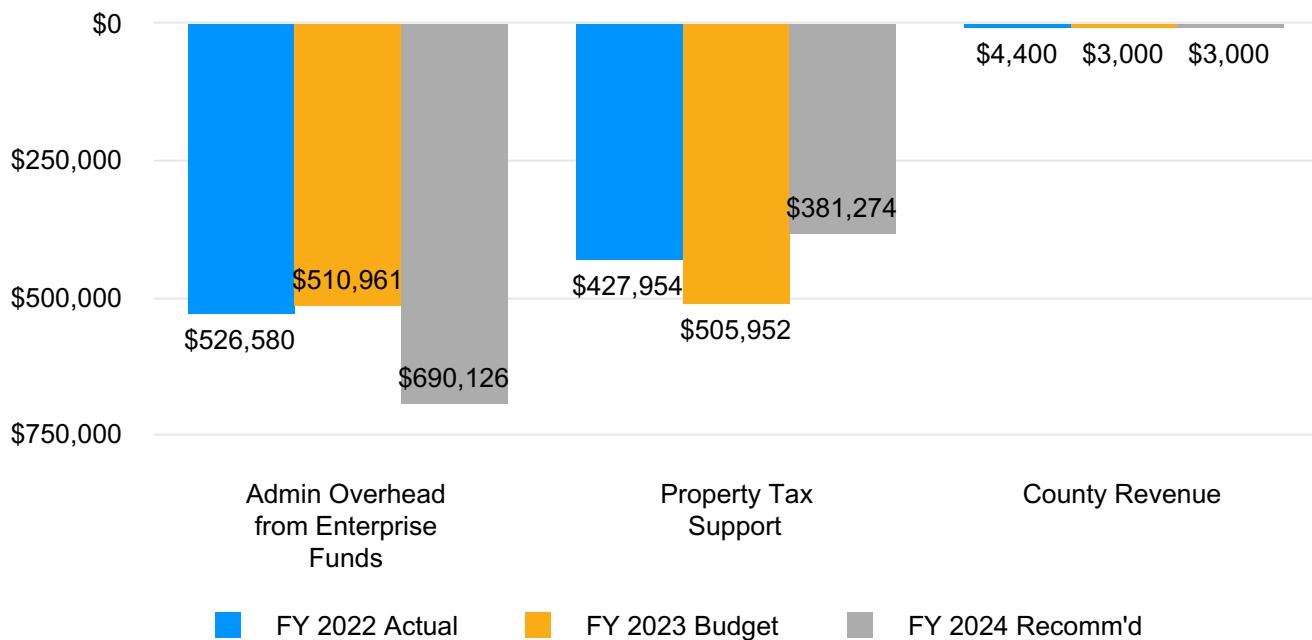
### Partnerships

Staff of the City Attorney's Office volunteer with numerous local and state partnerships to implement the City Council's community vision. Staff also develops and implements processes that help provide solutions for community challenges and opportunities.

# CITY ATTORNEY'S OFFICE

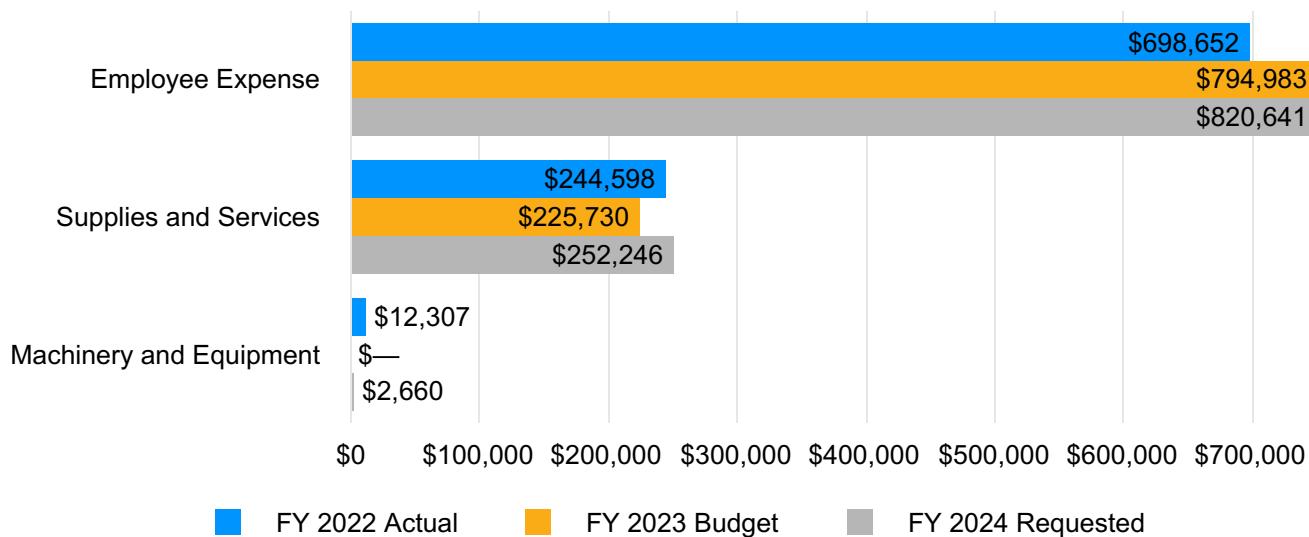
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	5.62	5.62	5.62

## Resources and Property Tax Support



The City Attorney's Office is supported by 5.62 full-time equivalent employees. Overall, the department's expenses are expected to increase by 5.4% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# CITY ATTORNEY'S OFFICE

## Mission & Services

The [City Attorney's Office](#) represents the City in all cases and processes all claims and suits for and against the City and provides written opinions to the City Council, boards and commissions, the City Manager, and City departments. The City Attorney's Office assists in the preparation and review of legal documents, legislation, and other matters in which there is a City interest. The City Attorney's Office provides legal counsel to the City Council, City Manager, and all officials and departments of the City in matters relating to their official duties. The CAO also prosecutes ordinance and traffic violations, represents City boards and commissions, provides advice on legal opinions to officials, department managers, and City employees, and drafts legal documents, memoranda, and opinions.

Position Summary	
	FY 2024
Paralegal	1.00
Legal Admin Assistant	1.00
Assistant City Attorney	1.00
City Attorney	1.00
Senior Counsel	0.62
Civil Rights Specialist	1.00
<b>Total FT Equivalent Employees</b>	<b>5.62</b>

## Performance Measures

### City Council Goal: Financially Responsible, High-Performing Government

**Dept. Objective: Provide timely, cost-efficient, quality services to residents and assist 1 businesses and organizations with promoting workplace diversity.**

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
Human Rights Cases - # of businesses/organizations affected	N/A	13	8	11	
Municipal Infractions - % of Defendants who admit violations*	80%	67%	63%	70%	
Claims	N/A	43	38	40	N/A
<b>2 Dept. Objective: Provide timely, cost-efficient, and quality counsel, legal assistance and representation, and protection of human rights within City departments and divisions.</b>					
Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
Continuing Legal Education - # annual hours attended	100	77.5	75.5	100	
Petition Properties - # of properties acquired**	4	5	5	10	
Development Agreements***	7	3	5	4	

\*\*\*Development Agreements - FY21: MBMSD, LLC \$136,040.50 purchase price, \$750,000.00 capital investment; Affordable Housing Network, Inc. \$350,000.00 capital investment; Setzer Properties DBQ, LLC. \$22,500,000.00 capital investment, \$5,144,588.00 purchase price. FY22: Geisler Brothers Realty, \$840,000 capital investment; Green Industrial Supply, \$7,800,000 capital investment; Novelty Iron Works, \$25,000,000 capital investment; Dubuque Screw Products, Inc., \$2,500,000 capital investment; Klauer Manufacturing, \$10,000,000 capital investment.

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

### **76 - LEGAL SERVICES**

<b>Fund/Account/Account Title</b>	<b>FY21 Actual Revenue</b>	<b>FY22 Actual Revenue</b>	<b>FY23 Adopted Budget</b>	<b>FY24 Recomm'd Budget</b>
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
47100 - Reimbursements	0	(23)	0	0
47150 - Refunds	(4,361)	0	0	0
47700 - District Court Fines	0	(1,000)	0	(347)
<b>4A - Charges for Services Total</b>	<b>(4,361)</b>	<b>(1,023)</b>	<b>0</b>	<b>(347)</b>
<b>4B - Grants/Contrib</b>				
44650 - County Contributions	(3,800)	0	(3,800)	(3,800)
<b>4B - Grants/Contrib Total</b>	<b>(3,800)</b>	<b>0</b>	<b>(3,800)</b>	<b>(3,800)</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(27,376)	(27,898)	(27,071)	(119,394)
49610 - Transfer In Sanitary Op	(171,100)	(174,365)	(169,192)	(177,739)
49620 - Transfer in Storm Op	(51,330)	(52,309)	(50,758)	(100,746)
49650 - Transfer in Parking Op	(22,243)	(22,667)	(21,995)	(25,639)
49670 - Transfer in Refuse Op	(159,123)	(162,159)	(157,349)	(177,739)
49950 - Transfer in DMASWA Gen	(85,550)	(87,182)	(84,596)	(88,869)
<b>4N - Transfers Total</b>	<b>(516,722)</b>	<b>(526,580)</b>	<b>(510,961)</b>	<b>(690,126)</b>
<b>LEGAL SERVICES - Total</b>	<b>(524,883)</b>	<b>(527,603)</b>	<b>(514,761)</b>	<b>(694,273)</b>

## Recommended Operating Expenditure Budget - Department Total

### 76 - LEGAL SERVICES

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	482,551	398,531	494,342	507,479
60200 - Salaries - Regular Part Time	122,906	128,721	118,905	122,003
60300 - Hourly Wages - Temp/Seasonal	0	0	0	0
60400 - Overtime	2,036	0	1,000	1,000
60620 - Special Pay - Holiday	0	0	0	0
60630 - Special Pay Sick Lv Payout Ret	17,294	9,472	5,493	5,493
60635 - Special Pay Sick Lv Payout 50%	834	0	834	0
60640 - Special Pay - Vacation Payout	8,409	7,025	0	0
60710 - Special Pay - Parental Leave	801	0	0	0
60720 - Spec Pay - Meals No Overnight	0	0	0	0
60730 - Spec Pay - Safety Equipment	252	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>635,082</b>	<b>543,749</b>	<b>620,574</b>	<b>635,975</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	44,082	38,731	47,508	56,096
61300 - IPERS - City Contribution	57,423	49,772	58,593	60,145
61510 - Health Insurance	49,184	58,644	60,404	60,404
61540 - Life Insurance	294	206	230	230
61600 - Workers' Compensation	1,629	1,165	1,229	1,153
61820 - Vehicle Allowance	6,190	6,384	6,445	6,638
61992 - Physicals	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>158,802</b>	<b>154,903</b>	<b>174,409</b>	<b>184,666</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	2,745	1,665	2,800	4,600
62200 - Subscriptions	10,083	14,120	13,417	14,120
62325 - Mileage	0	0	283	283
62400 - Meetings & Conferences	1,533	9,415	19,630	22,850
62500 - Education Reimbursement	364	7,205	8,000	8,000
<b>6C - Staff Development Total</b>	<b>14,725</b>	<b>32,405</b>	<b>44,130</b>	<b>49,853</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63400 - Equipment Maint/Repair	245	197	250	201
63710 - Electricity	1,743	2,082	1,441	2,082
63711 - Natural Gas	685	1,068	536	1,068
63730 - Telecommunications	5,266	4,221	5,285	4,221
<b>6D - Repari/Maint/Util Total</b>	<b>7,938</b>	<b>7,568</b>	<b>7,512</b>	<b>7,572</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	0	0	0	0
64030 - Outsourced Labor	0	0	0	0
64050 - Recording Fees	115	145	115	145
64060 - Damage Claims	55,908	141,394	105,973	123,130
64081 - Insurance - Liability	2,303	2,691	3,228	3,229

## Recommended Operating Expenditure Budget - Department Total

### 76 - LEGAL SERVICES

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64110 - Legal	3,160	3,252	0	0
64140 - Printing	0	125	33	128
64145 - Copying	2,072	2,658	2,072	2,072
64160 - Rental - Land/Bldgs/Parking	26,427	27,064	27,725	29,467
64182 - Property Tax	7,281	7,212	7,427	7,212
<b>64190 - Technology Services</b>	<b>1,040</b>	<b>1,413</b>	<b>1,040</b>	<b>1,040</b>
<b>64191 - IT Recharges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,063</b>
64880 - Custodial Services	4,485	4,620	4,713	4,927
64945 - Administrative Judge	2,412	5,652	14,724	14,724
64980 - Technology Equip Maint Cont	5,755	5,755	5,263	0
<b>6E - Contractual Svcs Total</b>	<b>110,959</b>	<b>201,981</b>	<b>172,313</b>	<b>192,137</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65045 - Technology Equipment	55	11,817	0	2,660
65060 - Office Supplies	990	1,168	990	1,168
65070 - Operating Supplies	102	672	102	672
65080 - Postage/Shipping	529	803	540	844
65935 - Employee Recognition	0	0	100	0
65965 - Janitorial	43	0	43	0
<b>6F - Commodities Total</b>	<b>1,719</b>	<b>14,461</b>	<b>1,775</b>	<b>5,344</b>
<b>6G - Capital Outlay</b>				
100 - General				
67210 - Furniture/Fixtures	300	490	0	0
<b>6G - Capital Outlay Total</b>	<b>300</b>	<b>490</b>	<b>0</b>	<b>0</b>
<b>LEGAL SERVICES - Total</b>	<b>929,525</b>	<b>955,556</b>	<b>1,020,713</b>	<b>1,075,547</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 76 - LEGAL SERVICES

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>7601 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	543,749	620,574	635,975
6B - Employee Benefits	154,903	174,409	184,666
6C - Staff Development	32,405	44,130	49,853
6D - Repari/Maint/Util	7,568	7,512	7,572
6E - Contractual Svcs	201,981	172,313	192,137
6F - Commodities	14,461	1,775	5,344
6G - Capital Outlay	490	—	—
<b>7601 - Administration Total</b>	<b>955,556</b>	<b>1,020,713</b>	<b>1,075,547</b>
<b>7699 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	—	—	—
<b>7699 - Pcard Clearing Total</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>LEGAL SERVICES TOTAL</b>	<b>955,556</b>	<b>1,020,713</b>	<b>1,075,547</b>

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

**76 LEGAL DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	430	GE-32	PARALEGAL	1.00	\$ 62,764	1.00	\$ 68,450	1.00	\$ 77,678
100	600	GE-42	ASSISTANT CITY ATTORNEY	1.00	\$146,715	1.00	\$ 97,698	1.00	\$114,920
100	625	CONT	CITY ATTORNEY	1.00	\$179,275	1.00	\$185,110	1.00	\$183,387
100	625	GE-32	CIVIL RIGHTS SPECIALIST	1.00	\$ 67,903	1.00	\$ 73,982	1.00	\$ 78,165
100	225	GE-27	LEGAL ADMIN ASSIST	1.00	\$ 44,641	1.00	\$ 69,102	1.00	\$ 53,329
<b>TOTAL FULL TIME EMPLOYEES</b>				5.00	\$501,298	5.00	\$494,342	5.00	\$507,479
<b>61020 Part Time Employee Expense</b>									
100	4477	Contract	SENIOR COUNSEL	0.62	\$115,160	0.62	\$118,905	0.62	\$122,003
<b>TOTAL PART TIME EMPLOYEES</b>				0.62	\$115,160	0.62	\$118,905	0.62	\$122,003
<b>TOTAL LEGAL DEPARTMENT</b>				<b>5.62</b>	<b>\$616,458</b>	<b>5.62</b>	<b>\$613,247</b>	<b>5.62</b>	<b>\$629,482</b>

**CITY OF DUBUQUE, IOWA**  
**ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024	
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>Legal Services-FT</b>										
10076100	61010	100	625	CONT CITY ATTORNEY	1.00	\$ 179,275	1.00	\$ 185,110	1.00	\$ 183,387
				ASSISTANT CITY ATTORNEY						
10076100	61010	100	600	GE-42 ATTORNEY	1.00	\$ 146,715	1.00	\$ 97,698	1.00	\$ 114,920
10076100	61010	100	3600	GE-32 PARALEGAL	1.00	\$ 62,764	1.00	\$ 68,450	1.00	\$ 77,678
10076100	61010	100	4440	GE-27 LEGAL ADMIN ASSIST	1.00	\$ 44,641	1.00	\$ 69,102	1.00	\$ 53,329
				CIVIL RIGHTS SPECIALIST						
10076100	61010	100		GE-32	1.00	\$ 67,903	1.00	\$ 73,982	1.00	\$ 78,165
				<b>Total</b>	<b>5.00</b>	<b>\$ 501,298</b>	<b>5.00</b>	<b>\$ 494,342</b>	<b>5.00</b>	<b>\$ 507,479</b>
<b>Legal Services - PT</b>										
10076100	61020	100	4477	CONT SENIOR COUNSEL	0.62	\$ 115,160	0.62	\$ 118,905	0.62	\$ 122,003
				<b>Total</b>	<b>0.62</b>	<b>\$ 115,160</b>	<b>0.62</b>	<b>\$ 118,905</b>	<b>0.62</b>	<b>\$ 122,003</b>
<b>TOTAL LEGAL DEPARTMENT</b>										
					<b>5.62</b>	<b>\$ 616,458</b>	<b>5.62</b>	<b>\$ 613,247</b>	<b>5.62</b>	<b>\$ 629,482</b>

# **City Clerk**

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## CITY CLERK

<b>Budget Highlights</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Requested</b>	<b>% Change From FY 2023 Budget</b>
<u>Expenses</u>				
Employee Expense	293,711	354,948	387,909	9.3 %
Supplies and Services	63,562	105,825	121,782	15.1 %
Election Expense	51,577	35,000	35,000	0.0 %
Code of Ordinances Updates	7,360	9,356	9,356	0.0 %
Machinery and Equipment	—	5,295	3,225	-39.1 %
Total	416,210	510,424	557,272	9.2 %
<u>Resources</u>				
Administrative Overhead Recharges	135,898	186,037	327,846	76.2 %
Operating Revenue	201,271	134,370	46,137	-65.7 %
Total	337,169	320,407	373,983	16.7 %
Property Tax Support	79,041	190,017	183,289	(6,728)
Percent Increase (Decrease)--w/o election exp & Code of Ordinance Update				(4.3)%
Percent Increase (Decrease)--w/ election exp & Code of Ordinance Update				-3.5 %
<b>Personnel- Authorized FTE</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	

### Improvement Package Summary

#### **1 of 4**

This improvement package request is to provide additional funding for a new agenda management solution for City Council agendas if the City's current agenda management solution is eliminated in Fiscal Year 2024. The City of Dubuque has utilized NovusAgenda for City Council agenda management since 2011. NovusAgenda was acquired by Granicus in 2017, and Granicus has recently been forthcoming in stating that NovusAgenda is not a long-term strategic offering in their portfolio. While a sunset date for NovusAgenda has not been confirmed, the elimination of NovusAgenda appears imminent. While this request is for a replacement agenda management solution in case NovusAgenda is eliminated in Fiscal Year 2024, a replacement will not be considered during Fiscal Year 2024 if NovusAgenda is not eliminated within the fiscal year. The City Clerk's Office plans to partner with Media Services on a solution that is compatible for both agenda management and live meeting management, as Media Services may consider a different meeting management solution in Fiscal Year 2025. It is important for a new agenda management solution and meeting management solution to be compatible with each other. If NovusAgenda is not eliminated in Fiscal Year 2024, then this improvement package will be resubmitted in Fiscal Year 2025 to partner with Media Services on solutions. Multiple requests for information have been initiated with various vendors to estimate potential costs for a new solution. Additionally, the funding request estimate anticipates potential price increases in Fiscal Year 2024.

Related Cost:	\$ 9,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 11,000	Tax Funds	Recurring	
Related Revenue:	\$ 7,123	Administrative Overhead	Recurring	
Related Revenue:	\$ 5,828	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 7,049</u>			
Property Tax Impact:	\$ 0.0028	0.03%		
Activity: Administration				

## 2 of 4

This improvement package request is to fund equipment for the Assistant City Clerk to work from home on a part-time basis. Offering remote work opportunities for employees is a key workforce retention tool and aligns with the City Council top priority of city workforce retention and attraction. This request also supports the City Council goal of "Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery".

Related Cost:	\$ 3,225	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 2,088	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 1,137</u>			
Property Tax Impact:	\$ 0.0004	—%		
Activity: Administration				

## 3 of 4

This improvement package request is to cover the admission fees of the Growing Sustainable Communities Conference for all City of Dubuque boards and commissions volunteers. The Growing Sustainable Communities Conference is hosted by the City's Sustainability Office and offers innovation, education, inspiration, and collaboration on growing sustainable communities through a variety of sessions, keynote luncheons, mobile workshops, and more. By attending the conference, volunteers will learn how to incorporate sustainable perspectives and holistic thinking into their board or commission service, contributing to Dubuque's vision and mission of being a sustainable city. Engaging in various topics around sustainability may prompt volunteers on recommendations to City Council related to the Climate Action Plan Implementation top priority.

It is also a strategic opportunity for volunteers to network with the various government, business and academic leaders who attend the conference, along with fellow volunteers. Establishing connections and providing the opportunity for professional development in support of the city's vision and mission will enhance volunteers' engagement in the community. This request supports the City Council goal of "Sustainable Environment: Preserving and Enhancing Natural Resources".

