

CITY OF DUBUQUE

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

# POLICY BUDGET

RECOMMENDED FOR FISCAL YEAR 2024

**VOLUME II**  
FEBRUARY 27, 2023  
Health Services  
Library  
Airport  
Office of Equity &  
Human Rights  
Office of Shared Prosperity  
& Neighborhood Support  
Finance



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

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February 27, 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

# **Health Services**

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## HEALTH SERVICES DEPARTMENT

Budget Highlights	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested	% Change From FY 2023 Budget
Employee Expense	533,011	660,465	726,067	9.9 %
Supplies and Services	385,022	373,684	463,680	24.1 %
Machinery and Equipment	1,282	5,390	30,621	468.1 %
Total	919,315	1,039,539	1,220,368	17.4 %
Operating Revenue	424,976	457,261	440,418	(3.7)%
State Grant	8,808	8,802	8,802	— %
Total	433,784	466,063	449,220	(3.6)%
Property Tax Support	485,531	573,476	771,148	197,672
Percent Increase (Decrease)				34.5 %
<b>Personnel - Authorized FTE</b>	<b>6.14</b>	<b>7.14</b>	<b>7.14</b>	

### Improvement Package Summary

#### **1 of 9**

This improvement request is for paying private contractors to mitigate nuisances where we have a court order to correct the nuisance/clean up. This will remove long standing nuisances from private property where all other avenues have been exhausted for the private property owner to do it themselves. This will allow staff to rectify and close out long-standing nuisance violations including multiple hoarding situations that take up significant staff time and cause ongoing citizen complaints. These large-scale nuisances are becoming more frequent and take time to reach a court resolution. The impact to our community will be neighborhood improvement through removal of health and nuisance violations causing potential health and public safety impacts. Relationship to City Council Goals & Priorities: Vibrant Community: Healthy & Safe

Related Cost: \$ 40,000 Tax Funds      Non-Recurring      **Recommend - Yes**

Property Tax Impact: \$ 0.0157 0.16%

Activity: Inspections - Food

#### **2 of 9**

This improvement package request is for our new Environmental Sanitarian/Preparedness employee to have their own Cooper/Atkins digital thermometer with micro needle and a Fluke infrared thermometer to use during routine food service inspections. These thermometers are used for the majority of inspections to determine safe temperature levels of various foods. The Cooper/Atkins digital thermometer and Fluke infrared thermometer will allow the Environmental Sanitarian to properly take food temperatures during retail food inspections to determine if temperature abuse is taking place that could lead to a food borne illness outbreak. This will contribute to City Council goals: Vibrant Community: Healthy and Safe. Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable. Working with our local restaurants to achieve the highest standards of food safety in our community.

Related Cost: \$ 700 Tax Funds      Non-Recurring      **Recommend - Yes**  
Property Tax Impact: \$ 0.0003 —%  
Activity: Inspections - Food

### 3 of 9

This improvement level request is for a new office chair for an Animal Control Officer. The existing chair, which is an older, used chair, has non-working components, and does not support correct posture. A new, ergonomically-correct chair will reduce postural stress on back, neck and shoulders, and can increase productivity and reduce work injuries. This will promote health and proper ergonomics. Relationship to City Council Goals & Priorities: Vibrant Community: Healthy & Safe

Related Cost: \$ 463 Tax Funds      Non-Recurring      **Recommend - Yes**  
Property Tax Impact: \$ 0.0002 —%  
Activity: Animal Control

### 4 of 9

This improvement package request is for a vehicle for a Health Services Environmental Sanitarian/Emergency Preparedness Planner position. This position was approved in the FY 2023 budget process. The additional vehicle will be used to drive to restaurants, markets, festivals and nuisance properties and conduct public health emergency preparedness response activities. This will enhance the ability to assure safe food and response to public health emergencies. Relationship to City Council Goals & Priorities: Vibrant Community: Healthy & Safe, Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery, Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable

Related Cost: \$ 25,000 Tax Funds      Non-Recurring      **Recommend - Yes**  
Property Tax Impact: \$ 0.0098 0.10%  
Activity: Administration

### 5 of 9

This improvement level request is to provide and replace computer equipment deployed early during the pandemic for remote working from home. This will facilitate employees working from home that have to work outside of business hours and be available outside of business hours, and to provide flexibility for an employee that requests working from home. The Account Clerk will need a laptop equipment replacement, while the Public Health Director will need additional hardware. This will ensure the ability to provide service outside of normal business hours and flexibility for employees. Relationship to City Council Goals & Priorities: Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery

Related Cost: \$ 3,758 Tax Funds      Non-Recurring      **Recommend - Yes**  
Property Tax Impact: \$ 0.0015 0.02%  
Activity: Animal Control

### 6 of 9

The improvement level request is for the Environmental Sanitarian to sit for the National Environmental Health Association (NEHA) REHS/RS credential exam. Service level changes: The REHS/RS credential demonstrates competency in an impressive range of environmental health issues, directing and training personnel to respond to routine or emergency environmental situations, and providing education to their communities on environmental health concerns. This certification requires demonstration of environmental health knowledge and the ability to think critically, analyze problems and demonstrate knowledge in daily

operations regarding environmental health issues. In addition, REHS/RS credential holders are key members in ensuring communities are in compliance with local, state, and federal environmental health regulations. Many health departments across the country require sanitarians to acquire this credential, which acknowledges knowledge and professionalism. One of the current Environmental Sanitarians has held this credential since 1999. Many other Iowa sanitarians maintain this credential as well. Relationship to City Council Goals & Priorities: Vibrant Community: Healthy & Safe, Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery, Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable Networking and learning about operations in other organizations nationwide will lead to creating a more vibrant community for our citizens. Becoming more efficient in daily operations and develop creative workflows to attribute to a high-performance organization. Creating more livable communities/ neighborhoods by having better skills and new tools for code enforcement.

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

#### **7 of 9**

The improvement level decision package request is for an Environmental Sanitarian to attend the National Environmental Health Association Region 4 Fall Conference in Fargo, ND. Conference dates are October 17-19, 2023. Tools, resources, and new networking opportunities, and knowledge of recent trends and research in the environmental health field will be covered. The main objectives of the training are to learn about the latest practices, data, and research related to the regional NEHA affiliates practice in environmental health. 1) Create more livable communities/neighborhoods by having sharper skills and new tools for code enforcement; 2) Become more efficient in daily operations and develop creative workflows to attribute to a high-performance organization; and 3) Networking and learning about operations in other organizations region-wide will lead to creating a more vibrant and equitable community for our citizens and food service operators. Relationship to City Council Goals & Priorities Livable Neighborhoods and Housing: Great Place to Live.

Related Cost:	<u>\$ 1,495</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0006</u>	0.01%		
Activity:	Inspections - Food			

#### **8 of 9**

This improvement request is for our new Environmental Sanitarian/Preparedness Planner to attend the National Environmental Health Association (NEHA) Leadership Academy. The NEHA leadership program will help support the Environmental Health profession and spearhead current issues and possible solutions in our community. This will help determine goals with timelines, communication, organize and delegate tasks. This course would benefit our organization with improved leadership and management skills, leading to a successful performance. This program is a 12-month program that provides the following:

- Meet monthly via 4-hour virtual training modules to learn and collaborate with other leadership academy peers
- Complete monthly pre-module and post-module assignments
- Meet with a mentor, which may be one-on-one or as a group
- Complete a year-end project, which must benefit either their organization, the community served, or the environmental health workforce

The program concludes with a closing module in person at the Annual Educational Conference & Exhibition Conference out of state, the FY 2023 conference is in New Orleans, LA. The NEHA leadership program will

allow for the Environmental Sanitarian to enhance leadership skills and exchange ideas and experiences both formally and informally. Being an employee of the Health Services Department for less than two years, this course will assist the employee in learning the skills to develop new business contacts, relationships, and partnerships both within the leadership class and the community. This course will develop knowledge, skills, and confidence. Relationship to Council Goals & Priorities: This will contribute City Council goals: Vibrant Community: Healthy & Safe

Related Cost:	\$ 5,119	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.002	0.02%		
Activity:	Inspections - Food			

## **9 of 9**

This improvement level request is for microchip implantation on dogs and cats that have been impounded at the Dubuque Regional Humane Society because they were found running loose in the community. The improvement package would cover the cost of 200 microchips plus implantation fee by the Dubuque Regional Humane Society staff and the initial registration of the microchip. All licensing and return to owner fees must be paid prior to reclaiming the animal. Microchipping a pet improves the chance of owner identification of the animal and return to the owner if it is lost or stolen. A microchip is a pet identification that cannot be tampered with. Offering this free service is an incentive for licensing pets and promotes responsible pet ownership in an equitable manner. Service Level Changes: Promoting responsible pet ownership. Relationship to City Council Goals & Priorities: Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable

Related Cost:	\$ 5,000	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.002	0.02%		
Activity:	Inspections - Food			

## **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 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 is unchanged of \$— or —%.
4. Overtime expense is unchanged from \$7,079 in FY 2023 to \$7,079 in FY 2024. FY 2022 actual was \$1,689.

### **Supplies & Services**

5. Recording Fees increased from \$27,150 in FY 2023 to \$28,650 in FY 2024. The FY 2022 actual was \$19,347 as infractions were not being served due to the COVID-19 pandemic. The Dubuque County Sheriff's Department hand-serves municipal infraction on behalf of the Health Services Department. Beginning January 1, 2016, the court requires the \$95 filing fee for municipal infractions to be paid up

front by the City. The Court then enters judgment, and if a defendant is found guilty, the defendant will pay a fine plus \$95 in court costs and the Court will distribute the fine portion and reimburse the City for the filing fee that was paid up front by the City. If a defendant is found not guilty, the City will pay for the court costs using the \$95 filing fee paid upfront instead of deducting the \$95 from the City's judgments, which was the process done by the Court previous to January 1, 2016. Departments that file municipal infractions must budget the upfront filing fee and a portion of the amount is reimbursed to the department going forward. The offsetting revenue is budgeted in Iowa District Court Fines and is \$29,500 in FY 2024 .

6. Payments to Other Agencies increased from \$203,308 in FY 2023 to \$232,758 in FY 2024 due to the annual consumer price index increase on the Humane Society contract. The Consumer Price Index (CPI) dictates the Humane Society contractual increase per year. At the time of budgeting, the CPI is 8.2% over the last 12 months. The Humane Society contract has a projected FY 2024 budget of \$175,932. Most of these contracted services for animal control are expenses that the City would have within its organization regardless of who provides the services. In addition, there is \$50,000 budgeted for Crescent Community Health Center patient health and wellness programming operating expenses. There is also \$6,826 budgeted for the Visiting Nurse Association to provide medical case management of lead poisoned children, which is funded by the Iowa Department of Public Health grant.
7. Collections increased from \$52,756 in FY 2023 to \$55,000 in FY 2024. The FY 2022 actual was \$52,040. This line item represents the amount paid to PetData Services for pet licensing.
8. Education and Training increased from \$13,674 in FY 2023 to \$19,949 in FY 2024. This line item represents public health and nursing continuing education (\$350); National Animal Care & Control Training for Animal Control Officers (\$6,000); Iowa Department of Inspections and Appeals Training for Sanitarians (\$6,695); and Childhood Lead Poisoning Prevention Training and Lead and Healthy Homes Training (\$1,195) which is covered by a grant. Most trainings were cancelled for FY 2021 due to the COVID-19 pandemic, so education and training for certifications will be necessary.

## Machinery & Equipment

9. Equipment replacement items include (\$30,621):

<b>Health Machinery and Equipment</b>		
<b>Health Administration</b>		
Smart Phone and Case	\$	350
<b>Animal Control</b>		
Smart Phones and Cases (2)	\$	700
<b>Inspections</b>		
Smart Phone and Case	\$	350
<b>Recommended Improvements</b>		
<b>Total Equipment</b>	<b>\$</b>	<b>30,621</b>

## Revenue

10. Animal Licenses revenue decreased from \$262,923 in FY 2023 to \$240,000 in FY 2024. The FY 2022 actual revenue was \$235,189.
11. Business license revenue increased from \$143,528 in FY 2023 to \$146,000 in FY 2024. The FY 2022 actual revenue was \$144,355.

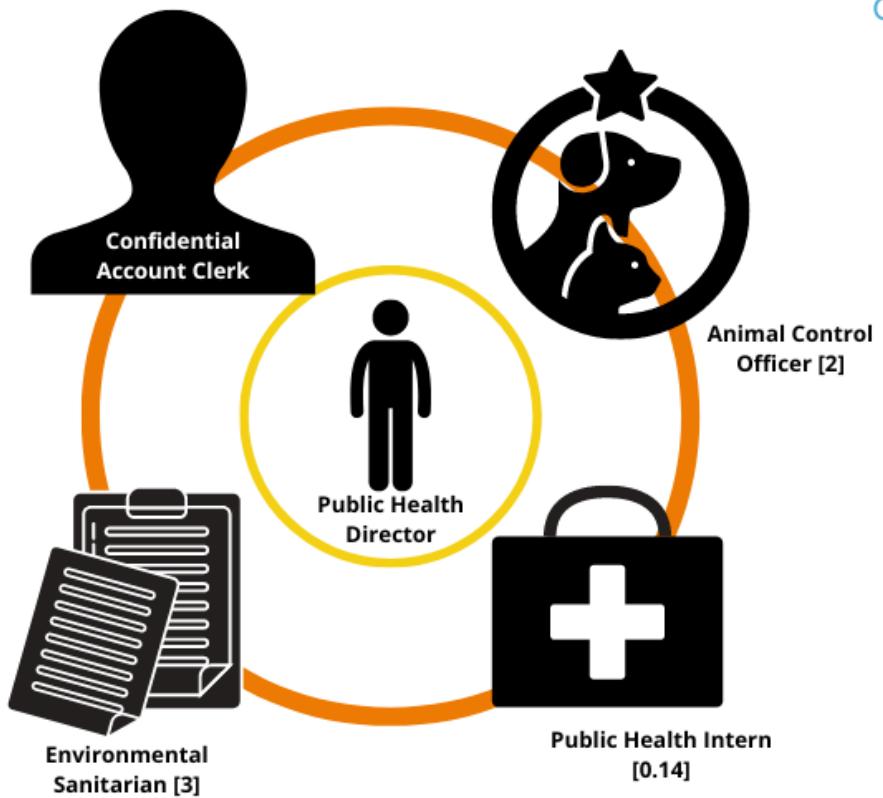
12. Iowa District Court Fines increased from \$27,973 in FY 2023 to \$29,500 in FY 2024. The FY 2022 actual was \$27,982. This revenue represents the reimbursement of the cost of Court Costs and Record Fees for municipal infractions fee paid up front by the City and then reimbursed to the City by the Court.
13. Swimming Pool Inspection revenue is unchanged from \$10,000 in FY 2023 to \$10,000 in FY 2024. This is based on FY 2023 budget due to a decreased number of opened pools that impacted FY 2022 actual revenue.

#### **Miscellaneous**

14. The Animal Control activity is 56.7% self-supporting in FY 2024 versus 66.7% self-supporting in FY 2023.
15. The Inspection of Food Establishments activity is 39.4% self-supporting in FY 2024 versus 52.0% self-supporting in FY 2023.

# Health Services

## ORGANIZATION CHART



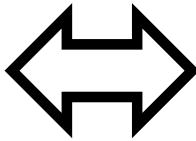
# HEALTH SERVICES

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

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

### People

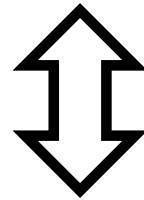
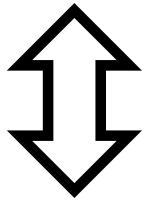
The Health Services Department strives to respond to conditions that affect the overall health of the community in a timely manner.



### Planning

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

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



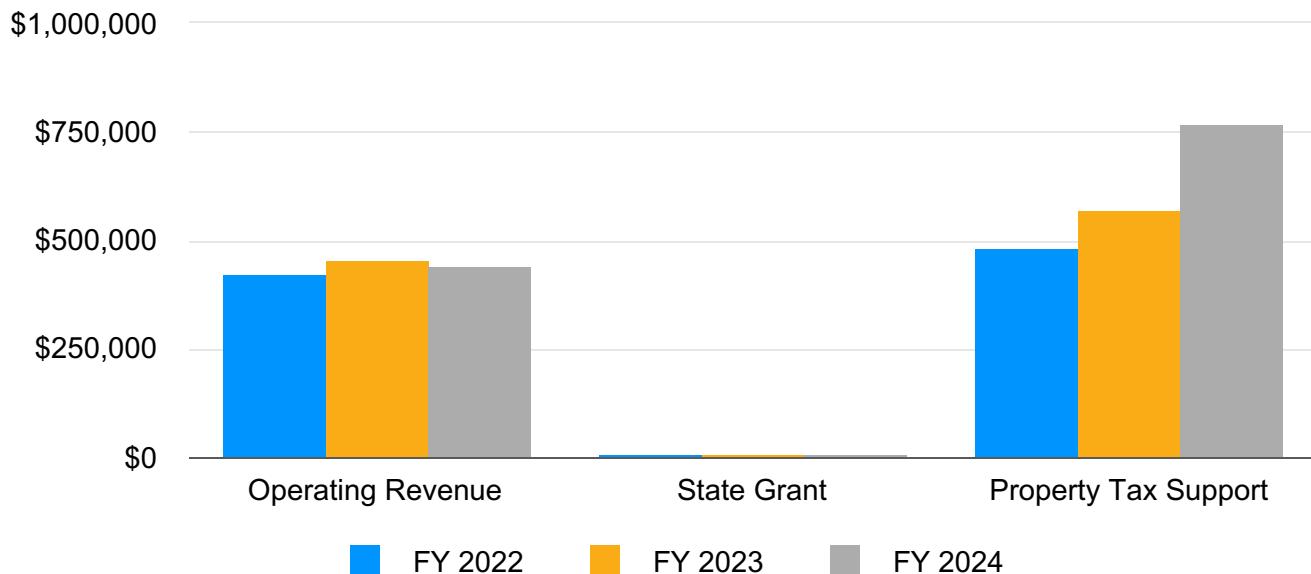
### Partnerships

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

# HEALTH SERVICES

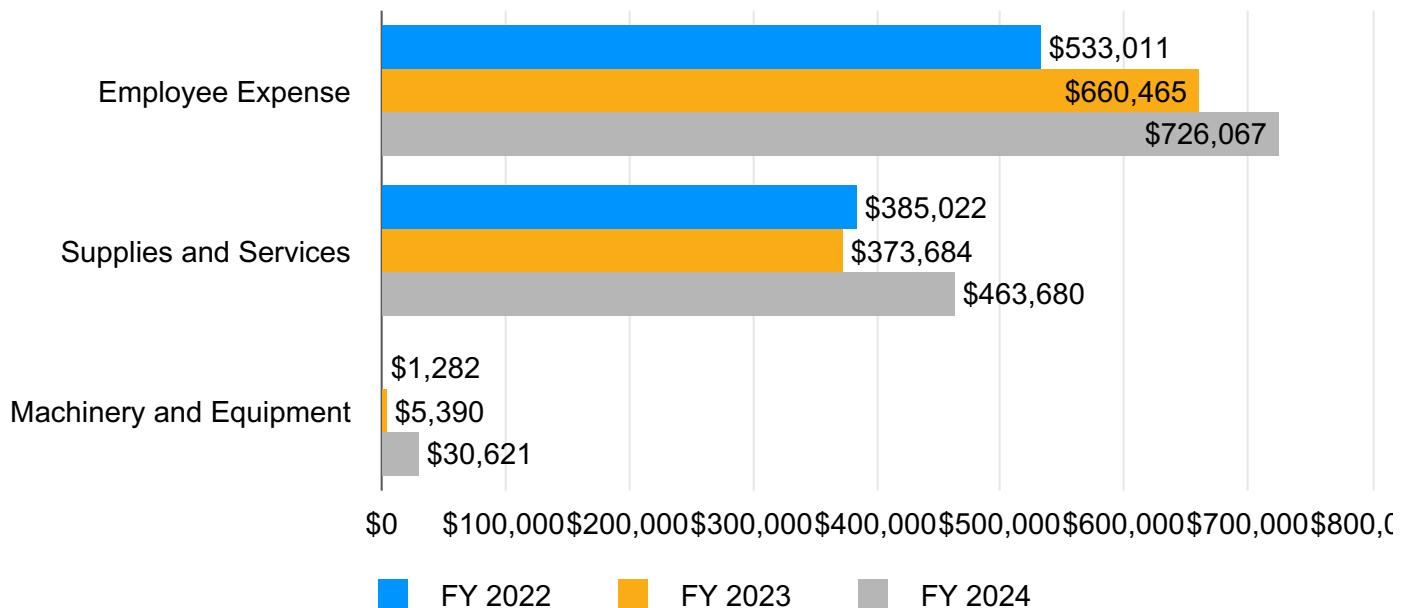
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	6.14	7.14	7.14

## Resources and Property Tax Support



The Health Department is supported by 7.14 full-time equivalent employees, which accounts for 59.50% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 17.40% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# HEALTH SERVICES

## Administration/Community Health

### Mission & Services

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

Health Administration/Community Health Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$317,225	\$288,104	\$316,940
Resources	\$8,928	\$9,482	\$8,922
Health Administration/Community Health Position Summary			
			FY 2024
Public Health Specialist			1.00
Environmental Sanitarian Assistant Intern			0.14
Secretary			1.00
<b>Total Full-Time Equivalent Employees</b>			<b>2.14</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	CY 2020 Actual	CY 2021 Actual	CY 2022 Actual	Performance Indicator
Crescent Community Health Center total patients served	8057	7043	8216	9248	
% patients served at or below 100% of poverty level of total demographic in Dubuque	56%	66%	43%	50%	
% of patients served without insurance	30%	53%	48%	45.5%	

#### City Council Goal: Vibrant Community- Healthy & Safe

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

% of children with elevated blood lead levels	<1%	1%	1.1%	1.0%	
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#### City Council Goal: Partnerships for a Better Dubuque

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

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

## Environmental Health

### Mission & Services

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

Food Inspection/Environmental Health Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$217,798	\$304,759	\$416,108
Resources	\$156,459	\$158,503	\$164,024

Food Inspection/Environmental Health Position Summary	
	FY 2024
Environmental Sanitarian	3.00
<b>Total Full-Time Equivalent Employees</b>	<b>3.00</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	Performance Indicator
# of closures of public pool/spa	0	0	0	1	

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

# of new/change ownership food establishments	N/A	42	42	51	N/A
% of food service establishments that do not have accessible or fully stocked hand washing sink	Decrease by 5%	29%	32%	27%	

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

# municipal infractions (MIs) issued for nuisance violations.	25	*NA	22	23	
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\*Did not do nuisance enforcement in FY21 due to Covid

# HEALTH SERVICES

## Animal Control

### Overview

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

Animal Control Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$384,291	\$446,676	\$487,320
Resources	\$268,397	\$298,078	\$276,274

Animal Control Position Summary	
	FY 2024
ANIMAL CONTROL OFFICER	2.00
<b>Total Full-Time Equivalent Employees</b>	<b>2.00</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	Performance Indicator
# of citations issued for violations of Animal Control ordinance	N/A	54	46	50	N/A

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

# of Pet Licenses sold	12,000	11,736	11,301	12,000	
# of citations for failure to license a pet	1,000	924	652	1,000	

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

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

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

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

### 17 - HEALTH SERVICES

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>				
41365 - Refuse Permits	(1,600)	(875)	(825)	(875)
41700 - Business License	(137,445)	(144,355)	(143,528)	(146,000)
41710 - Tattoo License	(3,500)	(1,780)	(3,250)	(3,200)
41720 - Swimming Pool Insp	(7,783)	(5,787)	(10,000)	(10,000)
41800 - Animal Licenses	(241,314)	(235,189)	(262,923)	(240,000)
45015 - Animal Impoundment Fee	(5,970)	(7,110)	(8,074)	(8,500)
45020 - Credit Card Fee	0	0	0	0
45025 - Weed Cutting Charges	0	(455)	0	(455)
45300 - Forfeitures/Penalties	0	0	0	0
45500 - Miscellaneous Chg for Svcs	0	0	0	0
47100 - Reimbursements	(630)	(394)	(688)	(394)
47150 - Refunds	0	0	0	0
47700 - District Court Fines	(27,248)	(27,982)	(27,973)	(29,500)
<b>4A - Charges for Services Total</b>	<b>(425,490)</b>	<b>(423,927)</b>	<b>(457,261)</b>	<b>(438,924)</b>
<b>4B - Grants/Contrib</b>				
44000 - Federal Grants	0	(1,049)	0	(1,494)
44400 - State Grants	(6,610)	(8,808)	(8,802)	(8,802)
<b>4B - Grants/Contrib Total</b>	<b>(6,610)</b>	<b>(9,858)</b>	<b>(8,802)</b>	<b>(10,296)</b>
<b>HEALTH SERVICES - Total</b>	<b>(432,100)</b>	<b>(433,784)</b>	<b>(466,063)</b>	<b>(449,220)</b>

## Recommended Operating Expenditure Budget - Department Total

### 17 - HEALTH 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	343,599	344,164	473,054	527,597
60200 - Salaries - Regular Part Time	37,197	42,050	0	0
60300 - Hourly Wages - Temp/Seasonal	(79)	0	3,470	3,631
60400 - Overtime	5,057	1,689	7,079	7,079
60410 - Overtime - Holiday	0	0	0	0
60620 - Special Pay - Holiday	0	0	1,162	919
60630 - Special Pay Sick Lv Payout Ret	0	0	0	0
60635 - Special Pay Sick Lv Payout 50%	1,649	1,732	1,649	1,649
60640 - Special Pay - Vacation Payout	0	0	0	0
60720 - Spec Pay - Meals No Overnight	0	25	0	100
<b>180 - Community Development</b>				
60100 - Salaries-Regular Full Time	(18,379)	0	0	0
60200 - Salaries - Regular Part Time	(243)	0	0	0
60300 - Hourly Wages - Temp/Seasonal	0	0	0	0
60400 - Overtime	(2,447)	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>366,354</b>	<b>389,659</b>	<b>486,414</b>	<b>540,975</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	28,543	28,857	37,289	41,251
61300 - IPERS - City Contribution	36,642	36,998	45,861	50,906
61510 - Health Insurance	81,859	71,559	85,231	85,223
61540 - Life Insurance	316	242	323	323
<b>61600 - Workers' Compensation</b>	<b>6,211</b>	<b>4,902</b>	<b>4,847</b>	<b>5,596</b>
61700 - Unemployment Compensation	0	793	0	793
61992 - Physicals	0	0	500	1,000
<b>180 - Community Development</b>				
61100 - FICA - City Contribution	(1,540)	0	0	0
61300 - IPERS - City Contribution	(1,989)	0	0	0
61510 - Health Insurance	(1,935)	0	0	0
61540 - Life Insurance	(23)	0	0	0
61600 - Workers' Compensation	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>148,084</b>	<b>143,351</b>	<b>174,051</b>	<b>185,092</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	945	1,115	1,370	2,095
62200 - Subscriptions	0	230	221	360
62325 - Mileage	<b>103</b>	<b>47</b>	<b>175</b>	<b>400</b>
62400 - Meetings & Conferences	311	3,023	11,808	12,230
62500 - Education Reimbursement	992	5,582	13,674	19,949
<b>6C - Staff Development Total</b>	<b>2,351</b>	<b>9,997</b>	<b>27,248</b>	<b>35,034</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63312 - Vehicle Ops - Gasoline	2,246	4,184	2,994	4,800
63320 - Vehicle Repair - Internal	2,436	2,273	2,485	3,219