Related Cost:	\$ 7,500	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 4,856	Administrative Overhead		
Net Property Tax Cost:	<u>\$ 2,644</u>			
Property Tax Impact:	\$ 0.001	0.01%		
Activity: Administration				

#### 4 of 4

This improvement package request is to provide funding for the purchase of up to two uniform shirts with the City of Dubuque logo for all members of the City Clerk's Office. The City Clerk's Office provides in-person service to residents and participates in various community outreach events. Having uniform shirts results in staff being easily identifiable as City of Dubuque employees and instills a sense of pride among employees. This request supports the City Council goal of "Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 280	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 181	Administrative Overhead		
Net Property Tax Cost:	\$ <u>99</u>			
Property Tax Impact:	\$ —	—%		
Activity: Administration				

#### Significant Line Items

#### **Employee Expense**

1. FY 2024 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from the FY 2023 City contribution of 9.44%. The employee contribution of 6.29% is unchanged from FY 2023.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2023 to \$1,119 in FY 2024 per month, per contract, which results in annual cost is unchanged of \$— or —%.
4. Overtime is decreased from \$3,000 in FY 2023 to \$1,500 in FY 2024. FY 2022 Actual was \$2,426. This decrease is based on hiring another 1 FTE in FY 2023 and the implementation of flex scheduling.

#### **Supplies & Services**

5. Code Supplements is unchanged from \$9,356 in FY 2023 to \$9,356 in FY 2024 based on FY 2023 budget. FY 2022 Actual was \$7,360. This line item includes hosting of American Legal Publication on the City's website (\$500) and publishing the City ordinances quarterly (\$8,856).
6. Civil Service is unchanged from \$18,400 in FY 2023 to \$18,400 in FY 2024 based on FY 2022 actual of \$9,670. This line item includes Fire entry, Fire promotional, and Police entry civil service exams. The Fire entry exam occurs annually, and promotional exams are required when staff turnover occurs from retirements and internal promotions. In the past two fiscal years, Police has received a low number of applicants for multiple entry exams which requires additional testing for adequate staffing of the department.

7. Advertising increased from \$13,089 in FY 2023 to \$13,692 in FY 2024 based on FY 2022 Actual of \$13,691. This line item is for legal notices and publications that are required to be published in the local newspaper per Iowa Code. The City Clerk's Office covers the cost of publishing minutes and ordinances.
8. Meetings & Conferences unchanged from \$15,640 in FY 2023 to \$15,640 in FY 2024. Conferences budgeted include: International Institute of Municipal Clerks (\$4,118), Iowa Municipal Professionals Institute (\$2,754), Transforming Local Governments (\$2,813), Iowa Municipal Finance Officers Association spring & fall conferences (\$1,576) and board meetings (\$1,722), Iowa Alcoholic Beverages Division yearly training (\$450), and various office trainings (\$2,207).
9. Election unchanged from \$35,000 in FY 2023 to \$35,000 in FY 2024. Election expense is typically an every-other-year expense. FY 2022 actual was \$51,577. Three city council member terms are up for election in 2023.
10. Refunds decreased from \$12,850 in FY 2023 to \$8,790 in FY 2024 based on FY 2022 actual of \$8,790. This line item represents special event deposit refunds and the liquor license refunds. This expense is offset by the events revenue line item.
11. Sister City Program is unchanged from \$9,300 in FY 2023 to \$9,300 in FY 2024 based on FY 2022 Actual. \$7,500 is allocated to Travel Dubuque for overseeing the Sister City Program per the City's contracted services agreement. The remaining funding is for Sister City membership dues to Sister Cities International (SCI) and hosting events in support of Sister Cities.
12. Technology Services increased from \$2,465 in FY 2023 to \$28,272 in FY 2024 for the varied technology services received in the department. Those services include: Midwest Business monthly fee, City Clerk's hotspot phone, internet data for City Clerk iPhone and Permit Clerk iPad, MiTel mobile license for Permit Clerk and Assistant City Clerk, and NovusAgenda fees. NovusAgenda fees were previously covered by the Information Services Department but are transitioning to the City Clerk's Office effective FY 2023.

## **Machinery & Equipment**

13. Equipment replacements includes (\$3,225):

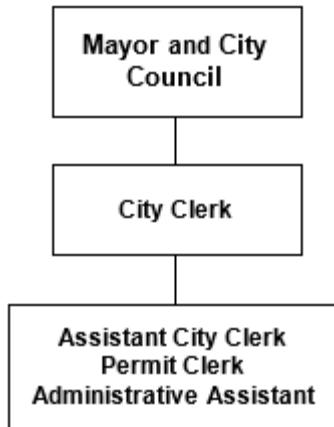
<b>City Clerk Machinery and Equipment</b>	
<b>Recommended Improvement Packages</b>	<b>\$ 3,225</b>
<b>Total Equipment</b>	<b><u>\$ 3,225</u></b>

## **Revenue**

14. Beer/Liquor Combination Licenses decreased from \$101,500 in FY 2023 to \$16,845 in FY 2024. FY 2022 actual was \$164,794. FY 2021 actual was \$21,536. The high revenues in FY 2022 were due to the Iowa Alcohol Beverage Division (ABD), a state agency, collecting fees from previous years that had been on hold because of the Governor's COVID-19 Disaster Proclamation. FY 2024 liquor license fees will decrease due to State Code changes in the renewal process for certain types of liquor license applications. These specific types of renewals will be automatically renewed, thus the State of Iowa will collect and keep all revenue generated by these licenses.
15. Revenue received from Enterprise Funds for administrative overhead charges increased from \$186,037 in FY 2023 to \$327,846 in FY 2024.

# CITY CLERK'S OFFICE

The City Clerk's Office is committed to accurately recording and preserving the actions of the City Council. The City Clerk's Office prepares, maintains, and distributes records of all City Council actions and provides the necessary documents for fulfillment of City Council and City staff's respective legislative and administrative responsibilities. The City Clerk's Office administers programs covered by the State Civil Service law and issues licenses and permits for various businesses and activities as set out by city and state law.



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

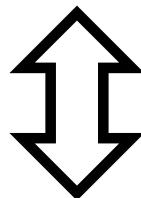
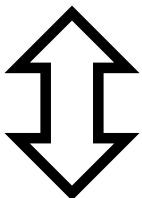
### People

The City Clerk's Office serves as a main resource for general city information. The City Clerk's Office strives to provide courteous and professional service while offering access to official records and referring inquiries to the appropriate departments.



### Planning

The City Clerk's Office supports all departments through assembling and classifying all department items of business that come before the City Council.



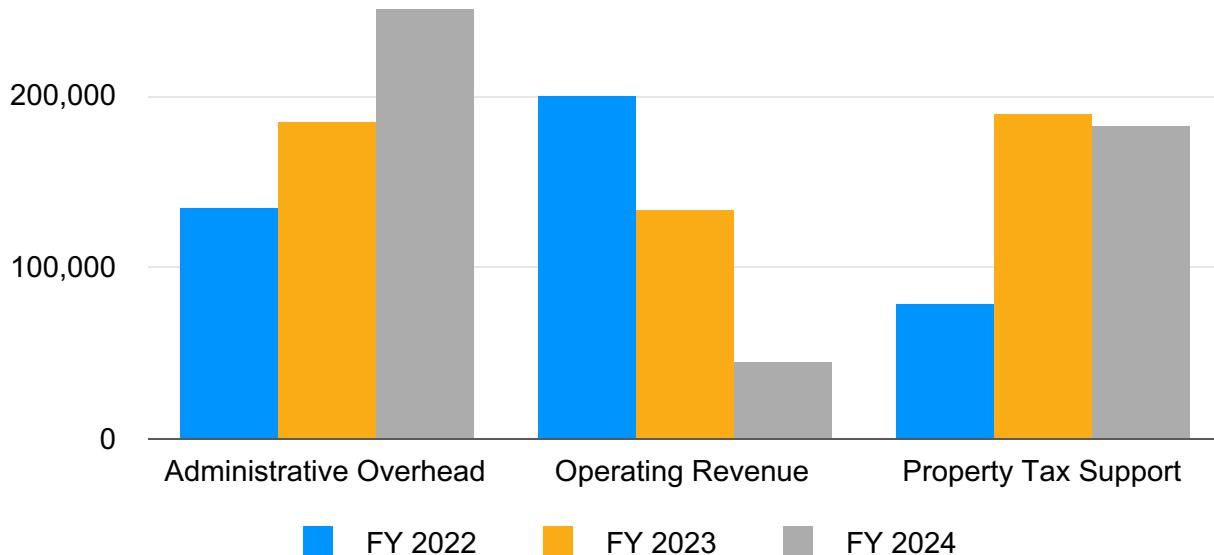
### Partnerships

The City Clerk's Office partners with residents, staff, local and state agencies, and businesses to effectively conduct business. These partnerships include: State Alcohol Beverages Division, Iowa League of Cities, Dubuque Main Street, Greater Dubuque Development Corporation, media outlets, non-profit special event organizers, community service agencies, and Dubuque County offices.

# CITY CLERK'S OFFICE

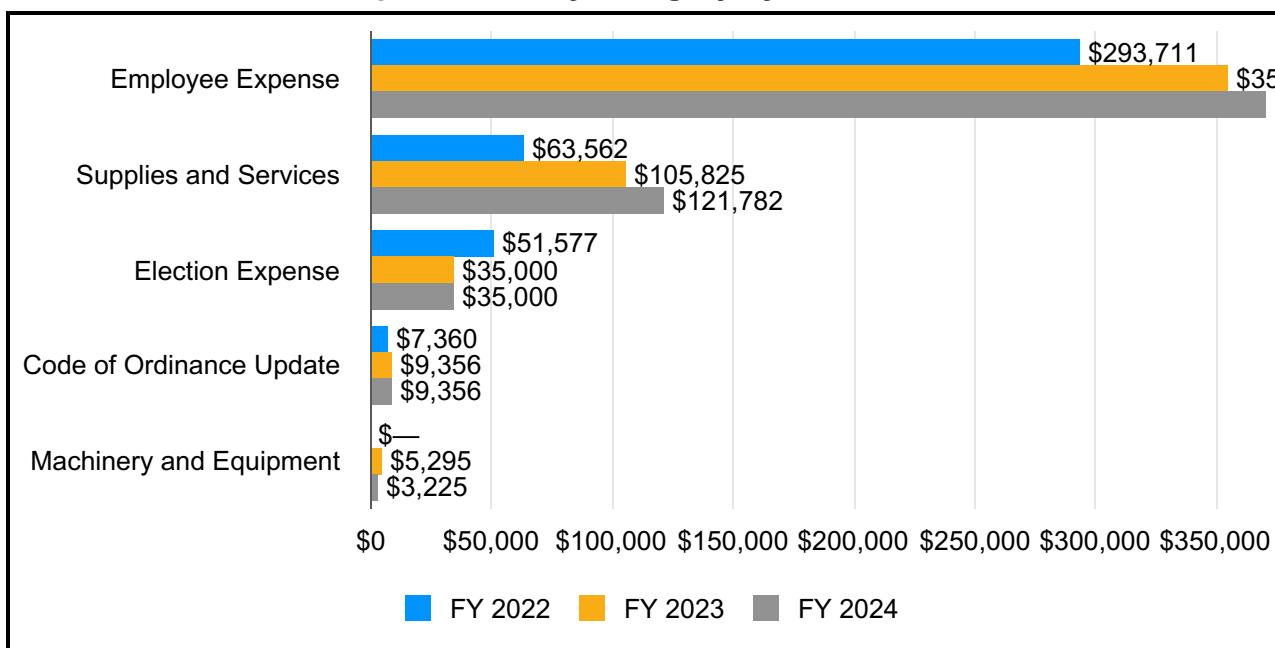
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	3.00	4.00	4.00

## Resources and Property Tax Support



The City Clerks Department is supported by 4.00 full-time equivalent employees, which accounts for 69.61% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 9.18% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# CITY CLERK'S OFFICE

## Mission & Services

The [City Clerk's Office](#) performs administrative and clerical work in support of the activities of the City Council, [Civil Service Commission](#), and residents requiring certain business licenses and permits. Responsibilities include, [record management](#), [boards and commissions](#) applications, administration of the Civil Service Commission, administering various [licenses and permits](#), and serving as the city staff representative for the [Sister City Committee](#).

Position Summary	
	FY 2024
City Clerk	1.00
Assistant City Clerk	1.00
Permit Clerk	1.00
Administrative Assistant	1.00
<b>Total FT Equivalent Employees</b>	<b>4.00</b>

## Performance Measures

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

1 **Department Objective:** Provide city services responsive to the community.

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY23 Estimated	Performance Indicator
Number of City Council Agenda Subscribers (via NotifyMe email and/or text)	Increase by 2%	506	520	526	
Number of City Board & Commission Opening Subscribers (via NotifyMe email and/or text)	Increase by 6%	154	153	175	

2 **Department Objective:** Promote resident engagement in municipal government by recruiting and retaining a diverse pool of boards and commissions applicants.

Percentage of Board and Commission Openings	>11%	18%	16%	11.6%	
Percentage of Female Boards and Commissions Volunteers	50%	35%	40%	46%	
Percentage of Boards and Commission Volunteers Representing Communities of Color	10%	4%	4%	5.38%	

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

### **73 - CITY CLERK'S OFFICE**

<b>Fund/Account/Account Title</b>	<b>FY21 Actual Revenue</b>	<b>FY22 Actual Revenue</b>	<b>FY23 Adopted Budget</b>	<b>FY24 Recomm'd Budget</b>
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
41000 - Alcohol Control Licenses	(21,536)	(164,794)	(101,500)	(16,845)
41050 - Cigarette Permits	(7,875)	(7,310)	(7,500)	(7,300)
41700 - Business License	(5,780)	(12,410)	(7,100)	(7,100)
41850 - Bike License	(355)	(775)	(400)	(650)
45000 - Charges/Fees for Service	0	0	0	0
45440 - Events	(4,050)	(6,650)	(7,500)	(6,650)
47100 - Reimbursements	1	(642)	(370)	(642)
47150 - Refunds	0	0	0	0
47300 - Deposits	(8,750)	(8,690)	(10,000)	(6,950)
<b>4A - Charges for Services Total</b>	<b>(48,345)</b>	<b>(201,271)</b>	<b>(134,370)</b>	<b>(46,137)</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(6,762)	(7,200)	(9,856)	(56,660)
49610 - Transfer In Sanitary Op	(42,262)	(44,999)	(61,602)	(84,476)
49620 - Transfer in Storm Op	(12,678)	(13,500)	(18,480)	(47,810)
49650 - Transfer in Parking Op	(5,494)	(5,850)	(8,008)	(12,186)
49670 - Transfer in Refuse Op	(39,303)	(41,849)	(57,290)	(84,476)
49950 - Transfer in DMASWA Gen	(21,131)	(22,500)	(30,801)	(42,238)
<b>4N - Transfers Total</b>	<b>(127,630)</b>	<b>(135,898)</b>	<b>(186,037)</b>	<b>(327,846)</b>
<b>CITY CLERK'S OFFICE - Total</b>	<b>(175,975)</b>	<b>(337,169)</b>	<b>(320,407)</b>	<b>(373,983)</b>

## Recommended Operating Expenditure Budget - Department Total

### 73 - CITY CLERK'S OFFICE

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	206,551	206,099	249,996	274,212
60200 - Salaries - Regular Part Time	1,001	0	0	0
60300 - Hourly Wages - Temp/Seasonal	76	0	0	0
60400 - Overtime	1,340	2,426	3,000	1,500
60630 - Special Pay Sick Lv Payout Ret	3,350	5,444	0	5,432
60640 - Special Pay - Vacation Payout	11,457	0	0	0
60730 - Spec Pay - Safety Equipment	612	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>224,388</b>	<b>213,969</b>	<b>252,996</b>	<b>281,144</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	17,573	16,173	19,669	21,438
61300 - IPERS - City Contribution	19,727	19,685	24,272	26,456
61510 - Health Insurance	49,184	39,096	53,301	53,692
61540 - Life Insurance	184	149	193	184
61600 - Workers' Compensation	660	384	407	473
61820 - Vehicle Allowance	4,285	4,256	4,110	4,522
61992 - Physicals	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>91,612</b>	<b>79,742</b>	<b>101,952</b>	<b>106,765</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	705	731	705	805
62200 - Subscriptions	315	410	447	327
62325 - Mileage	0	163	160	163
62400 - Meetings & Conferences	1,494	1,790	15,640	15,640
62500 - Education Reimbursement	1,560	4,313	5,015	725
<b>6C - Staff Development Total</b>	<b>4,074</b>	<b>7,407</b>	<b>21,967</b>	<b>17,660</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63400 - Equipment Maint/Repair	245	245	250	1,361
63730 - Telecommunications	2,589	1,516	1,033	1,176
<b>6D - Repari/Maint/Util Total</b>	<b>2,835</b>	<b>1,761</b>	<b>1,283</b>	<b>2,537</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	13,089	13,691	13,089	13,692
64050 - Recording Fees	12	245	50	245
64062 - Refunds	5,423	8,790	12,850	8,790
64081 - Insurance - Liability	1,445	1,614	2,023	2,300
64115 - Special Events	0	1,511	3,100	3,100
64140 - Printing	33	4,436	3,099	4,879
64145 - Copying	422	442	794	794
64160 - Rental - Land/Bldgs/Parking	441	462	504	504
64190 - Technology Services	345	109	2,465	28,272
64191 - IT Recharges	0	0	0	1,370
64860 - Speakers	0	0	5,283	5,283

## Recommended Operating Expenditure Budget - Department Total

### 73 - CITY CLERK'S OFFICE

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64900 - Other Professional Service	0	0	0	0
64950 - Election	19,058	51,577	35,000	35,000
64955 - Civil Service	22,038	9,670	18,400	18,400
64960 - Sister City Program	0	9,116	9,300	9,300
64980 - Technology Equip Maint Cont	2,101	2,101	1,190	2,112
<b>64990 - Other Contractual Service</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>0</b>
<b>6E - Contractual Svcs Total</b>	<b>64,406</b>	<b>103,766</b>	<b>115,147</b>	<b>134,041</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	20	0	5,145	3,225
65060 - Office Supplies	1,139	1,085	1,400	1,086
65070 - Operating Supplies	63	181	359	192
65080 - Postage/Shipping	656	939	669	986
65920 - Code Supplements	7,606	7,360	9,356	9,356
65925 - Uniform Purchase	0	0	0	280
<b>6F - Commodities Total</b>	<b>9,484</b>	<b>9,565</b>	<b>16,929</b>	<b>15,125</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	0	0	0	0
67270 - Other Capital Equipment	0	0	150	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>0</b>
<b>CITY CLERK'S OFFICE - Total</b>	<b>396,799</b>	<b>416,210</b>	<b>510,424</b>	<b>557,272</b>

**Recommended Expenditure Budget Report by Activity & Funding Source**  
**73 - CITY CLERK'S OFFICE**

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>7301 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	213,969	252,996	281,144
6B - Employee Benefits	79,742	101,952	106,765
6C - Staff Development	7,407	21,967	17,660
6D - Repari/Maint/Util	1,761	1,283	2,537
6E - Contractual Svcs	52,189	80,147	99,041
6F - Commodities	9,565	16,929	15,125
6G - Capital Outlay	—	150	—
<b>7301 - Administration Total</b>	<b>364,633</b>	<b>475,424</b>	<b>522,272</b>
<b>7302 - Elections</b>			
<b>100 - General</b>			
6E - Contractual Svcs	51,577	35,000	35,000
<b>7302 - Elections Total</b>	<b>51,577</b>	<b>35,000</b>	<b>35,000</b>
<b>7399 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	—	—	—
<b>7399 - Pcard Clearing Total</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>CITY CLERK'S OFFICE TOTAL</b>	<b>416,210</b>	<b>510,424</b>	<b>557,272</b>

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

**73 CITY CLERK**

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	9350	Contract	CITY CLERK	1.00	\$ 87,887	1.00	\$ 90,740	1.00	\$ 94,065
100	8925	GE-29	ASSISTANT CITY CLERK	1.00	\$ 62,148	1.00	\$ 64,173	1.00	\$ 67,424
100	8875	GE-26	PERMIT CLERK	1.00	\$ 52,976	1.00	\$ 54,705	1.00	\$ 57,385
100		GE-25	SECRETARY	—	\$ —	1.00	\$ 40,378	1.00	\$ 55,338
<b>TOTAL FULL TIME EMPLOYEES</b>				3.00	\$ 203,011	4.00	\$ 249,996	4.00	\$ 274,212
<b>TOTAL CITY CLERK'S OFFICE</b>				<b>3.00</b>	<b>\$ 203,011</b>	<b>4.00</b>	<b>\$ 249,996</b>	<b>4.00</b>	<b>\$ 274,212</b>

**CITY OF DUBUQUE, IOWA**  
**ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>City Clerks Office - FT General Fund</b>											
10073100	61010	100	9350	CONT	CITY CLERK	1.00	\$ 87,887	1.00	\$ 90,740	1.00	\$ 94,065
10073100	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 52,976	1.00	\$ 54,705	1.00	\$ 57,385
					ASSISTANT CITY						
10073100	61010	100	8925	GE-29	CLERK	1.00	\$ 62,148	1.00	\$ 64,173	1.00	\$ 67,424
10073100	61010	100		GE-25	SECRETARY	—	\$ —	1.00	\$ 40,378	1.00	\$ 55,338
					<b>Total</b>	3.00	\$203,011	4.00	\$249,996	4.00	\$274,212
<b>TOTAL CITY CLERK'S OFFICE</b>						3.00	\$203,011	4.00	\$249,996	4.00	\$274,212

# **Public Information Office**

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## PUBLIC INFORMATION OFFICE

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<b>Budget Highlights</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Requested</b>	<b>% Change From FY 2023 Budget</b>
<u>Expenses</u>				
Employee Expense	673,604	786,919	845,630	7.5%
Supplies and Services	191,389	256,095	345,836	35.0%
Machinery and Equipment	1,829	7,080	5,700	(19.5%)
Total	866,822	1,050,094	1,197,166	14.0%
<u>Resources</u>				
Administrative Overhead Recharges	134,011	134,863	241,733	79.2%
Misc. Reimbursements	63	20	63	215.0%
Stormwater Fund	8,855	60,255	47,389	(21.4%)
Cable TV Fund	550,250	645,292	716,229	11.0%
Total	693,179	840,430	1,005,414	19.6%
Property Tax Support	173,643	209,664	191,752	-17,912
Percent Increase (Decrease)				(8.54%)
<b>Personnel - Authorized FTE</b>	<b>8.25</b>	<b>8.25</b>	<b>8.75</b>	

### **Improvement Package Summary**

#### **1 of 7**

This improvement package is for the addition of 1 FTE (GE-30), GIS Applications Specialist, to the GIS Office. The demand for GIS data, maps, and applications continues to grow within the organization. An additional GIS Applications Specialist will reduce the workload of the GIS Coordinator/Analyst and will improve the responsiveness of the GIS Office to other departments and partnering organizations.

This package meets the City Council Goals of Financially Responsible, High Performance City Organization and Partnership for a Better Dubuque.

Related Cost:	\$75,825	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 3,320	Tax Funds	Non-Recurring	
Related Revenue:	<u>\$42,780</u>	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$33,045</u>			
Property Tax Impact:	\$ 0.013	0.13%		
Activity: Geographic Information Systems				

#### **2 of 7**

This improvement package is for enrollment in Esri's Advantage Program. This program provides an enhanced level of service to the GIS Coordinator, including an annual geospatial strategy meeting with city departments and access to a technical advisor, whose task is to drive long-term vision and technical enablement. It also includes access to premium support services, additional training, and consulting.

This package supports the City Council Goal of Financially Responsible, High Performance Government.

Related Cost:	\$56,500	Media Services	Recurring	<b>Recommend - Yes</b>
Related Revenue:	<u>\$31,877</u>	Administrative Overhead		
Net Property Tax Cost:	<u>\$24,623</u>			
Property Tax Impact:	\$0.0097	0.10%		
Activity:	Geographic Information Systems			

### 3 of 7

This improvement package request is to upgrade the part-time (0.5 FTE) Communications Assistant position to a full-time Communications Specialist. The position is vacant and was recently transferred from Leisure Services to PIO. It will be dedicated to communications support of Leisure Services activities/programs. This supports the City Council goal of "Diverse Arts, Culture, Parks, and Recreation Experiences and Activities."

Related Cost:	\$ 25,220	Cable TV Funds	Recurring	<b>Recommend - No</b>
Net Property Tax Cost:	<u>\$ 25,220</u>			
Property Tax Impact:	\$ 0.0099	0.10%		
Activity:	Public Information Office			

### 4 of 7

This improvement package is for the addition of 1 FTE (GE-30), GIS Data Analyst, to the GIS Office. The demand for GIS data, maps, and applications continues to grow within the organization. The addition of a GIS Data Analyst will reduce the workload of the GIS Coordinator/Analyst and will improve the responsiveness of the GIS Office to other departments and partnering organizations.

This package meets the City Council Goals of Financially Responsible, High Performance City Organization and Partnership for a Better Dubuque.

Related Cost:	\$75,825	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	<u>\$ 3,320</u>	Tax Funds	Non-Recurring	
Net Property Tax Cost:	<u>\$43,979</u>			
Property Tax Impact:	\$0.0173	0.18%		
Activity:	Geographic Information Systems			

### 5 of 7

This improvement package is for additional funding for GIS Office conference attendance. When this improvement package was originally submitted, it was budgeted to fund the attendance of one national and one regional GIS conference for the GIS Coordinator. The cost of travel and accommodations continues to rise, and the addition of the GIS Applications Specialist's conference attendance has affected the GIS Coordinator's ability to attend a regional conference. Adding funding to this activity will cover the increased costs of conference attendance and allow the GIS Coordinator to attend a regional conference every year.

This package meets the City Council Goal of Financially Responsible, High Performance City Organization.

Related Cost:	\$ 3,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	<u>\$ 1,693</u>	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 1,307</u>			
Property Tax Impact:	\$0.0005	0.01%		
Activity:	Geographic Information Systems			

## 6 of 7

This package would create a \$3,000 annual budget for overtime incurred by hourly PIO staff. There is currently \$0 budgeted for overtime, and hourly staff must use comp time if they are needed to work over 40 hours in any given week. Funding this request would provide for emergency overtime when needed due to unforeseen circumstances. This request supports the City Council goal of "Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery."

Related Cost:	\$ 3,000	Cable TV Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0012	0.01%		
Activity:	Public Information Office			

## 7 of 7

Posts/comments/messages on the City's social media channels are just like any other form of communication and are subject to the Freedom of Information Act (FOIA) and Iowa public records laws. Not all platforms maintain or archive content in a manner accessible for public records requests/considerations, and a number of vendors now offer this service for all social media platforms. The purpose of this improvement package request is to purchase social media archiving services from a vendor specializing in this service. Doing so will protect the City from liability of not being able to comply with FOIA and public records requests for complete and accurate records of social media content managed by the City.

The State of Iowa and some cities are purchasing this type of service for social media archiving and record retention. If funded, PIO staff will solicit estimates from multiple vendors, but for the budgeting purpose of this request, a \$600 per month package that would cover all the City's platforms will be used. Funding this request would support best practices in social media management and transparency and support the City Council goal of high-performance government.

Related Cost:	\$ 7,200	Cable TV Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0028	0.03%		
Activity:	Public Information Office			

## Significant Line Items

### **Employee Expense**

1. FY 2024 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2023. The employee contribution of 6.29% is unchanged from FY 2023.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2023 to \$1,119 in FY 2024 per month, per contract, which results in annual cost unchanged of \$— or —%.
4. Overtime expense increased from \$4,000 in FY 2023 to \$7,000 in FY 2024. FY 2022 Actual was \$1,462.
5. In FY 2023, a part-time (0.50 FTE) Communications Assistant was transferred from Leisure Services to the Public Information Office, which resulted in a net decrease of \$23,683.

## **Supplies & Services**

6. Printing increased from \$66,530 in FY 2023 to \$83,150 in FY 2024. This line item represents the cost of printing six issues of City News Newsletter, printing and distribution of two issues of the City Focus Magazine, printing of brochures, flyers and utility bill inserts. This change is due to an expected decrease in the need to mail Bee Branch Watershed project materials.
7. Technology Services increased from \$89,823 in FY 2023 to \$155,309 in FY 2024. This line item includes subscriptions for CivicPlus and GovQA (both of which have an annual increase of 5-7%), Adobe Creative Cloud, Adobe Stock, and Granicus.
8. Operating Supplies is unchanged from \$18,450 in FY 2023 to \$15,000 in FY 2024 based on actual cost. This line item represents the costs of providing closed captioning of select CityChannel Dubuque programming, which makes many of the City's locally-produced programs accessible to the hearing impaired.
9. Postage and Shipping decreased from \$13,500 in FY 2023 to \$0 in FY 2024. The decrease is due to an expected decrease in the need to mail Bee Branch Watershed project materials.
10. Advertising is decreased from \$16,344 in FY 2023 to \$15,000 in FY 2024. This line item represents advertising and marketing expenses to promote city events, programs and initiatives and social media promotion/advertising throughout the year.
11. Meetings & Conferences is increased from \$14,552 in FY 2023 to \$20,292 in FY 2024. This line item represents cost of conferences and meetings for the Multimedia Specialist, Video Producer, GIS Coordinator/Analyst, GIS Applications Specialist, and other Public Information Office staff as necessary.

## **Machinery & Equipment**

12. Equipment replacement items include (\$5,700):

<b>Public Information Office Machinery and Equipment</b>		
Smartphones	\$	700
Emergency Equipment not PEG-Covered	\$	5,000
<b>Total Equipment</b>	<b>\$</b>	<b><u>5,700</u></b>

## **Revenue**

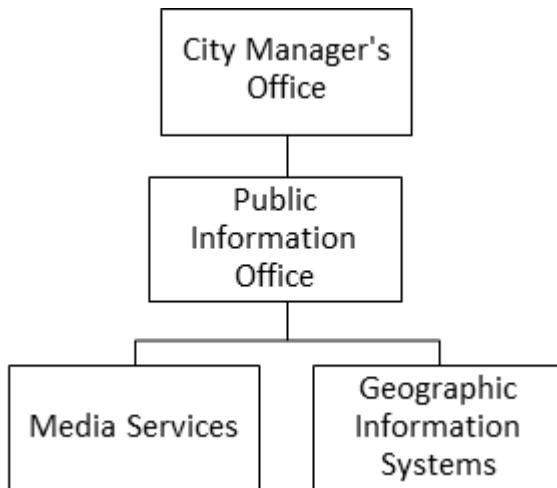
13. Cable Utility Franchise Tax revenue decreased from \$559,802 in FY 2023 to \$537,590 in FY 2024 based on FY 2022 Actual of \$537,590.
14. Revenue received from Enterprise Funds for administrative overhead charges increased from \$134,863 in FY 2023 to \$241,733 in FY 2024 and represents recharges for Geographic Information Services (GIS).

# PUBLIC INFORMATION OFFICE

The City of Dubuque Public Information Office (PIO) facilitates an accurate and consistent flow of public information to the City's various constituencies to increase public awareness about the activities, programs, and services provided by the City of Dubuque.

## Mission & Services

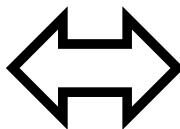
The Public Information Office communicates the goals and activities of city government to the city's many publics, both internal and external. The Public Information Officer oversees the Media Services and Geographic Information System (GIS) activities. Services provided by the Public Information Office include publications and graphic design, online presence management, media relations, special events, and Bee Branch Watershed Flood Mitigation Project communications.



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

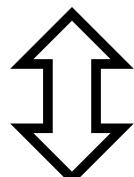
### PEOPLE

Public Information Office staff serve on Leadership Team, the Employee Recognition Committee, Travel Dubuque Advisory Board, Intercultural Communications Marketing Team, and the Local Emergency Preparedness Committee.



### PLANNING

The Public Information Office supports all departments/divisions in planning activities to promote their programs and activities and assists with promoting engagement opportunities and tools to provide public input into those processes.



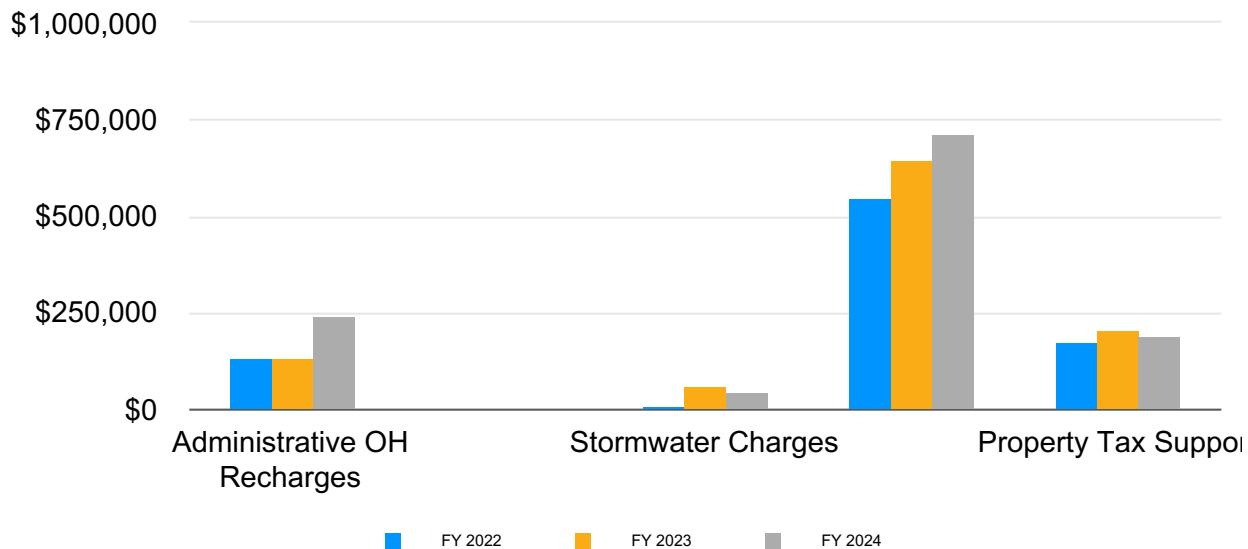
### PARTNERSHIPS

The Public Information Office partners daily with other City departments and divisions and frequently collaborates with strategic partner organizations and agencies.

# PUBLIC INFORMATION OFFICE

	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	8.25	8.25	8.75

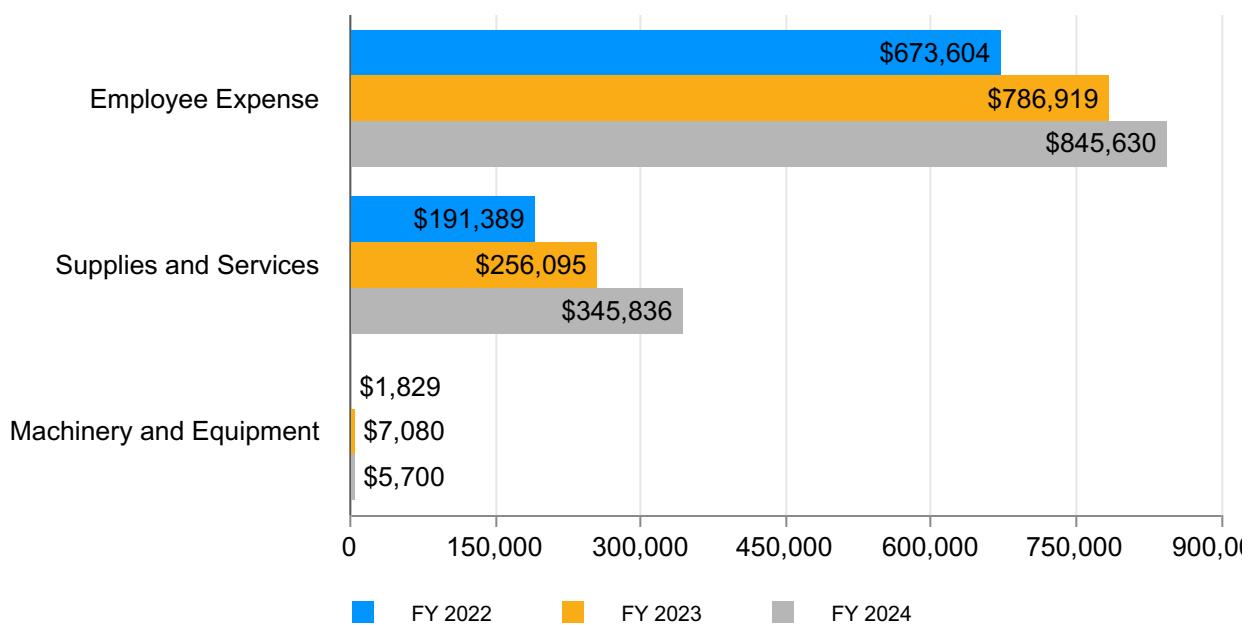
## Resources and Property Tax Support



Includes Public Information Office and Geographic Information Systems.

The Public Information Office is supported by 8.75 full-time equivalent employees, which accounts for 70.64% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 14.01% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# PUBLIC INFORMATION OFFICE

Public Information Position Summary	
	FY 2024
Public Information Officer	1.00
Communications Specialist	2.75
Communications Assistant	0.50
<b>Total FT Equivalent Employees</b>	<b>4.25</b>

## Performance Measures

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

- 1 Dept. Objective: Promote the services, programs, projects, and initiatives of the City through diverse mediums.

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of NotifyMe Subscribers to News Releases	+5% annually	823 (+2%)	871 (+6%)	1,225 (+40%)	1,286 (+5%)	
Social Media Followers	+10% annually	NA	24,397	27,935 (+14.5%)	30,728	
Social Media Reach	+20% annually	NA	4,585,136	1,790,355*	2,148,426	
Social Media Engagement	+20% annually	NA	10,265*	114,126	136,951	

- 2 Dept. Objective: Maintain an updated, comprehensive, and interactive City website for residents and stakeholders to access information and communicate with City staff and elected officials.

Homepage Views	+2% annually	NA	NA	55,626**	56,738 (+2%)	
Total Page Views	+2% annually	NA	NA	728,618*	743,190 (+2%)	

\* Aggregate of Multiple Platforms

\*\*City switched to Google Analytics in Dec. 2021

# PUBLIC INFORMATION OFFICE

## Top Search Terms Used on City of Dubuque Website

FY2020	FY2021	Jan. 1, 2022 - June 30, 2022
#1 CODI	Jobs	Jobs*
#2 Housing	Elections	Swimming Lessons*
#3 Eagle Point Park	Swim Lessons	Make a Payment
#4 Parking	Parking	Housing
#5 Section 8	Make a Payment	Camping
#6 Garbage	Vehicle Registration	Trash
#7 Jobs	Employment	Parking
#8 Flora Pool	Eagle Point Park	Yard Waste Collection
#9 Building Permits	Job Postings	Flora Pool
#10 Bids	Housing	Eagle Point Park

\* = Aggregate of multiple search terms with same meaning

## Top Pages Visited on City of Dubuque Website

(excluding homepage)

FY2020	FY2021	Jan. 1, 2022 - June 30, 2022
#1 Coronavirus	COVID-19 Pandemic	Utility Billing
#2 Pay a Bill or Fine	Utility Billing	Miller Riverview Park
#3 Leisure Services	Free Local COVID Tests	Recreation Division
#4 Utility Billing	COVID Vaccinations	Local COVID Testing Options
#5 Alerts: Street Closures, Detours, & Emergencies	Local COVID Updates	News Flashes
#6 Dubuque Employment Opportunities	Miller Riverview Park	Leisure Services
#7 Police	Make a Payment	Housing & Community Development
#8 The Jule	Eagle Point Park	Departments
#9 Eagle Point Park	Housing & Comm. Dev.	Eagle Point Park
#10 Miller Riverview Park	Police	Flora Pool

# PUBLIC INFORMATION OFFICE MEDIA SERVICES

## Mission & Services

Provide information on City services and initiatives to Dubuque residents and stakeholders through the City's government access television channels, webstream and videos on demand, and social media channels. The Media Services staff are part of the Public Information Office team and operate two local government access channels available to local cable subscribers. The primary channel, CityChannel Dubuque, is also streamed live to the Internet via the City's website and City Council meetings are streamed live on the City's Facebook page.

Besides providing coverage of City Council and Zoning Advisory Commission meetings, CityChannel Dubuque produces a variety of informational and cultural programming about local government and Dubuque and provides 24/7 city announcements, and important notices such as winter parking restrictions. They also provide videos, photos, and graphics for use on the City's social media channels. The Public Information Officer and Multimedia Specialist work with the Cable TV Commission to oversee requests for funding from the Capital Grant for Access Equipment and Facilities to provide local organizations with equipment with which to produce programming for the local community.

Media Services Position Summary	
	FY 2024
Multimedia Specialist	1.00
Video Producer	1.00
Video Production Intern	0.25
<b>Total FT Equivalent Employees</b>	<b>2.25</b>

## Performance Measures

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

1 Dept. Objective: Provide Information regarding City initiatives to citizens and visitors through program/video production and multiple channels of dissemination.

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of meetings broadcast & programs produced	>100	101	107	153	150	

Use Facebook to engage stakeholders in video content that promotes services, programs projects, and initiative.

Facebook Video Minutes Viewed	+5% annually	NA	NA	173,100	175,000	
Facebook 1-minute Video Views	+5% annually	NA	NA	16,800	18,000	
YouTube Video Views	+5% annually	NA	NA	35,500	37,000	

2 Dept. Objective: Make the City of Dubuque more inclusive and equitable by incorporating closed captions into select videos.