## Recommended Operating Expenditure Budget - Department Total

### 17 - HEALTH SERVICES

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
63321 - Vehicle Repair - Outsourced	83	193	1,030	1,030
63730 - Telecommunications	7,188	3,661	4,534	4,067
<b>6D - Repari/Maint/Util Total</b>	<b>11,952</b>	<b>10,311</b>	<b>11,043</b>	<b>13,116</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64015 - Financial Service Fees	600	600	600	600
64020 - Advertising	429	80	1,656	1,656
64030 - Outsourced Labor	2,383	4,027	2,998	4,027
64040 - Collections	52,756	52,040	52,756	55,000
64050 - Recording Fees	24,892	19,347	27,150	28,650
64062 - Refunds	347	671	350	782
64081 - Insurance - Liability	4,088	4,780	4,172	5,833
64130 - Payments to Other Agencies	196,826	248,310	203,308	232,758
64140 - Printing	3,502	3,365	3,948	3,725
64145 - Copying	433	656	761	854
64160 - Rental - Land/Bldgs/Parking	2,046	2,112	2,262	3,042
<b>64190 - Technology Services</b>	<b>697</b>	<b>1,341</b>	<b>1,998</b>	<b>2,434</b>
64191 - IT Recharges	0	0	0	10,195
64195 - Credit Card Charge	1,092	0	0	0
64900 - Other Professional Service	6,638	6,462	9,280	9,769
64975 - Equip Maint Cont	26	397	26	397
64980 - Technology Equip Maint Cont	9,532	9,532	9,731	0
64985 - Hauling Contract	1,054	1,692	1,815	41,815
64987 - Lawn Care Contract	704	0	0	0
<b>180 - Community Development</b>				
64081 - Insurance - Liability	0	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>308,046</b>	<b>355,411</b>	<b>322,811</b>	<b>401,537</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65025 - Program Materials	789	641	789	790
65040 - Small Tools & Equipment	0	0	0	0
65045 - Technology Equipment	2,753	1,282	2,490	5,158
65050 - Other Equipment	0	0	0	0
65060 - Office Supplies	983	871	1,842	1,733
65070 - Operating Supplies	1,344	1,300	832	1,250
65080 - Postage/Shipping	5,245	4,463	7,943	8,020
65100 - Safety Supplies	172	1,093	176	1,000
65925 - Uniform Purchase	1,643	936	1,000	1,200
65970 - Lab Supplies	0	0	0	0
65999 - Cash Over and Short	0	0	0	0
<b>180 - Community Development</b>				
65025 - Program Materials	0	0	0	0
<b>6F - Commodities Total</b>	<b>12,930</b>	<b>10,585</b>	<b>15,072</b>	<b>19,151</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67100 - Vehicles	0	0	0	25,000

## Recommended Operating Expenditure Budget - Department Total

### 17 - HEALTH SERVICES

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
67210 - Furniture/Fixtures	0	0	2,900	463
67250 - Office Equipment	0	0	0	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>2,900</b>	<b>25,463</b>
<b>HEALTH SERVICES - Total</b>	<b>849,716</b>	<b>919,315</b>	<b>1,039,539</b>	<b>1,220,368</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 17 - HEALTH SERVICES

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>1701 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	99,924	102,656	114,209
6B - Employee Benefits	34,727	34,590	37,353
6C - Staff Development	2,325	5,706	5,765
6D - Repari/Maint/Util	1,017	1,200	1,080
6E - Contractual Svcs	6,933	5,488	6,828
6F - Commodities	1,477	1,873	5,534
6G - Capital Outlay	—	2,900	—
<b>1701 - Administration Total</b>	<b>146,403</b>	<b>154,413</b>	<b>170,769</b>
<b>1702 - Animal Control</b>			
<b>100 - General</b>			
6A - Salaries & Wages	101,344	131,343	137,488
6B - Employee Benefits	44,787	51,453	52,516
6C - Staff Development	3,893	6,150	6,150
6D - Repari/Maint/Util	6,049	6,905	7,738
6E - Contractual Svcs	222,754	241,462	274,392
6F - Commodities	5,465	9,363	8,573
6G - Capital Outlay	—	—	463
<b>1702 - Animal Control Total</b>	<b>384,291</b>	<b>446,676</b>	<b>487,320</b>
<b>1703 - Inspections - Food</b>			
<b>100 - General</b>			
6A - Salaries & Wages	138,413	197,654	223,830
6B - Employee Benefits	51,997	74,702	80,299
6C - Staff Development	2,578	8,697	16,424
6D - Repari/Maint/Util	3,152	2,833	4,206
6E - Contractual Svcs	18,015	17,622	61,890
6F - Commodities	3,643	3,251	4,459
6G - Capital Outlay	—	—	25,000
<b>1703 - Inspections - Food Total</b>	<b>217,798</b>	<b>304,759</b>	<b>416,108</b>
<b>1704 - Community Health Service</b>			
<b>100 - General</b>			
6A - Salaries & Wages	49,979	54,761	64,114
6B - Employee Benefits	11,840	12,837	14,440
6C - Staff Development	1,200	3,500	3,500
6D - Repari/Maint/Util	42	45	41
6E - Contractual Svcs	100,883	51,239	51,601
6F - Commodities	—	525	525
<b>1704 - Community Health Service Total</b>	<b>163,944</b>	<b>122,907</b>	<b>134,221</b>
<b>1750 - Grants</b>			
<b>100 - General</b>			

## Recommended Expenditure Budget Report by Activity & Funding Source

### 17 - HEALTH SERVICES

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
6A - Salaries & Wages	0	0	1334
6B - Employee Benefits	0	469	484
6C - Staff Development	0	3,195	3,195
6D - Repari/Maint/Util	52	60	51
6E - Contractual Svcs	6,826	7,000	6,826
6F - Commodities	0	60	60
<b>180 - Community Development</b>			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	0	0	0
6E - Contractual Svcs	0	0	0
6F - Commodities	0	0	0
<b>1750 - Grants Total</b>	<b>6,878</b>	<b>10,784</b>	<b>11,950</b>
<b>1799 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	0	0	0
<b>1799 - Pcard Clearing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HEALTH SERVICES TOTAL</b>	<b>919,315</b>	<b>1,039,539</b>	<b>1,220,368</b>

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

**17 HEALTH SERVICES 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	7700	GE-37	PUBLIC HEALTH SPECIALIST	1.00	99,360	1.00	102,582	1.00	120,966
100	7500	GE-32	ENVIRONMENTAL SANITARIAN	2.00	136,054	3.00	192,577	3.00	218,653
100	7400	GE-29	ANIMAL CONTROL OFFICER	2.00	119,428	2.00	126,530	2.00	132,918
100	225	GE-25	SECRETARY	1.00	49,757	1.00	51,365	1.00	53,726
<b>TOTAL FULL TIME EMPLOYEES</b>				6.00	404,599	7.00	473,054	7.00	526,263
<b>61030 Seasonal Employee Expense</b>									
100			PUBLIC HEALTH INTERN	0.14	0	0.14	3,470	0.14	3,631
<b>TOTAL SEASONAL EMPLOYEES</b>				0.14	0	0.14	3,470	0.14	3,631
<b>TOTAL HEALTH SERVICES</b>				<b>6.14</b>	<b>404,599</b>	<b>7.14</b>	<b>476,524</b>	<b>7.14</b>	<b>529,894</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>Health Services Administration-General Fund</b>											
10017100	61010	100	225	GE-25	SECRETARY	1.00	\$ 49,757	1.00	\$ 51,365	1.00	\$ 53,726
10017100	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 49,680	0.50	\$ 51,291	0.50	\$ 60,483
				<b>Total</b>		1.50	\$ 99,437	1.50	\$ 102,656	1.50	\$ 114,209
<b>Community Health Services - FT General Fund</b>											
10017400	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 49,680	0.50	\$ 51,291	0.50	\$ 60,483
				<b>Total</b>		0.50	\$ 49,680	0.50	\$ 51,291	0.50	\$ 60,483
<b>Community Health Services - Seasonal General Fund</b>											
10017400	61030	100		NA-10	ENVIRONMENTAL SANITARIAN ASSISTANT INTERN	0.14	\$ —	0.14	\$ 3,470	0.14	\$ 3,631
				<b>Total</b>		0.14	\$ —	0.14	\$ 3,470	0.14	\$ 3,631
<b>Inspection of Food Est./Environmental - FT General Fund</b>											
10017300	61010	100	7500	GE-32	ENVIRONMENTAL SANITARIAN	2.00	\$ 136,054	3.00	\$ 192,577	3.00	\$ 218,653
10017300	61010	100	7375	GE-27	ENVIRON.SANITARIAN ASST	—	—	—	—	—	—
				<b>Total</b>		2.00	\$ 136,054	3.00	\$ 192,577	3.00	\$ 218,653
<b>Animal Control-FT General Fund</b>											
10017200	61010	100	7400	GE-29	ANIMAL CONTROL OFFICER	2.00	\$ 119,428	2.00	\$ 126,530	2.00	\$ 132,918
				<b>Total</b>		2.00	\$ 119,428	2.00	\$ 126,530	2.00	\$ 132,918
<b>TOTAL HEALTH SERVICES DEPT.</b>											
						6.14	\$ 404,599	7.14	\$ 476,524	7.14	\$ 529,894

# **Library**

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## LIBRARY 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>
<u>Expenses</u>				
Employee Expense	2,538,489	2,730,555	2,997,550	9.8%
Supplies and Services	1,075,959	1,197,754	1,247,887	4.2%
Machinery and Equipment	93,139	67,472	49,643	-26.4%
Subtotal	3,707,587	3,995,781	4,295,080	7.5%
Debt Service	226,604	225,380	19,331	-91.4%
Total Requirements	3,934,191	4,221,161	4,314,411	
<u>Resources</u>				
Library Gift Trusts	118,096	35,650	77,222	116.6%
Sales Tax 20% for Debt Abatement	19,754	19,380	19,331	-0.3%
TIF Revenue for Debt Abatement	206,850	206,000	—	—%
Operating Revenue	50,796	53,361	54,293	1.7%
Total Revenue	395,496	314,391	150,846	-52.0%
Property Tax Support	3,538,695	3,906,770	4,163,565	256,795
Percent Increase (Decrease)				6.6%
Percent Self Supporting	1.4 %	1.3 %	1.3 %	
<b>Personnel - Authorized FTE</b>	<b>35.64</b>	<b>35.15</b>	<b>35.52</b>	

### Improvement Package Summary

#### **1 of 4**

This improvement package request is to upgrade a part-time Circulation Assistant position to a full-time position. The Circulation Staff is the back-bone of the library. They are responsible for circulating materials, front-line in dealing with a large percentage of the public, and responsible for navigating policies and behavior for the visiting public. Currently, the Circulation Staff is comprised of twelve part-time staff. Four staff members average 25 hours/week, and eight staff members average 20 hours/week. The only full-time staff member is the Circulation Manager. The library is open 61 hours/week. This leaves a lot of hours each week where only part-time staff are available in the department.

Due to the current job market, the Circulation Staff has seen twelve part-time staff members leave for full-time opportunities, which is a 100% turnover rate in the past year. The inclusion of two full-time library assistants, with the 10 part-time assistants, would create greater coverage for scheduling needs in the department, training and coaching for new part-time staff (and we expect to continue to see turnover at the part-time level), and create two attractive, full-time positions in which a college degree is not required. The total package increase will be \$44,857. This supports the top priority of City Workforce Retention and Attraction: Direction and Funding.

Related Expense:	\$ 71,310	Tax Funds	Recurring	<b>Recommend - No</b>
Related Savings:	\$ 26,453			
Net Cost:	<u>\$ 44,857</u>			
Property Tax Impact:	\$ 0.0281	0.28%		
Activity: Circulation Services				

## 2 of 4

This improvement request is to upgrade a part-time Circulation Lead Library Assistant position (-0.63 FTE) to a full-time position (+1.0 FTE). The Circulation Staff is the back-bone of the library. They are responsible for circulating materials, the front-line in dealing with a large percentage of the public, and responsible for navigating policies and behavior for the visiting public. Currently, the Circulation Staff is comprised of twelve part-time staff. Four staff members average 25 hours/week, and eight staff members average 20 hours/week. The only full-time staff member is the Circulation Manager. The library is open 61 hours/week, which leaves a lot of hours each week where only part-time staff are available in the department.

Due to the current job market, the Circulation Staff has seen twelve part-time staff members leave for full-time opportunities, which is a 100% turnover rate in the past year. The inclusion of two full-time library assistants, with the 10 part-time assistants, would create greater coverage for scheduling needs in the department, training and coaching for new part-time staff (and we expect to continue to see turnover at the part-time level), and create two attractive, full-time positions in which a college degree is not required. The total package increase would be \$38,065. This supports the top priority of City Workforce Retention and Attraction: Direction and Funding.

Related Expense:	\$ 73,199	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Savings:	\$ 35,134			
Net Cost:	<u>\$ 38,065</u>			
Property Tax Impact:	\$ 0.0288	0.29%		
Activity:	Circulation Services			

## 3 of 4

This improvement request is for a part time (.50 FTE, GE-28) Marketing Coordinator position to be added to Administration. The library's mission is to improve the quality of life by providing resources for individual enjoyment, enlightenment, knowledge, and that enhance the literacy of youth.

Libraries are consistently struggling to fight through the noise to reach community members and share all the fabulous resources available to them at their public library. Employing a part-time Marketing Coordinator that is skilled and trained to engage our citizens via social media and to engage with staff to share resources with the community using a focused, consistent message and brand is a top priority.

Previously, a marketing firm was used with uninspiring results. Having a dedicated staff member in a permanent, general fund position and not on a temporary contract is a top priority for the Library Board of Trustees. The Library Board of Trustees has previously approved the temporary contract to provide these skills to our community through gift funds. To assure longevity and stability in the position, the Carnegie-Stout Board of Trustees has a goal to see the position funded via the general fund. This would also free up gift funds to use for items that can impact the community in different ways.

Total package increase would be \$37,198. This request supports the top priority of City Workforce Retention and Attraction: Direction and Funding.

Related Cost:	\$ 37,198	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	<u>\$ 0.0146</u>		0.15%	
Activity:	Administration			

#### 4 of 4

This improvement package request is for aid in funding an opening reception for the Iowa Library Association annual conference, which will be at the Grand River Center in Dubuque October 11 - 13, 2023. This conference will have an impact on the community by providing increased tourism, dining, and other hospitality opportunities. The Carnegie-Stout Public Library will be involved in planning, preparing, and implementing local arrangements for visitors, which includes an opening reception. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Expense:	\$ 3,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Savings:	\$ —			
Net Cost:	<u>\$ 3,000</u>			
Property Tax Impact:	\$ 0.0012	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 annual unchanged of \$— or —%.
4. 50% Sick Leave Payout decreased from \$5,882 in FY 2023 to \$4,695 in FY 2024 based on FY 2022 actual. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.
5. Overtime is unchanged from \$27,299 in FY 2023 to \$27,299 in FY 2024. FY 2022 actual was \$1,705.

##### **Supplies & Services**

6. Technology Equipment Maintenance unchanged from \$104,561 in FY 2023 to \$104,561 in FY 2024. FY 2022 actual was \$84,770. The items included are as follows:

Contract	Fiscal Year 2023 Budget	FY 2024 Requested	% Change From FY 2023 Budget
Overdrive Platform for Digital Material	\$ 6,319	\$ 6,319	—%
Websense Spam Filter (65 Licenses)	\$ 1,625	\$ 2,160	32.9%
Talking Tech Maintenance	\$ 4,500	\$ 4,500	—%
Techlogic Hardware & Software	\$ 2,300	\$ 2,300	—% (a)
Sophos Firewall Maintenance	\$ 3,051	\$ 4,400	44.2%
Bywater ILS Support & Development	\$ 28,000	\$ 28,000	—%
Catalog Updates	\$ 2,112	\$ 2,000	-5.3%
Security System Patches/Updates	\$ 2,631	\$ 2,531	-3.8%

Contract	Fiscal Year 2023 Budget	FY 2024 Requested	% Change From FY 2023 Budget
Globalcom Security Contract	\$ 1,800	\$ 1,800	—% (b)
GO Daddy Accounts	1,500	1,850	23.3% (c)
PC Res Upgrades	7,199	7,199	—% (d)
Envisionware Internet Management		2,466	—% (e)
VM Ware	\$ 4,774	\$ 4,756	-0.4%
Network Support	\$ 11,922		—% (f)
Website Maintenance	\$ —	\$ —	—% (g)
Infrastructure Switches Support	\$ 22,860	\$ 7,000	-69.4% (h)
Various Small Contracts	\$ 1,086	\$ 1,100	1.3%
Veritas Backup Solution	\$ 145		—% (i)
Envisionware Credit Card Fees	\$ 537	\$ 1,188	121.2%
Meraki Wireless Gateway	\$ 2,200	\$ 2,100	-4.5%
GoToMyPC License	\$ —	\$ 500	—%
Deep Freeze	\$ —	\$ 1,300	—%
Library Calendar System	\$ —	\$ 3,620	—%
Proquest	\$ —	\$ 2,449	—%
Plimus	\$ —	\$ 391	—%
Adobe	\$ —	\$ 1,132	—%
SAN Support	\$ —	\$ 13,500	—%
<b>Total</b>	<b>\$ 104,561</b>	<b>\$ 104,561</b>	<b>— %</b>

(a) Envisionware Cash Registers increased based on needing new software/hardware for cash registers. There was no budget in FY 2023, as it was planned to move to a new vendor but have decided to stay with the current vendor going forward.

(b) Veritas Backup Solution decreased due to not needing an upgrade of current license.

(c) Envisionware Credit Card Fees increased due to needing 3 new coin-ops that have credit card readers.

(d) Network Support decreased with excluding Avast Cloudcare for \$2,600 in FY 2024 budget.

7. Electricity increased from \$84,465 in FY 2023 to \$87,842 in FY 2024 based on FY 22 Actual.
8. Natural Gas increased from \$25,372 in FY 2023 to \$34,235 in FY 2024 based on FY 2022 Actual.
9. Speakers unchanged from \$18,585 in FY 2023 to \$18,585 in FY 2024 based on FY 2023 Adopted Budget.
10. Building Maintenance decreased from \$34,280 in FY 2023 to \$32,955 in FY 2024 based on FY 2022 Actual.
11. Property Insurance increased from \$33,661 in FY 2023 to 39,471 in FY 2024 based on an expected increase of 17.26%
12. Outsourced Labor increased from \$28,050 in FY 2023 to \$36,800 in FY 2024. This line item represents the time having an AmeriCorps member work in outreach in Children's Services. This line item has not been fully expended in years past but is expected to be fully utilized in FY2024.

13. Technology Services is unchanged from \$11,078 to \$11,078 in FY 2024 based on FY 2023 Adopted Budget.

14. Library Materials, excluding materials purchased by Library Trust Funds, increased from \$575,882 in FY 2023 to \$582,049 in FY 2024. The increase stems from the library books with the library's vendor charging a \$3.00 surcharge per invoice and the library periodicals with EBSCO predicting a 5% increase in prices.

15. General Library Trust expense increased from \$35,650 in FY 2023 to \$77,222 in FY 2024. The balance of the Expendable Library Gift Trust Fund as of August 31, 2022 was \$1,114,724. The breakout of the balance by each Expendable Library Gift Trust Fund is as follows:

Library Gift Trust	August 31, 2022 Balance	
General Gift Trust	\$ 158,091	
Walton Gift Trust	\$ 7,437	
Maker Space Gift Trust	\$ 1,224	
Mutschler Gift Trust	\$ 947,972	
<b>Total</b>	<b>\$ 1,114,724</b>	

Library Trust expenses budgeted include:

Library Trust Fund Budget	FY 2023	FY 2024
Part-Time Marketing Coordinator	\$ —	\$ 40,618 *
Workers Compensation	\$ 56	\$ —
Office Supplies	\$ 6,870	\$ 7,006
Printing & Binding	\$ 1,072	\$ 1,072
Program Supplies	\$ 4,558	\$ 10,158
e-Books	\$ 7,000	\$ 7,000
Speakers/Programs	\$ 8,000	\$ 8,000
Promotion	\$ 6,000	\$ 1,092
Marketing Consultant	\$ 2,000	\$ 2,000
Equipment Maintenance Repair	\$ —	\$ 101
Sales Tax	\$ 94	\$ 175
<b>Total</b>	<b>\$ 35,650</b>	<b>\$ 77,222</b>

## Machinery & Equipment

16. Equipment replacement items include (\$49,643):

Library Machinery and Equipment		
<u>Administration</u>		
Carts	\$ 1,000	
Desk phones	\$ 2,100	
<u>Children Services</u>		
Carts (3)	\$ 400	
<u>Circulation Services</u>		

Self Check Machine	\$ 2,802
Book Carts (9)	\$ 1,000
<b>Information Technology</b>	
Projector with Creston Panel	\$ 25,941
Coin Op - Copy Machine	\$ 3,100
<b>Maintenance Services</b>	
Lighting Equipment (151)	\$ 3,510
Sump Pump	\$ 500
Side Chairs	\$ 9,290
<b>Total Equipment \$ 49,643</b>	

## Debt Service

17. FY 2024 annual debt service includes the following (\$19,331)

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 4,177	2019C	Sales Tax 20%	Improvements	2027	2027
\$ 15,154	2021A (2012E)	Sales Tax 20%	Improvements	2027	2027
\$ 19,331	Total Library Annual Debt Service				

## Revenue

18. Book Fines decreased from \$10,600 in FY 2023 to \$10,178 in FY 2024 and is based on FY 2022 Actual. This line item is budgeted to include damaged and lost items.

19. Nonresident Fees decreased from \$24,603 in FY 2023 to \$19,515 in FY 2024 based on State legislature limits and FY 2022 Actuals.

20. Copy Services Charges increased from \$8,100 in FY 2023 to \$9,837 in FY 2024. There is an expectation that this revenue will decrease as more patrons use electronic devices.

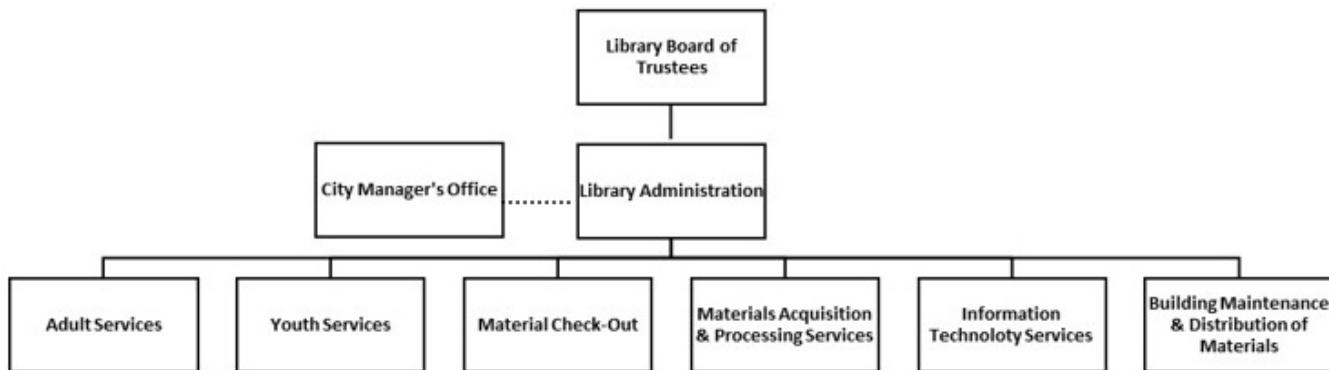
21. County Payments is unchanged from \$3,500 in FY 2023 to \$3,500 in FY 2024 based on FY 2022 Actual. This line item represents proceeds from the 28E agreement to provide library services to communities in the county that do not have libraries and are not covered by the County Library. The amount is based on circulation and a base.

## Miscellaneous

22. The Library is 1.3% self-supporting in FY 2024 as compared to 1.3% self-supporting in FY 2023.

# CARNEGIE-STOUT PUBLIC LIBRARY

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



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

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

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

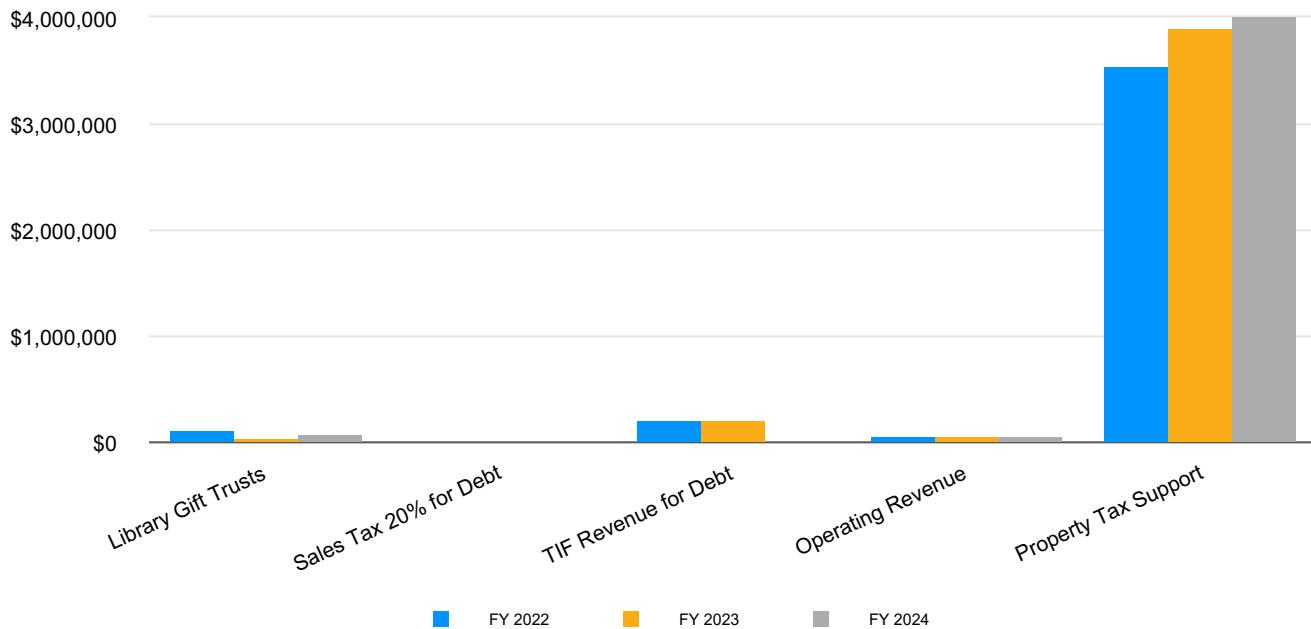
### Partnerships:

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

# CARNEGIE-STOUT PUBLIC LIBRARY

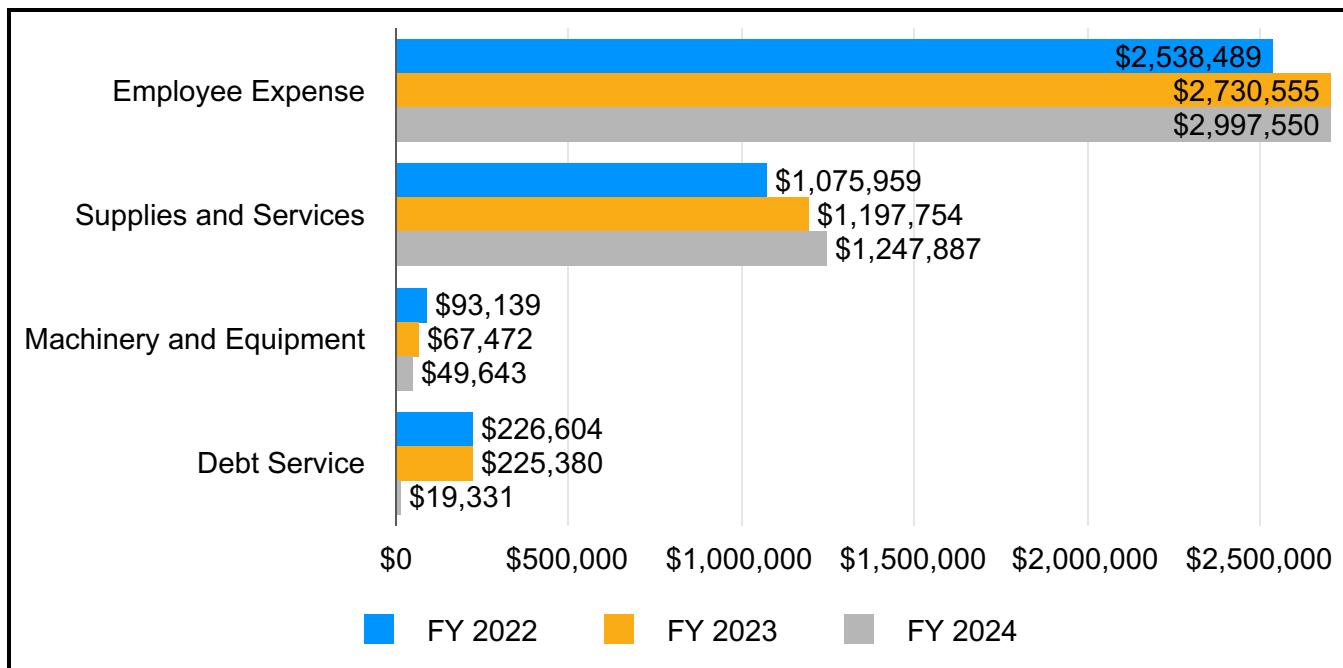
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	35.64	35.15	35.52

## Revenue and Property Tax Support



The Carnegie-Stout Public Library is supported by 35.52 full-time equivalent employees, which accounts for 69.48% of the department expense as seen below. Overall, the department expenses are expected to increase by 2.21% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# CARNEGIE-STOUT PUBLIC LIBRARY

## Adult Services

### Mission & Services

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

Adult Services Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$1,719,206	\$1,848,260	\$1,908,443
Resources	\$5,298	\$2,585	\$5,298

Adult Services Position Summary	
	FY 2024
Librarian I - FT	4.00
Librarian I - PT	0.07
Library Director	1.00
Librarian II	1.00
Library Aide - FT	4.00
Library Aide - PT	1.00
Administrative Assistant	1.00
Library Clerk	0.38
Clerical Assistant	0.25
Confidential Account Clerk	0.63
<b>Total FT Equivalent Employees</b>	<b>13.33</b>

### Performance Measures-

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

1	Activity Objective: Provide users with convenient access to information, services, and entertainment through technology.	Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
	# of electronic informational resources accessed	95,000	95,000	95,000	236,586	186,710	190,000	
	Total internet and wireless use	85,000	85,000	108,000	77,847	83,125	80,000	

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

2	Activity Objective: Provide materials that are relevant to the needs and interests of library users and the community + a wide range of informational/recreational programs to interest adults.	Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
	# of check outs of digital materials (e-books, e-audio, streaming video, music)	115,000	115,000	120,059	118,621	118,659	115,000	
	# of attendees to programs	4,600	4,600	4,300	999	1935	2,500	
	# of programs held for adults	130	130	65	57	107	90	

# CARNEGIE-STOUT PUBLIC LIBRARY

## Youth Services

### Mission & Services

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

Youth Services Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$547,631	\$658,895	\$729,023
Resources	\$1,122	\$0	\$1,122

Youth Services Position Summary	
	FY 2024
Librarian II	1.00
Library Aide - FT	3.00
Library Aide - PT	0.69
Library Clerk	2.57
<b>Total FT Equivalent Employees</b>	<b>7.26</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of children's items checked out	145,000	145,645	147,217	154,574	145,000	
# of young adult materials checked out	13,500	13,000	12,968	13,912	12,000	

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

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

# of programs provided to area child care centers through Americorps	160	150	108	117	100	
# of programs delivered for Leadership Enrichment After-School Program (LEAP)	24	21	0	12	12	

# CARNEGIE-STOUT PUBLIC LIBRARY

## Materials Check-Out and Distribution

### Mission & Services

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

Materials Check-Out Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$884,504	\$925,810	\$1,016,889
Resources	\$44,375	\$50,776	\$47,873

Materials Check-Out Position Summary	
	FY 2024
Circulation Manager	1.00
Library Lead Assistant	1.00
Custodian - FT	1.00
Custodian - PT	0.13
Maintenance Worker	1.00
Library Assistant- PT	6.30
Library Clerk	1.00
<b>Total FT Equivalent Employees</b>	<b>11.43</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of items available for library users	255,000	255,000	205,605	212,750	205,000	
# of registered borrowers (as % of population)	41,000 (71%)	41,000 (71%)	40,152 (69%)	47,771 (82%)	42,000	
% of checked out items returned late	18%	20%	25%	22%	20%	

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

# of visits to nursing homes/residential care facilities	9	9	49	88	25	
# of deliveries to homebound residents	170	158	247	334	165	

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

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

# of times visitors accessed informational databases	90,000	90,000	79,716	83,668	80,000	
# of issues of archived Telegraph Herald newspapers viewed	167,000	130,390	156,870	129,462	145,000	

# CARNEGIE-STOUT PUBLIC LIBRARY

## Information Technology Services

### Mission & Services

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

Information Technology Services Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$416,310	\$502,609	\$538,996
Resources	\$0	\$0	\$0

Information Technology Services Position Summary	
	FY 2024
Lead Application Network Analyst	1.00
User Support Specialist	1.00
Library Lead Assistant	1.00
Information Services Intern	0.50
<b>Total FT Equivalent Employees</b>	<b>3.50</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of one-on-one technology-based classes offered	90	156	47	31	60	
# of technology troubleshooting sessions with individual library patrons	125	66	48	71	60	

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

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

# Recommended Operating Revenue Budget - Department Total

## 36 - LIBRARY

Fund/Account/Account Title	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	(8,397)	(9,837)	(8,100)	(9,837)
45045 - Interlibrary Loan Fees	(1,836)	(2,523)	(1,548)	(2,523)
45046 - Nonresident Fees	(26,707)	(19,515)	(24,603)	(19,515)
45047 - Resident Fees	(573)	(698)	(523)	(698)
45048 - Reservation Fees	0	(2)	0	0
45450 - Meeting Room Fee	(2,852)	(3,255)	(2,300)	(3,255)
45500 - Miscellaneous Chg for Svcs	(4,042)	(334)	(412)	(334)
47100 - Reimbursements	(451)	(3,456)	(451)	(3,455)
47150 - Refunds	(1,494)	(998)	(1,324)	(998)
47650 - Fines	(12,366)	(10,178)	(10,600)	(10,178)
<b>4A - Charges for Services Total</b>	<b>(58,717)</b>	<b>(50,796)</b>	<b>(49,861)</b>	<b>(50,793)</b>
<b>4B - Grants/Contrib</b>				
44700 - Library Service	0	0	(3,500)	(3,500)
<b>4B - Grants/Contrib Total</b>	<b>0</b>	<b>0</b>	<b>(3,500)</b>	<b>(3,500)</b>
<b>170 - Library Gifts Expendable</b>				
<b>4A - Charges for Services</b>				
45042 - Registration/Entry Fee Taxable	(3,558)	(7,576)	(3,558)	(7,576)
47150 - Refunds	(32,572)	(95,655)	(32,572)	(95,655)
<b>4A - Charges for Services Total</b>	<b>(36,130)</b>	<b>(103,231)</b>	<b>(36,130)</b>	<b>(103,231)</b>
<b>4B - Grants/Contrib</b>				
47000 - Contrib - Public Sources	(36)	10	(36)	10
<b>4B - Grants/Contrib Total</b>	<b>(36)</b>	<b>10</b>	<b>(36)</b>	<b>10</b>
<b>4K - Unrest Invest Earn</b>				
43000 - Interest	(9,318)	(3,330)	(9,318)	(21,743)
<b>4K - Unrest Invest Earn Total</b>	<b>(9,318)</b>	<b>(3,330)</b>	<b>(9,318)</b>	<b>(21,743)</b>
<b>200 - Debt Service</b>				
<b>4N - Transfers</b>				
49126 - Transfer in GDTIF	(202,400)	(206,850)	(206,000)	0
49304 - Transfer in Sales Tax 20%	(22,528)	(19,754)	(19,380)	(19,331)
<b>4N - Transfers Total</b>	<b>(224,928)</b>	<b>(226,604)</b>	<b>(225,380)</b>	<b>(19,331)</b>
<b>4O - Eliminated for GW</b>				
48200 - Proceeds from GO Debt	(84,526)	0	0	0
48205 - Bond Discount/Premium	(515)	0	0	0
<b>4O - Eliminated for GW Total</b>	<b>(85,041)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>501 - Library Gifts Trust</b>				
<b>4A - Charges for Services</b>				
47150 - Refunds	(247)	(12)	(247)	0
<b>4A - Charges for Services Total</b>	<b>(247)</b>	<b>(12)</b>	<b>(247)</b>	<b>0</b>
<b>LIBRARY - Total</b>	<b>(414,417)</b>	<b>(383,962)</b>	<b>(324,472)</b>	<b>(198,588)</b>

# Recommended Operating Expenditure Budget - Department Total

## 36 - LIBRARY

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	1,118,059	1,332,164	1,483,882	1,640,408
60200 - Salaries - Regular Part Time	546,892	541,011	567,318	593,094
60300 - Hourly Wages - Temp/Seasonal	12,443	11,736	0	0
60400 - Overtime	6,944	1,705	27,299	27,299
60620 - Special Pay - Holiday	0	0	0	0
60630 - Special Pay Sick Lv Payout Ret	0	0	0	0
60635 - Special Pay Sick Lv Payout 50%	5,882	3,786	5,882	4,695
60640 - Special Pay - Vacation Payout	8,603	23,886	0	0
60710 - Special Pay - Parental Leave	15,977	334	0	0
60720 - Spec Pay - Meals No Overnight	0	15	0	0
<b>170 - Library Gifts Expendable</b>				
60200 - Salaries - Regular Part Time	29,630	28,217	0	34,689
<b>6A - Salaries &amp; Wages Total</b>	<b>1,744,430</b>	<b>1,942,853</b>	<b>2,084,381</b>	<b>2,300,185</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	126,270	139,976	158,613	172,952
61300 - IPERS - City Contribution	160,375	177,625	195,967	210,155
61510 - Health Insurance	233,624	260,640	281,492	295,715
61540 - Life Insurance	913	918	966	1,012
61600 - Workers' Compensation	11,673	8,440	8,516	8,454
61700 - Unemployment Compensation	0	0	0	0
61992 - Physicals	564	3,148	564	3,148
<b>170 - Library Gifts Expendable</b>				
61100 - FICA - City Contribution	2,267	2,159	0	2,654
61300 - IPERS - City Contribution	2,797	2,664	0	3,275
61600 - Workers' Compensation	88	66	56	0
61992 - Physicals	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>538,572</b>	<b>595,636</b>	<b>646,174</b>	<b>697,365</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	1,707	3,907	3,336	4,269
62325 - Mileage	36	202	897	897
62400 - Meetings & Conferences	379	13,932	19,187	20,352
62500 - Education Reimbursement	0	13,155	13,425	13,425
<b>170 - Library Gifts Expendable</b>				
62500 - Education Reimbursement	539	0	0	0
<b>6C - Staff Development Total</b>	<b>2,661</b>	<b>31,197</b>	<b>36,845</b>	<b>38,943</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63100 - Building Maintenance	34,280	32,955	34,280	32,955
63312 - Vehicle Ops - Gasoline	739	1,016	947	947
63320 - Vehicle Repair - Internal	2,492	277	2,542	283
63400 - Equipment Maint/Repair	8,094	3,856	8,443	5,135
63710 - Electricity	73,187	87,842	84,465	87,842
63711 - Natural Gas	29,621	34,235	25,372	34,235
63730 - Telecommunications	4,184	4,042	4,185	4,042
63742 - Stormwater	77	486	84	518
<b>170 - Library Gifts Expendable</b>				
63100 - Building Maintenance	0	0	0	0

## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
63400 - Equipment Maint/Repair	0	99	0	101
<b>501 - Library Gifts Trust</b>				
63100 - Building Maintenance	0	0	0	0
<b>6D - Repari/Maint/Util Total</b>	<b>152,674</b>	<b>164,807</b>	<b>160,318</b>	<b>166,058</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	19,201	19,476	20,985	19,417
64030 - Outsourced Labor	970	2,550	28,050	36,800
64040 - Collections	0	0	0	0
64062 - Refunds	166	74	166	74
64080 - Insurance - Property	28,391	30,775	33,661	39,471
64081 - Insurance - Liability	11,573	11,255	16,159	20,724
64083 - Insurance - Other	0	0	0	0
64140 - Printing	8,254	13,656	9,820	9,820
64145 - Copying	6,009	10,023	10,280	10,280
64146 - Book Binding	0	0	937	937
64147 - Interlibrary Loan	0	0	769	769
64150 - Rental - Equipment	863	863	897	897
64160 - Rental - Land/Bldgs/Parking	441	462	441	462
64185 - License/Permit/Fees	1,481	1,182	1,501	2,182
64190 - Technology Services	42,040	42,755	41,491	41,491
64195 - Credit Card Charge	1,417	1,474	1,417	1,474
64860 - Speakers	17,388	16,332	18,585	18,585
64865 - Elevator Service	2,427	2,427	2,427	2,427
64870 - HVAC Services	18,478	22,836	18,478	20,376
64880 - Custodial Services	3,317	3,815	3,317	3,317
64900 - Other Professional Service	3,091	9,783	8,677	11,677
64975 - Equip Maint Cont	4,284	4,642	4,284	4,642
64980 - Technology Equip Maint Cont	103,028	84,770	104,561	104,561
<b>170 - Library Gifts Expendable</b>				
64020 - Advertising	1,389	1,092	6,000	1,092
64140 - Printing	339	891	1,072	1,072
64145 - Copying	0	0	0	0
64180 - Sales Tax Expense	94	175	94	175
64860 - Speakers	1,547	18,027	8,000	8,000
64900 - Other Professional Service	0	604	2,000	2,000
64980 - Technology Equip Maint Cont	5,485	4,105	0	0
64990 - Other Contractual Service	0	0	0	0
<b>200 - Debt Service</b>				
64110 - Legal	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
64900 - Other Professional Service	224	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>281,898</b>	<b>304,044</b>	<b>344,069</b>	<b>362,722</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65020 - Library Materials	506,521	487,061	575,882	582,049
65040 - Small Tools & Equipment	0	1,199	0	0
65045 - Technology Equipment	0	27,409	37,790	30,843
65050 - Other Equipment	2,925	16,333	7,018	3,510
65060 - Office Supplies	15,236	17,375	20,203	17,757
65070 - Operating Supplies	14,157	13,923	18,276	32,199
65080 - Postage/Shipping	18,651	19,538	19,024	20,515

## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
65925 - Uniform Purchase	200	265	200	200
65940 - Gift Cards	0	25	0	0
65944 - Carts	0	3,000	1,400	2,400
65965 - Janitorial	4,420	3,280	4,509	3,280
65999 - Cash Over and Short	22	10	0	0
<b>170 - Library Gifts Expendable</b>				
65020 - Library Materials	5,016	16,069	7,000	7,000
65025 - Program Materials	4,558	10,158	4,558	10,158
65045 - Technology Equipment	2,545	3,976	0	0
65050 - Other Equipment	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
65060 - Office Supplies	6,870	7,006	6,870	7,006
65940 - Gift Cards	0	0	0	0
<b>6F - Commodities Total</b>	<b>581,121</b>	<b>626,628</b>	<b>702,730</b>	<b>716,917</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67100 - Vehicles	28,280	0	0	0
67210 - Furniture/Fixtures	0	18,693	15,619	9,290
67250 - Office Equipment	9,544	480	5,645	3,100
67500 - Buildings	13,000	458	0	500
<b>170 - Library Gifts Expendable</b>				
67210 - Furniture/Fixtures	800	6,154	0	0
67250 - Office Equipment	2,400	1,636	0	0
67500 - Buildings	0	15,000	0	0
<b>501 - Library Gifts Trust</b>				
67210 - Furniture/Fixtures	0	0	0	0
<b>6G - Capital Outlay Total</b>	<b>54,024</b>	<b>42,421</b>	<b>21,264</b>	<b>12,890</b>
<b>6H - Debt Service</b>				
<b>200 - Debt Service</b>				
68010 - Principal Payment	285,633	212,076	217,074	17,399
68020 - Interest Payments	23,822	14,528	8,306	1,932
68980 - Financial Consultant	152	0	0	0
68990 - Paying Agent Fees	10	0	0	0
<b>6H - Debt Service Total</b>	<b>309,618</b>	<b>226,604</b>	<b>225,380</b>	<b>19,331</b>
<b>LIBRARY - Total</b>	<b>3,664,997</b>	<b>3,934,191</b>	<b>4,221,161</b>	<b>4,314,411</b>

# Recommended Expenditure Budget Report by Activity & Funding Source

## 36 - LIBRARY

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>3601 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	275,042	301,863	317,679
6B - Employee Benefits	84,198	91,696	94,714
6C - Staff Development	7,502	8,537	8,849
6D - Repari/Maint/Util	3,731	4,063	3,731
6E - Contractual Svcs	25,107	22,113	27,078
6F - Commodities	21,194	21,681	24,271
6G - Capital Outlay	—	900	—
<b>3601 - Administration Total</b>	<b>416,775</b>	<b>450,853</b>	<b>476,322</b>
<b>3602 - Adult Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	656,007	665,351	698,702
6B - Employee Benefits	215,387	222,606	228,452
6C - Staff Development	9,975	11,815	12,827
6D - Repari/Maint/Util	3,935	6,512	4,012
6E - Contractual Svcs	32,151	34,821	35,017
6F - Commodities	384,976	448,702	453,111
6G - Capital Outlay	—	7,600	—
<b>3602 - Adult Services Total</b>	<b>1,302,431</b>	<b>1,397,407</b>	<b>1,432,121</b>
<b>3603 - Children Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	318,514	371,137	421,356
6B - Employee Benefits	107,543	117,052	125,033
6C - Staff Development	6,854	7,160	7,254
6D - Repari/Maint/Util	47	45	47
6E - Contractual Svcs	20,880	50,427	58,996
6F - Commodities	93,794	113,074	116,337
6G - Capital Outlay	—	—	—
<b>3603 - Children Services Total</b>	<b>547,631</b>	<b>658,895</b>	<b>729,023</b>
<b>3604 - Circulation Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	362,821	424,996	465,503
6B - Employee Benefits	76,149	87,097	108,701
6C - Staff Development	3,473	3,473	3,848
6D - Repari/Maint/Util	47	1,247	1,249
6E - Contractual Svcs	6,654	6,200	7,006
6F - Commodities	9,709	10,289	9,785
6G - Capital Outlay	—	—	—
<b>3604 - Circulation Services Total</b>	<b>458,853</b>	<b>533,302</b>	<b>596,092</b>
<b>3605 - Maintenance Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	112,616	107,661	122,068
6B - Employee Benefits	50,040	50,830	52,685
6D - Repari/Maint/Util	156,869	148,376	156,839

# Recommended Expenditure Budget Report by Activity & Funding Source

## 36 - LIBRARY

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
6E - Contractual Svcs	65,897	63,969	72,425
6F - Commodities	21,077	11,453	6,990
6G - Capital Outlay	19,151	10,219	9,790
<b>3605 - Maintenance Services Total</b>	<b>425,651</b>	<b>392,508</b>	<b>420,797</b>
<b>3606 - Youth Services</b>			
<b>100 - General</b>			
6E - Contractual Svcs	4,114	4,637	4,562
6F - Commodities	17,726	19,920	19,945
<b>3606 - Youth Services Total</b>	<b>21,840</b>	<b>24,557</b>	<b>24,507</b>
<b>3607 - Information Technology</b>			
<b>100 - General</b>			
6A - Salaries & Wages	189,636	212,038	240,188
6B - Employee Benefits	57,431	76,735	81,851
6C - Staff Development	1,988	3,200	3,200
6D - Repari/Maint/Util	79	75	79
6E - Contractual Svcs	90,175	110,124	109,718
6F - Commodities	26,909	38,984	42,068
6G - Capital Outlay	480	2,545	3,100
<b>3607 - Information Technology Total</b>	<b>366,697</b>	<b>443,701</b>	<b>480,204</b>
<b>3608 - Technical Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	0	1,335	0
6B - Employee Benefits	0	102	0
6C - Staff Development	1,405	2,660	2,965
6E - Contractual Svcs	34,174	34,612	35,581
6F - Commodities	14,033	20,199	20,246
<b>3608 - Technical Services Total</b>	<b>49,613</b>	<b>58,908</b>	<b>58,792</b>
<b>3660 - Permanent Gift Trust</b>			
170 - Library Gifts Expendable			
6D - Repari/Maint/Util	0	0	0
<b>501 - Library Gifts Trust</b>			
6D - Repari/Maint/Util	0	0	0
6G - Capital Outlay	0	0	0
<b>3660 - Permanent Gift Trust Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3661 - General Gift Trust</b>			
<b>170 - Library Gifts Expendable</b>			
6A - Salaries & Wages	28,217	0	34,689
6B - Employee Benefits	4,888	56	5,929
6C - Staff Development	0	0	0
6D - Repari/Maint/Util	99	0	101
6E - Contractual Svcs	24,893	17,166	12,339
6F - Commodities	37,209	18,428	24,164
6G - Capital Outlay	22,790	0	0
<b>3661 - General Gift Trust Total</b>	<b>118,096</b>	<b>35,650</b>	<b>77,222</b>
<b>3680 - Debt Service</b>			

## Recommended Expenditure Budget Report by Activity & Funding Source

### 36 - LIBRARY

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>200 - Debt Service</b>			
6E - Contractual Svcs	0	0	0
6H - Debt Service	226,604	225,380	19,331
<b>3680 - Debt Service Total</b>	<b>226,604</b>	<b>225,380</b>	<b>19,331</b>
<b>3699 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	0	0	0
<b>3699 - Pcard Clearing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LIBRARY TOTAL</b>	<b>3,934,191</b>	<b>4,221,161</b>	<b>4,314,411</b>

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

**36 LIBRARY 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	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 120,758	1.00	\$ 115,337	1.00	\$ 126,606
100	8100	GE-34	LIBRARIAN II	2.00	\$ 162,679	2.00	\$ 169,614	2.00	\$ 177,412
100		GE-33	LEAD APPL/NETWORK ANALY	1.00	\$ 77,143	1.00	\$ 79,653	1.00	\$ 83,315
100	8020	GE-32	LIBRARIAN I	4.00	\$ 294,093	4.00	\$ 301,602	4.00	\$ 318,813
100		GE-33	CIRCULATION MANAGER	1.00	\$ 74,507	1.00	\$ 80,441	1.00	\$ 84,140
100	7900	GE-30	LIBRARY AIDE	7.00	\$ 438,334	7.00	\$ 453,817	7.00	\$ 485,010
100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 67,029	1.00	\$ 69,792	1.00	\$ 73,002
100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 56,503	1.00	\$ 58,334	1.00	\$ 67,788
100		GE-27	MAKERSPACE ASSISTANT	—	\$ —	1.00	\$ 58,334	—	\$ —
100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 6,132	1.00	\$ 42,122	1.00	\$ 46,407
100		GE-27	LEAD LIBRARY ASSISTANT	—	\$ —	—	\$ —	2.00	\$ 122,097
100	3345	GE-29	USER SUPPORT SPECIALIST	1.00	\$ 50,356	1.00	\$ 54,836	1.00	\$ 60,509
<b>TOTAL FULL TIME EMPLOYEES</b>				20.00	\$ 1,347,534	21.00	\$ 1,483,882	22.00	\$ 1,645,099
<b>61020 Part Time Employee Expense</b>									
100	8020	GE-32	LIBRARIAN I	0.07	\$ 3,996	0.07	\$ 4,114	0.07	\$ 4,303
100	7900	GE-30	LIBRARY AIDE	1.69	\$ 90,531	1.69	\$ 99,031	1.69	\$ 98,707
100	1400	GE-25	CUSTODIAN-LIBRARY	0.13	\$ 50,752	0.13	\$ 6,464	0.13	\$ 6,984
100		GE-27	LEAD LIBRARY ASSISTANT	0.63	\$ 31,347	0.63	\$ 34,805	—	\$ —
100	7850	GE-25	LIBRARY ASSISTANT	7.30	\$ 324,042	6.30	\$ 282,263	6.30	\$ 285,428
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.63	\$ 28,095	0.63	\$ 29,270	0.63	\$ 27,042
100	NA-38		INFORMATION SERVICES INTERN	0.50	\$ 13,926	0.50	\$ 14,376	0.50	\$ 29,910
100	NA-28		CLERICAL ASSISTANT	0.25	\$ 6,812	0.25	\$ 7,031	0.25	\$ 7,355
100	7750	NA-24	LIBRARY CLERK	3.95	\$ 87,462	3.95	\$ 89,964	3.95	\$ 130,395
<b>TOTAL PART TIME EMPLOYEES</b>				15.14	\$ 636,963	14.15	\$ 567,318	13.52	\$ 590,124
<b>61020 Part Time Employee Expense</b>									
295			MARKETING COORDINATOR	0.50	\$ 28,439	—	\$ —	—	\$ —
<b>TOTAL PART TIME EMPLOYEES</b>				0.50	\$ 28,439	—	\$ —	—	\$ —
<b>TOTAL LIBRARY</b>									
				35.65	\$ 2,012,936	35.15	\$ 2,051,200	35.52	\$ 2,235,223