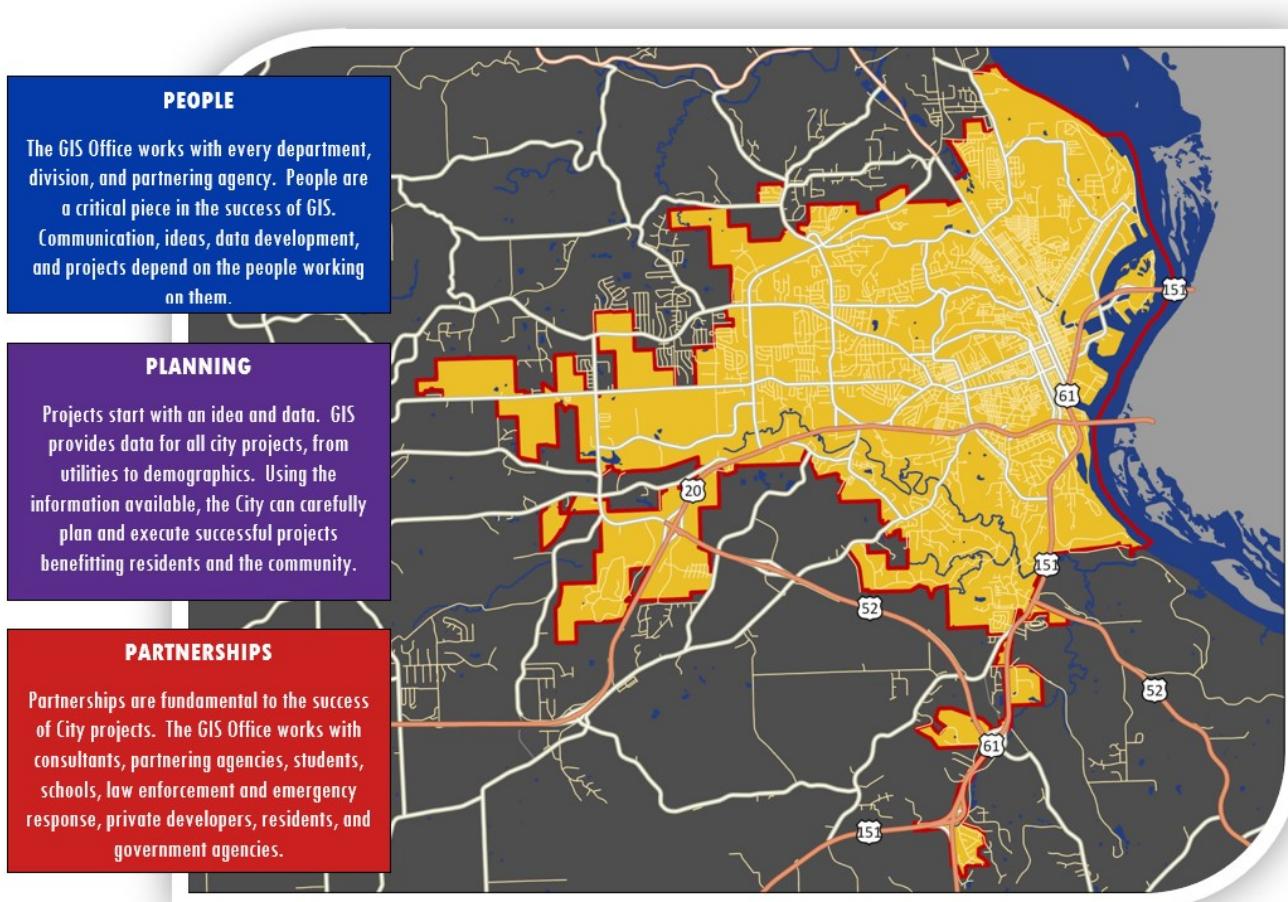
# of video minutes captioned	>6000	NA	NA	6,418	6,500	
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# GEOGRAPHIC INFORMATION SYSTEMS (GIS)

## (Maps & Data)

### Mission & Services

The Geographic Information Systems (GIS) Office is responsible for the supervision, development, use, and maintenance of the City's Geographic Information System, and coordinates these duties with other City departments, partners to City projects, other government groups and private sector businesses. The GIS office provides a substantial service level to the City organization.



Geographic Information Systems Position Summary	
	FY 2024
GIS Applications Specialist	1.00
GIS Coordinator	1.00
GIS Intern - Seasonal	0.25
<b>Total FT Equivalent Employees</b>	<b>2.25</b>

## Performance Measures

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

- 1 Dept. Objective: Leverage GIS as a data management software to accurately and consistently tract City assets and community information.

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
Annual Address Updates	500	691	1,640	1,200	
Project Management Layers	5	N/A	N/A	5	
2 Dept. Objective: Assist City departments in GIS application development to streamline workflows, centralize citywide data collection, and collaborate across organization outcomes.					
Applications in GIS	150	326	417	500	
New or streamlined workflows using GIS	5	N/A	N/A	5	
3 Dept. Objective: Produce interactive and engaging content to improve customer service.					
Website hits to zoning map	2,500	2057	2939	3,400	
New public facing web map applications	20	24	40	64	

## Recommended Operating Revenue Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
45000 - Charges/Fees for Service	(20)	0	(20)	0
47100 - Reimbursements	0	(63)	0	(63)
<b>4A - Charges for Services Total</b>	<b>(20)</b>	<b>(63)</b>	<b>(20)</b>	<b>(63)</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(8,709)	(8,509)	(8,563)	(47,952)
49610 - Transfer In Sanitary Op	(54,429)	(53,179)	(53,517)	(71,502)
49620 - Transfer in Storm Op	-16,329	-15,954	-16,055	-40,463
49650 - Transfer in Parking Op	(7,076)	(6,913)	(6,957)	(10,314)
49670 - Transfer in Refuse Op	(50,619)	(49,456)	(49,771)	(71,502)
<b>4N - Transfers Total</b>	<b>(137,162)</b>	<b>(134,011)</b>	<b>(134,863)</b>	<b>(241,733)</b>
<b>190 - CableTV</b>				
<b>4A - Charges for Services</b>				
43205 - Lease - Fiber	0	0	0	0
45500 - Miscellaneous Chg for Svcs	(50)	(20)	(50)	(20)
47100 - Reimbursements	(1,490)	(78)	(1,490)	(78)
47150 - Refunds	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>(1,540)</b>	<b>(98)</b>	<b>(1,540)</b>	<b>(98)</b>
<b>4I - Util Franchise Fee</b>				
40652 - Cable Utility Franchise Tax	(559,802)	(537,590)	(559,802)	(537,590)
<b>4I - Util Franchise Fee Total</b>	<b>(559,802)</b>	<b>(537,590)</b>	<b>(559,802)</b>	<b>(537,590)</b>
<b>4K - Unrest Invest Earn</b>				
43000 - Interest	(4,257)	(1,733)	(4,257)	(9,574)
<b>4K - Unrest Invest Earn Total</b>	<b>(4,257)</b>	<b>(1,733)</b>	<b>(4,257)</b>	<b>(9,574)</b>
<b>810 - Engineering Service</b>				
<b>4A - Charges for Services</b>				
47820 - Specialized Services	0	0	(60,255)	(61,446)
<b>4A - Charges for Services Total</b>	<b>0</b>	<b>0</b>	<b>(60,255)</b>	<b>(61,446)</b>
<b>PUBLIC INFORMATION OFFICE - Total</b>	<b>(702,780)</b>	<b>(673,495)</b>	<b>(760,737)</b>	<b>(850,504)</b>

## Recommended Operating Expenditure Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	154,436	218,015	232,318	235,971
60200 - Salaries - Regular Part Time	0	0	0	20,541
60300 - Hourly Wages - Temp/Seasonal	0	0	8,023	8,392
60400 - Overtime	0	321	0	0
60620 - Special Pay - Holiday	0	0	0	0
60640 - Special Pay - Vacation Payout	0	0	0	0
60720 - Spec Pay - Meals No Overnight	0	0	0	0
<b>190 - CableTV</b>				
60100 - Salaries-Regular Full Time	202,390	228,794	256,891	274,570
60200 - Salaries - Regular Part Time	51,260	46,987	47,653	49,844
60300 - Hourly Wages - Temp/Seasonal	0	2,001	7,188	9,630
60400 - Overtime	7,625	1,140	4,000	7,000
60635 - Special Pay Sick Lv Payout 50%	2,207	1,978	2,207	2,207
60640 - Special Pay - Vacation Payout	0	0	0	0
<b>810 - Engineering Service</b>				
60100 - Salaries-Regular Full Time	0	0	32,087	33,562
<b>6A - Salaries &amp; Wages Total</b>	<b>417,918</b>	<b>499,236</b>	<b>590,367</b>	<b>641,717</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	10,905	15,609	18,387	20,264
61300 - IPERS - City Contribution	14,578	21,353	22,688	25,007
61510 - Health Insurance	39,396	41,799	46,982	46,981
61540 - Life Insurance	126	160	160	161
61600 - Workers' Compensation	568	429	412	452
61992 - Physicals	0	0	142	0
<b>190 - CableTV</b>				
61100 - FICA - City Contribution	19,029	20,296	24,322	25,860
61300 - IPERS - City Contribution	<b>24,664</b>	<b>26,141</b>	<b>29,127</b>	<b>31,003</b>
61510 - Health Insurance	36,888	39,048	40,269	40,269
61540 - Life Insurance	184	134	138	138
61600 - Workers' Compensation	840	544	597	591
61992 - Physicals	0	0	0	0
<b>810 - Engineering Service</b>				
61100 - FICA - City Contribution	0	0	2,455	2,567
61300 - IPERS - City Contribution	0	0	3,029	3,168
61510 - Health Insurance	7,525	8,108	6,710	6,712
61540 - Life Insurance	0	0	23	23
61600 - Workers' Compensation	0	747	1,111	717
<b>6B - Employee Benefits Total</b>	<b>154,702</b>	<b>174,368</b>	<b>196,552</b>	<b>203,913</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62325 - Mileage	0	0	0	0
62400 - Meetings & Conferences	0	612	5,812	8,812
62500 - Education Reimbursement	0	0	1,150	1,150

## Recommended Operating Expenditure Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>190 - CableTV</b>				
62100 - Association Dues	0	800	760	1,160
62200 - Subscriptions	0	0	0	0
62325 - Mileage	0	0	100	200
62400 - Meetings & Conferences	0	4,456	8,410	11,150
62500 - Education Reimbursement	0	0	3,230	3,690
62980 - Certifications	0	0	0	0
<b>810 - Engineering Service</b>				
62100 - Association Dues	0	0	0	0
62325 - Mileage	0	0	0	0
62400 - Meetings & Conferences	0	0	330	330
62500 - Education Reimbursement	0	0	60	60
<b>6C - Staff Development Total</b>	<b>0</b>	<b>5,869</b>	<b>19,852</b>	<b>26,552</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63400 - Equipment Maint/Repair	0	342	0	349
63730 - Telecommunications	636	452	636	452
<b>190 - CableTV</b>				
63312 - Vehicle Ops - Gasoline	144	248	470	470
63320 - Vehicle Repair - Internal	74	89	75	91
63400 - Equipment Maint/Repair	204	198	208	5,215
63730 - Telecommunications	2,247	2,039	3,968	2,039
<b>810 - Engineering Service</b>				
63730 - Telecommunications	0	0	0	0
<b>6D - Repari/Maint/Util Total</b>	<b>3,305</b>	<b>3,368</b>	<b>5,357</b>	<b>8,616</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	0	0	0	0
64140 - Printing	0	0	50	50
64145 - Copying	4	1	4	4
64160 - Rental - Land/Bldgs/Parking	441	504	441	504
64190 - Technology Services	5,462	5,706	5,462	61,962
64191 - IT Recharges	0	0	0	1,731
64900 - Other Professional Service	0	0	0	0
64980 - Technology Equip Maint Cont	1,732	1,732	1,496	0
<b>190 - CableTV</b>				
64020 - Advertising	5,816	2,322	15,644	15,000
64030 - Outsourced Labor	0	0	0	1,000
64080 - Insurance - Property	387	387	438	461
64081 - Insurance - Liability	2,906	3,502	4,164	5,256
64110 - Legal	0	361	0	0
64115 - Special Events	0	0	0	8,000
64140 - Printing	34,895	63,499	66,480	83,100
64145 - Copying	<b>12</b>	<b>88</b>	<b>12</b>	305
64150 - Rental - Equipment	0	0	1,500	1,500
64160 - Rental - Land/Bldgs/Parking	1,134	1,180	1,134	1,180

## Recommended Operating Expenditure Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64185 - License/Permit/Fees	1,394	1,498	1,394	1,498
64190 - Technology Services	75,775	79,957	84,361	93,347
64191 - IT Recharges	0	0	0	7,523
64900 - Other Professional Service	60	317	6,000	6,000
64980 - Technology Equip Maint Cont	7,283	7,283	7,216	5,000
<b>810 - Engineering Service</b>				
64004 - Internal Service Charge	0	0	0	0
64020 - Advertising	<b>0</b>	<b>0</b>	<b>700</b>	<b>0</b>
64115 - Special Events	0	0	0	0
64140 - Printing	0	0	0	0
64145 - Copying	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
64190 - Technology Services	0	0	0	0
64900 - Other Professional Service	0	0	250	250
<b>6E - Contractual Svcs Total</b>	<b>137,300</b>	<b>168,336</b>	<b>196,746</b>	<b>293,671</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65045 - Technology Equipment	0	266	0	350
65060 - Office Supplies	384	415	384	415
65080 - Postage/Shipping	0	0	0	0
<b>190 - CableTV</b>				
65020 - Library Materials	40	675	1,000	1,000
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	672	1,563	6,430	5,350
65050 - Other Equipment	0	0	0	0
65060 - Office Supplies	606	390	606	582
65070 - Operating Supplies	18,450	12,325	18,450	15,000
65080 - Postage/Shipping	0	11	0	0
65940 - Gift Cards	0	0	200	0
<b>810 - Engineering Service</b>				
65060 - Office Supplies	0	0	0	0
65080 - Postage/Shipping	0	0	13,500	0
<b>6F - Commodities Total</b>	<b>20,152</b>	<b>15,645</b>	<b>40,570</b>	<b>22,697</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	0	0	0	0
67500 - Buildings	254	0	0	0
<b>190 - CableTV</b>				
67210 - Furniture/Fixtures	0	0	650	0
<b>6G - Capital Outlay Total</b>	<b>254</b>	<b>0</b>	<b>650</b>	<b>0</b>
<b>PUBLIC INFORMATION OFFICE - Total</b>	<b>733,631</b>	<b>866,821</b>	<b>1,050,094</b>	<b>1,197,166</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 69 - PUBLIC INFORMATION OFFICE

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>6901 - Public Information Office</b>			
<b>190 - CableTV</b>			
6A - Salaries & Wages	148,483	155,517	166,110
6B - Employee Benefits	38,085	40,132	41,255
6C - Staff Development	3,699	7,640	8,600
6D - Repari/Maint/Util	1,131	1,390	1,148
6E - Contractual Svcs	127,465	155,294	188,403
6F - Commodities	69	880	250
6G - Capital Outlay	—	650	—
<b>810 - Engineering Service</b>			
6A - Salaries & Wages	—	32,087	33,562
6B - Employee Benefits	8,855	13,328	13,187
6C - Staff Development	—	390	390
6E - Contractual Svcs	—	950	250
6F - Commodities	—	13,500	—
<b>6901 - Public Information Office Total</b>	<b>327,787</b>	<b>421,758</b>	<b>453,155</b>
<b>6902 - Geographic Information Systems</b>			
<b>100 - General</b>			
6A - Salaries & Wages	218,336	240,341	264,904
6B - Employee Benefits	79,350	88,771	92,865
6C - Staff Development	612	6,962	9,962
6D - Repari/Maint/Util	794	636	801
6E - Contractual Svcs	7,943	7,453	64,251
6F - Commodities	681	384	765
<b>6902 - Geographic Information Systems Total</b>	<b>307,717</b>	<b>344,547</b>	<b>433,548</b>
<b>6903 - Media Services</b>			
<b>190 - CableTV</b>			
6A - Salaries & Wages	132,416	162,422	177,141
6B - Employee Benefits	48,078	54,321	56,606
6C - Staff Development	1,557	4,860	7,600
6D - Repari/Maint/Util	1,443	3,331	6,667
6E - Contractual Svcs	32,928	33,049	40,767
6F - Commodities	14,894	25,806	21,682
<b>6903 - Media Services Total</b>	<b>231,317</b>	<b>283,789</b>	<b>310,463</b>
<b>6999 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	—	—	—
<b>6999 - Pcard Clearing Total</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>PUBLIC INFORMATION OFFICE TOTAL</b>		<b>866,821</b>	<b>1,050,094</b>
			<b>1,197,166</b>

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

**69 PUBLIC INFORMATION OFFICE DEPT.**

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
290	8400	GE-38	PUBLIC INFORMATION OFFICER	1.00	101,845	1.00	105,657	1.00	111,059
800	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	46,612	0.50	32,087	0.50	33,562
100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.25	15,537	1.50	84,770	1.50	91,701
100		GE-25	COMMUNICATIONS ASSISTANT	1.00	41,130	—	0	—	
100		GE-30	GIS APPLICATIONS SPECIALIST	1.00	64,999	1.00	67,108	1.00	59,820
100	8400	GE-33	GIS COORDINATOR	1.00	77,907	1.00	80,441	1.00	84,450
290	8300	GE-37	MULTIMEDIA SPECIALIST	1.00	76,379	1.00	82,784	1.00	91,638
290	8725	GE-30	VIDEO PRODUCER	1.00	66,299	1.00	68,450	1.00	71,873
<b>TOTAL FULL TIME EMPLOYEES</b>				7.00	490,708	7.00	521,297	7.00	544,103
<b>61020 Part Time Employee Expense</b>									
290	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	46,150	0.75	47,653	0.75	49,844
<b>TOTAL PART TIME EMPLOYEES</b>				0.75	46,150	0.75	47,653	1.25	70,385
<b>61030 Seasonal Employee Expense</b>									
100	2850	NA-37	GIS INTERN - SEASONAL	0.25	7,773	0.25	8,023	0.25	8,392
290	2875	NA-38	VIDEO PRODUCTION INTERN	0.25	6,963	0.25	7,188	0.25	9,630
<b>TOTAL SEASONAL EMPLOYEES</b>				0.50	14,736	0.50	15,211	0.50	18,022
<b>TOTAL PUBLIC INFORMATION OFFICE DEPT</b>				<b>8.25</b>	<b>551,594</b>	<b>8.25</b>	<b>584,161</b>	<b>8.75</b>	<b>632,510</b>

**CITY OF DUBUQUE, IOWA**  
**ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>Public Information - FT Media Services Fund</b>											
29072300	61010	290	8400	GE-38	PUBLIC INFORMATION OFFICER	1.00	\$ 101,845	1.00	\$ 105,657	1.00	\$ 111,059
29075100	61010	290	8300	GE-37	MULTIMEDIA SPECIALIST	1.00	\$ 76,379	1.00	\$ 82,784	1.00	\$ 91,638
29075100	61010	290	8725	GE-30	VIDEO PRODUCER	1.00	\$ 66,299	1.00	\$ 68,450	1.00	\$ 71,873
				<b>Total</b>		3.00	\$ 244,523	3.00	\$ 256,891	3.00	\$ 274,570
<b>Public Information - FT General Fund</b>											
10072300	61010	100	8400	GE-33	GIS COORDINATOR	1.00	\$ 77,907	1.00	\$ 80,441	1.00	\$ 84,450
10072300	61010	100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.25	\$ 15,537	1.50	\$ 84,770	1.50	\$ 91,701
10072300	61010	100		GE-25	COMMUNICATIONS ASSISTANT	1.00	\$ 41,130	—	\$ —	—	—
10072300	61010	100		GE-30	GIS APPLICATIONS SPECIALIST	1.00	\$ 64,999	1.00	\$ 67,108	1.00	\$ 59,820
				<b>Total</b>		3.25	\$ 199,573	3.50	\$ 232,319	3.50	\$ 235,971
<b>Public Information - FT Stormwater Fund</b>											
80072620	61010	620	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	\$ 46,612	0.50	\$ 32,087	0.50	\$ 33,562
				<b>Total</b>		0.75	\$ 46,612	0.50	\$ 32,087	0.50	\$ 33,562
<b>Public Information - PT Media Services Fund</b>											
29072300	61020	100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	\$ 46,150	0.75	\$ 47,653	0.75	\$ 49,844
				<b>Total</b>		0.75	\$ 46,150	0.75	\$ 47,653	0.75	\$ 49,844
<b>Public Information - Seasonal General Fund</b>											
10072300	61030	100	2850	NA-37	GIS INTERN-SEASONAL	0.25	\$ 7,773	0.25	\$ 8,023	0.25	\$ 8,392
				<b>Total</b>		0.25	\$ 7,773	0.25	\$ 8,023	0.25	\$ 8,392
<b>FY 2023 - Seasonal Media Services Fund</b>											
29075100	61030	290	2875	NA-38	VIDEO PRODUCTION INTERN	0.25	\$ 6,963	0.25	\$ 7,188	0.25	\$ 9,630
				<b>Total</b>		0.25	\$ 6,963	0.25	\$ 7,188	0.25	\$ 9,630
<b>TOTAL PUBLIC INFORMATION OFFICE DEPT.</b>											
						8.25	\$ 551,594	8.25	\$ 584,161	8.75	\$ 632,510

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL	PAGE
<b>PUBLIC INFORMATION OFFICE</b>								
<b>General Government</b>								
	<b>Aerial Orthophotography and LiDAR</b>	\$ 69,500	\$ —	\$ 72,650	\$ —	\$ 75,800	\$ 217,950	298
	<b>TOTAL</b>	<b>\$ 69,500</b>	<b>\$ —</b>	<b>\$ 72,650</b>	<b>\$ —</b>	<b>\$ 75,800</b>	<b>\$ 217,950</b>	

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# **Human Resources**

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## HUMAN RESOURCES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Requested</b>	<b>% Change From FY 2023 Budget</b>
<b>Expenses</b>				
Employee Expense	895,439	1,010,818	1,082,366	7.1 %
Supplies and Services	150,117	281,312	385,359	37.0 %
Machinery and Equipment	2,773	—	1,050	— %
Total	1,048,329	1,292,130	1,468,775	13.7 %
<b>Resources</b>				
Administrative Overhead Recharges	382,073	489,959	783,099	59.8 %
Misc. Reimbursements	223,649	205,127	223,649	9.0 %
Total	605,722	695,086	1,006,748	44.8 %
Property Tax Support	442,607	597,044	462,027	(135,017)
Percent Increase (Decrease)				(22.6)%
<b>Personnel - Authorized FTE</b>	<b>6.13</b>	<b>7.75</b>	<b>7.75</b>	

### Improvement Package Summary

#### **1 of 4**

This improvement package is to create a fund for hiring outside trainers and speakers for sessions with City employees. The funds would be utilized to hire trainers for City staff on topics related to the soon-to-be implemented City of Dubuque Universal Competencies and also to hire occasional motivational and inspirational speakers. Universal Competencies are those skills each employee is expected to exhibit by virtue of working for the City of Dubuque regardless of the specific position held. Universal competencies for the City include skills related to the following broad topic areas:

- 1) diversity, equity, and inclusion
- 2) collaboration and impact
- 3) customer service and communication

In addition, these funds may be used to hire occasional motivational or inspirational speakers to address City staff.