**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>Library Administration-FT</b>											
10036100	61010	100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 120,758	1.00	\$ 115,337	1.00	\$ 126,606
10036100	61010	100		GE-30	LIBRARY AIDE	1.00	\$ 68,249	1.00	\$ 70,463	1.00	\$ 73,704
10036100	61010	100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 67,029	1.00	\$ 69,792	1.00	\$ 73,002
				<b>Total</b>		3.00	\$ 256,036	3.00	\$ 255,592	3.00	\$ 273,312
<b>Library Administration-PT</b>											
10036100	61020	100	3,300	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.63	\$ 28,095	0.63	\$ 29,270	0.63	\$ 27,042
10036100	61020			NA-28	CLERICAL ASSISTANT	0.25	\$ 6,812	0.25	\$ 7,031	0.25	\$ 7,355
				<b>Total</b>		0.88	\$ 34,907	0.88	\$ 36,301	0.88	\$ 34,397
<b>Adult Services-FT</b>											
10036200	61010	100	7900	GE-30	LIBRARY AIDE	3.00	\$ 200,197	3.00	\$ 199,301	3.00	\$ 211,847
10036200	61010	100	8020	GE-32	LIBRARIAN I	4.00	\$ 294,093	4.00	\$ 301,602	4.00	\$ 318,813
10036200	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 80,534	1.00	\$ 84,807	1.00	\$ 88,706
				<b>Total</b>		8.00	\$ 574,824	8.00	\$ 585,710	8.00	\$ 619,366
<b>Adult Services-PT</b>											
10036200	61020	100	8070	GE-32	LIBRARIAN I	0.07	\$ 3,996	0.07	\$ 4,114	0.07	\$ 4,303
10036200	61020	100		NA-24	LIBRARY CLERK	0.38	\$ 8,529	0.38	\$ 8,807	0.38	\$ 12,051
10036200	61020	100	7900	GE-30	LIBRARY AIDE	1.00	\$ 51,104	1.00	\$ 58,539	1.00	\$ 54,801
				<b>Total</b>		1.45	\$ 63,629	1.45	\$ 71,460	1.45	\$ 71,155
<b>Youth Services-FT</b>											
10036210	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 82,145	1.00	\$ 84,807	1.00	\$ 88,706
10036210	61010	100	7900	GE-30	LIBRARY AIDE	3.00	\$ 169,888	3.00	\$ 184,053	3.00	\$ 199,459
				<b>Total</b>		4.00	\$ 252,033	4.00	\$ 268,860	4.00	\$ 288,165
<b>Youth Services-PT</b>											
10036210	61020	100	7900	GE-30	LIBRARY AIDE	0.69	\$ 39,427	0.69	\$ 40,492	0.69	\$ 43,906
10036210	61020	100	7750	NA-24	LIBRARY CLERK	2.57	\$ 57,014	2.57	\$ 58,477	2.57	\$ 85,977
				<b>Total</b>		3.26	\$ 96,441	3.26	\$ 98,969	3.26	\$ 129,883
<b>Circulation Services-FT</b>											
10036220	61010	100		GE-33	CIRCULATION MANAGER	1.00	\$ 74,507	1.00	\$ 80,441	1.00	\$ 84,140
				<b>Total</b>		1.00	\$ 74,507	1.00	\$ 80,441	1.00	\$ 84,140
<b>Circulation Services-PT</b>											
10036220	61020	100	7750	NA-24	LIBRARY CLERK	1.00	\$ 21,919	1.00	\$ 22,680	1.00	\$ 32,367
10036220	61020	100		GE-27	LEAD LIBRARY ASSISTANT	0.63	\$ 31,347	0.63	\$ 34,805	1.00	\$ 60,482
10036220	61020	100	7850	GE-25	LIBRARY ASSISTANT	5.30	\$ 227,237	6.30	\$ 282,263	6.30	\$ 285,428
				<b>Total</b>		6.93	\$ 280,503	7.93	\$ 339,748	8.30	\$ 378,277
<b>Information Technology-FT</b>											
10036440	61010	100		GE-33	LEAD APPL/NETWORK ANALY	1.00	\$ 77,143	1.00	\$ 79,653	1.00	\$ 83,315
10036440	61010	100		GE-27	LIBRARY LEAD ASSISTANT	—	\$ —	—	\$ 1.00	1.00	\$ 61,615
10036440	61010	100		GE-27	MAKERSPACE ASSISTANT	—	\$ —	1.00	\$ 58,334	—	\$ —
				<b>Total</b>		1.00	\$ 77,143	2.00	\$ 137,987	2.00	\$ 144,930
<b>Information Technology-PT</b>											
10036440	61020	100		NA-38	INFORMATION SERVICES INTERN	0.50	\$ 13,926	0.50	\$ 14,376	0.50	\$ 29,910
10036440	61020	100		GE-29	USER SUPPORT SPECIALIST	1.00	\$ 50,356	1.00	\$ 54,836	1.00	\$ 60,509
10036440	61020	100		GE-25	LIBRARY ASSISTANT	2.00	\$ 96,805	—	\$ —	—	\$ —
				<b>Total</b>		3.50	\$ 161,087	1.50	\$ 69,212	1.50	\$ 90,419
<b>Maintenance-FT</b>											
10036300	61010	100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 56,503	1.00	\$ 58,334	1.00	\$ 67,788
10036300	61010	100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 6,132	1.00	\$ 42,122	1.00	\$ 46,407

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	
				Total	2.00	\$ 62,635	2.00	\$ 100,456	2.00	\$ 114,195	
<b>Maintenance-PT</b>											
10036300	61020	100	1400	GE-25	CUSTODIAN-LIBRARY	0.13	\$ 50,752	0.13	\$ 6,464	0.13	\$ 6,984
					Total	0.13	\$ 50,752	0.13	\$ 6,464	0.13	\$ 6,984
<b>James Mutschler Trust-PT</b>											
29536496	61020	295			MARKETING COORDINATOR	0.50	\$ 28,439	—	\$ —	—	\$ —
					Total	0.50	\$ 28,439	—	\$ —	—	\$ —
<b>TOTAL LIBRARY DEPARTMENT</b>						<b>35.65</b>	<b>\$ 2,012,936</b>	<b>35.15</b>	<b>\$ 2,051,200</b>	<b>35.52</b>	<b>\$ 2,235,223</b>

PROGRAM/ DEPT	PROJECT DESCRIPTION	FY 2024	FY 2025	FY 2026	FY 2027	FY 20278	TOTAL	PAGE
<b>LIBRARY</b>								
<b>Culture and Recreation</b>								
Water Pipe Replacement		\$ — \$ 110,575	\$ — \$	\$ — \$	\$ — \$	\$ — \$	\$ 110,575	71
	<b>TOTAL</b>	<b>\$ — \$ 110,575</b>	<b>\$ — \$</b>	<b>\$ — \$</b>	<b>\$ — \$</b>	<b>\$ — \$</b>	<b>\$ 110,575</b>	

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# **Airport**

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## AIRPORT DEPARTMENT

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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	1,518,242	1,657,126	1,755,105	5.9 %
Supplies and Services	3,059,073	2,266,794	2,763,022	21.9 %
Machinery and Equipment	232,102	214,320	161,518	(24.6)%
Total	4,809,417	4,138,240	4,679,645	13.1 %
Abated Debt	275,189	266,821	265,300	(0.6)%
Total Expense	5,084,606	4,405,061	4,944,945	12.3 %
<u>Resources</u>				
Passenger Facility Charge	182,305	—	179,669	— %
Federal Relief Grants	532,822	241,148	238,771	(1.0)%
Operating Revenue	4,393,076	3,749,987	4,174,822	11.3 %
Total Revenue	5,108,203	3,991,135	4,593,262	15.1 %
Total Property Tax Support	(23,597)	413,926	351,683	(62,243)
Percent Increase				(15.0)%
Percent Self Supporting	101.1 %	91.3 %	93.5 %	
<b>Personnel - Authorized FTE</b>	<b>19.16</b>	<b>19.77</b>	<b>20.4</b>	

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### Improvement Package Summary

#### **1 of 1**

This improvement package request is for additional FBO Line Service hours. American Airlines ground handling duties were previously conducted by American Airlines personnel. The Airport will be doing all the ground handling duties for Avelo Airlines. An additional 25 hours per week is requested for these duties. FBO Line staff will be cross trained with FBO general aviation ground handling duties as well as Avelo Airlines ground handling duties. Avelo Airlines will be charged a flat fee for each flight that arrives and departs from DBQ. This project meets the council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 24,705	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 14,560	Tax Funds	Recurring	
Net Cost:	\$ 10,145			
Property Tax Impact:	\$ 0.0097	0.10%		
Activity: Airport Admin				

## **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 is unchanged from \$113,274 in FY 2023 to \$113,274 in FY 2024 based on FY 2023 budget. The FY 2022 actual was \$119,518.

### **Supplies & Services**

5. Electricity decreased from \$133,050 in FY 2023 to \$121,299 in FY 2024 based on FY 2022 actual of \$121,298.
6. General Liability Insurance increased from \$99,267 in FY 2023 to \$121,312 in FY 2024. This includes an increase of 22% based on information received from Iowa Communities Assurance Pool (ICAP).
7. Motor Vehicle Fuel expense increased from \$256,383 in FY 2023 to \$259,491 in FY 2024. FY 2022 actual was \$257,673. Motor Vehicle Fuel expense includes both fuel purchased for Airport vehicle usage and fuel sales to Airport tenants. In FY 2022 there was a net loss of \$14,391. In FY 2023 there was a projected net revenue of \$6,335. In FY 2024 there is a projected net loss of \$842. FY 2024 estimated usage is as follows: Airport Administration is 134 gallons, Operations and Maintenance is 5,323 gallons and FBO Operations is 2,769 gallons (includes fuel sold to Airport tenants).
8. Aviation Fuel expense increased from \$1,146,319 in FY 2023 to \$1,542,303 in FY 2024. FY 2024 is based on a 2-year average of aviation fuel sold. This line item represents aviation fuel purchased by the airport and sold to corporate and business aircraft. This line item is offset by Fuel Flow revenue. The purchase of Aviation Fuel is offset by Aviation Fuel Sales. FY 2022 actual Aviation Fuel Sales was \$2,739,175 with a net revenue of \$840,602; FY 2023 budgeted Aviation Fuel Sales is \$1,997,489 with a net revenue of \$851,170. FY 2024 budgeted Aviation Fuel Sales is \$2,381,444 with projected net revenue of \$839,141.
9. Aviation Fuel Flow expense increased from \$142,857 in FY 2023 to \$152,716 in FY 2024. FY 2022 actual was \$166,711. FY 2024 based on a 2-year average of aviation fuel sold. This line item is offset by Fuel Flow revenue.
10. Advertising increased from \$92,049 in FY 2023 to \$93,554 in FY 2024. FY 2022 actual was \$109,500. This line item represents commercial airline marketing and promotion, air service studies, and air service consultant fees. Advertising for the Fixed Base Operations activity decreased from \$3,047 in FY 2023 to \$1,496 in FY 2024 based on FY 2022 actual of \$1,496.

Advertising for the Airport Operations activity increased from \$0 in FY 2023 to \$85 in FY 2024 based on FY 2022 actual of \$85.

The history of advertising spending for the Airport Administration activity is as follows:

Fiscal Year	Property Tax	Air Service Development Program*	Total Budgeted Promotion
2024	\$ 91,973	\$ 60,000	\$ 151,973
2023	\$ 91,973	\$ 60,000	\$ 151,973
2022	\$ 91,973	\$ —	\$ 91,973
2021	\$ 91,973	\$ —	\$ 91,973
2020	\$ 91,793	\$ 35,000	\$ 126,793
2019	\$ 75,151	\$ 15,000	\$ 90,151
2018	\$ 115,960	\$ 28,000	\$ 143,960
2017	\$ 95,250	\$ 25,000	\$ 120,250
2016	\$ 92,990	\$ —	\$ 92,990
2015	\$ 115,730	\$ —	\$ 115,730
2014	\$ 119,669	\$ —	\$ 119,669
2013	\$ 105,026	\$ —	\$ 105,026
2012	\$ 130,090	\$ —	\$ 130,090
2011	\$ 134,147	\$ 20,000	\$ 154,147
Total Promotion	\$ 1,351,725	\$ 123,000	\$ 1,534,725

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

## Machinery & Equipment

11. Equipment Replacements for FY 2024 includes (\$161,518):

<b>Airport Machinery and Equipment</b>	
<b>Airport Administration</b>	
Fuel Truck Replacement	\$ 152,998
Handheld Radios	\$ 1,200
Safety Equipment - Miscellaneous First Aid	\$ 220
<b>Airport Operations</b>	
Airfield Signage	\$ 5,500
Safety Equipment - Miscellaneous First Aid	\$ 1,000
Handheld Radios	\$ 600
<b>Total Equipment</b>	<b>\$ <u>161,518</u></b>

12. FY 2024 annual debt service includes the following (\$265,300), which will be paid for with General Fund offset by Federal Relief Grants:

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 43,400	2021A	PFC	New Terminal PFC (2014B)	2034	2028
\$ 29,041	2017A	Sales Tax 20%	Refunding Airports	2030	2025
\$ 136,269	2021B	PFC	New Terminal (2012C)	2032	2028
\$ 7,365	2021A	Sales Tax 20%	Airport ST 20% 10 Yr (2014B)	2034	2028
\$ 5,303	2021A	Sales Tax 20%	Airport ST 20% 15 Yr (2014B)	2034	2028
\$ 43,922	2016C	Sales Tax 20%	Roads/Apron/Parking	2036	2024
<u>\$ 265,300</u>			Total Airport Annual Debt Service		

## Revenue

13. Building/Land Leases increased from \$164,813 in FY 2023 to \$175,550 in FY 2024 based on lease agreement terms. This line item includes lease agreements for Car Rentals (\$63,000), TSA Rent (\$50,000), Army Reserve Center (\$45,000), and Commercial Land Rent (\$17,550). Car rental revenues decreased slightly due to the cancellation of daily commercial air service by American Airlines. The overall increase is due to the terms of the Commercial Land Rent agreement, which includes an annual CPI adjustment.

14. Airline Lease decreased from \$73,803 in FY 2023 to \$16,978 in FY 2024 due to American Airlines canceling service effective September 2022. The FY 2024 budget is based on rent, landing fees, and Designated Ramp Observer fees for 24 weeks of one destination, two days per week flights from Avelo Airlines. New Service started in January 2023 and these fees were waived for the first year of the service.

15. Aircraft Service fees increased from \$69,616 in FY 2023 to \$80,000 in FY 2024. This line item represents ground handling services provided by the Fixed Based Operations. FY 2022 actual was \$90,660 and includes fees received from the Field of Dreams Major League Baseball game. There is no game scheduled in FY 2024.

16. Aviation Fuel Sales increased from \$1,997,489 in FY 2023 to \$2,381,444 in FY 2024. This line item represents aviation fuel purchased by corporate and business aircraft as well as the University of Dubuque. FY 2024 is based on a 2-year average. Aviation Fuel is the expense line item used for purchasing this fuel for resale.

17. Motor Vehicle Fuel Sales decreased from \$279,234 in FY 2023 to \$258,649 in FY 2024. FY 2024 is based on a 2-year average. This line item represents motor vehicle fuel sales to tenants located at the airport. Motor Vehicle Fuel is the expense line item used for purchasing this fuel.

18. Farm Land Rent increased from \$125,782 in FY 2023 to \$194,130 in FY 2024 based on lease agreement terms. This line item represents grassland and tillable acres owned by the airport and leased to local farming operators. FY 2022 actual was \$190,768. In FY 2022 the Airport bid this out and the three-year contract increased. This is based on a 3-year contract which expires in FY 2025.

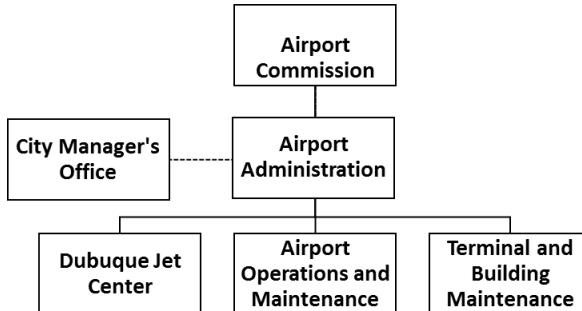
19. Corporate Hangar Lease increased from \$236,280 in FY 2023 to \$339,675 in FY 2024 based on six corporate hangars leased to tenants and one additional large corporate hangar being constructed (scheduled for completion in the Fall of 2023). The University of Dubuque lease increased from \$165,397 in FY 2023 to \$278,072 in FY 2024 due to the lease of an additional hangar as well as the annual CPI adjustment per the lease agreement.
20. Aviation Fuel Flow revenue increased from \$142,857 in FY 2023 to \$152,716 in FY 2024. This line item represents revenue received from aviation fuel sales in the Fixed Based Operations Activity. Fuel Flow increased in FY 2024 based on a 2-year average of aviation fuel sold. This line item is offset by Aviation Fuel Flow Expense.

#### **Miscellaneous**

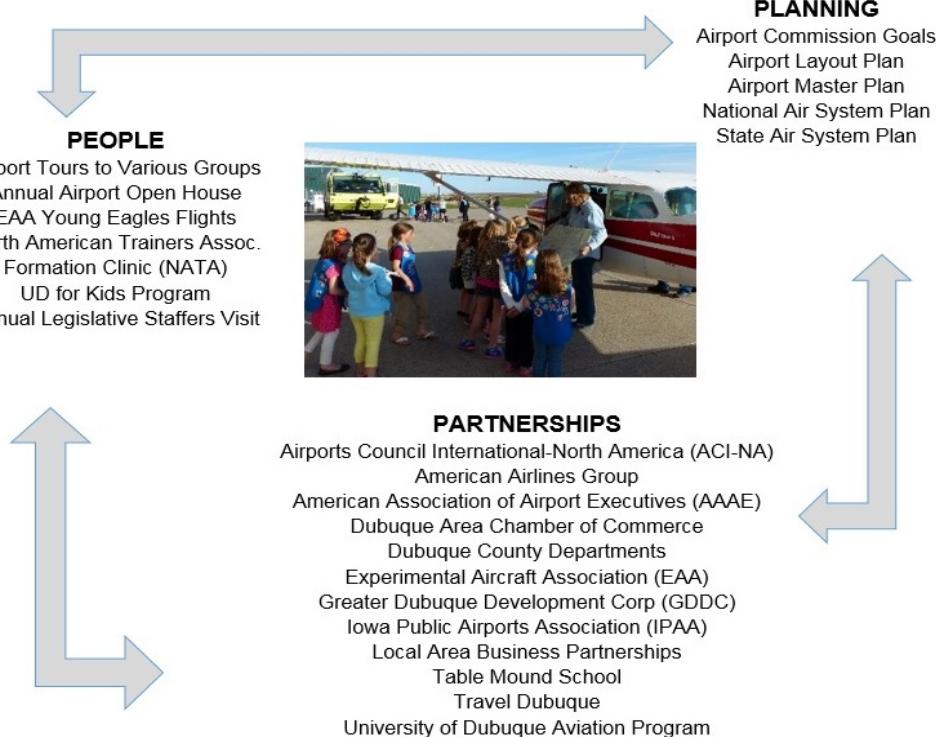
21. The Airport Department budget with abated debt is 94% self-supporting in FY 2024 versus 91% self-supporting in FY 2023.

# DUBUQUE REGIONAL AIRPORT

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



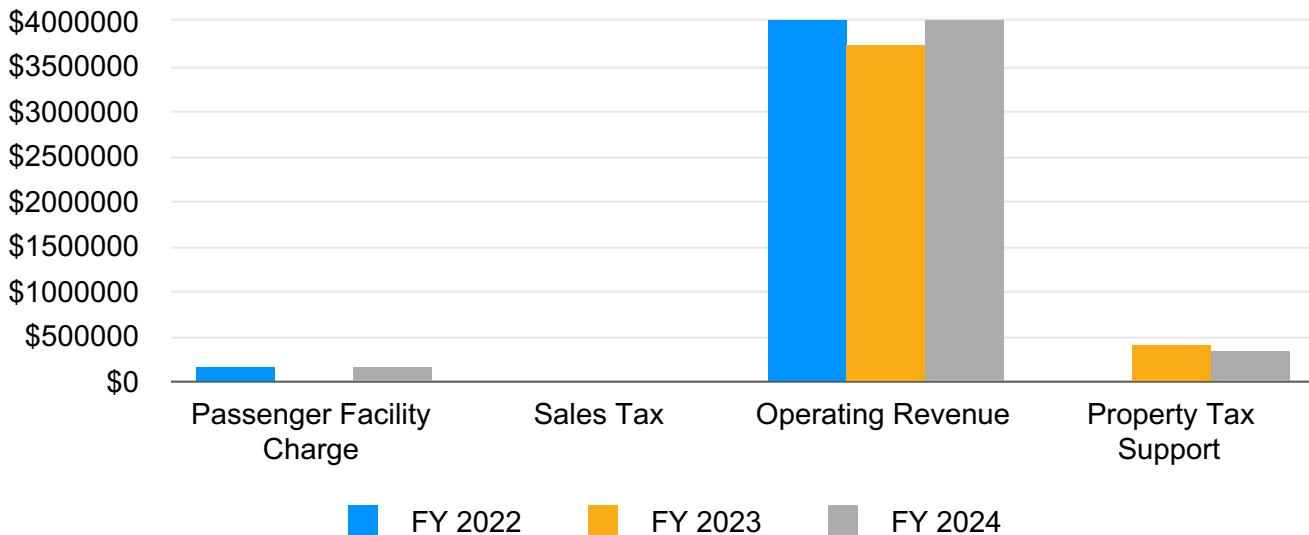
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# DUBUQUE REGIONAL AIRPORT

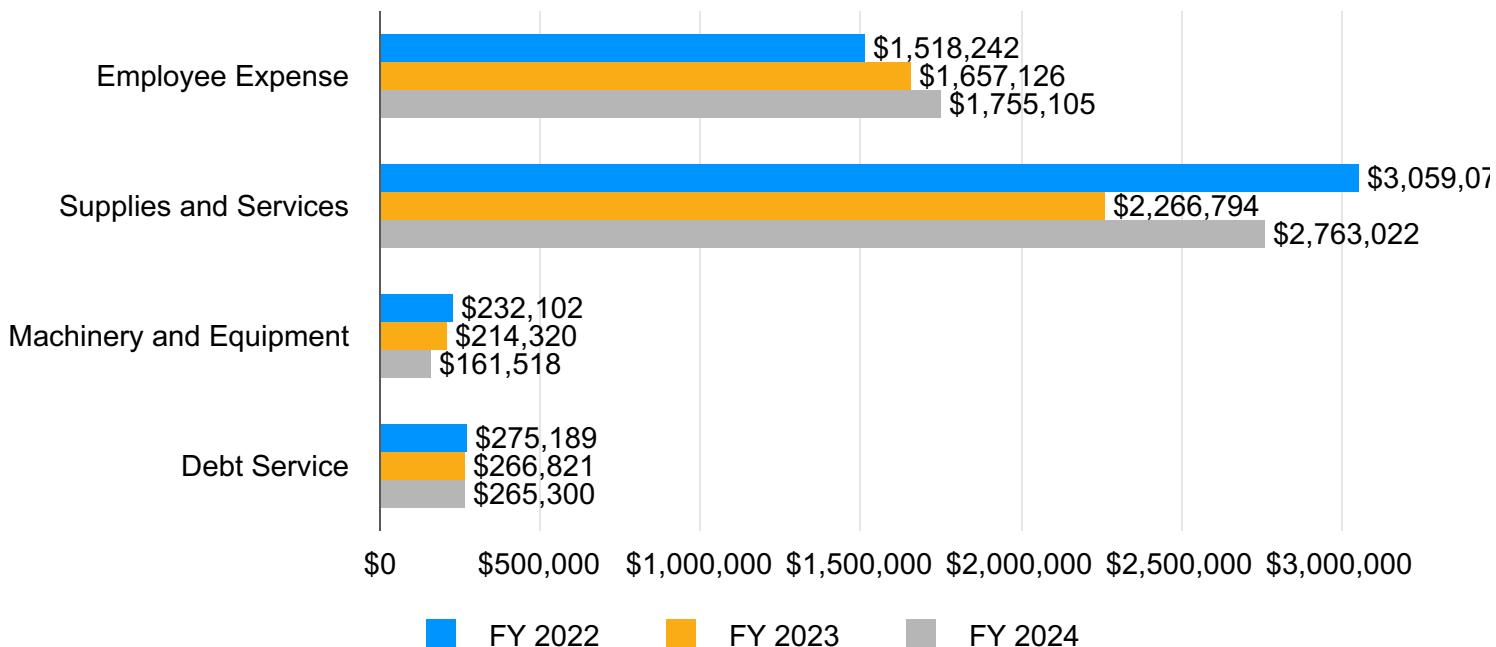
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	19.16	19.77	20.40

## Resources and Property Tax Support



The Airport is supported by 20.40 full-time equivalent employees, which accounts for only 35.49% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 12.26% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# DUBUQUE REGIONAL AIRPORT

## Airport Administration

### Mission & Services

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

The Airport tenants include commercial airline service with leisure flights with Sun Country Airlines to Laughlin, NV and Gulfport/Biloxi, MS. Avelo Airlines started twice weekly service to Orlando in February, 2022. The University of Dubuque fields a fleet of approximately 26 light aircraft and 5 helicopters for their aviation program. Multiple local companies base their corporate aircraft fleet at the Airport while other smaller general aviation aircraft are based locally and have aircraft maintenance services provided by a privately-owned company.

Administration Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$552,991	\$575,564	\$582,413
Resources	\$809,643	\$805,268	\$932,458

Administration Position Summary	
	FY 2024
Airport Director	1.00
Assistant Airport Director	1.00
Accountant	0.75
Marketing Coordinator	0.70
<b>Total Full-Time Equivalent Employee's</b>	<b>3.45</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of Attendees at Open House/July 3rd Aircraft Viewing-weather dependent	N/A	2,000	Cancelled	2,000	N/A
# of Attendees at University of Dubuque Breakfast-weather dependent	N/A	325	Cancelled	Cancelled	N/A
# of Attendees at Experimental Aviation Aircraft Breakfast-weather dependent	N/A	1264	Cancelled	Cancelled	N/A
# of Attendees at University of Dubuque Fun Run on the Runways-weather dependent	N/A	Cancelled	226	250	N/A

#### City Council Goal: Connected Community

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of Commercial Airline Meetings	N/A	2	4	6	N/A
# of Commercial Airline Passenger Enplanements	N/A	26,895	22,876	11,000	N/A

**City Council Goal: Robust Local Economy**

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of Large Corporate Hangars	N/A	14	14	15	N/A
% of Occupancy of Large Corporate Hangars	N/A	100%	100%	100%	N/A

# DUBUQUE REGIONAL AIRPORT

## Dubuque Jet Center

### Mission & Services

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

Dubuque Jet Center Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$3,035,741	\$2,328,607	\$2,833,259
Resources	\$3,216,081	\$2,466,020	\$2,940,103
Dubuque Jet Center Position Summary			
			FY 2024
Fixed Base Operations Supervisor			1.00
Asst. Fixed Base Operations Supervisor			2.00
Accountant			0.25
Line Service Worker			4.29
Customer Service Rep			1.50
<b>Total Full-Time Equivalent Employees</b>			<b>9.04</b>

### Performance Measures

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

##### <sup>1</sup> Activity Objective: Continue to be financially responsible by increasing yearly aviation fuel sales

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
Gallons of Aviation Fuel Sold	N/A	385,293	538,134	475,513	N/A

# DUBUQUE REGIONAL AIRPORT

## Airport Operations and Maintenance

### Overview

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

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

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

Operations and Maintenance Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$991,450	\$972,672	\$1,020,742
Resources	\$807,290	\$453,026	\$455,401

Operations and Maintenance Position Summary	
	FY 2024
Airport Operations Specialist	3.00
Mechanic	1.00
Maintenance Worker	3.00
Custodian	0.68
Laborer	0.23
<b>Total FT Equivalent Employees</b>	<b>7.91</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of Airport Tours Given	N/A	15	0	15	N/A

## Recommended Operating Revenue Budget - Department Total

### 51 - AIRPORT

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
43100 - Leases - Building/Land	(144,737)	(179,799)	(164,813)	(175,550)
43120 - Leases - Other	(2,640)	(2,860)	(2,640)	(2,640)
43125 - Lease - Farmland	(125,782)	(190,768)	(125,782)	(194,130)
43127 - Lease - Maint Hangar	(19,868)	(20,903)	(20,820)	(22,610)
43129 - Lease - General Aviation	(94,998)	(100,009)	(99,041)	(134,529)
43130 - Lease - Airport T-Hangar	(75,393)	(81,884)	(78,000)	(81,720)
43132 - Lease - Corporate Hanagar	(243,590)	(221,049)	(236,280)	(339,675)
43133 - Lease - Airlines	(65,200)	(75,394)	(73,803)	(16,978)
43300 - Concessions Rent	(57,678)	(47,190)	(50,678)	(47,000)
45000 - Charges/Fees for Service	0	0	0	0
45020 - Credit Card Fee	10,075	20,120	10,075	20,120
45050 - Landing Fees	(2,286)	(3,948)	(2,286)	(3,200)
45051 - Security Fees	(79,800)	(79,800)	(79,800)	(3,600)
45052 - Aircraft Service Fee	(69,616)	(90,660)	(69,616)	(80,000)
45055 - Fuel Storage/Uplift Fee	(5,766)	(20,402)	(16,000)	(18,360)
45060 - Charter Ground Handling	(15,600)	(33,920)	(15,600)	(28,800)
45062 - Airline Ground Handling Fee	0	0	0	(87,360)
45300 - Forfeitures/Penalties	0	0	0	0
45431 - Parking Rental	(180)	0	0	0
45440 - Events	(3,189)	(1,060)	(500)	0
45500 - Miscellaneous Chg for Svcs	(19)	(210)	0	0
47100 - Reimbursements	(9,729)	(4,644)	(9,269)	(19,650)
47150 - Refunds	(336)	0	0	0
47350 - Fuel Tax Refunds	0	(7,015)	0	(7,000)
47504 - Oil Sales	(684)	(1,145)	(1,333)	(1,200)
47506 - Fuel Sales Gas	(164,930)	(243,282)	(279,234)	(258,649)
47507 - Fuel Flow	(130,065)	(166,711)	(142,857)	(152,716)
47508 - Fuel Sales Aviation	(1,502,525)	(2,739,175)	(1,997,489)	(2,381,444)
47550 - Concessions Other	0	0	0	0
47562 - Vending Machine Commissions	(1,743)	(5,934)	(2,400)	(4,500)
<b>4A - Charges for Services Total</b>	<b>(2,806,279)</b>	<b>(4,297,642)</b>	<b>(3,458,166)</b>	<b>(4,041,191)</b>
<b>4B - Grants/Contrib</b>				
44000 - Federal Grants	(274,162)	(532,822)	(241,148)	(238,771)
44400 - State Grants	(22,459)	0	(25,000)	(48,000)
<b>4B - Grants/Contrib Total</b>	<b>(296,621)</b>	<b>(532,822)</b>	<b>(266,148)</b>	<b>(286,771)</b>
<b>4M - Gain on Disposal</b>				
48100 - Sale of Personal Property	(7,800)	(2,550)	0	0
<b>4M - Gain on Disposal Total</b>	<b>(7,800)</b>	<b>(2,550)</b>	<b>0</b>	<b>0</b>
<b>200 - Debt Service</b>				
<b>4N - Transfers</b>				
49100 - Transfer In General Fund	(294,422)	(92,884)	(266,821)	(85,631)
49304 - Transfer in Sales Tax 20%	—	—	—	—
49309 - Transfer in PFC	—	(182,305)	—	(179,669)
<b>4N - Transfers Total</b>	<b>(294,422)</b>	<b>(275,189)</b>	<b>(266,821)</b>	<b>(265,300)</b>

## Recommended Operating Revenue Budget - Department Total

### 51 - AIRPORT

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>4O - Eliminated for GW</b>				
48200 - Proceeds from GO Debt	(1,906,215)	—	—	—
48205 - Bond Discount/Premium	(51,531)	—	—	—
<b>4O - Eliminated for GW Total</b>	<b>(1,957,746)</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>178 - Customer Facility Charge</b>				
<b>4A - Charges for Services</b>				
45065 - Rental Car Fee	(20,058)	(31,938)	(30,000)	(28,800)
<b>4A - Charges for Services Total</b>	<b>(20,058)</b>	<b>(31,938)</b>	<b>(30,000)</b>	<b>(28,800)</b>
<b>4K - Unrest Invest Earn</b>				
43000 - Interest	(1,940)	(782)	(1,940)	(3,886)
<b>4K - Unrest Invest Earn Total</b>	<b>(1,940)</b>	<b>(782)</b>	<b>(1,940)</b>	<b>(3,886)</b>
<b>AIRPORT - Total</b>	<b>(5,384,866)</b>	<b>(5,140,923)</b>	<b>(4,023,075)</b>	<b>(4,625,948)</b>

## Recommended Operating Expenditure Budget - Department Total

### 51 - AIRPORT

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	729,839	776,564	861,085	908,235
60200 - Salaries - Regular Part Time	191,263	230,015	243,949	282,410
60300 - Hourly Wages - Temp/Seasonal	0	0	8,284	8,252
60400 - Overtime	93,662	119,518	113,274	113,274
60410 - Overtime - Holiday	484	0	0	0
60630 - Special Pay Sick Lv Payout Ret	2,887	6,823	6,818	6,818
60635 - Special Pay Sick Lv Payout 50%	5,390	4,830	5,390	5,390
60640 - Special Pay - Vacation Payout	338	929	0	0
60750 - Spec Pay - Tool Allowance	200	200	200	300
6A - Salaries & Wages Total	<b>1,024,062</b>	<b>1,138,879</b>	<b>1,239,000</b>	<b>1,324,679</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	75,438	83,363	94,643	100,520
61300 - IPERS - City Contribution	95,960	106,093	115,627	124,036
61510 - Health Insurance	147,552	156,384	174,108	174,499
61540 - Life Insurance	615	545	664	643
61600 - Workers' Compensation	39,361	28,877	29,632	26,635
61820 - Vehicle Allowance	1,807	1,807	1,800	1,800
61992 - Physicals	1,652	2,293	1,652	2,293
<b>6B - Employee Benefits Total</b>	<b>362,385</b>	<b>379,362</b>	<b>418,126</b>	<b>430,426</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	1,438	2,663	1,467	2,715
62200 - Subscriptions	8,695	3,468	8,868	3,560
62325 - Mileage	0	0	450	200
62400 - Meetings & Conferences	1,270	11,679	9,490	10,350
62500 - Education Reimbursement	2,805	13,136	7,150	21,750
<b>6C - Staff Development Total</b>	<b>14,208</b>	<b>30,945</b>	<b>27,425</b>	<b>38,575</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63100 - Building Maintenance	52,854	59,444	52,853	59,444
63312 - Vehicle Ops - Gasoline	153,631	257,673	256,383	259,491
63314 - Aviation Fuel	740,917	1,898,573	1,146,319	1,542,303
63315 - Aviation Fuel Flow	130,065	166,711	142,857	152,716
63316 - Aviation Fuel Storage	597	1,490	1,829	1,785
63320 - Vehicle Repair - Internal	10,821	26,212	11,039	25,870
63321 - Vehicle Repair - Outsourced	287	9,892	2,718	10,089
63400 - Equipment Maint/Repair	42,076	32,408	43,132	33,057
63440 - Uniform Maintenance	419	533	419	533
63710 - Electricity	114,557	121,298	133,050	121,299
63711 - Natural Gas	16,614	36,528	27,920	36,528
63720 - Refuse	4,733	4,994	4,958	5,114
63730 - Telecommunications	7,964	8,216	9,628	8,216
<b>6D - Repair/Maint/Util Total</b>	<b>1,275,534</b>	<b>2,623,972</b>	<b>1,833,105</b>	<b>2,256,445</b>

## Recommended Operating Expenditure Budget - Department Total

### 51 - AIRPORT

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64010 - Accounting & Auditing	6,200	3,000	6,386	3,000
64020 - Advertising	68,631	109,500	92,049	93,554
64040 - Collections	0	0	0	0
64050 - Recording Fees	0	0	0	0
64062 - Refunds	12,635	0	0	0
64080 - Insurance - Property	24,924	31,670	34,744	41,806
64081 - Insurance - Liability	75,497	101,704	99,267	121,312
64110 - Legal	0	0	0	0
64115 - Special Events	452	2,837	2,500	2,500
64130 - Payments to Other Agencies	1,000	9,000	12,000	12,000
64140 - Printing	0	1,364	179	130
64145 - Copying	822	1,115	1,300	918
64150 - Rental - Equipment	385	5,454	420	420
64160 - Rental - Land/Bldgs/Parking	3,743	12,174	3,763	5,220
64175 - Landfill Fees	0	0	0	0
64182 - Property Tax	2,572	2,602	2,623	2,654
64185 - License/Permit/Fees	72	772	72	72
64190 - Technology Services	4,896	2,160	4,896	2,160
64191 - IT Recharges	0	0	0	5,303
64825 - Fire Suppression	1,102	4,221	4,050	4,220
64860 - Speakers	0	0	8,500	0
64880 - Custodial Services	0	0	3,500	3,500
64890 - Background Check	0	20	0	0
64900 - Other Professional Service	0	3,020	2,685	3,050
64975 - Equip Maint Cont	2,891	762	2,891	1,262
64980 - Technology Equip Maint Cont	15,229	17,049	5,461	12,664
64990 - Other Contractual Service	0	22,500	70,000	85,000
<b>200 - Debt Service</b>				
64900 - Other Professional Service	7,061	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>228,110</b>	<b>330,924</b>	<b>357,286</b>	<b>400,745</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65012 - De-Icing Product	25,622	36,807	25,622	31,377
65030 - Merchandise for Resale	0	0	0	0
65033 - Food Products	2,685	4,353	0	4,353
65036 - Beverage/Ice	1,282	3,583	1,876	3,583
65040 - Small Tools & Equipment	4,174	6,710	3,350	3,550
65045 - Technology Equipment	3,873	32,139	16,300	1,800
65050 - Other Equipment	50	0	36,300	0
65054 - Safety Equipment	2,805	2,879	1,220	1,220
65060 - Office Supplies	386	3	385	700
65070 - Operating Supplies	2,044	1,119	2,044	1,119
65080 - Postage/Shipping	860	624	878	350
65110 - Signage	5,547	5,671	5,500	5,500

## Recommended Operating Expenditure Budget - Department Total

### 51 - AIRPORT

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
65925 - Uniform Purchase	565	1,576	1,820	4,475
65930 - Flags	115	1,595	117	750
65955 - Ammunition	0	0	0	0
65965 - Janitorial	8,617	6,877	8,789	7,014
65990 - Other Supplies	4,016	9,986	4,097	9,986
<b>6F - Commodities Total</b>	<b>62,642</b>	<b>113,919</b>	<b>108,298</b>	<b>75,777</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67100 - Vehicles	0	58,994	155,000	152,998
67110 - Mowing Equipment	0	15,590	0	0
67210 - Furniture/Fixtures	0	3,340	0	0
67270 - Other Capital Equipment	0	113,490	0	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>191,414</b>	<b>155,000</b>	<b>152,998</b>
<b>6H - Debt Service</b>				
<b>200 - Debt Service</b>				
68010 - Principal Payment	2,147,625	217,562	213,517	216,494
68020 - Interest Payments	90,192	57,627	53,304	48,806
68980 - Financial Consultant	3,993	0	0	0
68990 - Paying Agent Fees	37	0	0	0
<b>6H - Debt Service Total</b>	<b>2,241,846</b>	<b>275,189</b>	<b>266,821</b>	<b>265,300</b>
<b>6I - Transfers</b>				
<b>178 - Customer Facility Charge</b>				
69308 - Transfers Out to Airport Const	0	0	0	0
<b>6I - Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>AIRPORT - Total</b>	<b>5,208,789</b>	<b>5,084,606</b>	<b>4,405,061</b>	<b>4,944,945</b>

# Recommended Expenditure Budget Report by Activity & Funding Source

## 51 - AIRPORT

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>5101 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	308,166	333,773	348,838
6B - Employee Benefits	90,074	96,467	98,767
6C - Staff Development	18,556	19,951	16,029
6D - Repari/Maint/Util	4,487	3,481	3,614
6E - Contractual Svcs	129,385	120,137	114,815
6F - Commodities	388	1,755	350
6G - Capital Outlay	1,935	—	—
<b>5101 - Administration Total</b>	<b>552,991</b>	<b>575,564</b>	<b>582,413</b>
<b>5102 - FBO Operation</b>			
<b>100 - General</b>			
6A - Salaries & Wages	327,054	388,077	443,141
6B - Employee Benefits	95,848	119,103	129,643
6C - Staff Development	5,672	4,567	4,595
6D - Repari/Maint/Util	2,361,170	1,575,017	1,996,290
6E - Contractual Svcs	93,762	64,413	88,388
6F - Commodities	15,285	22,430	18,204
6G - Capital Outlay	136,951	155,000	152,998
<b>5102 - FBO Operation Total</b>	<b>3,035,741</b>	<b>2,328,607</b>	<b>2,833,259</b>
<b>5103 - Airport Operations</b>			
<b>100 - General</b>			
6A - Salaries & Wages	476,710	482,435	499,216
6B - Employee Benefits	188,790	196,816	196,228
6C - Staff Development	6,316	2,550	17,550
6D - Repari/Maint/Util	82,066	92,704	80,092
6E - Contractual Svcs	95,655	144,905	178,779
6F - Commodities	89,384	53,262	48,877
6G - Capital Outlay	52,528	—	—
<b>178 - Customer Facility Charge</b>			
<b>6I - Transfers</b>	—	—	—
<b>5103 - Airport Operations Total</b>	<b>991,450</b>	<b>972,672</b>	<b>1,020,742</b>
<b>5104 - Terminal Building Maintenance</b>			
<b>100 - General</b>			
6A - Salaries & Wages	26,950	34,715	33,484
6B - Employee Benefits	4,650	5,740	5,788
6C - Staff Development	401	357	401
6D - Repari/Maint/Util	176,249	161,903	176,449
6E - Contractual Svcs	12,123	27,831	18,763
6F - Commodities	8,862	30,851	8,346
<b>5104 - Terminal Building Maintenance Total</b>	<b>229,235</b>	<b>261,397</b>	<b>243,231</b>
<b>5180 - Debt Service</b>			
<b>200 - Debt Service</b>			
6E - Contractual Svcs	0	0	0

## Recommended Expenditure Budget Report by Activity & Funding Source

### 51 - AIRPORT

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
6H - Debt Service	275,189	266,821	265,300
<b>5180 - Debt Service Total</b>	<b>275,189</b>	<b>266,821</b>	<b>265,300</b>
5199 - Pcard Clearing			
100 - General			
6F - Commodities	0	0	0
<b>5199 - Pcard Clearing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>AIRPORT TOTAL</b>	<b>5,084,606</b>	<b>4,405,061</b>	<b>4,944,945</b>

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

**51 AIRPORT 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	3250	GE-41	AIRPORT DIRECTOR	1.00	\$ 129,171	—	\$ —	—	\$ —
100	3250	GE-43	AIRPORT DIRECTOR	—	\$ —	1.00	\$ 141,454	1.00	\$ 147,958
100	1995	GE-35	ASSISTANT AIRPORT DIRECTOR	1.00	\$ 88,294	1.00	\$ 91,160	1.00	\$ 95,351
100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 68,556	1.00	\$ 71,154	1.00	\$ 78,498
100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 66,949	2.00	\$ 123,284	2.00	\$ 132,444
100	460	GE-30	ACCOUNTANT	1.00	\$ 68,251	1.00	\$ 70,464	1.00	\$ 73,702
100	2525	GD-10	MECHANIC	1.00	\$ 58,142	1.00	\$ 58,142	1.00	\$ 57,919
100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 172,178	3.00	\$ 177,753	3.00	\$ 186,492
100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 125,721	3.00	\$ 127,674	3.00	\$ 135,871
<b>TOTAL FULL TIME EMPLOYEES</b>				12.00	\$ 777,262	13.00	\$ 861,085	13.00	\$ 908,235
<b>61020 Part Time Employee Expense</b>									
100		GD-03	CUSTODIAN	—	\$ —	0.68	\$ 34,715	0.68	\$ 33,484
100		NA-44	CUSTOMER SERVICE REP	1.50	\$ 53,417	1.50	\$ 55,677	1.50	\$ 59,132
100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 40,881	0.70	\$ 42,211	0.70	\$ 44,152
100	1,927	NA-27	LINE SERVICE WORKER	4.73	\$ 137,019	3.66	\$ 111,346	4.29	\$ 145,521
<b>TOTAL PART TIME EMPLOYEES</b>				6.93	\$ 231,317	6.54	\$ 243,949	7.17	\$ 282,289
<b>61030 Seasonal Employee Expense</b>									
100	896	NA-27	LABORER	0.23	\$ 8,025	0.23	\$ 8,284	0.23	\$ 8,252
<b>TOTAL SEASONAL EMPLOYEES</b>				0.23	\$ 8,025	0.23	\$ 8,284	0.23	\$ 8,252
<b>TOTAL AIRPORT</b>									
<b>19.16 \$1,016.60 19.77 \$1,113,318 20.40 \$1,198,776</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>Airport Administration-FT</b>										
10051100	61010	100	3250	GE-41	AIRPORT DIRECTOR	1.00	\$ 129,171	—	\$ —	
10051100	61010	100	3250	GE-43	AIRPORT DIRECTOR	—	\$ —	1.00	\$ 141,454	1.00
10051100	61010	100	460	GE-30	ACCOUNTANT	0.75	\$ 51,188	0.75	\$ 52,848	0.75
10051100	61010	100	1995	GE-35	ASSISTANT AIRPORT DIRECTOR	1.00	\$ 88,294	1.00	\$ 91,160	1.00
					<b>Total</b>	2.75	\$ 268,653	2.75	\$ 285,462	2.75
										\$ 298,586
<b>Airport Administration-PT</b>										
10051100	61020	100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 40,881	0.70	\$ 42,211	0.70
					<b>Total</b>	0.70	\$ 40,881	0.70	\$ 42,211	0.70
										\$ 44,152
<b>Airport Operations-FT</b>										
10051400	61010	100	2525	GD-10	MECHANIC	1.00	\$ 58,142	1.00	\$ 58,142	1.00
10051400	61010	100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 172,178	3.00	\$ 177,753	3.00
10051400	61010	100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 125,721	3.00	\$ 127,674	3.00
					<b>Total</b>	7.00	\$ 356,041	7.00	\$ 363,569	7.00
										\$ 380,282
<b>Airport Operations-Seasonal and Part-Time</b>										
10051400	61030	100	892	NA-27	LABORER	0.23	\$ 8,025	0.23	\$ 8,284	0.23
					<b>Total</b>	0.23	\$ 8,025	0.23	\$ 8,284	0.23
										\$ 8,252
<b>FBO Operation-FT</b>										
10051200	61010	100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 68,556	1.00	\$ 71,154	1.00
10051200	61010	100	460	GE-30	ACCOUNTANT	0.25	\$ 17,063	0.25	\$ 17,616	0.25
		100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 66,949	2.00	\$ 123,284	2.00
					<b>Total</b>	2.25	\$ 152,568	3.25	\$ 212,054	3.25
										\$ 229,367
<b>FBO Operation-PT</b>										
10051200	61020	100	1927	NA-27	LINE SERVICE WORKER	4.05	\$ 113,293	3.66	\$ 111,346	4.29
10051200	61020	100	2070	NA-44	CUSTOMER SERVICE REP	1.50	\$ 53,417	1.50	\$ 55,677	1.50
					<b>Total</b>	5.55	\$ 166,710	5.16	\$ 167,023	5.79
										\$ 204,653
<b>Terminal Maintenance-PT</b>										
10051700	61020	100	1927	NA-27	LINE SERVICE WORKER	0.68	\$ 23,726	—	\$ —	
10051700	61020	100		GD-03	CUSTODIAN	—	\$ —	0.68	\$ 34,715	0.68
					<b>Total</b>	0.68	\$ 23,726	0.68	\$ 34,715	0.68
										\$ 33,484
<b>TOTAL AIRPORT DEPARTMENT</b>										
						19.16	\$ 1,016,604	19.77	\$ 1,113,318	20.40
										\$ 1,198,776

Capital Improvement Projects by Department/Division						
AIRPORT						
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 24 Recomm'd Budget	
5128000004	Construct Solar PV System	Airport	308	64070	100,000	
5128000004	Construct Solar PV System	Airport	308	67990	295,550	
5128000008	Reconstruct Taxiway Alpha	Airport	308	64070	1,333,500	
5128000008	Reconstruct Taxiway Alpha	Airport	308	67990	9,034,500	
5128000009	PAVEMENT CONDITION INDEX	Airport	308	64070	85,000	
<b>AIRPORT</b>	<b>TOTAL</b>					<b>10,848,550</b>

PROGRAM/ DEPT	PROJECT DESCRIPTION	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL	PAGE
<b>AIRPORT</b>								
<b>Public Works</b>								
<b>Reconstruct Taxiway A</b>								
		\$10,368,000	\$ 7,881,300	\$ 8,059,340	\$ —	\$ —	\$ 26,308,640	104
Asphalt Pavement Repair		\$ —	\$ —	\$ 475,000	\$ —	\$ —	\$ 475,000	105
Corporate Hangar Facilities Maintenance		\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ 30,000	106
Pavement Condition Study (PCN)		\$ 85,000	\$ —	\$ —	\$ 83,925	\$ —	\$ 168,925	107
Construct Solar PV System		\$ 395,550	\$ —	\$ —	\$ —	\$ —	\$ 395,550	108
Terminal Geothermal Heat Pump Replacements		\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	110
Perimeter Fence Improvements		\$ —	\$ 15,000	\$ —	\$ —	\$ 10,000	\$ 25,000	111
Extend Runway 18/36		\$ —	\$ —	\$ 295,000	\$ 350,000	\$ —	\$ 645,000	112
<b>TOTAL</b>		<b>\$10,848,550</b>	<b>\$ 7,896,300</b>	<b>\$ 8,829,340</b>	<b>\$ 433,925</b>	<b>\$ 80,000</b>	<b>\$28,088,115</b>	

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# **Office of Shared Prosperity and Neighborhood Support**

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## OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

<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	212,339	324,654	378,833	16.7 %
Supplies and Services	26,387	65,402	60,961	(6.8)%
Machinery and Equipment	3,013	350	350	— %
Total	241,739	390,406	440,144	12.7 %
<u>Resources</u>				
CDBG	8,710	7,710	—	— %
Administrative Overhead Recharges	37,139	0	—	— %
Total	45,849	7,710	—	— %
Property Tax Support	195,890	382,696	440,144	57,448
Percent Increase (Decrease)				15.0 %
<b>Personnel - Authorized FTE</b>	<b>1.00</b>	<b>3.66</b>	<b>3.66</b>	

### Improvement Package Summary

#### **1 of 1**

This improvement package request is to turn an existing part-time (.66 FTE) administrative position (GE-25) into a full-time (1 FTE) role for the Office of Shared Prosperity and Neighborhood Support (OSPNS). The OSPNS works collaboratively across city departments, institutions, and neighborhoods to address, prevent, and reduce poverty. As our staff grows from 2 FTE to 3.66 FTE, and as we continue to nurture and develop new partnership throughout the community, it has become clear that we need a full-time staff to help coordinate and manage daily workflows, plan and schedule meetings between stakeholders, oversee payroll, manage the new Tyler system to process neighborhood grant applications and reimbursements, maintain and order necessary office equipment and supplies for new office space, collect and organize information, and help develop process improvements for City Life, a free program designed to educate residents on the City operations and services.

The total, recurring wage and benefit increase for this full-time position to begin on July 1, 2023, is \$41,814.

The request supports City Council goals of City Workforce and Retention and Poverty Prevention and Reduction Plan Implementation.

Related Cost:	\$ 69,320	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 27,506	Administrative Overhead	Recurring	
Net Cost:	\$ 41,814			
Property Tax Impact:	\$ 0.0273	0.28%		
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. During FY 2022, the following personnel changes were approved:
  - a. Director of Office of Shared Prosperity and Neighborhood Support position was upgraded from GE-35 to GE-41 (+\$19,397).