Trainer Fees = \$2,500 per four-hour session; 4 engagements per year

Motivational/Inspirational Speaker fee = \$10,000

Flights for Trainers/Speakers = \$500 per person per engagement; 4 engagements per year

Per Diem for Trainers/Speakers for Two Days = \$110 per engagement; 4 engagements per year

Hotel Room for Trainers/Speakers for Two Nights = \$200 per engagement; 4 engagements per year

This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 32,480	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 21,031	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 11,449</u>			
Property Tax Impact:	\$ 0.0045	0.05%		
Activity: Administration				

## 2 of 4

This improvement request is to provide a budget line item for two training and facilitation teams currently supporting the work of the Development and Learning Manager – the High Performing Government Ambassadors and the Intercultural Facilitators. The third such team – the Emotional Intelligence Team – already has a line item to support their work. Funding would be utilized to train up to four new team members annually to become trained trainers. Such training could include content specific training and/or training to improve facilitation skills more generally.

Sample Costs:

Facilitation Skills Training (two days, one night Madison or Cedar Rapids) – training fee = \$750 per person x 4 = \$3,000; Hotel rooms \$100 per person x 4 = \$400; Per diem \$55/day per person x 2 days x 4 people = \$440; Mileage= 180 miles round trip at .62 x 2 cars = \$223. Total = \$4063

Content Specific Training (example: two days, two nights Minneapolis with Intercultural Development Group): Training fee = \$1,000 per person x 4 = \$4,000; hotel rooms \$100 per person x 2 nights x 4 = \$800; per diem \$55/day per person x 2.5 days x 4 = \$550; Mileage 624 round trip at .62 x 2 cars = \$811.20. Total = \$6,161

Budgeted amount is for the higher training cost of \$6,161

This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 4,063	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 2,631	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 1,432</u>			
Property Tax Impact:	\$ 0.0006	0.01%		
Activity:	Administration			

## 3 of 4

This improvement request is for an incentive program for trainers/facilitators who go above and beyond their assigned roles by providing employee training for the purposes of new employee orientation, new supervisor orientation, and/or universal competencies as part of three officially recognized training and facilitation teams: the High Performing Government Ambassadors, the Intercultural Facilitators, and the Emotional Intelligence Team. Incentive eligibility is limited to those employees who are not expected to perform training or facilitation on these topics as part of their regular job duties and who voluntarily take on training or facilitation duties by serving on one of these officially recognized teams. Funds would be utilized to cover the costs of vacation time, recognition leave, and/or a stipend in the amount of \$50 per hour of eligible training or facilitation delivered.

Sample costs:

Currently, these trainers are being asked to conduct approximately 96 hours of training annually for these purposes. We encourage a minimum of one trainer/facilitator per ten participants, so every session we offer generally has two facilitators involved. Total wage cost for two facilitators to conduct 96 hours of training is \$9,600 annually. With benefits, total cost would be \$11,241.

This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 11,241	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 7,279	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 3,962</u>			
Property Tax Impact:	\$ 0.0016	0.02%		
Activity: Administration				

#### 4 of 4

This improvement package is to create recurring funds for Office 365/technology-related training for employees. The City has historically contracted with the vendor “Get Control University” to provide this specific type of training, and that 3-year contract expires in FY 2023. The process of teaching employees new skills or improving upon existing ones, commonly referred to as “upskilling employees,” especially in the digital and technology arenas, is essential to maintain workforce competency in digital and technological skill sets. This is especially true since technology continuously evolves and changes, and it is necessary for employees to successfully carry out their roles and responsibilities, especially given the digital skills needed for employees to access and effectively use the new ERP system and its applications fully.

The cost of the “Get Control University” contract was not historically paid for or “housed” within the Human Resources Department budget. It appears to have been paid from various departments’ training budgets. Having this kind of training specifically provided for within the Human Resources budget centralizes and provides a home and structure for related city-wide needs, is consistent with the Human Resources department’s Development and Learning Manager’s position responsibilities, reduces the likelihood of redundancies, and maximizes the likelihood of accessing and providing identified/surveyed/targeted skill development opportunities.

Budgeted amount is for \$13,000. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 13,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 8,418	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 4,582</u>			
Property Tax Impact:	\$ 0.0018	0.02%		
Activity: Administration				

#### Significant Line Items

#### **Employee Expense**

1. FY 2024 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2023. The employee contribution of 6.29% is unchanged from FY 2023.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2023 to \$1,119 in FY 2024 per month, per contract, which results in an annual cost unchanged of \$— or —%.
4. Insurance Premium increased from \$194,748 in FY 2023 to \$228,261 in FY 2024 based on FY 2023 actual cost. This line item represents the dental insurance premiums paid which is completely offset by employee payments in dental insurance premium revenue.
5. Administration Costs is unchanged from \$27,100 in FY 2023 to \$27,100 in FY 2024 based on FY 2023. FY 2022 Actual was \$20,394. This line item represents flex medical spending plan

administrative costs (\$24,000), State of Iowa fee for the 509(A) certificate (\$100), and Patient Centered Outcomes Research Initiative fee (\$3,000), which are costs that cannot be paid from the self-insurance reserve.

6. Five-Year Retiree Sick leave payout is unchanged from \$11,032 in FY 2023 to \$11,032 in FY 2024.
7. 50% Sick Leave Payout decreased from \$1,096 in FY 2023 to \$0 in FY 2024 based on FY 2023 actual to-date. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.

## **Supplies & Services**

8. Other Professional Services increased from \$61,525 in FY 2023 to \$72,000 in FY 2024 and is based on FY 2022 Actual less non-recurring items. This line item includes Cottingham & Butler benefit consultant services of \$38,500, third party exit interview service of \$15,000, 509(A) Certificate of Compliance of \$1,025, Affordable Care Act compliance reporting of \$8,000, executive coaching of \$5,000, and GASB 45 actuarial valuation of \$3,500. FY 2022 Actual was \$64,733.
9. Background Check increased from \$17,640 in FY 2023 to \$20,640 in FY 2024 based on FY 2022 Actual of \$16,613.
10. Education Reimbursement is increased from \$90,250 in FY 2023 to \$166,534 in FY 2024. FY 2022 Actual was \$33,717. This line item includes new employee orientation luncheon, emotional intelligence trainings, Wellness Committee funding, the tuition reimbursement program, safety, SWEC, and various other employee trainings.
11. Meetings & Conferences is unchanged from \$24,395 in FY 2023 to \$24,395 in FY 2024. This line item includes funding for department managers to attend employment-related conferences (\$18,250), Human Resources Assistant conferences (\$700), conference for the Talent Acquisition Coordinator (\$3,200), and Human Resources Director conferences (\$2,245).
12. Technology Services decreased from \$53,027 in FY 2023 to \$51,341 in FY 2024. FY 2022 Actual was \$15,948.
13. Association Dues is unchanged from \$16,940 in FY 2023 to \$16,940 in FY 2024. FY 2022 Actual was \$394.

## **Revenue**

14. Miscellaneous Reimbursements decreased from \$10,306 in FY 2023 to \$0 in FY 2024. FY 2022 Actual was \$0. The expenditure period was extended for the plan. This line item represents the mid-range of actual employee flex plan forfeitures which partially covers the administrative costs of the employee flex plan (\$27,100).
15. Dental Insurance Premium increased from \$194,748 in FY 2023 to \$223,649 in FY 2024 based on FY 2022 actual of \$223,649. This line item represents employee-paid premiums for dental insurance and offsets the expense.
16. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$489,959 in FY 2023 to \$783,099 in FY 2024. FY 2022 Actual was \$382,073.

# HUMAN RESOURCES DEPARTMENT

Through strategic partnerships and collaboration, the Human Resources Department recruits, develops, and retains a high performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, their families, departments and the public in order to maximize individual and organizational potential and position the City of Dubuque as an employer of choice.



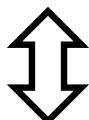
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

### People

Improve the productivity and efficiency of operations by continuing organizational development and team building with emphasis on development of supervisory staff, improved intra- and inter-departmental effectiveness through the use of collaborative teams and maintenance of management skills and processes.



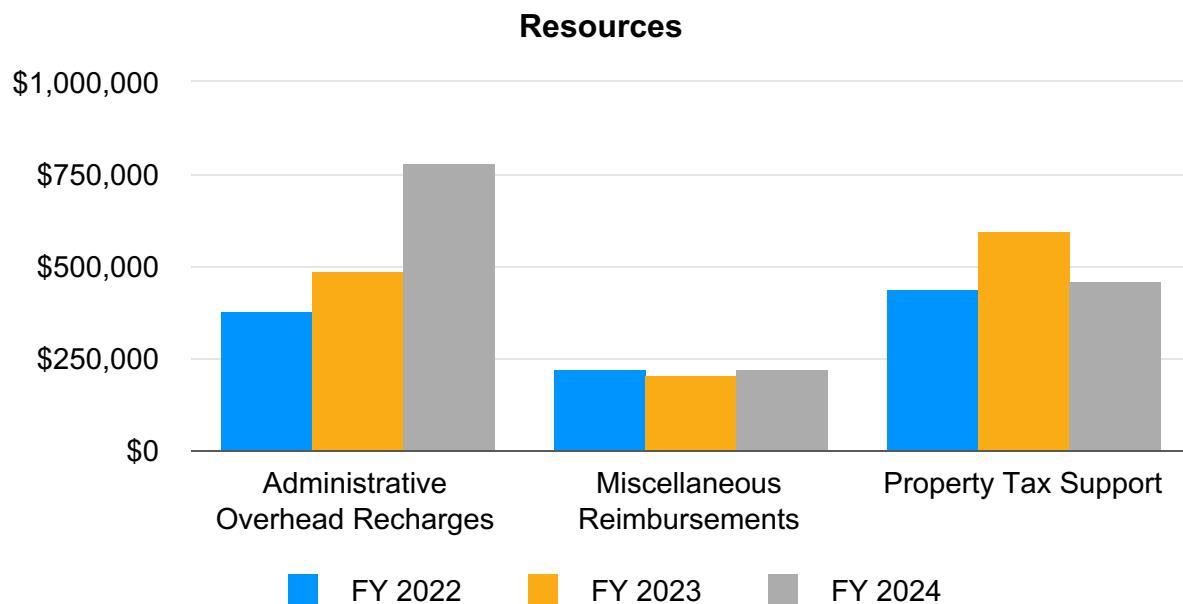
**Partnerships**  
The Human Resources Department works with partners including GDDC, IMWCA, ICMA, Area Schools, Multicultural Family Center, and the Dubuque Area Labor Management Council.



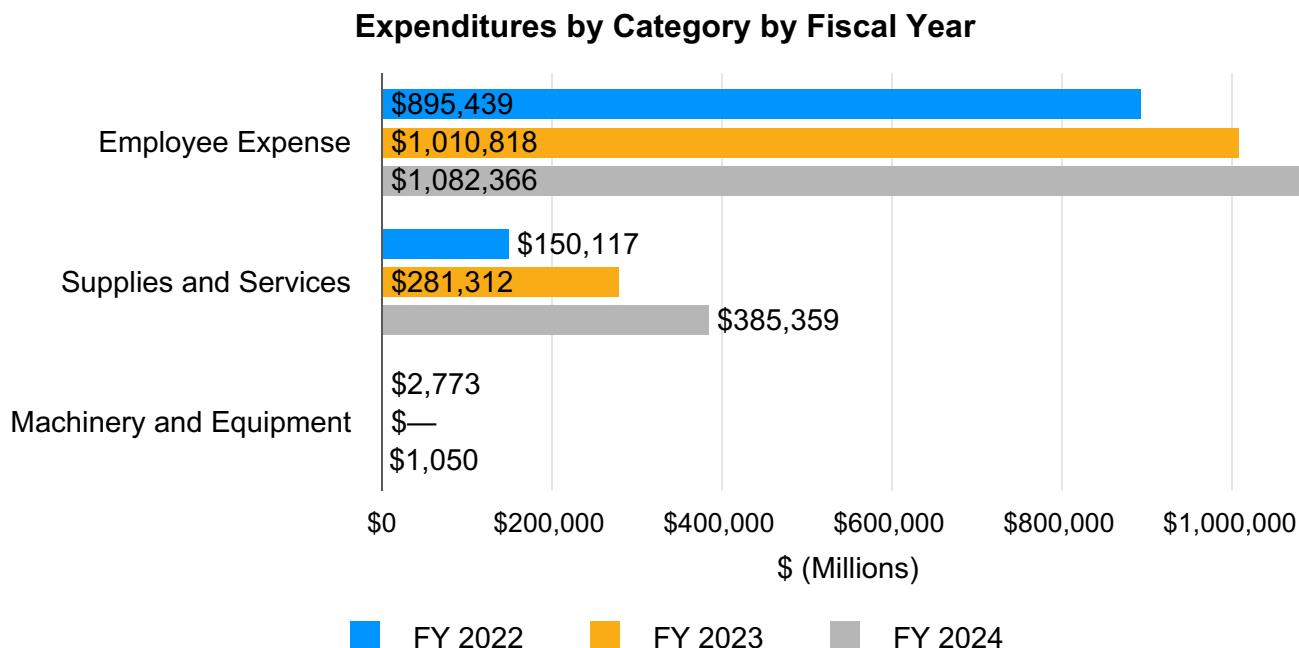
**Planning**  
The Human Resources Department works with all City departments to provide employee development and training and to acquire talent that assures engaged, competent, and diverse employees to best carry out City initiatives.

# HUMAN RESOURCES DEPARTMENT

	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	6.13	7.75	7.75



The Human Resources Department is supported by 7.75 full-time equivalent employees, which accounts for 73.69% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 13.67% in FY 2024 compared to FY 2023.



# HUMAN RESOURCES DEPARTMENT

## Overview

The City of Dubuque Human Resources Department provides expertise in attracting, developing, and sustaining a high-quality workforce. Responsibilities include:

- Lead and assist departments in talent acquisition, employee development and training, and engagement of employees
- Represent the City in collective bargaining with five employee unions and contracts
- Create and maintain the Human Resources Information System
- Administer the Employee Handbook
- Administer total rewards, including all benefits (e.g., wellness, employee assistance programs, physical and brain health programs, prescription drug, dental, life, workers' compensation, and disability plans)
- Ensure compliance with state and federal employment related laws and regulations

Position Summary	
	FY 2024
Human Resources Director	1.00
Human Resources Specialist Benefits & Payroll Specialist	1.00
Talent Acquisition & Equity Coordinator	1.00
Administrative Assistant	1.00
Employee Relations Manager	1.00
Human Resource Specialist	0.75
Benefits and Compensation Manager	1.00
Development and Training Coordinator	1.00
<b>Total FT Equivalent Employees</b>	<b>7.75</b>

## Performance Measures

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

	Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
<b>1 Dept. Objective: Ensure equal employment opportunities for all employees and applicants for employment.</b>						
	Ratio of female:male employees (consistent with City of Dubuque resident make-up)*	51% female to 49% male	36.9% f: 63.1% m	31.0% f: 69.0% m	32.0% f: 68.0% m	
	% of non-White employees	>8% (non-white)	6.5% non-white	5.8% non-white	7.57% non-white	
<b>2 Dept. Objective: To find the best candidate for the job while improving satisfaction and speeding up the recruitment process.</b>						
	Time to Fill	< 60 Days	-	60 days	57 days	
	Candidate Net Promoter Score	Average > 0	-	4.43	4.44	

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
Quality of Hire*	> 50%	79.7%	95%	99%	
<b>3 Dept. Objective: Increase employee engagement</b>					
Relationship with Peers	> 75%	-	93%	94%	
Quality of Feedback	> 75%	-	38%	42%	

## Employee Data Tables

Employee Demographics (Fiscal Year 2021)											
Male (557) - 67%						Female (275) - 33%					
White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native		White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
460	17	4	—	1		202	14	4	1	—	

## Coming & Going

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Vacancies	82	81	55	114	146	139	88	96
Applications Processed	3,349	4,223	2,547	3,099	4,191	4,068	2,704	2,995
Civil Service Applications	863	714	702	633	565	83	163	179

## Applicants

Employment Applications	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Unknown	Other
FY20 Employment Applications	3478	301	131	74	16	0	68
FY21 Employment Applications	1940	168	55	37	32	59	37
FY22 Employment Applications	2506	201	76	42	30	82	58
Application Percentage Change*	29%	20%	38%	14%	(6)%	39%	57%
New Hires							
FY20 New Hires	171	12	8	1	0	0	0
FY21 New Hires	148	9	7	1	0	0	0
FY22 New Hires	52	7	4	0	0	0	0
New Hire Percentage Change*	(65)%	(22)%	(43)%	(100)%	#DIV/0!	#DIV/0!	#DIV/0!

\*Not answered

\*\* Other (Includes Aleutes, Eskimos, Malayans, Thais, 2 or more races and any other not covered by specific categories on this form.)

## Recommended Operating Revenue Budget - Department Total

### 67 - HUMAN RESOURCES

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
45500 - Miscellaneous Chg for Svcs	(4,406)	0	(10,306)	0
47100 - Reimbursements	0	0	0	0
47150 - Refunds	(73)	0	(73)	0
47310 - Insurance Premium	(201,891)	(223,649)	(194,748)	(223,649)
<b>4A - Charges for Services Total</b>	<b>(206,370)</b>	<b>(223,649)</b>	<b>(205,127)</b>	<b>(223,649)</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(18,497)	(20,244)	(25,958)	(138,197)
49610 - Transfer In Sanitary Op	(115,592)	(126,516)	(162,237)	(199,788)
49620 - Transfer in Storm Op	(34,677)	(37,953)	(48,671)	(116,611)
49650 - Transfer in Parking Op	(15,030)	(16,450)	(21,091)	(28,820)
49670 - Transfer in Refuse Op	(107,499)	(117,658)	(150,882)	(199,788)
49950 - Transfer in DMASWA Gen	(57,791)	(63,252)	(81,120)	(99,895)
<b>4N - Transfers Total</b>	<b>(349,086)</b>	<b>(382,073)</b>	<b>(489,959)</b>	<b>(783,099)</b>
<b>HUMAN RESOURCES - Total</b>	<b>(555,456)</b>	<b>(605,722)</b>	<b>(695,086)</b>	<b>(1,006,748)</b>

## Recommended Operating Expenditure Budget - Department Total

### 67 - HUMAN RESOURCES

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	320,924	374,739	550,745	575,121
60200 - Salaries - Regular Part Time	32,168	45,492	34,242	40,295
60300 - Hourly Wages - Temp/Seasonal	0	0	0	0
60400 - Overtime	38	221	0	0
60410 - Overtime - Holiday	0	559	0	0
60630 - Special Pay Sick Lv Payout Ret	11,040	11,040	11,032	11,032
60635 - Special Pay Sick Lv Payout 50%	1,096	1,518	1,096	0
60640 - Special Pay - Vacation Payout	0	8,247	0	0
60710 - Special Pay - Parental Leave	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>365,266</b>	<b>441,817</b>	<b>597,115</b>	<b>626,448</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	26,667	32,191	45,680	47,080
61300 - IPERS - City Contribution	33,335	40,367	50,996	58,095
61510 - Health Insurance	48,575	56,527	93,961	93,961
61540 - Life Insurance	234	213	322	322
61600 - Workers' Compensation	863	669	896	1,099
61615 - Insurance Premium	194,748	228,261	194,748	228,261
61625 - Excess Workers' Comp	0	0	0	0
61705 - Actual Claim Experience	0	75,000	0	0
61710 - Insurance Administration	24,610	20,394	27,100	27,100
61992 - Physicals	0	0	0	0
820 - Health Insurance Reserve				
61615 - Insurance Premium	(2,160)	0	0	0
61625 - Excess Workers' Comp	0	0	0	0
61630 - Insurance Specific Stop Loss	584,448	799,149	0	0
61705 - Actual Claim Experience	8,855,182	8,841,305	0	0
61710 - Insurance Administration	298,956	397,970	0	0
61990 - Other Benefits & Costs	(10,115)	(515)	0	0
<b>821 - Workers Comp Ins Reserve</b>				
61615 - Insurance Premium	549,780	677,147	0	0
61625 - Excess Workers' Comp	0	0	0	0
61705 - Actual Claim Experience	6,969	256	0	0
61710 - Insurance Administration	972,726	412,391	0	0
<b>6B - Employee Benefits Total</b>	<b>11,584,818</b>	<b>11,581,324</b>	<b>413,703</b>	<b>455,918</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	922	394	16,940	16,940
62200 - Subscriptions	0	105	0	105
62325 - Mileage	0	0	0	0
62400 - Meetings & Conferences	670	2,104	24,395	24,395
62500 - Education Reimbursement	68,548	33,717	90,250	166,534
<b>6C - Staff Development Total</b>	<b>70,140</b>	<b>36,320</b>	<b>131,585</b>	<b>207,974</b>
<b>6D - Repari/Maint/Util</b>				