### **Supplies & Services**

5. Grants remain unchanged from \$24,560 in FY 2023 to \$24,560 in FY 2024. This line item represents grants for neighborhood clean-up and beautification, communications, neighborhood improvement projects, and community-building initiatives.
6. Education Reimbursement unchanged from \$8,270 in FY 2023 to \$8,270 in FY 2024. The training opportunities budgeted for are the MLK Breakfast, NAACP Banquet, Regional Neighborworks, and community engagement.
7. Speakers unchanged from \$7,958 in FY 2023 to \$7,958 in FY 2024. This line item represents the marketing, food, and engagement materials for two City Life programs (\$6,458) and interpretations for City Life and neighborhood programs (\$1,500).
8. Meetings & Conferences unchanged from \$8,437 in FY 2023 to \$8,437 in FY 2024. The conferences budgeted for are the ICMA Leadership, GARE, varied data and analytics conferences, Growing Sustainable Communities Conference, and Iowa Women's Leadership Conference.
9. Services from Planning is decreased from \$7,710 in FY 2023 to \$0 in FY 2024. This line item was moved to the Planning Department. This line item represents Community Development Block Grant funded Section 106 reviews of properties eligible for or listed on the National Register of Historic Places.

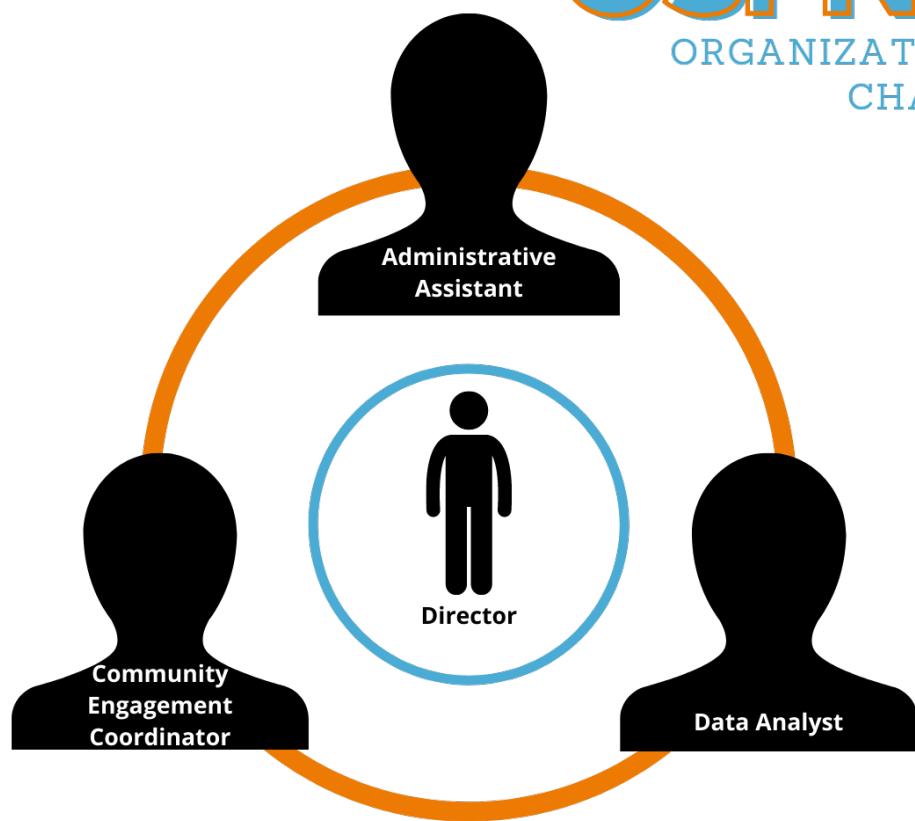
### **Machinery & Equipment**

10. Equipment replacements includes (\$350):

<b>Office of Shared Prosperity &amp; Neighborhood Support Equipment</b>		
Smartphone	\$	350
<b>Total Equipment</b>	<b>\$</b>	<b><u>350</u></b>

# OSPNS

ORGANIZATION  
CHART



# OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

## Mission

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

## Vision

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

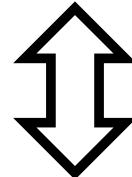
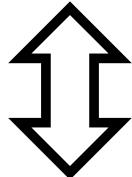
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS, AND PEOPLE LEADING TO OUTCOMES

### PEOPLE

Office of Shared Prosperity and Neighborhood Support staff serve on Department Manager Team, Leadership Team, Intercultural Competency, Wellness Committee, Imagine Dubuque Tech, Community Health Needs Assessment Committee, Central Ave Corridor, Neighborhood Associations and Restorative Justice Advisory Board

### PLANNING

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

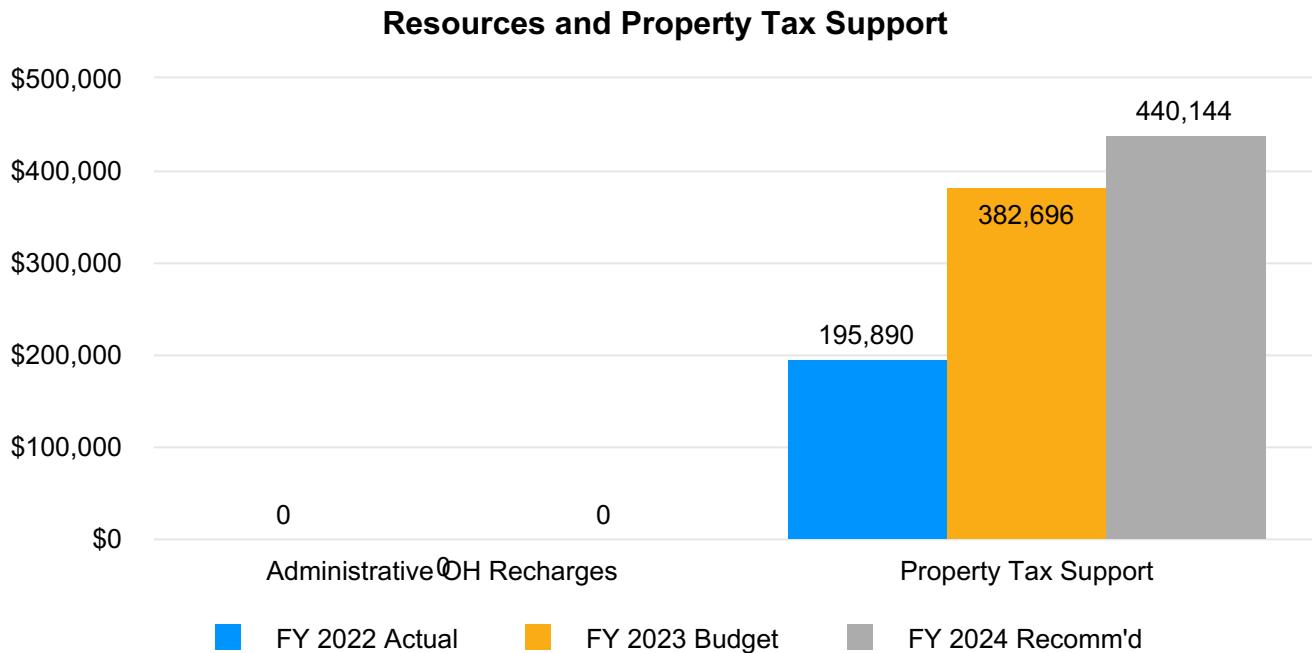


### PARTNERSHIPS

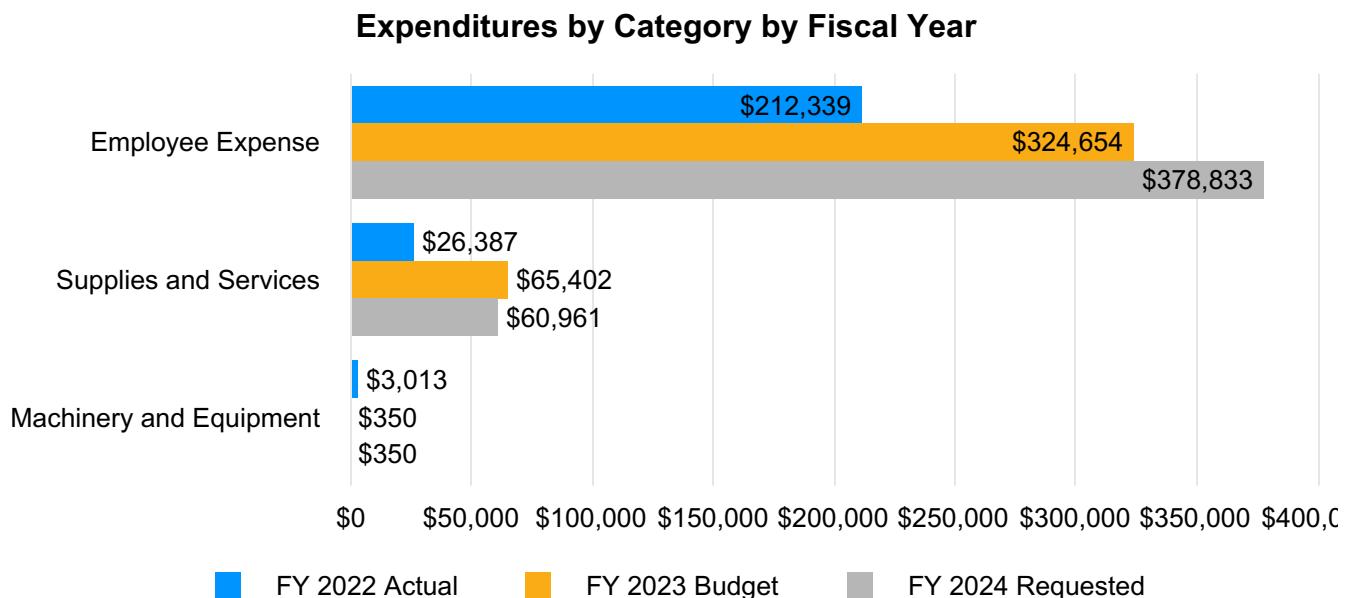
Taking on poverty is an all-hands-on-deck endeavor with every sector of the community including those with lived experience. We foster and support bringing all sectors together to achieve our vision and mission.

# OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	1.00	3.66	3.66



The Office of Shared Prosperity and Neighborhood Support is supported by 3.66 full-time equivalent employees. Overall, the department's expenses are expected to increase by 12.74% in FY 2024 compared to FY 2023.



# OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

Office of Prosperity and Neighborhood Support Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$241,739	\$390,406	\$440,144
Resources	\$45,849	\$7,710	\$0

Office of Prosperity and Neighborhood Support Position Summary	
	FY 2024
Director Office of Shared Prosperity & Neighborhood Support	1.00
Community Engagement Coordinator	1.00
Data Analyst	1.00
Secretary	0.66
<b>Total Full-Time Equivalent Employee's</b>	<b>3.66</b>

## Performance Measures

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

#### 1 Dept. Objectives: Reduce Poverty Rate

Performance Measure (KPI)	Target	2019	2020	2021	Performance Indicator
Population Level	N/A	15.9%	13.2%	12.3%	
White alone, not Hispanic or Latino	N/A	13.0%	11.2%	10.8%	
Black or African American	N/A	57.0%	43.4%	29.6%	
American Indian and Alaska Native	N/A	18.0%	25.2%	N/A%	
Asian	N/A	17.0%	10.6%	8.2%	
Native Hawaiian and Other Pacific Islander	N/A	60.0%	66.8%	50.9%	
Some other races	N/A	61.0%	35.6%	28.4.%	

Two or more races	N/A	26.0%	22.0%	18.1%	
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Hispanic or Latino origin	N/A	22.0%	13.0%	14.1%	
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### City Council Goal: Vibrant Community: Healthy and Safe

#### 2 Dept. Objective: Increase Median Household Income

Performance Measure (KPI)	Target	2019	2020	2021	Performance Indicator
White alone, not Hispanic or Latino	N/A	\$56,843	\$57,063	\$61,592	
Black or African American	N/A	\$12,068	\$N/A	\$35,294	
American Indian and Alaska Native	N/A	\$22,614	\$17,452	\$N/A	
Asian	N/A	\$59,958	\$59,659	\$64,010	
Native Hawaiian and Other Pacific Islander	N/A	\$40,417	\$34,338	\$42,582	
Some other races	N/A	\$—	\$82,958	\$85,946	
Two or more races	N/A	\$29,183	\$49,423	\$46,161	
Hispanic or Latino origin	N/A	\$44,583	\$60,250	\$71,429	

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

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of active neighborhood association	5	3	4	5	
Total grant money awarded to neighborhood association and/or groups for community building & neighborhood improvement projects	\$24,560	\$1,214	\$8,400	\$8,400	
# of residents participating in City Life in the Fall and Spring session	50	12	22	40	

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

### **68 - OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT**

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	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	0	(1,970)	0	0
49610 - Transfer In Sanitary Op	0	(12,301)	0	0
49620 - Transfer in Storm Op	0	(3,689)	0	0
49650 - Transfer in Parking Op	0	(1,594)	0	0
49670 - Transfer in Refuse Op	0	(11,438)	0	0
49950 - Transfer in DMASWA Gen	0	(6,147)	0	0
<b>4N - Transfers Total</b>	<b>0</b>	<b>(37,139)</b>	<b>0</b>	<b>0</b>
<b>180 - Community Development</b>				
<b>4A - Charges for Services</b>				
47100 - Reimbursements	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OFFICE OF SHARED PROSPERITY - Total</b>	<b>0</b>	<b>(37,139)</b>	<b>0</b>	<b>0</b>

## Recommended Operating Expenditure Budget - Department Total

### 68 - OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

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	45,504	122,599	214,842	246,709
60200 - Salaries - Regular Part Time	0	10,646	27,506	35,459
60630 - Special Pay Sick Lv Payout Ret	3,209	7,586	0	7,580
60635 - Special Pay Sick Lv Payout 50%	677	0	0	0
60640 - Special Pay - Vacation Payout	2,171	0	0	0
60710 - Special Pay - Parental Leave	0	5,597	0	0
<b>180 - Community Development</b>				
60100 - Salaries-Regular Full Time	(1,675)	0	0	0
60635 - Special Pay Sick Lv Payout 50%	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>49,887</b>	<b>146,428</b>	<b>242,348</b>	<b>289,748</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	3,817	10,306	18,539	21,586
61300 - IPERS - City Contribution	4,277	13,107	22,877	26,637
61510 - Health Insurance	11,673	42,267	40,269	40,269
61540 - Life Insurance	37	71	138	138
61600 - Workers' Compensation	110	161	483	455
<b>180 - Community Development</b>				
61100 - FICA - City Contribution	(123)	0	0	0
61300 - IPERS - City Contribution	(158)	0	0	0
61510 - Health Insurance	0	0	0	0
61540 - Life Insurance	0	0	0	0
61600 - Workers' Compensation	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>19,633</b>	<b>65,912</b>	<b>82,306</b>	<b>89,085</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62200 - Subscriptions	0	0	0	0
62325 - Mileage	0	0	300	300
62400 - Meetings & Conferences	0	1,298	8,437	8,437
62500 - Education Reimbursement	0	1,895	8,270	8,270
<b>180 - Community Development</b>				
62325 - Mileage	0	0	0	0
62400 - Meetings & Conferences	0	0	0	0
62500 - Education Reimbursement	0	0	0	0
<b>6C - Staff Development Total</b>	<b>0</b>	<b>3,193</b>	<b>17,007</b>	<b>17,007</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63730 - Telecommunications	195	813	2,052	2,052
<b>180 - Community Development</b>				
63730 - Telecommunications	0	0	0	0
<b>6D - Repari/Maint/Util Total</b>	<b>195</b>	<b>813</b>	<b>2,052</b>	<b>2,052</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64081 - Insurance - Liability	0	0	0	2,102

## Recommended Operating Expenditure Budget - Department Total

### 68 - OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64130 - Payments to Other Agencies	0	0	0	0
64135 - Grants	1,214	8,400	24,560	24,560
64140 - Printing	0	10	3,000	3,000
64145 - Copying	1	0	333	333
64160 - Rental - Land/Bldgs/Parking	441	693	1,344	1,344
64190 - Technology Services	146	437	438	438
64191 - IT Recharges	0	0	0	1,167
64860 - Speakers	0	4,009	7,958	7,958
<b>180 - Community Development</b>				
64005 - Services Other Depts	8,710	8,710	7,710	0
64130 - Payments to Other Agencies	896	0	0	0
64135 - Grants	9,680	0	0	0
64140 - Printing	0	0	0	0
64145 - Copying	0	0	0	0
64160 - Rental - Land/Bldgs/Parking	0	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>21,088</b>	<b>22,259</b>	<b>45,343</b>	<b>40,902</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65045 - Technology Equipment	19	690	350	350
65060 - Office Supplies	20	121	1,000	1,000
65080 - Postage/Shipping	0	0	0	0
<b>180 - Community Development</b>				
65045 - Technology Equipment	0	0	0	0
65060 - Office Supplies	0	0	0	0
65080 - Postage/Shipping	0	0	0	0
<b>6F - Commodities Total</b>	<b>39</b>	<b>811</b>	<b>1,350</b>	<b>1,350</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	0	2,323	0	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>2,323</b>	<b>0</b>	<b>0</b>
<b>OSPNS - Total</b>	<b>90,842</b>	<b>241,739</b>	<b>390,406</b>	<b>440,144</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 68- OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>6801 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	146,428	242,348	289,748
6B - Employee Benefits	65,912	82,306	89,085
6C - Staff Development	3,193	17,007	17,007
6D - Repari/Maint/Util	813	2,052	2,052
6E - Contractual Svcs	13,549	37,633	40,902
6F - Commodities	811	1,350	1,350
6G - Capital Outlay	2,323	—	—
<b>180 - Community Development</b>			
6A - Salaries & Wages	—	—	—
6B - Employee Benefits	—	—	—
6C - Staff Development	—	—	—
6D - Repari/Maint/Util	—	—	—
6E - Contractual Svcs	8,710	7,710	—
6F - Commodities	—	—	—
<b>6801 - Administration Total</b>	<b>241,739</b>	<b>390,406</b>	<b>440,144</b>
<b>6899 - Pcard Clearing</b>			
<b>OFFICE OF SHARED PROSPERITY TOTAL</b>	<b>300,368</b>	<b>399,025</b>	<b>437,400</b>

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

**68 Office of Shared Prosperity**

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	—	GE-35	DIR SHARED PROSP/NBHD SUPPORT	1.00	\$ 68,591	1.00	\$ 88,531	1.00	\$ 109,405
100	—	GE-33	COMMUNITY ENGAGEMENT COORD	—	\$ —	1.00	\$ 72,620	1.00	\$ 80,128
100	—	GE-30	DATA ANALYST	—	\$ —	1.00	\$ 53,691	1.00	\$ 57,176
<b>TOTAL FULL TIME EMPLOYEES</b>				1.00	\$ 68,591	3.00	\$ 214,842	3.00	\$ 246,709
<b>61020 Part Time Employee Expense</b>									
100		GE-25	SECRETARY	—	\$ —	0.66	\$ 27,506	0.66	\$ 35,459
<b>TOTAL PART TIME EMPLOYEES</b>				—	\$ —	0.66	\$ 27,506	0.66	\$ 35,459
<b>TOTAL OFFICE OF SHARED PROSPERITY</b>				1.00	\$ 68,591	3.66	\$ 242,348	3.66	\$ 282,168

**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>Office of Shared Prosperity and Neighborhood Support - FT General Fund</b>										
10072800	61010	100		GE-30	DATA ANALYST		—	\$ 53,691	1.00	\$ 57,176
					DIR SHARED PROSP/					
10072800	61010	100		GE-35	NBHD SUPPORT		1.00	\$ 88,531	1.00	\$ 109,405
					COMMUNITY					
10072800	61010	100		GE-33	ENGAGEMENT COORD		—	\$ 72,620	1.00	\$ 80,128
					Total		1.00	\$ 68,591	3.00	\$ 214,842
									3.00	\$ 246,709
<b>Office of Shared Prosperity and Neighborhood Support -PT General Fund</b>										
10072800	61020	100		GE-25	SECRETARY		—	\$ 27,506	0.66	\$ 35,459
					Total		—	\$ 27,506	0.66	\$ 35,459
<b>TOTAL OFFICE OF SHARED PROSPERITY</b>					1.00	\$ 68,591	3.66	\$ 242,348	3.66	\$ 282,168

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# **Office of Equity and Human Rights**

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## OFFICE OF EQUITY AND HUMAN RIGHTS DEPARTMENT

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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	266,365	318,052	354,769	11.5%
Supplies and Services	33,204	80,973	81,931	1.2%
Machinery & Equipment	798	—	700	0.0%
Total	300,367	399,025	437,400	9.6%
<u>Resources</u>				
Case Processing ICRC	900	2,000	2,000	0.0%
Miscellaneous	2,475	1,125	1,125	0.0%
Total	3,375	3,125	3,125	0.0%
Property Tax Support	296,992	395,900	434,275	38,375
Percent Increase (Decrease)				9.7%
<b>Personnel - Authorized FTE</b>	<b>4.00</b>	<b>3.17</b>	<b>3.00</b>	

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### Improvement Package Summary

#### **1 of 2**

This improvement package request is to hire a (1.0 FTE, GE-25) full-time administrative assistant for the Equity & Human Rights Department to support staff members. As the department is restructured, it is essential to have a team member that becomes a friendly face to the community to provide excellent customer service and build trust in the process.

The request supports City Council goals of Financially Responsible, High-Performance City Organizations.

Related Cost:	\$ 64,877	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	<u>\$ 4,770</u>	Tax Funds	Non-Recurring	
Net Cost:	<u>\$ 69,647</u>			
Property Tax Impact:	\$ 0.0274	0.28%		
Activity:	Office of Equity & Human Rights			

#### **2 of 2**

This improvement package request is to create an annual two-day conference to bring together partnerships at the local, state, and federal levels to promote the building of equitable communities. Conference attendees would include government officials, nonprofit leaders, business leaders, educators, and presenters and facilitators would be drawn from these groups. The first day will have a focus on education, health and leadership. The second day will be geared towards businesses, nonprofits and government. The focus would be on sharing best practices and learning what others are doing, with a lens on justice, diversity, equity, inclusivity, access and belonging. It would also bring two keynote speakers per day- one to open the day and one during the lunch hour.

The request supports the City Council goal of Partnership for a Better Dubuque: Building Our Community that is Viable, Livable and Equitable.

Related Cost:	\$ 30,000	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0118	0.12%		
Activity: Office of Equity & Human Rights				

### **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 unchanged of \$— or —%.
4. During FY 2023, the following personnel change was approved:
  - a. The Human Rights Intake Specialist position (GE-27) was replaced with Equity & Human Rights Specialist (GE-34) which results in a cost increase of \$26,693.
  - b. The Temporary Intern (NA-02) was eliminated which was a cost savings of \$22,594 and a decrease of 0.1724 full-time equivalents.

#### **Supplies & Services**

5. Education Reimbursement is unchanged from \$12,752 in FY 2023 to \$12,752 in FY 2024. This line item represents training in the following areas: legal, commissioner, computer, goal setting, NAACP event, MLK Breakfast, Equity Core Team staff development, Des Moines Race Conference, and travel/lodging for guest speakers.
6. Meetings & Conferences is unchanged from \$11,098 in FY 2023 to \$11,098 FY 2024. This line item represents attendance to GARE national and regional conferences, Iowa League of Cities in Kansas City, League of Iowa Human Rights Agencies quarterly meetings, Des Moines Civil Rights Symposium and the Sustainable Communities Conference.
7. Speakers is unchanged from \$8,082 in FY 2023 to \$8,082 in FY 2024. This line item includes the dispute resolution center (\$1,742), interpreters for commission functions (\$340), the Dubuque Community Police Relations Committee (\$2,000), and speaker stipends (\$4,000).
8. Pay to Other Agency is unchanged from \$22,000 in FY 2023 to 22,000 in FY 2024. This line item includes \$16,000 for Faces and Voices Human Relations Event that currently is the annual the Reverend Doctor Martin Luther King Breakfast as well as racial equity community educational efforts and \$6,000 for VISTA cost share. The VISTA cost share is unchanged from \$6,000 in FY 2023.
9. Printing is unchanged from \$7,817 in FY 2023 to \$7,817 in FY 2024. This line item provides for the printing of the Annual Report, brochures, training materials, certificates, student portfolios and mailing materials.
10. Participant Stipends increased from \$1,286 in FY 2023 to \$1,586 in FY 2024. This line item represents the student stipend under the REAL Program.

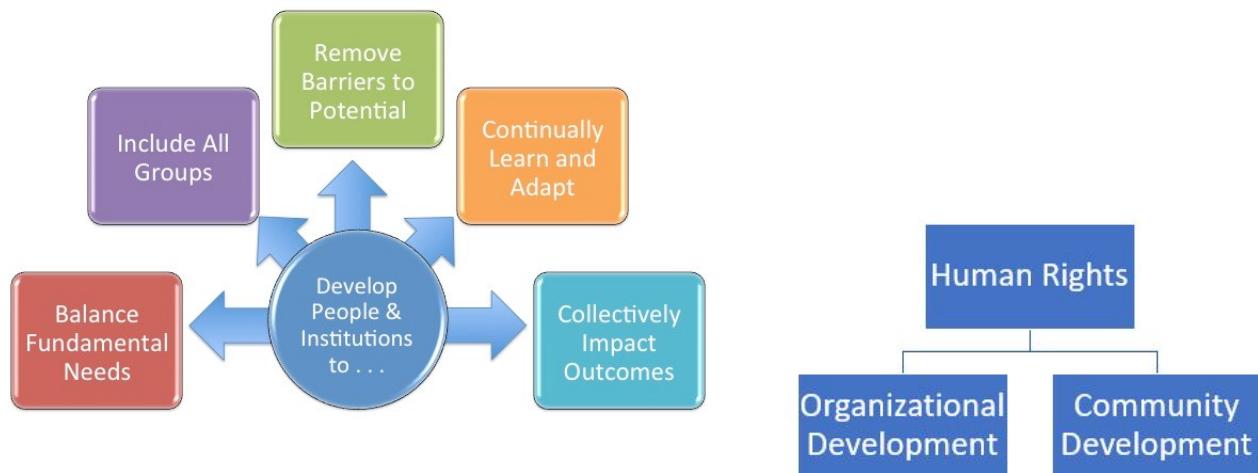
11. IT Recharges unchanged from \$0 in FY 2023 to \$0 in FY 2024. Departments receive recharges for maintenance agreement costs on City-wide software based on the number of users in their department.

#### **Revenue**

12. Case processing revenue in FY 2024 is based on 10 employment cases reimbursed at \$200 per case (\$2,000) by the Iowa Civil Rights Commission.
13. General reimbursement revenue is unchanged from \$1,125 in FY 2023 to \$1,125 in FY 2024 based on FY 2023 budget of \$1,125. This revenue line reflects the reimbursement for Intercultural Competency training materials for four-day workshops.

# OFFICE OF EQUITY AND HUMAN RIGHTS

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



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

### PEOPLE

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

### PLANNING

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

INCLUSIVE  
INCLUSIVE  
INCLUSIVE  
dubuque

Connecting People • Strengthening Community



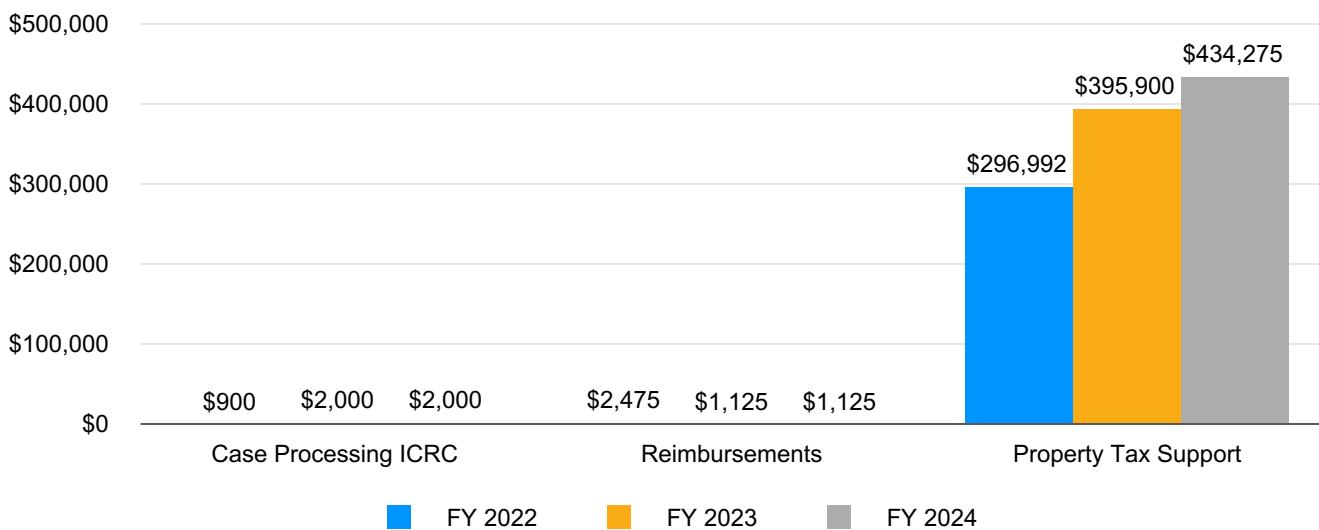
### PARTNERSHIPS

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

# OFFICE OF EQUITY AND HUMAN RIGHTS

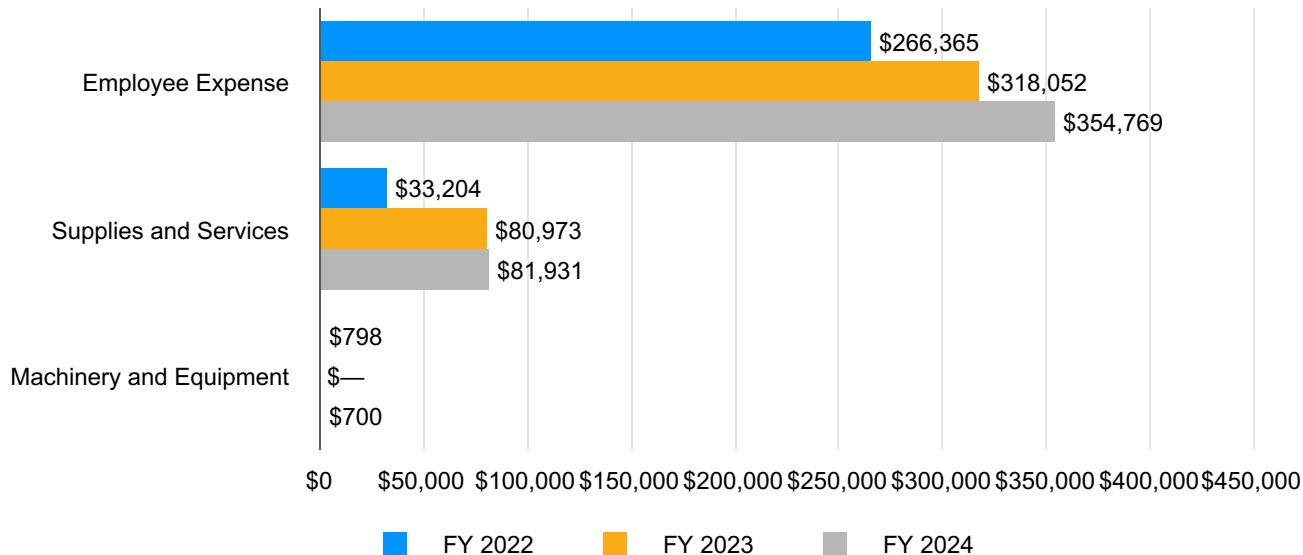
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	4.00	3.17	3.00

## Resources and Property Tax Support



The Office of Equity and Human Rights is supported by 3.00 full-time equivalent employees, which accounts for 81.11% of the department expense as seen below. Overall, the department's expenses are expected to increase by 9.62% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# OFFICE OF EQUITY AND HUMAN RIGHTS

## Organizational Development

### Mission & Services

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

Organization Development Funding Summary			
	FY22 Budget	FY23 Budget	FY 2024 Recomm'd
Expenditures	\$0	\$0	\$0
Resources	\$0	\$0	\$0

Organization Development Position Summary	
	FY 2024
Human Rights Director	0.50
Equity & Human Rights Specialists	1.50
<b>Total FT Equivalent Employees</b>	<b>2.00</b>

### Performance Measures\*

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

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
% of departments with written equity plans	100%	52%	75%	75%	
% of departments writing their equity plan or completing self-assessment	0%	51%	25%	25%	

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

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

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

# OFFICE OF EQUITY AND HUMAN RIGHTS

## Community Development

### Mission & Services

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

Community Development Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$ 300,368	\$ 399,025	\$ 437,400
Resources	\$ 3,375	\$ 3,125	\$ 3,125

Community Development Position Summary	
	FY 2024
Equity & Human Rights Specialists	0.50
Human Rights Director	0.50
<b>Total FT Equivalent Employee's</b>	<b>1.00</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
% partners indicating improved understanding of importance of intercultural skills, equity, and inclusion.	95%	95%	95%	95%	
% of partners reporting improvements in quality of life measures and/or community engagement with residents most impacted by inequities	20%	n/a	n/a	20%	

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

### **16 - OFFICE OF EQUITY AND HUMAN RIGHTS**

<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>				
45010 - Case Processing	(1,275)	(900)	(2,000)	(2,000)
47100 - Reimbursements	(189)	(2,475)	(1,125)	(1,125)
47150 - Refunds	(193)	0	0	0
<b>4A - Charges for Services Total</b>	<b>(1,657)</b>	<b>(3,375)</b>	<b>(3,125)</b>	<b>(3,125)</b>
<b>OFFICE OF EQ. AND HUMAN RIGHTS -Total</b>	<b>(1,657)</b>	<b>(3,375)</b>	<b>(3,125)</b>	<b>(3,125)</b>

## Recommended Operating Expenditure Budget - Department Total

### 16 - OFFICE OF EQUITY AND HUMAN RIGHTS

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	288,839	188,196	225,532	268,103
60300 - Hourly Wages - Temp/Seasonal	0	0	9,014	0
60400 - Overtime	0	47	0	0
60635 - Special Pay Sick Lv Payout 50%	2,323	1,578	2,323	0
60640 - Special Pay - Vacation Payout	0	0	0	0
60710 - Special Pay - Parental Leave	3,430	1,743	0	0
<b>180 - Community Development</b>				
60100 - Salaries-Regular Full Time	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>294,592</b>	<b>191,564</b>	<b>236,869</b>	<b>268,103</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	21,386	13,768	18,122	20,509
61300 - IPERS - City Contribution	27,618	17,906	22,141	25,309
61510 - Health Insurance	49,184	42,441	40,269	40,269
61540 - Life Insurance	239	129	138	138
61600 - Workers' Compensation	837	556	513	441
61992 - Physicals	0	0	0	0
<b>180 - Community Development</b>				
61100 - FICA - City Contribution	0	0	0	0
61300 - IPERS - City Contribution	0	0	0	0
61510 - Health Insurance	0	0	0	0
61540 - Life Insurance	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>99,265</b>	<b>74,801</b>	<b>81,183</b>	<b>86,666</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	1,450	1,380	1,500	1,500
62200 - Subscriptions	779	927	890	1,007
62300 - Training	0	0	0	0
62325 - Mileage	38	26	71	71
62400 - Meetings & Conferences	0	2,831	11,098	11,098
62500 - Education Reimbursement	2,289	8,984	12,752	12,752
<b>6C - Staff Development Total</b>	<b>4,556</b>	<b>14,148</b>	<b>26,311</b>	<b>26,428</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63730 - Telecommunications	2,808	1,281	1,518	1,888
<b>6D - Repari/Maint/Util Total</b>	<b>2,808</b>	<b>1,281</b>	<b>1,518</b>	<b>1,888</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	30	1,174	30	1,174
64081 - Insurance - Liability	1,810	2,152	2,539	1,824
64130 - Payments to Other Agencies	17,000	6,000	22,000	22,000
64140 - Printing	3,395	161	7,817	7,817
64145 - Copying	230	344	230	230
64160 - Rental - Land/Bldgs/Parking	893	825	840	825

## Recommended Operating Expenditure Budget - Department Total

### 16 - OFFICE OF EQUITY AND HUMAN RIGHTS

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64190 - Technology Services	497	627	286	0
64191 - IT Recharges	0	0	0	4,589
64860 - Speakers	1,086	991	8,082	8,082
64890 - Background Check	0	0	400	400
64900 - Other Professional Service	0	0	0	0
64980 - Technology Equip Maint Cont	5,210	5,210	4,533	0
64989 - Participant Stipend	0	0	5,000	5,000
<b>6E - Contractual Svcs Total</b>	<b>30,151</b>	<b>17,484</b>	<b>51,757</b>	<b>51,941</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65045 - Technology Equipment	0	798	0	700
65060 - Office Supplies	215	207	1,286	1,586
65080 - Postage/Shipping	99	84	101	88
65925 - Uniform Purchase	0	0	0	0
<b>6F - Commodities Total</b>	<b>314</b>	<b>1,089</b>	<b>1,387</b>	<b>2,374</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	0	0	0	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OFFICE EQUITY/HUMAN RIGHTS - Total</b>	<b>431,685</b>	<b>300,368</b>	<b>399,025</b>	<b>437,400</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 16 - OFFICE OF EQUITY AND HUMAN RIGHTS

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>6801 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	191,564	236,869	268,103
6B - Employee Benefits	74,801	81,183	86,666
6C - Staff Development	14,148	26,311	26,428
6D - Repari/Maint/Util	1,281	1,518	1,888
6E - Contractual Svcs	17,484	45,757	45,941
6F - Commodities	1,089	1,387	2,374
6G - Capital Outlay	—	—	—
<b>1601 - Off of Equity and Human Rights Total</b>	<b>300,368</b>	<b>393,025</b>	<b>431,400</b>
<b>1602 - VISTA Cost Share</b>			
<b>100 - General</b>			
6E - Contractual Svcs	0	6,000	6,000
<b>1602 - VISTA Cost Share Total</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>
<b>1650 - Grants</b>			
<b>100 - General</b>			
<b>6C - Staff Development</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>180 - Community Development</b>			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	0	0	0
<b>1650 - Grants Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1699 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	0	0	0
<b>1699 - Pcard Clearing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OFFICE OF SHARED PROSPERITY TOTAL</b>	<b>300,368</b>	<b>399,025</b>	<b>437,400</b>

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

**16 OFFICE OF EQUITY & HUMAN RIGHTS 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	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 114,371	1.00	\$ 90,119	1.00	\$ 110,544
100	610	GE-34	EQUITY & HUMAN RIGHTS SPECIALISTS	1.00	\$ 69,156	—	\$ —	2.00	\$ 157,559
100		GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 67,589	1.00	\$ 75,363	—	\$ —
100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 58,165	1.00	\$ 60,050	—	\$ —
TOTAL FULL TIME EMPLOYEES				4.00	\$ 309,281	3.00	\$ 225,532	3.00	\$ 268,103
 <b>TOTAL OFFICE OF EQUITY &amp; HUMAN RIGHTS DEPT.</b>									
				<b>4.00</b>	<b>\$ 309,281</b>	<b>3.00</b>	<b>\$ 225,532</b>	<b>3.00</b>	<b>\$ 268,103</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>Office of Equity &amp; Human Rights-FT</b>												
10016100	61010	100	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 114,371	1.00	\$ 90,119	1.00	\$ 110,544	
10016100	61010	100	1965	GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 67,589	—	\$ —	—	\$ —	
10016100	61010	100	2372	GE-34	ORGANIZATIONAL EQUITY COORD	1.00	\$ 69,156	1.00	\$ 75,363	—	\$ —	
10016100	61010	100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 58,165	1.00	\$ 60,050	—	\$ —	
				<b>Total</b>			4.00	\$ 309,281	3.00	\$ 225,532	3.00	\$ 268,103
<b>TOTAL OFFICE OF EQUITY &amp; HUMAN RIGHTS DEPARTMENT</b>							<b>4.00</b>	<b>\$ 309,281</b>	<b>3.00</b>	<b>\$ 225,532</b>	<b>3.00</b>	<b>\$ 268,103</b>

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# **Finance**

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## FINANCE 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	1,646,199	1,827,378	2,256,514	23.5%
Supplies and Services	782,380	967,530	1,023,667	5.8%
Electric and Gas Utility Franchise Fee Rebates	660,357	681,263	660,355	-3.1%
Investment Manager and Custodial Service Fees	58,144	53,014	58,200	9.8%
Machinery and Equipment	12,295	1,650	250	-84.8%
Non-Expense Accounts	(1,534)	(6,966)	(8,200)	17.7%
Total	3,157,841	3,523,869	3,990,786	13.3%
Abated Debt - General Ledger Software	14,293	15,400	51,661	235.5%
Abated Debt - Franchise Fee Litigation	194,439	199,506	196,706	-1.4%
Total Expense	3,366,573	3,738,775	4,239,153	13.4%
<b>Resources</b>				
Miscellaneous Revenue	79,260	92,754	101,818	9.8%
Electric and Gas Utility Franchise Fees	854,796	880,769	857,061	-2.7%
Sales Tax 20% for Debt Abatement	14,293	15,400	51,661	235.5%
Overhead & Utility Billing Recharges to Enterprise Funds	1,769,270	1,842,003	2,201,359	19.5%
Total revenue	2,717,619	2,830,926	3,211,899	13.5%
Property Tax Support	648,954	907,849	1,027,254	119,405
<b>Personnel - Authorized FTE</b>	<b>20.26</b>	<b>20.51</b>	<b>23.51</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 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 is unchanged from \$7,950 in FY 2023 to \$7,950 in FY 2024. FY 2022 actual was \$440.
5. During Fiscal Year 2023, the following personnel change was approved:
  - a. Assistant Director of Finance was changed to Finance Director (+0 FTE / +\$0).
  - b. Addition of Assistant Director of Finance and subsequent change to Budget Director (+1.0 / \$128,644).
  - c. Addition of Purchasing/Safety Coordinator (+1.0 FTE / +\$78,866)
  - d. Addition of Temporary Utility Billing Accountant (+1.0 FTE / +\$78,866)
  - e. Upgrade of Account Clerk I to Budget Financial Analyst (+0 FTE / +\$26,138)

## **Supplies & Services**

6. Electric Franchise Fee Refund decreased from \$628,000 in FY 2023 to \$581,855 in FY 2024 based on FY 2022 actual 581,855.
7. Gas Franchise Fee Refund increased from \$53,263 in FY 2023 to \$78,500 in FY 2024 based on FY 2022 actual of \$78,502.
8. Printing increased from \$27,444 in FY 2023 to \$130,222 in FY 2024. FY 2022 actual was \$45,232. During Fiscal Year 2022, the City began outsourcing printing and mailing of utility bills.
9. IT Recharges increased from \$96,697 in FY 2023 to \$103,352 in FY 2024. This line item represents the recharge of Information Services staff time related to processing checks, system back-ups and daily production for the financial software.
10. Technology Services decreased from \$565,592 in FY 2023 to \$538,742 in FY 2024. This line item includes ERP Software (\$357,575); Workiva Wdesk (\$99,007); Balancing Act (\$8,200), FinancePlus (\$40,000); LeaseQuery (\$15,100), Online ACFR Reporting (\$3,200), Creditron Check Scanner (\$5,660), and Indirect Cost Software (\$10,000).
11. Credit Card Charge decreased from \$52,207 in FY 2023 to \$41,000 in FY 2024. FY 2022 actual was \$54,317. The City is switching credit card vendors to Tyler payments related to the Enterprise Resource Planning system implementation. Previously, the online and phone payment credit card transaction fee of \$4.95 per transaction was passed directly to the utility billing customer and in person credit card transaction fee of \$4.95 was absorbed by the City. Under the new agreement with Tyler Payments, all credit card transactions (online, phone and in person) will have a 2.95% per transaction fee with a minimum fee of \$2.50, and a transaction cap of \$500. IN addition, the City will continue to absorb the \$0.25 per e-check transaction for online and phone utility bill payments.

## **Machinery & Equipment**

12. Equipment replacement items at the maintenance level include (\$250):

<b>Finance Machinery and Equipment</b>	
<b>Budget</b>	
Desk Phone	\$ 250
<b>Total Equipment</b>	<b>\$ 250</b>

## **Debt Service**

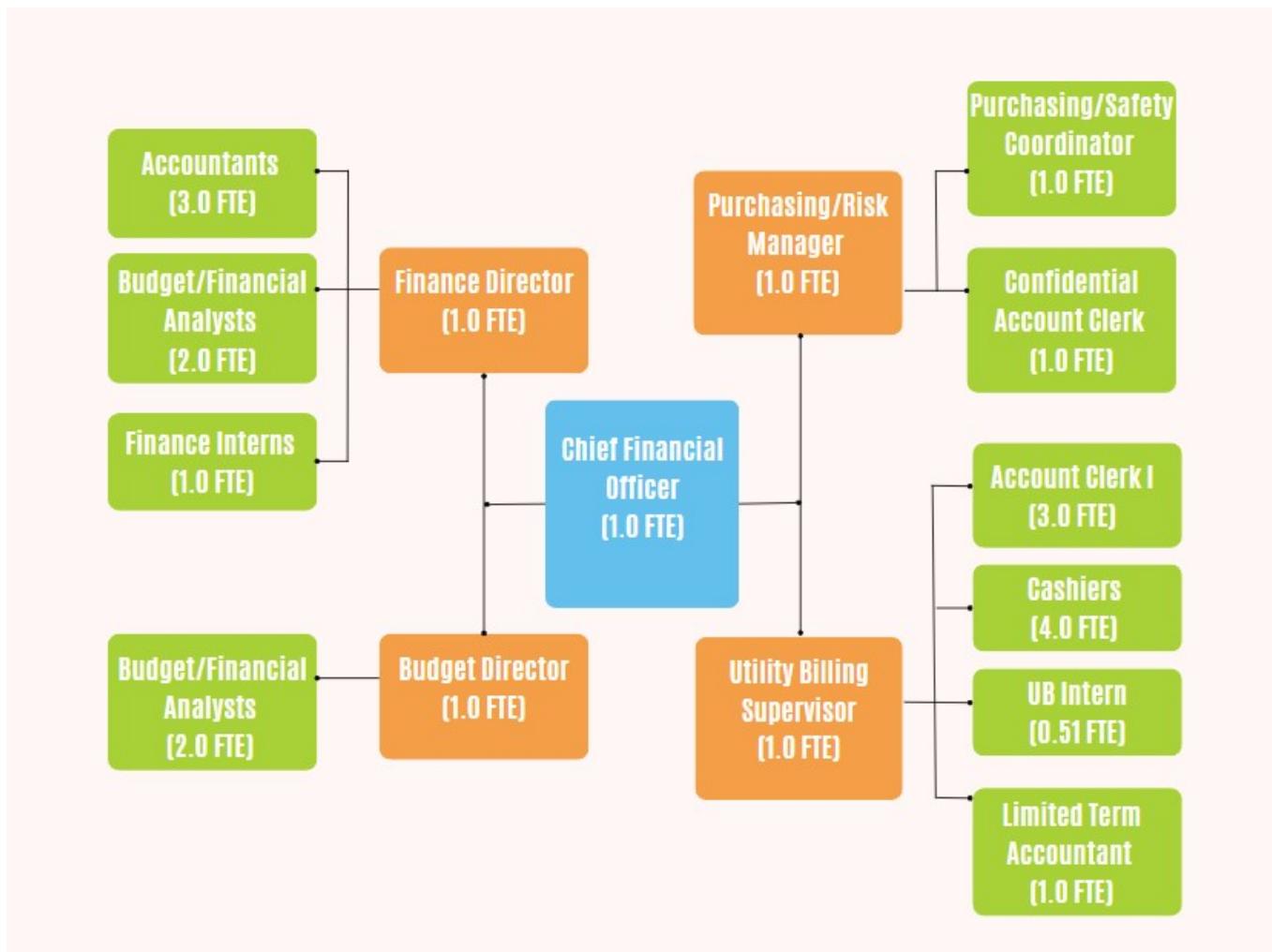
13. Annual debt service payment includes the following (\$248,367):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 196,706	2016A G.O.	Debt Levy	Franchise Fee Settlement	2035	2024
\$ 15,187	2021A G.O.	Sales Tax	General Ledger Software	2041	2028
\$ 36,474	2022A G.O.	Sales Tax	General Ledger Software	2042	2029
<b>\$ 248,367 Total Finance Debt Service</b>					

## **Revenue**

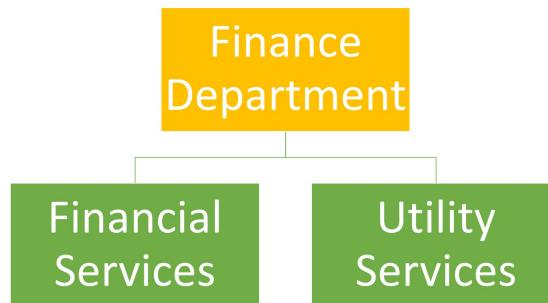
14. Franchise Fees increased from \$5,252,504 in FY 2023 to \$5,672,186 in FY 2024. FY 2022 actual was \$5,672,186. Electric Franchise Fee decreased from \$4,213,554 in FY 2023 to \$3,914,860 in FY 2024 based on FY 2022 actual. FY 2022 actual was \$3,914,860. Gas Franchise Fee increased from \$1,038,950 in FY 2023 to \$1,757,326 in FY 2024 based on FY 2022 actual.
15. Penalties decreased from \$22,115 in FY 2023 to \$14,090 in FY 2024 based on a three-year average. This line item represents administrative collection fees and administrative fees for tax liens.
16. Reimbursements increased from \$65,000 in FY 2023 to \$82,321 in FY 2024. This line item includes the rebate received on purchase cards and 1% of enrolled virtual card vendor spend as rebate revenue. A virtual card payment is equivalent to that of a credit card transaction. Suppliers that choose to participate in the virtual card program will receive an automated email notification for each processed payment from the Finance Department. This would replace a traditional check or ACH transaction pending vendor acceptance into the City's virtual card program and would capture additional transactions not typically paid using a purchasing card. These emails will contain a link to a secure web portal where the supplier will obtain the unique Visa credit card account number, the amount to charge, and the other pertinent details of the transaction needed to process and reconcile the payments using their Point-of-Sale device/software. The credit card account number will change with each payment so suppliers will not be required to keep this information on file. The standard processing fees administered by the supplier's acquiring bank will apply.
17. Revenue received from Enterprise Funds for Utility Billing and administrative overhead charges increased from \$1,842,003 in FY 2023 to \$2,201,359 in FY 2024.