## Recommended Operating Expenditure Budget - Department Total

### 67 - HUMAN RESOURCES

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>100 - General</b>				
63730 - Telecommunications	3,493	2,785	3,474	2,785
<b>6D - Repari/Maint/Util Total</b>	<b>3,493</b>	<b>2,785</b>	<b>3,474</b>	<b>2,785</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	538	1,792	538	1,792
64062 - Refunds	0	0	0	0
64081 - Insurance - Liability	2,557	3,142	3,768	4,381
64083 - Insurance - Other	3,955	3,957	4,230	4,230
64100 - Labor Relations	0	0	0	0
64110 - Legal	0	0	0	0
64140 - Printing	0	37	220	220
64145 - Copying	89	349	89	89
64160 - Rental - Land/Bldgs/Parking	1,079	441	1,079	441
64190 - Technology Services	15,282	15,948	53,027	51,341
64191 - IT Recharges	0	0	0	17,772
64890 - Background Check	17,640	16,613	17,640	20,640
64900 - Other Professional Service	46,058	64,733	61,525	72,000
64980 - Technology Equip Maint Cont	2,333	2,333	2,338	0
<b>6E - Contractual Svcs Total</b>	<b>89,529</b>	<b>109,344</b>	<b>144,454</b>	<b>172,906</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65045 - Technology Equipment	0	2,773	0	1,050
65060 - Office Supplies	1,101	970	1,101	970
65070 - Operating Supplies	63	181	63	181
65080 - Postage/Shipping	623	518	635	543
<b>6F - Commodities Total</b>	<b>1,786</b>	<b>4,441</b>	<b>1,799</b>	<b>2,744</b>
<b>HUMAN RESOURCES - Total</b>	<b>859,247</b>	<b>1,048,329</b>	<b>1,292,130</b>	<b>1,468,775</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 67 - HUMAN RESOURCES

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>6701 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	441,817	597,115	626,448
6B - Employee Benefits	453,622	413,703	455,918
6C - Staff Development	36,320	131,585	207,974
6D - Repari/Maint/Util	2,785	3,474	2,785
6E - Contractual Svcs	109,344	144,454	172,906
6F - Commodities	4,441	1,799	2,744
<b>6701 - Administration Total</b>	<b>1,048,329</b>	<b>1,292,130</b>	<b>1,468,775</b>
<b>6799 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	—	—	—
<b>6799 - Pcard Clearing Total</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>HUMAN RESOURCES TOTAL</b>	<b>1,048,329</b>	<b>1,292,130</b>	<b>1,468,775</b>

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

**67 HUMAN RESOURCES DEPT.**

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	225	GE-25	ADMINISTRATIVE ASSISTANT	1.00	\$ 51,250	1.00	\$ 52,906	1.00	\$ 45,733
100		GE-34	DEVELOP TRAINING COORD	1.00	\$ 63,246	1.00	\$ 85,638	1.00	\$ 89,582
100		GE-33	TRAINING/WORKFO DEV COORD	1.00	\$ 73,781	1.00	\$ 78,864	1.00	\$ 82,807
			BENEFITS AND COMPENSTATION						
100		GE-36	MANAGER	—	\$ —	1.00	\$ 75,904	1.00	\$ 80,527
100		GE-34	EMPLOYEE RELATIONS MGR	—	\$ —	1.00	\$ 66,821	1.00	\$ 74,081
			HR BENEFITS & PAYROLL						
100		GE-28	SPECIALIST	—	\$ —	1.00	\$ 48,482	1.00	\$ 53,726
100	9300	GE-44	HUMAN RESOURCES DIRECTOR	1.00	\$ 137,662	1.00	\$ 142,130	1.00	\$ 148,665
100	9100	GE-31	HUMAN RESOURCES ASSISTANT	1.00	\$ 73,781	—	\$ —	—	\$ —
<b>TOTAL FULL TIME EMPLOYEES</b>				5.00	\$ 399,720	7.00	\$ 550,745	7.00	\$ 575,121
<b>61020 Part Time Employee Expense</b>									
100	225	GE-28	HUMAN RESOURCE SPECIALIST	0.63	\$ 29,480	0.75	\$ 34,242	0.75	\$ 40,295
<b>TOTAL PART TIME EMPLOYEES</b>				0.63	\$ 29,480	0.75	\$ 34,242	0.75	\$ 40,295
<b>61030 Seasonal Employee Expense</b>									
100		GE-25	SCANNING INTERN	0.50	\$ 19,022	—	\$ —	—	\$ —
<b>TOTAL SEASONAL EMPLOYEES</b>				0.50	\$ 19,022	—	\$ —	—	\$ —
<b>TOTAL HUMAN RESOURCES DEPT</b>				6.13	\$ 448,222	7.75	\$ 584,987	7.75	\$ 615,416

**CITY OF DUBUQUE, IOWA**  
**ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>Human Resources - FT General Fund</b>											
10072700	61010	100	225	GE-25	ADMINISTRATIVE ASSISTANT	1.00	\$ 51,250	1.00	\$ 52,906	1.00	\$ 45,733
10072700	61010	100		GE-34	DEVELOP TRAINING COORD	1.00	\$ 63,246	1.00	\$ 85,638	1.00	\$ 89,582
10072700	61010	100		GE-33	TRAINING/WORKFO DEV COORD	1.00	\$ 73,781	1.00	\$ 78,864	1.00	\$ 82,807
10072700	61010	100		GE-36	BENEFITS AND COMPENSTATION MANAGER	—	\$ —	1.00	\$ 75,904	1.00	\$ 80,527
10072700	61010	100		GE-34	EMPLOYEE RELATIONS MGR	—	\$ —	1.00	\$ 66,821	1.00	\$ 74,081
10072700	61010	100		GE-28	HR BENEFITS & PAYROLL SPECIALIST	—	\$ —	1.00	\$ 48,482	1.00	\$ 53,726
10072700	61010	100	9300	GE-44	HUMAN RESOURCES DIRECTOR	1.00	\$ 137,662	1.00	\$ 142,130	1.00	\$ 148,665
10072700	61010	100	9100	GE-31	HUMAN RESOURCES ASSISTANT	1.00	\$ 73,781	—	\$ —	—	\$ —
				<b>Total</b>		5.00	\$ 399,720	7.00	\$ 550,745	7.00	\$ 575,121
<b>Human Resources - PT General Fund</b>											
10072700	61020	100	225	GE-28	HUMAN RESOURCE SPECIALIST	0.63	\$ 29,480	0.75	\$ 34,242	0.75	\$ 40,295
				<b>Total</b>		0.63	\$ 29,480	0.75	\$ 34,242	0.75	\$ 40,295
<b>Human Resources - Seasonal General Fund</b>											
10072700	61030	100		GE-25	SCANNING INTERN	0.50	\$ 19,022	—	\$ —	—	\$ —
				<b>Total</b>		0.50	\$ 19,022	—	\$ —	—	\$ —
<b>TOTAL HUMAN RESOURCES DEPT.</b>						<b>6.13</b>	<b>\$448,222</b>	<b>7.75</b>	<b>\$ 584,987</b>	<b>7.75</b>	<b>\$ 615,416</b>

# **City Manager**

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## CITY MANAGER'S OFFICE

<b>Budget Highlights</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Requested</b>	<b>% Change From FY 2023 Budget</b>
<u>Expenses</u>				
Employee Expense	1,042,936	1,281,071	1,324,534	3.4 %
Supplies and Services	399,487	447,264	588,480	31.6 %
Machinery and Equipment	67,932	8,200	10,675	30.2 %
Total	1,510,355	1,736,535	1,923,689	10.8 %
<u>Resources</u>				
Administrative Overhead Recharges	752,128	794,574	1,191,446	49.9 %
Sustainability Conference	—	40,961	40,961	— %
Misc. Reimbursements	116,328	21,606	13,946	(35.5)%
Total	868,456	857,141	1,246,353	45.4 %
Property Tax Support	641,899	879,394	677,336	(202,058)
Percent Increase (Decrease)				(23.0)%
<b>Personnel - Authorized FTE</b>	<b>10.08</b>	<b>10.42</b>	<b>10.42</b>	

### Improvement Package Summary

#### **1 of 7**

This improvement level decision package request would fund a High Performing Government (HPG) & Innovation initiative, an internal service delivery initiative collaborating with all City departments. While the specific structure of the division/department is not yet clear and would be developed based on best practices, the need for the work is clear. The City launched the HPG Ambassadors program in 2018, aimed at improving communication, cross-department collaboration, process improvement, and innovation. To date, a new employee orientation module and the development of the HPG Ambassadors group are increasing awareness of general innovation principles across the organization; however, it is clear that staff capacity and leadership are necessary to dig deeper into this work. The HPG & Innovation initiative would identify improvements in the efficiency and effectiveness of City services and business processes.

This improvement package would fund one Director of Innovation (or similar title) tasked with leading organizational development around innovation and change and provide some funding for anticipated costs related to software, program pilots, and implementation. The primary duties of the Director would be to lead cross-departmental teams focused on process improvement, data analytics, and change management. The teams would be comprised of content experts from various departments (depending on work plan) and be trained in process improvement methodologies. The teams would serve as internal consultants to city departments and work closely with senior management to recommend strategies for improvement. The essential job functions of staff assigned to the HPG & Innovation initiative include: developing an annual innovation work plan focused on improving the delivery of municipal services; analysis of policies, practices, system, procedures, workload standards, and organizational structures; design of benchmark surveys and quantitative techniques to improve the productivity and quality of operations and build an effective workforce; recommendation of innovative management strategies and complex departmental turnaround plans; inspections of business processes and service delivery methods to help identify efficiencies and reduce cost; analytical research and recommendation of alternatives on various public administrative functions and service delivery activities; evaluation of staffing requests and recommendation of staffing levels to ensure the efficient and effective utilization of human resources; and organizational improvement recommendations.

This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$150,000	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 97,125	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 52,875</u>			
Property Tax Impact:	\$ 0.0208	0.21%		
Activity:	Administration			

## 2 of 7

This improvement level decision package request is for implementation of the 50% by 2030 Community Climate Action and Resiliency Plan, named a top priority by City Council. The funding would be used to research and develop energy benchmarking policies for all municipal facilities and draft community-wide benchmarking ordinance. Funding would also help with communication and education related to benchmarking ordinances and pay for consultant services. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$25,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$16,188	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 8,812</u>			
Property Tax Impact:	\$0.0035	0.03%		
Activity:	Sustainability			

## 3 of 7

This improvement package request is for establishing city fleet policies, executing an EV Transition Study, and creating and executing an education and communication campaign. As identified in the 50% by 2030 Community Climate Action and Resiliency Plan, whose implementation was named a top priority by City Council, calls for updating the City vehicle purchasing policy to default to alternative fuels if EV is not available, while establishing minimum fuel efficiency requirements. The funding would support consultation of policy including future budget impacts as well as support the electrification of city-owned fleet. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$20,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$12,950	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 7,051</u>			
Property Tax Impact:	\$0.0028	0.03%		
Activity:	Sustainability			

## 4 of 7

This improvement level decision package request is for outreach, education, and empowerment activities related to the Climate Action Plan (CAP). The request is to fund capacity building and engagement, particularly in frontline communities while addressing our greenhouse gas emissions reduction goal. This funding will allow building engaging, dynamic, cross-cultural collaborations, and initiatives to address environmental, economic, and equity issues outlined in the CAP through creative engagement, education strategies and climate action. It will build trust and partnerships around climate action while engaging businesses, nonprofits, schools, faith communities, and community members as partners to begin implementation of the climate action plan at the community level. We cannot address the climate crisis

without leaders who are Black, Indigenous, and other People of Color. The update to the CAP was completed and adopted in August 2020.

We need residents educated and engaged to move climate action work forward and we do not want to lose momentum. We, as a City, have committed to center equity in all our work, and we need to educate residents on what the body of work is, and we need to hear from residents how we can further this work through partnership. Our CAP work focuses on reducing disparities and increasing equity through climate action. This request supports several City Council Goals, and implementation of the CAP was named a high priority. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$25,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$16,188	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 8,813</u>			
Property Tax Impact:	\$0.0035	0.03%		
Activity:	Sustainability			

#### **5 of 7**

This improvement level decision package request is for a travel and conference budget for the new Climate Action Coordinator. This package includes funding for the coordinator to participate in one national conference (likely the Urban Sustainability Director's Network annual meeting), one state-level conference and one local conference or workshop. This funding helps support employee retention through professional development and networking opportunities. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 4,245	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 2,749	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 1,497</u>			
Property Tax Impact:	\$0.0006	0.01%		
Activity:	Sustainability			

#### **6 of 7**

This improvement level decision package request would fund professional development for the Grant Analyst approved in FY2023. The Analyst position was approved for a five-year period to respond to the unprecedented grant-writing workload associated with the ARPA and BIL program. If approved, this package would include one annual training for the Analyst for a program such as Dale Carnegie public speaking or the ICMA high performing government academy, plus a small pool of funds to attend other grant-related webinars or trainings. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 3,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 1,943	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 1,057</u>			
Property Tax Impact:	\$0.0004	—%		
Activity:	Administration			

## 7 of 7

This improvement package request is to provide and replace hybrid work equipment for the Executive Assistant and Administrative Assistant in the City Manager's Office to communicate and work efficiently in a hybrid environment while maintaining high-performing services to residents and city staff.

In the City Manager's Office, a hybrid work environment is vital for staff efficiency, communication, and staff retention. Currently, the Executive Assistant has a city-issued recycled desktop computer for hybrid work and a desktop computer in City Hall which is set for replacement in FY2025. We have been informed the recycled computer equipment is no longer a viable option, so new equipment must be purchased. The Administrative Assistant currently does not have city-issued equipment; therefore, a new laptop for hybrid work must be purchased for work duties to be performed efficiently.

If this improvement package is approved, the current Administrative Assistant desktop, which is only one year old, would be processed and moved into the City Manager's personal office at City Hall for his continued access for using GoToMyPC, and the recycled city-issued laptop currently used by the City Manager would be returned to Information Services.

This request supports the City Council Goals & Priorities: Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 6,425	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	<u>\$ 4,160</u>	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 2,265</u>			
Property Tax Impact:	\$0.0009	0.01%		
Activity: Administration				

### **Significant Line Items**

#### **Employee Expense**

1. FY 2024 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2023. The employee contribution of 6.29% is unchanged from FY 2023.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2023 to \$1,119 in FY 2024 per month, per contract, which results in an annual cost unchanged of \$— annually or —%.
4. Overtime expense is unchanged from \$3,400 FY 2023 to \$3,400 in FY 2024. FY 2022 Actual was \$2,500.
5. 50% Sick Leave Payout unchanged from \$4,115 in FY 2023 to \$4,115 in FY 2024. FY 2022 Actual was \$6,651. 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. Meetings & Conferences is increased from \$59,300 in FY 2023 to \$67,445 in FY 2024. This line item represents the travel costs for official city business, which includes Northeast Iowa Regional Managers' meetings, Washington D.C. and Des Moines legislative trips, and various conferences

for the City Manager, Assistant City Manager, Executive Assistant, ICMA Fellow, Director of Strategic Partnerships and Sustainable Community Coordinator.

7. Employee Recognition expense is unchanged from \$17,000 in FY 2023 to \$17,000 in FY 2024. This line item represents both the employee recognition luncheon and SPIRIT awards costs.
8. Pay to Other Agency increased from \$43,600 in FY 2023 to \$55,000 in FY 2024. This line item includes the Sustainable Dubuque Collaborative Community Grants (\$45,000) and the GreenCorps local match (\$10,000).
9. Other Professional Services increased from \$69,151 in FY 2023 to \$186,744 in FY 2024. This line item includes the annual goal setting for City Council and department managers (\$37,000), work session meals (\$6,732), bi-annual community survey (\$13,000), bi-annual City Council governance session (\$37,012), and the municipal energy reinvestment fund (\$27,500).
10. Speakers is increased from \$34,530 in FY 2023 to \$40,000 in FY 2024. This line item represents the expense for the Growing Sustainable Communities Conference and is offset by the registration fees received for the conference. Net revenue to the City is \$961.
11. Association Dues increased from \$28,392 in FY 2023 to \$28,959 in FY 2024. FY 2022 Actual was \$21,238. This increase adds expected cost increases for association dues in FY 2024.
12. Education Reimbursement increased from \$86,750 in FY 2023 to \$99,750 in FY 2024. FY 2022 Actual was \$32,127. This item line represents various professional development activities for the Leadership Team, HPG Ambassadors and department managers.
13. IT Recharges increased from \$0 in FY 2023 to \$13,267 in FY 2024. Departments receive recharges for maintenance agreement costs on City-wide software based on the number of users in their department.

## Machinery & Equipment

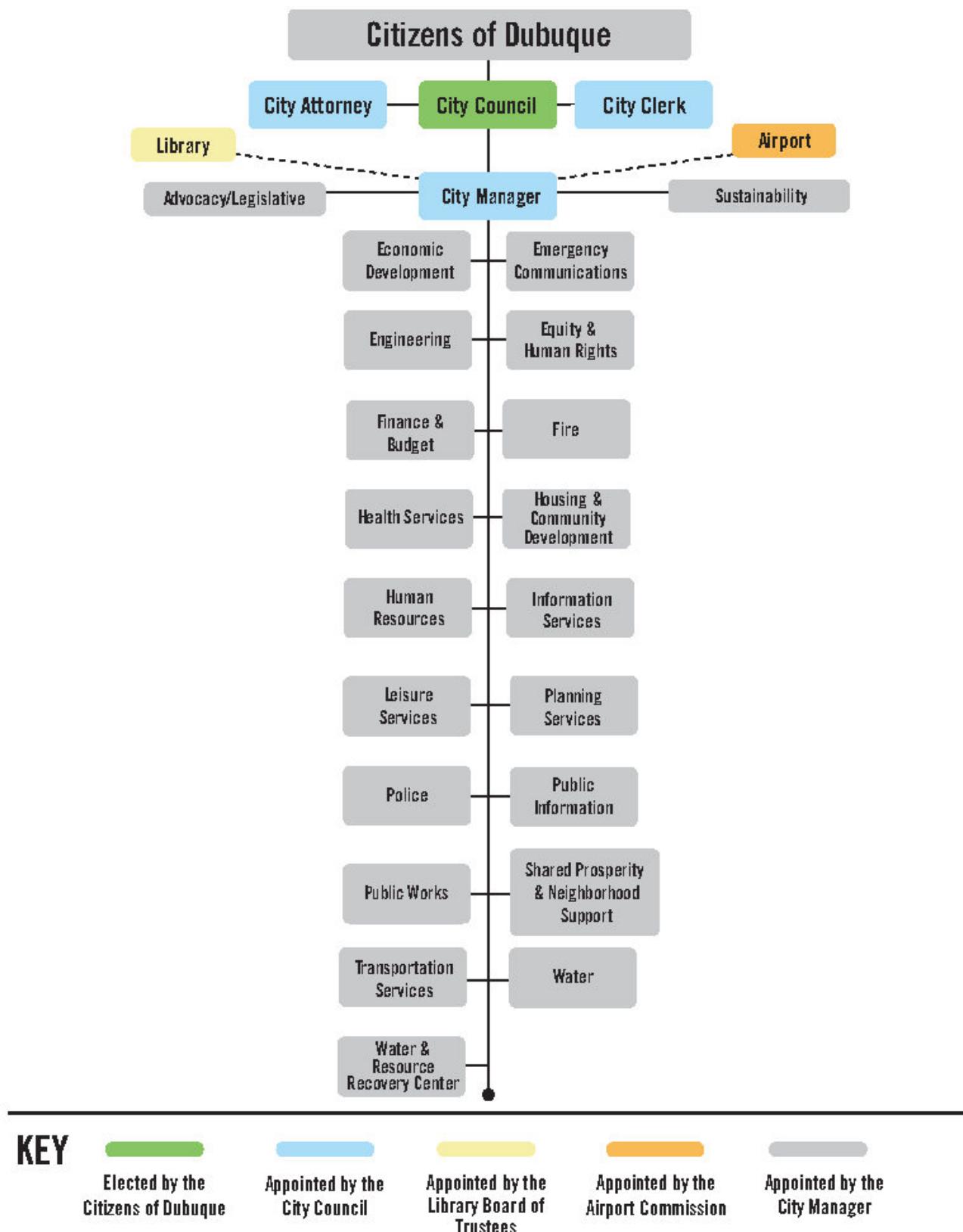
14. Equipment replacement items include (\$10,675):

<b>City Manager Machinery and Equipment</b>		
<b>Administration</b>		
Smartphones (3)	\$	1,050
Desk Chairs (9)	\$	3,000
Wireless Headset (1)	\$	200
Recommended Improvement Packages	\$	6,425
<b>Total Equipment</b>		<b>\$ 10,675</b>

## Revenue

15. Sustainability Program Fees unchanged from \$40,961 in FY 2023 to \$40,961 in FY 2024 based on FY 2023 budget. This line item represents the Growing Sustainable Communities Conference registration fees.
16. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$794,574 in FY 2023 to \$1,191,446 in FY 2024.

# CITY OF DUBUQUE ORGANIZATIONAL CHART



**KEY**

Elected by the  
Citizens of Dubuque

Appointed by the  
City Council

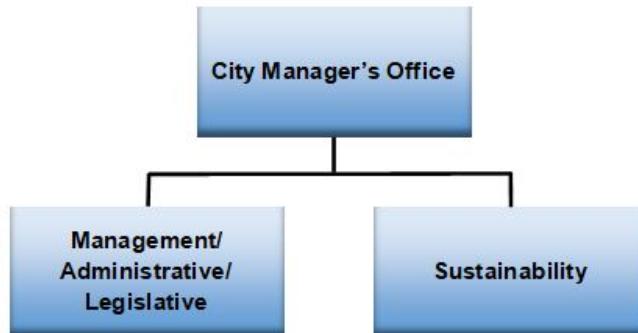
Appointed by the  
Library Board of  
Trustees

Appointed by the  
Airport Commission

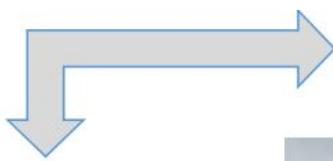
Appointed by the  
City Manager

# CITY MANAGER'S OFFICE

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



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



### PEOPLE

- Establish a culture of quality customer service and deliver services that exceed citizen expectations.
- Invest in staff development to improve leadership capacity and increase leadership effectiveness
- Attract, engage and retain a high quality, creative and diverse workforce
- Promote and invest in employee health and safety



### PLANNING

Work with all City Departments and Divisions to perform the duties and responsibilities specified in the City Charter to ensure economic prosperity, environmental/ecological integrity and social/cultural vibrancy exist throughout the community and are incorporated into daily activities.



### PARTNERSHIPS

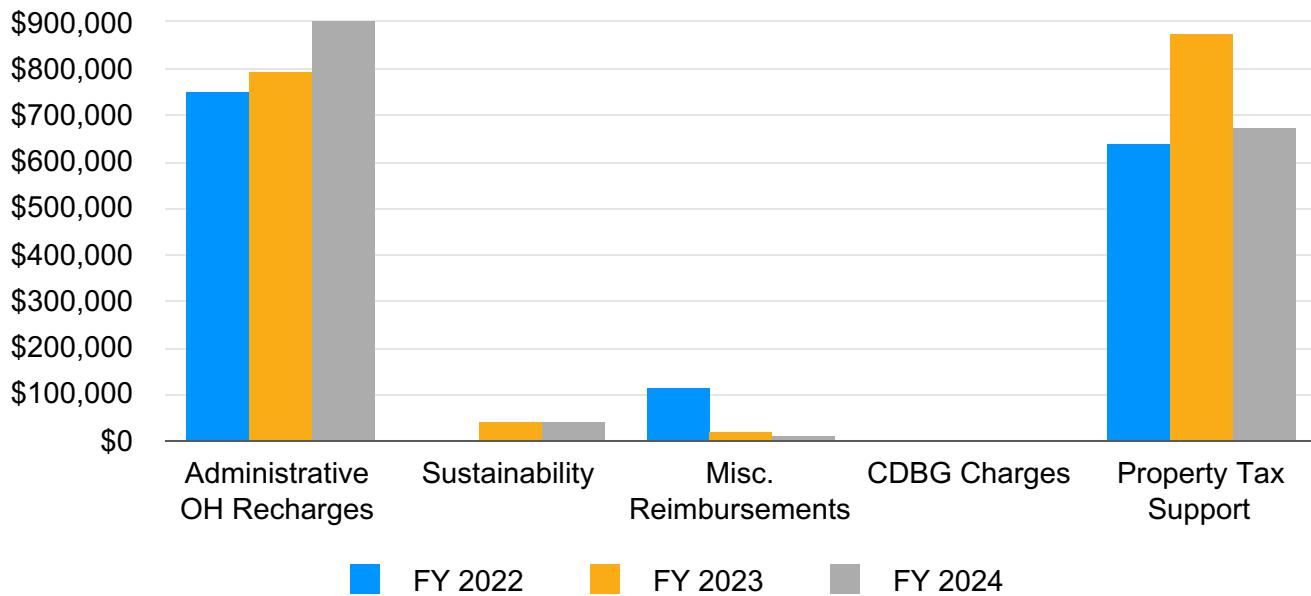
- Develop and foster over 50 Local, State, Regional, Federal and National partnerships to implement the City Council's community vision.
- Increase citizen engagement in local governance processes
- Develop team-processes that lead to innovative solutions for community challenges and opportunities



# CITY MANAGER'S OFFICE

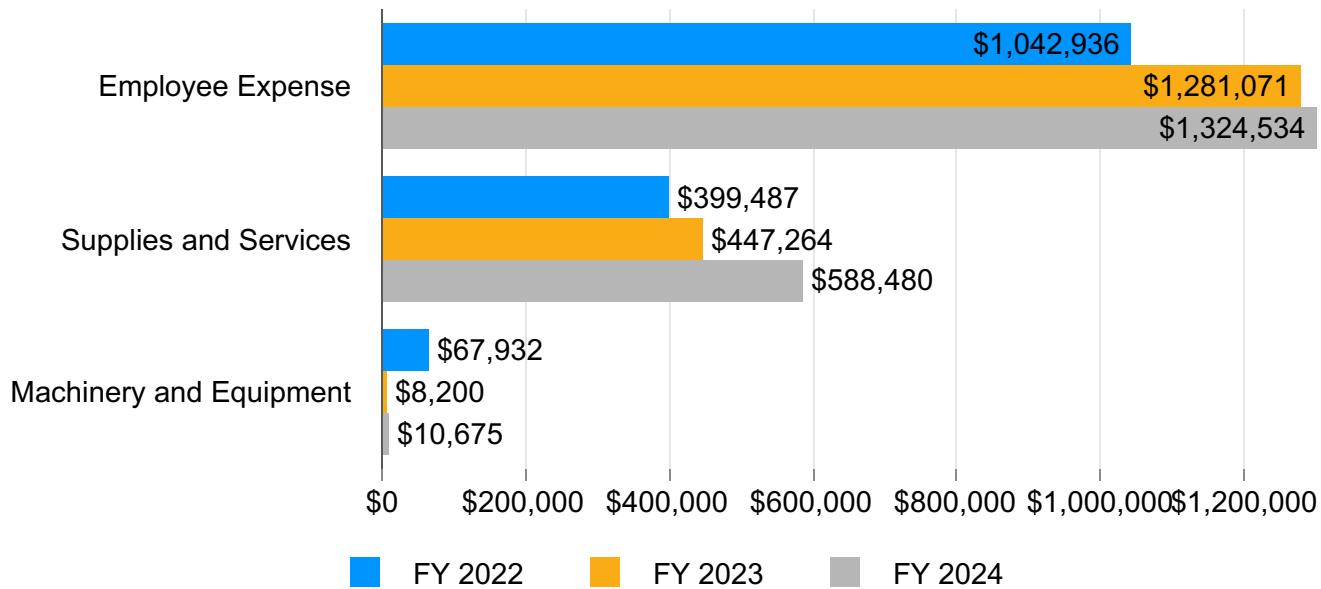
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	10.08	10.42	10.42

## Resources and Property Tax Support



The City Manager's Office is supported by 10.42 full-time equivalent employees, which accounts for 68.85% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 10.78% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# CITY MANAGER'S OFFICE

## Management/Administrative/Legislative

### Mission & Services

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

Management/Administrative/Legislative Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$1,244,597	\$1,335,851	\$1,435,596
Resources	\$759,264	\$672,719	\$919,758

Management/Administrative/Legislative Position Summary	
	FY 2024
City Manager	1.00
Assistant City Manager	1.00
Office Manager	1.00
Grant Analyst	1.00
Secretary	1.00
Director of Strategic Partnerships	0.75
Management Intern	1.00
Intern	0.25
<b>Total Full-Time Equivalent Employee's</b>	<b>7.00</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY22 Actual	FY 23 Actual	FY 24 Estimated	Performance Indicator
Rank of Dubuque tax rate per capita compared to 11 largest cities in Iowa. (1 = lowest rate, 11 = highest rate)	N/A	2	2	2	N/A

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

% budgeted revenue from property taxes	N/A	15%	13%	N/A
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##### 3 Dept. Objective: Maintain an efficient citizen response rate.

% of citizen issues resolved in 10 days or less (All departments)	75%	76%	69.7%	75%	
Average # days to resolve citizen issue (CMO)	< 7	6.2	3.9	7	

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

Leadership Team demographics	50.7% female 9.7% non-w ('21 Census)	44.32% fem, 4.2 % non-w	33.3% fem, 7.4% non-w	50% fem, 9% non-w	
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# CITY MANAGER'S OFFICE

## Sustainability

### Mission & Services

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



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

Sustainability Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$265,726	\$400,684	\$488,061
Resources	\$109,193	\$184,422	\$326,595

Sustainability Position Summary	
	FY 2024
Sustainable Community Coordinator	1.00
Climate Action Coordinator	1.00
Sustainable Dubuque Intern	0.42
<b>Total Full-Time Equivalent Employee's</b>	<b>2.42</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY20 Actual	FY21 Actual	FY22 Actual	Performance Indicator
% of grants awarded of total applications received	N/A	45%	52%	90%	N/A

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

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

# of Pesticide-Free Parks	43	15	15	15	
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#### City Council Goal: Sustainable Environment

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

% reduction in GHG emissions in Dubuque	50%	27%	27%	27%	
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## Recommended Operating Revenue Budget - Department Total

### 72 - CITY MANAGER'S OFFICE

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
45455 - Program Fee	(465)	0	(40,961)	(40,961)
45500 - Miscellaneous Chg for Svcs	0	(102,358)	0	0
47100 - Reimbursements	(2,255)	(12,946)	(21,606)	(12,946)
47150 - Refunds	(688)	0	0	0
47450 - Sale of Salvage	0	(25)	0	0
<b>4A - Charges for Services Total</b>	<b>(3,408)</b>	<b>(115,328)</b>	<b>(62,567)</b>	<b>(53,907)</b>
<b>4B - Grants/Contrib</b>				
44400 - State Grants	(114,249)	0	0	0
47050 - Contrib - Private Sources	(19,350)	(1,000)	0	(1,000)
<b>4B - Grants/Contrib Total</b>	<b>(133,599)</b>	<b>(1,000)</b>	<b>0</b>	<b>(1,000)</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(38,288)	(39,849)	(42,098)	(206,101)
49610 - Transfer In Sanitary Op	(238,813)	(249,050)	(263,113)	(306,868)
49620 - Transfer in Storm Op	(71,613)	(74,715)	(78,905)	(173,911)
49650 - Transfer in Parking Op	(31,048)	(32,376)	(34,204)	(44,265)
49670 - Transfer in Refuse Op	(222,059)	(231,616)	(244,696)	(306,868)
49950 - Transfer in DMASWA Gen	(119,403)	(124,522)	(131,558)	(153,433)
<b>4N - Transfers Total</b>	<b>(721,224)</b>	<b>(752,128)</b>	<b>(794,574)</b>	<b>(1,191,446)</b>
<b>CITY MANAGER'S OFFICE - Total</b>	<b>(858,231)</b>	<b>(868,456)</b>	<b>(857,141)</b>	<b>(1,246,353)</b>

## Recommended Operating Expenditure Budget - Department Total

### 72 - CITY MANAGER'S OFFICE

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	667,175	685,172	844,779	880,050
60200 - Salaries - Regular Part Time	34,806	105,342	113,757	118,987
60300 - Hourly Wages - Temp/Seasonal	0	8,116	12,217	16,305
60400 - Overtime	0	2,500	3,400	3,400
60630 - Special Pay Sick Lv Payout Ret	0	2,428	7,580	7,580
60635 - Special Pay Sick Lv Payout 50%	4,115	6,651	4,115	4,115
60640 - Special Pay - Vacation Payout	3,503	9,368	0	0
60710 - Special Pay - Parental Leave	0	5,100	0	0
60730 - Spec Pay - Safety Equipment	1,185	0	0	0
60760 - Spec Pay - Moving Allowance	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>710,784</b>	<b>824,677</b>	<b>985,848</b>	<b>1,030,437</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	43,865	51,571	78,093	72,398
61300 - IPERS - City Contribution	62,679	71,552	93,272	96,317
61510 - Health Insurance	93,384	84,708	113,314	114,096
61540 - Life Insurance	388	318	432	414
61600 - Workers' Compensation	2,195	1,597	1,519	1,828
61820 - Vehicle Allowance	8,254	8,512	8,593	9,044
61992 - Physicals	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>210,765</b>	<b>218,258</b>	<b>295,223</b>	<b>294,097</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	22,405	21,238	28,392	28,959
62200 - Subscriptions	632	1,028	1,166	1,266
62325 - Mileage	14	375	913	904
62400 - Meetings & Conferences	1,213	25,046	59,300	67,445
62500 - Education Reimbursement	18,867	32,127	86,750	99,750
<b>6C - Staff Development Total</b>	<b>43,132</b>	<b>79,814</b>	<b>176,521</b>	<b>198,324</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63312 - Vehicle Ops - Gasoline	230	415	605	605
63400 - Equipment Maint/Repair	449	592	421	634
63730 - Telecommunications	4,338	4,185	4,918	5,071
<b>6D - Repari/Maint/Util Total</b>	<b>5,017</b>	<b>5,192</b>	<b>5,944</b>	<b>6,310</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	0	765	0	26
64081 - Insurance - Liability	4,172	5,128	6,151	6,682
64110 - Legal	0	17,010	0	0
64115 - Special Events	595	3,965	10,000	20,000
64130 - Payments to Other Agencies	157,554	147,882	43,600	55,000
64135 - Grants	0	0	7,500	7,500
64140 - Printing	500	2,065	6,978	6,978

## Recommended Operating Expenditure Budget - Department Total

### 72 - CITY MANAGER'S OFFICE

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64145 - Copying	970	2,903	3,610	3,610
64160 - Rental - Land/Bldgs/Parking	2,226	2,241	35,994	4,047
64190 - Technology Services	1,861	1,834	2,485	2,148
64191 - IT Recharges	0	0	0	15,024
64860 - Speakers	0	29,935	34,530	40,000
64900 - Other Professional Service	36,891	67,200	69,151	186,744
64980 - Technology Equip Maint Cont	14,094	14,094	12,808	0
<b>6E - Contractual Svcs Total</b>	<b>218,863</b>	<b>295,022</b>	<b>232,807</b>	<b>347,759</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65025 - Program Materials	4,328	514	11,828	15,988
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	507	11,625	4,150	7,675
65060 - Office Supplies	1,012	2,511	2,958	2,511
65070 - Operating Supplies	63	181	63	181
65080 - Postage/Shipping	128	388	143	407
65100 - Safety Supplies	0	0	0	0
65925 - Uniform Purchase	0	0	0	0
65930 - Flags	0	0	0	0
65935 - Employee Recognition	9,431	15,866	17,000	17,000
65940 - Gift Cards	0	0	0	0
<b>6F - Commodities Total</b>	<b>15,468</b>	<b>31,084</b>	<b>36,142</b>	<b>43,762</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	0	0	4,050	3,000
67250 - Office Equipment	0	0	0	0
67270 - Other Capital Equipment	0	56,307	0	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>56,307</b>	<b>4,050</b>	<b>3,000</b>
<b>CITY MANAGER'S OFFICE - Total</b>	<b>1,204,028</b>	<b>1,510,355</b>	<b>1,736,535</b>	<b>1,923,689</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 72 - CITY MANAGER'S OFFICE

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>7201 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	740,177	839,096	873,941
6B - Employee Benefits	192,246	242,925	240,139
6C - Staff Development	68,078	154,654	160,044
6D - Repari/Maint/Util	4,156	4,206	5,083
6E - Contractual Svcs	209,659	69,668	125,914
6F - Commodities	30,281	21,252	27,475
6G - Capital Outlay	—	4,050	3,000
<b>7201 - Administration Total</b>	<b>1,244,597</b>	<b>1,335,851</b>	<b>1,435,596</b>
<b>7202 - Sustainability</b>			
<b>100 - General</b>			
6A - Salaries & Wages	84,500	146,752	156,496
6C - Staff Development	11,646	21,505	37,930
6D - Repari/Maint/Util	622	1,133	622
6E - Contractual Svcs	77,363	153,139	211,845
6F - Commodities	279	10,602	15,762
6G - Capital Outlay	56,307	—	—
<b>7202 - Sustainability Total</b>	<b>256,729</b>	<b>385,429</b>	<b>476,613</b>
<b>7203 - GreenCorps</b>			
<b>100 - General</b>			
6C - Staff Development	89	362	350
6D - Repari/Maint/Util	415	605	605
6E - Contractual Svcs	8,000	10,000	10,000
<b>7203 - GreenCorps Total</b>	<b>8,997</b>	<b>15,255</b>	<b>11,448</b>
<b>7299 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	32	—	32
<b>7299 - Pcard Clearing Total</b>	<b>32</b>	<b>—</b>	<b>32</b>
<b>CITY MANAGER'S OFFICE TOTAL</b>	<b>866,821</b>	<b>1,050,094</b>	<b>1,197,166</b>

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

**72 CITY MANAGER'S OFFICE**

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	9900	Contract	CITY MANAGER	1.00	\$ 284,891	1.00	\$ 295,212	1.00	\$ 309,780
100	9375	GE-44	ASSISTANT CITY MANAGER	1.00	\$ 140,415	1.00	\$ 144,973	1.00	\$ 151,638
100	—	GE-30	DATA ANALYST	1.00	\$ 49,757	—	\$ —	—	\$ —
			SUSTAINABLE COMMUNITY COORD.						
100	4670	GE-33		1.00	\$ 76,379	1.00	\$ 78,864	1.00	\$ 82,490
100		GE-27	GRANT ANALYST	—	\$ —	1.00	\$ 48,692	1.00	\$ 53,125
			CLIMATE ACTION COORDINATOR						
100		GE-31		—	\$ —	1.00	\$ 55,671	1.00	\$ 57,701
100	3465	NA-41	MANAGEMENT INTERN	1.00	\$ 42,045	1.00	\$ 45,173	1.00	\$ 53,726
100	8825	GE-32	EXECUTIVE ASSISTANT	1.00	\$ 70,649	1.00	\$ 72,950	1.00	\$ 72,976
100	225	GE-25	CLERICAL ASSISTANT	—	\$ —	—	\$ —	1.00	\$ 44,888
100	225	GE-25	SECRETARY	2.00	\$ 100,012	2.00	\$ 103,244	1.00	\$ 53,726
<b>TOTAL FULL TIME EMPLOYEES</b>				8.00	\$ 764,148	9.00	\$ 844,779	9.00	\$ 880,050
<b>61020 Part Time Employee Expense</b>									
100		GE-44	DIR. OF STRATEGIC PARTNERSHIPS	0.75	\$ 103,246	0.75	\$ 106,598	0.75	\$ 111,499
100	225	GE-25	SECRETARY	0.66	\$ 25,109	—	—	—	—
100			SUSTAINABLE DUBUQUE INTERN	0.42	\$ 11,835	0.42	\$ 12,217	0.42	\$ 16,305
<b>TOTAL PART TIME EMPLOYEES</b>				1.83	\$ 140,190	1.17	\$ 118,815	1.17	\$ 127,804
<b>61030 Seasonal Employee Expense</b>									
100		NA-38	OFFICE SPECIALIST	0.25	\$ 6,936	0.25	\$ 7,159	0.25	\$ 7,488
<b>TOTAL SEASONAL EMPLOYEES</b>				0.25	\$ 6,936	0.25	\$ 7,159	0.25	\$ 7,488
<b>TOTAL CITY MANAGER'S OFFICE</b>				<b>10.08</b>	<b>\$ 911,274</b>	<b>10.42</b>	<b>\$ 970,753</b>	<b>10.42</b>	<b>\$ 1,015,342</b>

**CITY OF DUBUQUE, IOWA**  
**ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>Management-General Fund</b>											
10072100	61010	100	9900	CONT	CITY MANAGER	1.00	\$ 284,891	1.00	\$ 295,212	1.00	\$ 309,780
10072100	61010	100	9250	GE-44	ASSISTANT CITY MANAGER	1.00	\$ 140,415	1.00	\$ 144,973	1.00	\$ 151,638
10072800	61010	100	—	GE-30	DATA ANALYST	1.00	\$ 49,757	—	\$ —	—	\$ —
10072100	61010	100	—	GE-27	GRANT ANALYST	—	\$ —	1.00	\$ 48,692	1.00	\$ 53,125
10072100	61010	100	3465	NA-41	INTERN	1.00	\$ 42,045	1.00	\$ 45,173	1.00	\$ 53,726
10072100	61010	100	225	GE-25	SECRETARY	2.00	\$ 100,012	2.00	\$ 103,244	1.00	\$ 53,726
10072100	61010	100	225	GE-25	CLERICAL ASSISTANT	—	\$ —	—	\$ —	1.00	\$ 44,888
10072100	61010	100	8825	GE-31	EXECUTIVE ASSISTANT	1.00	\$ 70,649	1.00	\$ 72,950	1.00	\$ 72,976
				<b>Total</b>		<b>7.00</b>	<b>\$ 687,769</b>	<b>7.00</b>	<b>\$ 710,244</b>	<b>7.00</b>	<b>\$ 739,859</b>
<b>Sustainable Community - General Fund</b>											
10072200	61010	100	—	GE-31	CLIMATE ACTION COORDINATOR	—	\$ —	1.00	\$ 55,671	1.00	\$ 57,701
10072200	61010	100	4670	GE-33	SUSTAINABLE COMM. COORD.	1.00	\$ 76,379	1.00	\$ 78,864	1.00	\$ 82,490
				<b>Total</b>		<b>1.00</b>	<b>\$ 76,379</b>	<b>2.00</b>	<b>\$ 134,535</b>	<b>2.00</b>	<b>\$ 140,191</b>
<b>Management -PT General Fund</b>											
10072800	61020	100	—	GE-25	SECRETARY	0.66	\$ 25,109	—	\$ —	—	\$ —
				<b>Total</b>		<b>0.66</b>	<b>\$ 25,109</b>	<b>—</b>	<b>\$ —</b>	<b>—</b>	<b>\$ —</b>
<b>Sustainable Community - PT General Fund</b>											
10072200	61020	100	—	NA-38	DUBUQUE INTERN	0.42	\$ 11,835	0.42	\$ 12,217	0.42	\$ 16,305
				<b>Total</b>		<b>0.42</b>	<b>\$ 11,835</b>	<b>0.42</b>	<b>\$ 12,217</b>	<b>0.42</b>	<b>\$ 16,305</b>
<b>City Manager - PT General Fund</b>											
10072100	61020	100	—	GE-44	PARTNERSHIPS	0.75	\$ 103,246	0.75	\$ 106,598	0.75	\$ 111,499
				<b>Total</b>		<b>0.75</b>	<b>\$ 103,246</b>	<b>0.75</b>	<b>\$ 106,598</b>	<b>0.75</b>	<b>\$ 111,499</b>
<b>City Manager - Seasonal General Fund</b>											
10072100	61030	100	—	NA-38	OFFICE SPECIALIST	0.25	\$ 6,936	0.25	\$ 7,159	0.25	\$ 7,488
				<b>Total</b>		<b>0.25</b>	<b>\$ 6,936</b>	<b>0.25</b>	<b>\$ 7,159</b>	<b>0.25</b>	<b>\$ 7,488</b>
<b>TOTAL CITY MANAGER'S OFFICE</b>											
						<b>8</b>	<b>\$ 911,274</b>	<b>10.42</b>	<b>\$ 970,753</b>	<b>10.42</b>	<b>\$ 1,015,342</b>

# **City Council**

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## CITY COUNCIL

<b>Budget Highlights</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Requested</b>	<b>% Change From FY 2023 Budget</b>
<u>Expenses</u>				
Employee Expense	83,954	90,419	90,068	-0.4%
Supplies and Services	33,071	64,797	66,832	3.1%
Machinery and Equipment	319	—	350	0.0%
Total	117,344	155,216	157,250	1.3%
<u>Resources</u>				
Reimbursements	98	180	98	-45.6%
Total	98	180	98	-45.6%
Property Tax Support	117,246	155,036	157,152	2,116
Percent Increase (Decrease)				1.4%
<b>Personnel - Authorized FTE</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	

### Significant Line Items

#### **Employee Expense**

1. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2023. The employee contribution of 6.29% is unchanged from FY 2023.
2. The fiscal hours budgeted decreased from 2,088 hours in FY 2023 to 2,080 in FY2024 which decreased employee expense.