# Finance Department Organization Chart

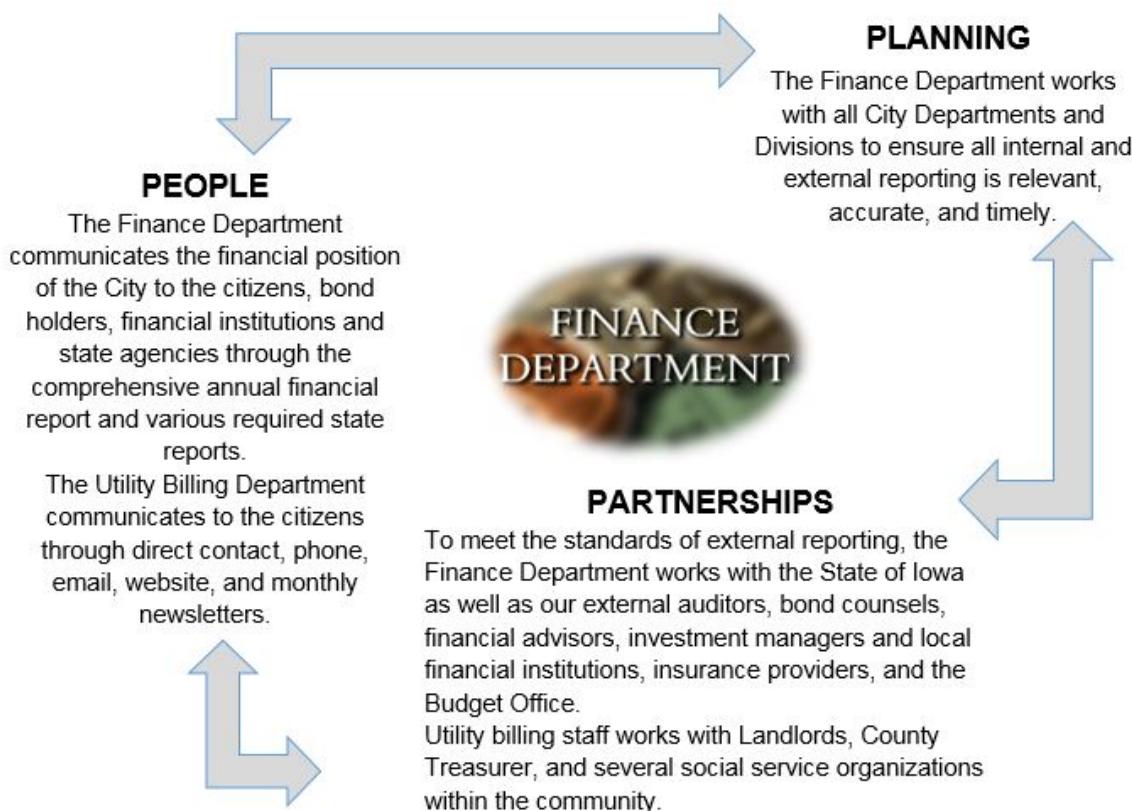


# FINANCE DEPARTMENT

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



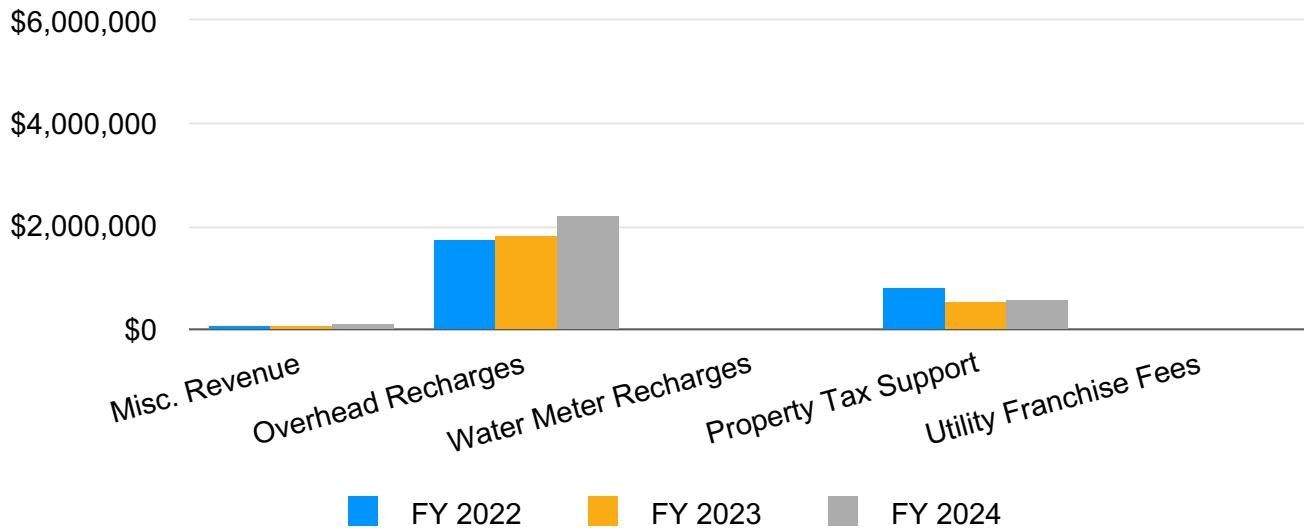
## SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



# FINANCE DEPARTMENT

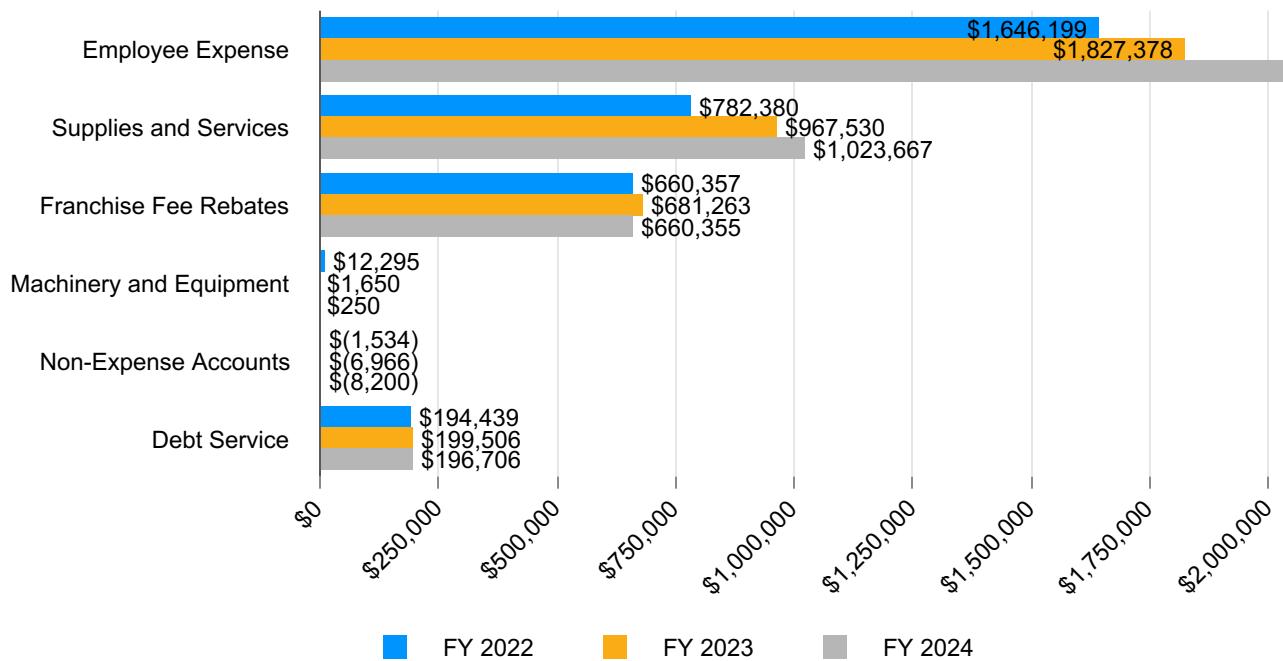
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	20.26	20.51	23.51

## Resources and Property Tax Support



The Finance Department is supported by 23.51 full-time equivalent employees, which accounts for 53.23% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 13.38% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# FINANCE DEPARTMENT

## Financial Service

### Mission & Services

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

Financial Service Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$1,977,155	\$2,236,534	\$2,465,723
Resources	\$713,721	\$812,673	\$1,176,049

Financial Service Position Summary	
	FY 2024
Chief Financial Officer	1.00
Finance Director	1.00
Purchasing & Risk Manager	1.00
Confidential Account Clerk	1.00
Purchasing/Safety Coordinator	1.00
Budget/Financial Analyst	2.00
Senior Payroll Accountant	1.00
Accountant	2.00
Finance Intern	1.00
<b>Total FT Equivalent Employees</b>	<b>11.00</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
Receive the Certificate of Excellence in Financial Reporting	✓	✓	✓	✓	

# FINANCE DEPARTMENT

## Utility Services

### Mission & Services

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

Utility Services Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$895,889	\$961,702	\$1,036,960
Resources	\$895,889	\$961,702	\$1,036,960

Utility Services Position Summary	
	FY 2024
Utility Billing Supervisor	1.00
Finance Intern	0.51
Accountant	1.00
Account Clerk I	3.00
Cashier	4.00
<b>Total FT Equivalent Employees</b>	<b>9.51</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY23 Estimate	Performance Indicator
% of City water customers using the WaterSmart water management portal	50%	40%	40%	46%	
% of UB customers using e-billing	20%	13%	13%	18%	
% of UB customers using direct payment (ACH)	30%	32%	32%	39%	

# FINANCE DEPARTMENT

## Budget

### Mission & Services

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

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

Budget Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$287,830	\$325,633	\$488,103
Resources	\$0	\$0	\$0

Budget Position Summary	
	FY 2024
Budget/Financial Analyst	2.00
Budget Director	1.00
<b>Total FT Equivalent Employees</b>	<b>3.00</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY23 Estimate	Performance Indicator
# of resident budgets submitted on <a href="#">Balancing Act</a> Budget Simulation*	100	4	7	8	
# of individuals reached through budget public engagement sessions	+10 Annually	71	27	35	

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

# page views: Balancing Act Budget Simulation Tool*	+2% Annually	148	220	
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\*Balancing Act was launched in Fiscal Year 2019

## Recommended Operating Revenue Budget - Department Total

### 74 - FINANCE DEPARTMENT

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>				
45020 - Credit Card Fee	(5)	0	0	0
45300 - Forfeitures/Penalties	(9,985)	(9,375)	(22,115)	(14,090)
45500 - Miscellaneous Chg for Svcs	(744)	(702)	(744)	(702)
47100 - Reimbursements	(37,015)	(64,478)	(65,000)	(82,321)
47150 - Refunds	0	0	0	0
47200 - Insurance Settlements	(14,438)	0	0	0
47820 - Specialized Services	(4,895)	(4,705)	(4,895)	(4,705)
<b>4A - Charges for Services Total</b>	<b>(67,082)</b>	<b>(79,260)</b>	<b>(92,754)</b>	<b>(101,818)</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(254,306)	(261,854)	(264,267)	(477,274)
49610 - Transfer In Sanitary Op	(484,418)	(491,431)	(516,108)	(516,315)
49620 - Transfer in Storm Op	(292,657)	(300,116)	(306,240)	(439,437)
<b>49650 - Transfer in Parking Op</b>	<b>(70,485)</b>	<b>(106,917)</b>	<b>(110,362)</b>	<b>(111,831)</b>
49670 - Transfer in Refuse Op	(465,242)	(472,300)	(495,121)	(516,315)
49950 - Transfer in DMASWA Gen	(136,971)	(136,652)	(149,905)	(140,187)
<b>4N - Transfers Total</b>	<b>(1,704,079)</b>	<b>(1,769,270)</b>	<b>(1,842,003)</b>	<b>(2,201,359)</b>
<b>200 - Debt Service</b>				
<b>4N - Transfers</b>				
49304 - Transfer in Sales Tax 20%	0	(14,293)	(15,400)	(51,661)
<b>4N - Transfers Total</b>	<b>0</b>	<b>(14,293)</b>	<b>(15,400)</b>	<b>(51,661)</b>
<b>813 - Stores/Printing</b>				
<b>4A - Charges for Services</b>				
47860 - Central Stores Services	0	0	0	0
47880 - Central IT Processing	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4K - Unrest Invest Earn</b>				
43000 - Interest	0	0	0	0
<b>4K - Unrest Invest Earn Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FINANCE DEPARTMENT - Total</b>	<b>(1,771,161)</b>	<b>(1,862,823)</b>	<b>(1,950,157)</b>	<b>(2,354,838)</b>

## Recommended Operating Expenditure Budget - Department Total

### 74 - FINANCE DEPARTMENT

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	1,120,508	1,109,981	1,295,362	1,606,556
60200 - Salaries - Regular Part Time	0	16,664	0	0
60300 - Hourly Wages - Temp/Seasonal	30,366	42,639	43,414	57,943
60400 - Overtime	268	440	7,950	7,950
60635 - Special Pay Sick Lv Payout 50%	1,179	614	0	300
60640 - Special Pay - Vacation Payout	4,515	9,319	0	0
60710 - Special Pay - Parental Leave	22,488	24,811	0	0
60730 - Spec Pay - Safety Equipment	380	0	0	0
60760 - Spec Pay - Moving Allowance	0	0	0	0
<b>180 - Community Development</b>				
60100 - Salaries-Regular Full Time	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>1,179,704</b>	<b>1,204,467</b>	<b>1,346,726</b>	<b>1,672,749</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	84,887	87,012	102,473	127,947
61300 - IPERS - City Contribution	109,479	110,614	126,450	156,975
61510 - Health Insurance	233,624	241,092	248,326	295,306
61540 - Life Insurance	936	764	874	1,012
61600 - Workers' Compensation	2,985	2,250	2,493	2,525
61700 - Unemployment Compensation	0	0	36	0
61992 - Physicals	0	0	0	0
<b>180 - Community Development</b>				
61100 - FICA - City Contribution	0	0	0	0
61300 - IPERS - City Contribution	0	0	0	0
61510 - Health Insurance	0	0	0	0
61540 - Life Insurance	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>431,911</b>	<b>441,732</b>	<b>480,652</b>	<b>583,765</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	4,121	4,637	4,750	7,050
62200 - Subscriptions	0	275	608	361
62325 - Mileage	42	0	300	100
62400 - Meetings & Conferences	840	5,178	15,622	18,152
62500 - Education Reimbursement	24,934	1,245	17,500	17,500
<b>180 - Community Development</b>				
62100 - Association Dues	0	0	0	0
62325 - Mileage	0	0	0	0
<b>6C - Staff Development Total</b>	<b>29,937</b>	<b>11,335</b>	<b>38,780</b>	<b>43,163</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63400 - Equipment Maint/Repair	2,265	1,869	0	0
63730 - Telecommunications	9,403	2,055	4,866	1,594
<b>180 - Community Development</b>				
63730 - Telecommunications	0	0	0	0

## Recommended Operating Expenditure Budget - Department Total

### 74 - FINANCE DEPARTMENT

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
<b>813 - Stores/Printing</b>				
63730 - Telecommunications	6,542	7,238	6,821	7,300
<b>6D - Repair/Maint/Util Total</b>	<b>18,210</b>	<b>11,162</b>	<b>11,687</b>	<b>8,894</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64004 - Internal Service Charge	0	0	0	0
64010 - Accounting & Auditing	44,660	27,460	55,000	48,500
64013 - Investment Custodial	24,338	11,643	27,710	11,700
64014 - Investment Management	63,679	46,501	25,304	46,500
64015 - Financial Service Fees	1,654	2,000	1,700	2,000
64020 - Advertising	7,694	8,549	10,268	7,700
64045 - Bad Debt Expense	0	0	0	0
64060 - Damage Claims	0	0	0	0
64062 - Refunds	0	0	0	0
64064 - Gas Franchise Fee Refunds	45,412	78,502	53,263	78,500
64065 - Electric Franchise Fee Refunds	627,227	581,855	628,000	581,855
64080 - Insurance - Property	2,393	0	0	0
64081 - Insurance - Liability	19,089	72,682	9,427	18,814
64083 - Insurance - Other	6,700	0	0	0
64110 - Legal	3,444	1,013	0	0
64135 - Grants	0	52,399	0	0
64140 - Printing	26,702	45,232	27,444	130,222
64145 - Copying	487	817	2,100	863
64150 - Rental - Equipment	29,759	28,256	1,036	0
64160 - Rental - Land/Bldgs/Parking	3,024	2,730	3,528	5,040
64190 - Technology Services	293,292	321,352	565,592	538,742
64191 - IT Recharges	0	0	0	103,352
64195 - Credit Card Charge	52,207	54,317	52,207	41,000
64800 - Courier Fee	3,773	3,377	3,848	3,377
64900 - Other Professional Service	33,225	59,546	47,000	50,000
64980 - Technology Equip Maint Cont	9,317	9,317	7,611	0
<b>180 - Community Development</b>				
64020 - Advertising	0	0	0	0
64081 - Insurance - Liability	0	0	0	0
64160 - Rental - Land/Bldgs/Parking	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
64190 - Technology Services	0	0	0	0
<b>813 - Stores/Printing</b>				
64004 - Internal Service Charge	(2,539)	(1,534)	(6,966)	(8,200)
64062 - Refunds	0	(16,107)	0	0
64145 - Copying	2,143	2,910	145	900
64150 - Rental - Equipment	11,152	4,461	0	0
<b>6E - Contractual Svcs Total</b>	<b>1,308,831</b>	<b>1,397,276</b>	<b>1,514,217</b>	<b>1,660,865</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65045 - Technology Equipment	3,157	12,295	750	250
65060 - Office Supplies	11,685	5,135	4,489	3,005

## Recommended Operating Expenditure Budget - Department Total

### 74 - FINANCE DEPARTMENT

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
65070 - Operating Supplies	63	181	1,260	500
65080 - Postage/Shipping	125,031	70,300	114,108	15,100
65925 - Uniform Purchase	0	1,111	1,100	1,295
65940 - Gift Cards	0	0	0	0
65960 - Repair Parts	0	0	0	0
65990 - Other Supplies	0	1,625	0	0
65999 - Cash Over and Short	(177)	23	0	0
<b>180 - Community Development</b>				
65045 - Technology Equipment	0	0	0	0
65060 - Office Supplies	0	0	0	0
65080 - Postage/Shipping	0	0	0	0
<b>6F - Commodities Total</b>	<b>139,759</b>	<b>90,670</b>	<b>121,707</b>	<b>20,150</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	0	0	900	0
<b>67250 - Office Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
67500 - Buildings	0	0	0	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>0</b>
<b>6H - Debt Service</b>				
<b>100 - General</b>				
68010 - Principal Payment	0	0	0	0
68020 - Interest Payments	0	0	0	0
68980 - Financial Consultant	0	0	0	0
68990 - Paying Agent Fees	22,543	1,200	9,200	1,200
<b>200 - Debt Service</b>				
68010 - Principal Payment	135,000	141,655	150,648	169,358
68020 - Interest Payments	64,906	67,077	64,258	79,009
<b>201 - Bond Issues</b>				
68010 - Principal Payment	0	0	0	0
<b>6H - Debt Service Total</b>	<b>222,449</b>	<b>209,932</b>	<b>224,106</b>	<b>249,567</b>
<b>FINANCE - Total</b>	<b>3,330,801</b>	<b>3,366,573</b>	<b>3,738,775</b>	<b>4,239,153</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 74 - FINANCE DEPARTMENT

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>7401 - Accounting</b>			
<b>100 - General</b>			
6A - Salaries & Wages	701,457	760,539	884,752
6B - Employee Benefits	214,423	244,541	286,417
6C - Staff Development	9,955	21,464	25,667
6D - Repair/Maint/Util	859	1,552	453
6E - Contractual Svcs	1,026,942	1,190,520	1,262,089
6F - Commodities	22,319	7,818	5,145
6G - Capital Outlay	—	900	—
6H - Debt Service	1,200	9,200	1,200
<b>7401 - Accounting Total</b>	<b>1,977,155</b>	<b>2,236,534</b>	<b>2,465,723</b>
<b>7402 - Budget</b>			
<b>100 - General</b>			
6A - Salaries & Wages	104,569	151,385	267,667
6B - Employee Benefits	56,590	53,215	86,437
6C - Staff Development	1,380	7,120	7,300
6D - Repair/Maint/Util	587	1,345	637
6E - Contractual Svcs	124,249	111,829	125,362
6F - Commodities	456	739	700
6G - Capital Outlay	—	—	—
<b>180 - Community Development</b>			
6A - Salaries & Wages	—	—	—
6B - Employee Benefits	—	—	—
6C - Staff Development	—	—	—
6D - Repair/Maint/Util	—	—	—
6E - Contractual Svcs	—	—	—
6F - Commodities	—	—	—
<b>7402 - Budget Total</b>	<b>287,830</b>	<b>325,633</b>	<b>488,103</b>
<b>7403 - Utility Billing</b>			
<b>100 - General</b>			
6A - Salaries & Wages	398,441	434,802	520,330
6B - Employee Benefits	170,718	182,896	210,911
6C - Staff Development	—	10,196	10,196
6D - Repair/Maint/Util	2,478	1,969	504
6E - Contractual Svcs	256,356	218,689	280,714
6F - Commodities	67,895	113,150	14,305
6G - Capital Outlay	—	—	—
6H - Debt Service	—	—	—
<b>200 - Debt Service</b>			
6H - Debt Service	208,732	214,906	—
<b>201 - Bond Issues</b>			
6H - Debt Service	0	0	0
<b>7403 - Utility Billing Total</b>	<b>1,104,621</b>	<b>1,176,608</b>	<b>1,036,960</b>

# Recommended Expenditure Budget Report by Activity & Funding Source

## 74 - FINANCE DEPARTMENT

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>7404 - Stores Inventory</b>			
813 - Stores/Printing			
6E - Contractual Svcs	20,008	0	0
<b>7404 - Stores Inventory Total</b>	<b>20,008</b>	<b>0</b>	<b>0</b>
<b>7405 - Centralized Multifunction</b>			
813 - Stores/Printing			
6D - Repair/Maint/Util	7,238	6,821	7,300
6E - Contractual Svcs	-6,142	-6,821	-7,300
<b>7405 - Centralized Multifunction Total</b>	<b>1,096</b>	<b>0</b>	<b>0</b>
<b>7406 - Centralized Phone</b>			
813 - Stores/Printing			
6E - Contractual Svcs	-13,280	0	0
<b>7406 - Centralized Phone Total</b>	<b>-13,280</b>	<b>0</b>	<b>0</b>
<b>7407 - Centralized Postage</b>			
813 - Stores/Printing			
6E - Contractual Svcs	-10,858	0	0
<b>7407 - Centralized Postage Total</b>	<b>-10,858</b>	<b>0</b>	<b>0</b>
<b>7480 - Debt Service</b>			
200 - Debt Service			
6H - Debt Service	0	0	248,367
<b>7480 - Debt Service Total</b>	<b>0</b>	<b>0</b>	<b>248,367</b>
<b>7499 - Pcard Clearing</b>			
100 - General			
6F - Commodities	0	0	0
<b>7499 - Pcard Clearing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FINANCE DEPARTMENT TOTAL</b>	<b>3,366,573</b>	<b>3,738,775</b>	<b>4,239,153</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

74 FINANCE 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	2379	GE-44	CHIEF FINANCIAL OFFICER	1.00	\$ 140,415	1.00	\$ 144,973	1.00	\$ 152,975
100	2380	GE-42	FINANCE DIRECTOR	—	\$ —	—	\$ —	1.00	\$ 113,699
100	9250	GE-42	BUDGET DIRECTOR	—	\$ —	—	\$ —	1.00	\$ 107,824
100	1360	GE-39	ASSISTANT FINANCE DIRECTOR	1.00	\$ 105,277	1.00	\$ 108,701		
100		GE-34	BUDGET/FINANCIAL ANALYST	3.00	\$ 204,071	3.00	\$ 220,971	4.00	\$ 307,984
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 50,241	1.00	\$ 51,879	1.00	\$ 50,500
100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 78,643	1.00	\$ 81,230	1.00	\$ 84,965
100			PURCHASING/SAFETY COORDINATOR	—	\$ —	—	\$ —	1.00	\$ 56,653
100	4160	GE-40	PURCHASING & RISK MANAGER	1.00	\$ 77,143	1.00	\$ 115,799	1.00	\$ 121,122
100	1060	GE-30	ACCOUNTANT	2.00	\$ 116,521	2.00	\$ 118,819	3.00	\$ 186,748
100		GE-30	SENIOR PAYROLL ACCOUNTANT	1.00	\$ 64,999	1.00	\$ 67,108	1.00	\$ 70,194
100	1020	OE-06	ACCOUNT CLERK I	4.00	\$ 196,641	4.00	\$ 201,923	3.00	\$ 157,889
100	1760	OE-05	CASHIER (FINANCE)	4.00	\$ 180,897	4.00	\$ 183,959	4.00	\$ 196,003
<b>TOTAL FULL TIME EMPLOYEES</b>				19.00	\$ 1,214,848	19.00	\$ 1,295,362	22.00	\$ 1,606,556
<b>61030 Seasonal Employee Expense</b>									
100	2840	NA-38	FINANCE INTERN-SEASONAL	1.26	\$ 35,095	1.51	\$ 43,414	1.51	\$ 57,943
<b>TOTAL SEASONAL EMPLOYEES</b>				1.26	\$ 35,095	1.51	\$ 43,414	1.51	\$ 57,943
<b>TOTAL FINANCE DEPARTMENT</b>				<b>20.26</b>	<b>\$ 1,249,943</b>	<b>20.51</b>	<b>\$ 1,338,776</b>	<b>23.51</b>	<b>\$ 1,664,499</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>Accounting/Payroll/Treasury-FT General Fund</b>													
10074100	61010	100		GE-44	CHIEF FINANCIAL OFFICER	1.00	\$ 140,415	1.00	\$ 144,973	1.00	\$ 152,975		
10074100	61010	100	2380	GE-42	FINANCE DIRECTOR	—	\$ —	—	\$ —	1.00	\$ 113,699		
10074100	61010	100		GE-39	FINANCE MANAGER	—	\$ —	—	\$ —	—			
10074100	61010	100	1360	GE-39	ASSISTANT FINANCE DIRECTOR	1.00	\$ 105,277	1.00	\$ 108,701	—			
					PURCHASING/SAFETY COORDINATOR					1.00	\$ 56,653		
10074100	61010	100	4160	GE-40	PURCHASING & RISK MANAGER	1.00	\$ 77,143	1.00	\$ 115,799	1.00	\$ 121,122		
10074100	61010	100	1020	OE-06	ACCOUNT CLERK I	1.00	\$ 50,284	1.00	\$ 51,923	—			
10074100	61010	100		GE-34	BUDGET/FINANCIAL ANALYST	—	\$ —	1.00	\$ 69,586	2.00	\$ 148,141		
10074100	61010	100		GE-30	SENIOR PAYROLL ACCOUNTANT	1.00	\$ 64,999	1.00	\$ 67,108	1.00	\$ 70,194		
10074100	61010	100	1060	GE-30	ACCOUNTANT	2.00	\$ 116,521	2.00	\$ 118,819	2.00	\$ 130,095		
10074100	61010	100	4440	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 50,241	1.00	\$ 51,879	1.00	\$ 50,500		
					<b>Total</b>					8.00	\$ 604,880		
											9.00	\$ 728,788	
											10.00	\$ 843,379	
<b>Accounting/Payroll/Treasury-Seasonal General Fund</b>													
10074100	61030	100	2840	NA-38	FINANCE INTERN-SEASONAL	0.75	\$ 20,890	1.00	\$ 28,751	1.00	\$ 38,373		
					<b>Total</b>						0.75	\$ 20,890	
											1.00	\$ 38,373	
<b>Budget-General Fund</b>													
10074400	61010	100	9250	GE-42	BUDGET DIRECTOR	—	\$ —	—	\$ —	1.00	\$ 107,824		
10074400	61010	100		GE-34	BUDGET/FINANCIAL ANALYST	3.00	\$ 204,071	2.00	\$ 151,385	2.00	\$ 159,843		
					<b>Total</b>						3.00	\$ 204,071	
											2.00	\$ 151,385	
											3.00	\$ 267,667	
<b>Utility Billing/Parking Tickets- FT General Fund</b>													
10074700	61010	100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 78,643	1.00	\$ 81,230	1.00	\$ 84,965		
10074700	61010	100	1060	GE-30	ACCOUNTANT	—	\$ —	—	\$ —	1.00	\$ 56,653		
10074700	61010	100	1760	OE-05	CASHIER (FINANCE)	4.00	\$ 180,897	4.00	\$ 183,959	4.00	\$ 196,003		
10074700	61010	100	1020	OE-06	ACCOUNT CLERK I	3.00	\$ 146,357	3.00	\$ 150,000	3.00	\$ 157,889		
					<b>Total</b>						8.00	\$ 405,897	
											8.00	\$ 415,189	
											9.00	\$ 495,510	
<b>Utility Billing/Parking Tickets- Seasonal General Fund</b>													
10074700	61030	100	2840	NA-38	FINANCE INTERN - SEASONAL	0.51	\$ 14,205	0.51	\$ 14,663	0.51	\$ 19,570		
					<b>Total</b>						0.51	\$ 14,205	
											0.51	\$ 14,663	
											0.51	\$ 19,570	
												<b>20.26</b>	<b>\$ 1,249,943</b>
												<b>20.51</b>	<b>\$ 1,338,776</b>
												<b>23.51</b>	<b>\$ 1,664,499</b>
<b>TOTAL FINANCE DEPARTMENT</b>													

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