#### **Supplies & Services**

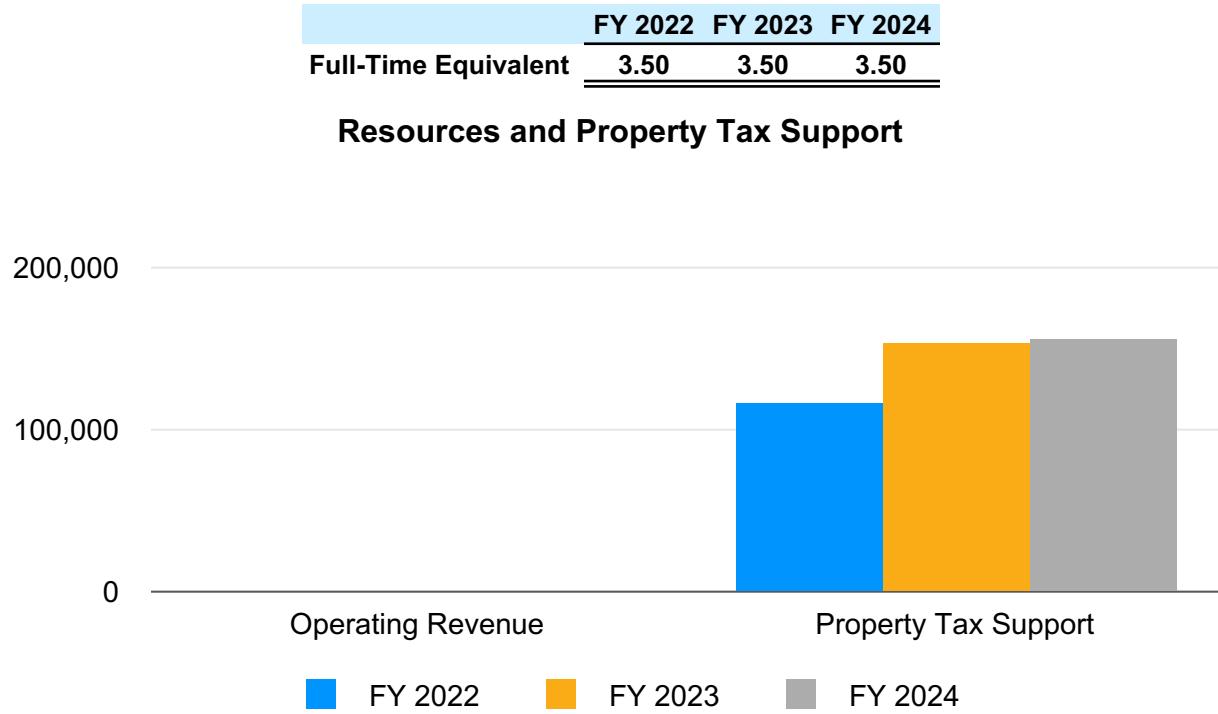
3. Meetings & Conferences is increased from \$33,058 in FY 2023 to \$34,361 in FY 2024. This line item includes \$1,000 per City Council member for city business meetings and approximately \$3,909 per City Council member to attend 1 regional conference, the Iowa League of Cities Summer Conference and the National League of Cities Congressional Summit in Washington, DC. In addition to these funds, members of the City Council may participate in the Chamber of Commerce Annual Washington DC Fly-in. Funding for that trip is in the Economic Development budget.
4. Association Dues increased from \$19,746 in FY 2023 to \$20,515 in FY 2024. This line item is based on the actual cost of the membership to Iowa League of Cities \$15,246 and US Conference of Mayors \$5,269.

#### **Revenue**

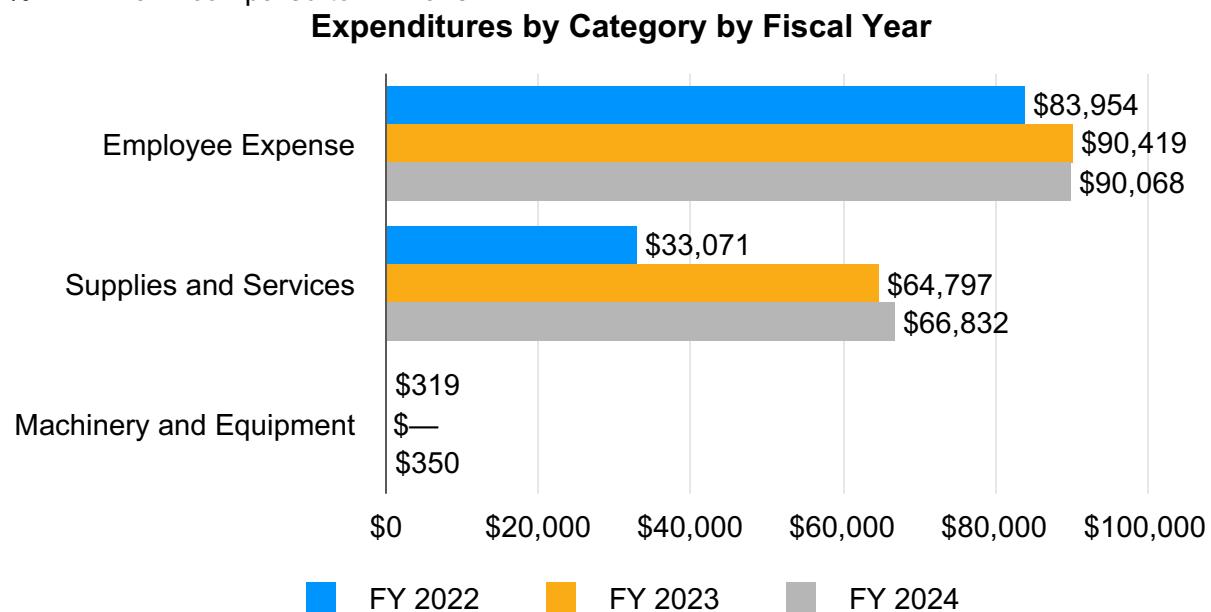
5. Reimbursements Revenue decreased from \$180 in FY 2023 to \$98 in FY 2024 based on FY 2022 Actual. This line item represents reimbursements for Mayor speaking engagements.

# CITY COUNCIL

Dubuque operates under the council-manager form of local government, which combines the political leadership of elected officials in the form of a city council, with the managerial experience of an appointed local government manager, the city manager.



The City Council is supported by 3.50 full-time equivalent employees, which accounts for 57.28% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 1.31% in FY 2024 compared to FY 2023.



2022  
–  
2024

# DUBUQUE CITY COUNCIL GOALS & PRIORITIES



BRAD M. CAVANAGH  
MAYOR



RIC W. JONES  
AT-LARGE



DAVID T. RESNICK  
AT-LARGE



SUSAN R. FARBER  
1ST WARD



LAURA J. ROUSSEL  
2ND WARD



DANNY C. SPRANK  
3RD WARD



KATY A. WETHAL  
4TH WARD

Over the course of three sessions in August, City Council members affirmed the 15-year vision statement and mission statement and identified eight five-year goals for the city. They also identified top and high priorities for a 2022-2024 policy agenda as well as in-progress projects and capital projects for 2022-2024.



## Five-Year Goals

2022-2027

### Robust Local Economy:

Diverse Businesses and Jobs with Economic Prosperity

### Vibrant Community:

Healthy & Safe

### Livable Neighborhoods and Housing:

Great Place to Live

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

Sustainable, Equitable, and Effective Service Delivery

### Sustainable Environment:

Preserving and Enhancing Natural Resources

### Partnership for a Better Dubuque:

Building Our Community that is Viable, Livable, and Equitable

### Diverse Arts, Culture, Parks, and Recreation Experiences and Activities

### Connected Community:

Equitable Transportation, Technology Infrastructure, and Mobility

## **2036 Vision Statement**

Dubuque 2036 is a sustainable and resilient city, an inclusive and equitable community where ALL are welcome. Dubuque 2036 has preserved our Masterpiece on the Mississippi, has a strong, diverse economy and expanding connectivity. Our residents experience healthy living and active lifestyles; have choices of quality, affordable, livable neighborhoods; have an abundance of diverse, fun things to do; and are successfully and actively engaged in the community.

## **Mission Statement**

Dubuque city government is progressive and financially sound with residents receiving value for their tax dollars and achieving goals through partnerships. Dubuque city government's mission is to deliver excellent municipal services that support urban living; contribute to an equitable, sustainable city; plan for the community's future; and facilitate access to critical human services.



## Policy Agenda

Policy agenda items are issues that need direction or a policy decision by the City Council, or need a major funding decision by the City Council, or issues that need City Council leadership in the community or with other governmental bodies. The policy agenda is divided into top priorities and high priorities.

### 2022 – 2024 Top Priorities

(in alphabetical order):

- Air Service Future Strategy and Action Plan
- Chaplain Schmitt Island Master Plan Implementation
- City Workforce Retention and Attraction: Direction and Funding
- Climate Action Plan Implementation
- Comprehensive Fire Stations Locations: Study, Report, Direction, and Funding
- Street Program: Direction and Funding

### 2022 – 2024 High Priorities

(in alphabetical order):

- Catfish Creek Sanitary Sewer Project: Debt Policy Direction, Phasing, and Funding
- Central Avenue Revitalization Plan: Adoption, Direction, and City Actions
- Five Flags: Options, Funding Mechanism, Direction, and Next Steps
- Housing Incentive Policy: Review and Direction
- Poverty Prevention and Reduction Plan Implementation
- Sutton Pool Staffing and Operational Needs: Future Direction and Funding

**Under each City Council goal are items listed as MANAGEMENT IN PROGRESS and MAJOR PROJECTS. Each goal contains management in progress items and some City Council goals also have major projects associated.**

**Management in progress** are items that are underway and budgeted. Staff is implementing and providing updates to City Council.

**Major projects** are projects that are underway and budgeted. Staff is implementing and providing updates to City Council.

### Robust Local Economy

#### Management in Progress

- Field of Dreams Stadium: Next Steps for City
- Industrial Park Development
  - a. West McFadden/Graf Site Infrastructure
  - b. Crossroads Industrial Park Infrastructure
- Minority-, Women-, Disabled-, and LGBT-Owned Business Enterprises (MWDBE) Business Support (including diverse suppliers)
- MWDBE Procurement Policy, Process Revision and Recruitment
- River Cruise Infrastructure and Initial Cruise

*(Continued on page 4)*

## Vibrant Community

### Management in Progress

- 911 Center Accreditation
- Comprehensive Police Transparency Annual Report
- Emergency Communication Transfer to Dubuque County: Policy Direction and City Actions
- Traffic and Security Cameras Deployment
- Equitable Fines and Fees Reform
- Fire Department Culture Action Plan
- Fire Department Recruitment and Staffing
- National Incident Management System (NIMS) Development and Training: Mayor/City Council and Management Team Implementation
- Police Department Recruitment and Staffing

## Livable Neighborhoods & Housing

### Management in Progress

- Emerald Ash Borer Damage: Update Report & Funding
- Historic Millwork District: Next Steps
- Multicultural Family Center Youth Programs Expansion
- Neighborhood Associations Process/Guidelines: Development
- Unified Development Code Update

### Major Projects

- Hendrick's Feed Site Parking Ramp

## Financially-Responsible, High-Performance City Organization

### Management in Progress

- Americans with Disabilities Act (ADA) Compliance Transition Report
- Cartegraph Operations Management Software System Asset Management System
- City Facilities Security Short-Term Action Plan: Access Codes
- City Legislative Lobbying/Advocacy Agenda 2022
- City Plan and Performance Tracking Software and Reporting Tool
- Digital Signatures Policy
- Downtown City Facilities/Workspace Analysis and Plan
- Enterprise Resource Planning (ERP) Software Implementation
- Human Resources Modernization: Two Positions
- Organizational Culture Continuous Improvement
  - a. Performance Reviews
  - b. Exit Interviews
  - c. Consultant Services & Support

### Major Projects

- Engine House Remodel Project

For City Council contact information, visit

[www.cityofdubuque.org/citycouncil](http://www.cityofdubuque.org/citycouncil)

or call 563.589.4100.

COUN006-090122

## Sustainable Environment

### Management in Progress

- Bee Branch Greenway Operations and Maintenance
- Bee Branch Basin Pump Replacement
- Lead and Copper Pipe Rule Compliance Water Sampling and Testing
- Pollinator Habitat in Park System
- Sewer System Infrastructure Asset Master Plan
- Water and Resource Recovery Center: Nutrient Trading
- Water Plant and Distribution Systems Condition Assessment/Master Plan

### Major Projects

- Water Department Supervisory Control and Data Acquisition (SCADA) System Overhaul
- Water Lines Extension – Southwest Arterial

## Partnership for a Better Dubuque

### Management in Progress

- AmeriCorps Support of Grade-Level Reading Initiative
- Boards/Commissions Recruitment Plan
- City Life Program Offered in Spanish
- Homeless Shelter for Men with Children: Construction Completion

## Diverse Arts, Culture, Parks, and Recreation Experiences and Activities

### Management in Progress

- Arts and Culture Master Plan Implementation
- Arts Operating Grants Update Report
- Comprehensive Parks Master Plan
- Dubuque Renaissance BIPOC Arts Initiative
- Grand River Center Management Agreement

### Major Projects

- Comiskey Park Upgrade Project: Phase 1 Construction
- Eagle Valley Subdivision Park: Construction
- English Ridge Subdivision Park: Construction
- Five Flags Short-Term Improvements: Roof and HVAC Stabilization
- Jackson Park Restrooms: Completion

## Connected Community

### Management in Progress

- Community Broadband Project: Fiber-to-the-Home
- New Buses: Delivery
- Traffic Signal Synchronization/STREETS Program

### Major Projects

- East/West Corridor Capacity Improvements
  - a. University/Pennsylvania Roundabout: Design
  - b. University/Asbury Roundabout: Design
  - c. University/Loras Roundabout: Design
- JFK Road Sidewalks Project: Construction
- Julien Dubuque Bridge Fiber Duct Installation
- Northwest Arterial Upgrade (IDOT Partnership) Phase 2: Construction
- Southwest Arterial Intelligent Transportation System (ITS) Project
- US 151/Wisconsin Bridge Fiber Installation

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

### **70 - CITY COUNCIL**

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
47100 - Reimbursements	(180)	(98)	(180)	(98)
<b>4A - Charges for Services Total</b>	<b>(180)</b>	<b>(98)</b>	<b>(180)</b>	<b>(98)</b>
<b>CITY COUNCIL - Total</b>	<b>(180)</b>	<b>(98)</b>	<b>(180)</b>	<b>(98)</b>

## Recommended Operating Expenditure Budget - Department Total

### 70 - CITY COUNCIL

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60200 - Salaries - Regular Part Time	74,009	75,892	81,400	81,085
<b>6A - Salaries &amp; Wages Total</b>	<b>74,009</b>	<b>75,892</b>	<b>81,400</b>	<b>81,085</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	1,702	1,767	1,181	1,174
61300 - IPERS - City Contribution	6,028	6,149	7,685	7,656
61600 - Workers' Compensation	205	146	153	153
<b>6B - Employee Benefits Total</b>	<b>7,935</b>	<b>8,062</b>	<b>9,019</b>	<b>8,983</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	19,359	14,542	19,746	20,515
62325 - Mileage	5	65	79	79
62400 - Meetings & Conferences	0	10,838	33,058	34,361
62500 - Education Reimbursement	548	220	3,500	3,500
<b>6C - Staff Development Total</b>	<b>19,912</b>	<b>25,665</b>	<b>56,383</b>	<b>58,455</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63400 - Equipment Maint/Repair	409	348	430	422
63730 - Telecommunications	1,307	1,318	1,327	1,575
<b>6D - Repari/Maint/Util Total</b>	<b>1,715</b>	<b>1,666</b>	<b>1,757</b>	<b>1,997</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	0	0	0	0
64081 - Insurance - Liability	1,722	1,883	2,409	2,012
64140 - Printing	164	223	285	285
64190 - Technology Services	2,005	1,579	2,005	2,280
64191 - IT Recharges	0	0	0	1,615
64900 - Other Professional Service	0	0	0	0
64980 - Technology Equip Maint Cont	1,867	1,867	1,853	0
<b>6E - Contractual Svcs Total</b>	<b>5,758</b>	<b>5,552</b>	<b>6,552</b>	<b>6,192</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65045 - Technology Equipment	855	319	0	350
65060 - Office Supplies	105	187	105	188
<b>6F - Commodities Total</b>	<b>960</b>	<b>506</b>	<b>105</b>	<b>538</b>
<b>CITY COUNCIL - Total</b>	<b>110,289</b>	<b>117,344</b>	<b>155,216</b>	<b>157,250</b>

**Recommended Expenditure Budget Report by Activity & Funding Source**  
**70 - CITY COUNCIL**

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>7001 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	75,892	81,400	81,085
6B - Employee Benefits	8,062	9,019	8,983
6C - Staff Development	25,665	56,383	58,455
6D - Repari/Maint/Util	1,666	1,757	1,997
6E - Contractual Svcs	5,552	6,552	6,192
6F - Commodities	506	105	538
<b>7001 - Administration Total</b>	<b>117,344</b>	<b>155,216</b>	<b>157,250</b>
<b>CITY COUNCIL TOTAL</b>		<b>117,344</b>	<b>155,216</b>
		<b>157,250</b>	<b>157,250</b>

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

**70 CITY COUNCIL**

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61020 Part Time Employee Expense</b>									
100	175	NA-21	MAYOR	0.50	\$ 13,656	0.50	\$ 14,800	0.50	\$ 14,743
100	12	NA-20	COUNCIL MEMBER	3.00	\$ 63,264	3.00	\$ 66,600	3.00	\$ 66,342
<b>TOTAL PART TIME EMPLOYEES</b>				3.50	\$ 76,920	3.50	\$ 81,400	3.50	\$ 81,085
<b>TOTAL CITY COUNCIL</b>				<b>3.50</b>	<b>\$ 76,920</b>	<b>3.50</b>	<b>\$ 81,400</b>	<b>3.50</b>	<b>\$ 81,085</b>

**CITY OF DUBUQUE, IOWA**  
**ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>City Council-PT</b>											
10070100	61020	100	175	NA-21	MAYOR	0.50	\$ 13,656	0.50	\$ 14,800	0.50	\$ 14,743
10070100	61020	100	12	NA-20	COUNCIL MEMBER	3.00	\$ 63,264	3.00	\$ 66,600	3.00	\$ 66,342
				<b>Total</b>		3.50	\$ 76,920	3.50	\$ 81,400	3.50	\$ 81,085
<b>TOTAL CITY COUNCIL</b>						<b>3.50</b>	<b>\$ 76,920</b>	<b>3.50</b>	<b>\$ 81,400</b>	<b>3.50</b>	<b>\$ 81,085</b>

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