

CITY OF DUBUQUE

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

# POLICY BUDGET

RECOMMENDED FOR FISCAL YEAR 2024

**VOLUME III**

**MARCH 7, 2023**  
Housing & Community  
Development  
Purchase of Services  
Planning  
Economic Development

20  
24

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

**TABLE OF CONTENTS**

March 7, 2023

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<u>DEPARTMENT/DIVISION</u>	<u>OPERATING BUDGET PAGE</u>	<u>CIP PAGE</u>
Housing	1	282
Purchase of Services	37	
Planning	45	297
Economic Development	67	265

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# HOW TO USE THIS POLICY BUDGET DOCUMENT

## **PURPOSE**

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

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

## **FORMAT**

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

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

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

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

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

4) **Department/Division's Highlights of Prior Year's Accomplishments and Future Initiatives:** This is a written narrative that highlights the Department's prior year accomplishments and what Departments plan on accomplishing in the near future.

5) **Department/Division's Goals and Performance Measures by Activity:** This is a written activity statement and a matrix for each activity which includes activity objectives, relationship to City Council Goals & Priorities, and key performance indicators (KPIs).. Performance measures are included for each activity to evaluate activities and ensure that the approved levels of funding yield the expected results. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

6) **Recommended Operating Revenue Budget by Department/Division:** This report reflects line item revenue detail at the Department/Division level (combines all activities for each line by fund). Two years actual revenues, prior year adopted revenues and the recommended revenue for the new budget year are reflected.

7) **Recommended Operating Expenditure Budget by Department/Division:** This report reflects line item expenditure detail at the Department/Division level (combines all activities for each line by fund). Expenses are grouped by category (employee expense, supplies and services, machinery and equipment, debt service, and transfers) and displays two years actual expenses, prior year adopted expenses and the recommended expense for the new budget year.

8) **Recommended Operating Expenditure Budget by Activity and Funding Source:** This report reflects expenses grouped by category (employee expense, supplies and services, machinery and equipment, debt service, and transfers) for each activity within the Department/Division, and displays two years actual expenses, prior year adopted expenses and the recommended expense for the new budget year.

9) **Personnel Complement at Department/Division and Activity Level:** These reports reflect positions budgeted at the Department/Division level and the Activity level, by funding source. Total Full Time Equivalents (FTE) and wages with longevity expense are shown for each position for two years prior year adopted FTE and expenses, and the recommended FTE and related expense for the new budget year.

10) **Capital Improvement Projects by Department/Division:** This report lists all Capital Improvement Project totals for two years actual expenses, prior year adopted expenses and the recommended expense for the new budget year.

11) **Five Year Capital Improvement Program Summary by Department/Division:** This report lists all Capital Improvement Projects budgeted in the new budget year and planned for the next four years.

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

# **Housing and Community Development**

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## HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

### DEPARTMENT SUMMARY

<b>Budget Highlights</b>	<b>FY 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	3,035,998	3,464,329	3,666,673	5.8 %
Supplies and Services	1,235,878	915,216	839,863	(8.2)%
Assisted Housing Assistance Payments	5,804,624	5,957,622	5,474,592	(8.1)%
Machinery and Equipment	19,078	10,688	17,400	62.8 %
<b>Total Expenses</b>	<b>10,095,578</b>	<b>10,347,855</b>	<b>9,998,528</b>	<b>(3.4)%</b>
<b>Resources</b>				
Rental Housing Revenues	646,741	726,646	711,552	(2.1)%
Building Permits	841,963	745,335	806,870	8.3 %
Gaining Opportunities Initiative	39,686	—	—	— %
Older Adult Home Modification Program Grant	40,527	337,716	119,990	(64.5)%
Emergency Guardian Angel - Restricted	869	—	—	— %
Escrow Deposits	10,937	10,830	10,687	(1.3)%
Miscellaneous	—	9	—	— %
Housing TIF	13,165	101,189	109,791	8.5 %
RRP Repayments/HOME Grant	—	—	4,510	— %
Continuum of Care Grant	95,862	—	—	— %
HUD Resiliency Grant	5,254	—	—	— %
Lead Paint Grant	502,401	446,011	574,353	28.8 %
Family Self Sufficiency Restricted Escrow	31,504	63,936	60,000	(6.2)%
Assisted Housing	6,676,195	6,767,954	6,294,588	(7.0)%
CDBG Charges	593,282	478,197	507,476	6.1 %
<b>Total Resources</b>	<b>9,498,386</b>	<b>9,677,823</b>	<b>9,199,817</b>	<b>(4.9)%</b>
<b>Property Tax Support</b>	<b>597,192</b>	<b>670,032</b>	<b>798,711</b>	<b>128,679</b>
				19.2 %
Percent Self Supporting	94.08 %	93.52 %	92.01 %	
<b>Personnel - Authorized FTE</b>	<b>34.75</b>	<b>35.75</b>	<b>36.00</b>	

### SAFE AND HEALTHY HOMES SUMMARY

<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	1,106,785	1,134,236	1,255,489	10.7 %
Supplies and Services	412,225	227,296	304,889	34.1 %
Machinery and Equipment	44,319	3,150	1,400	(55.6)%
Total Expenses	1,563,329	1,364,682	1,561,778	14.4 %
<u>Resources</u>				
Rental Housing Revenues	646,741	726,646	711,552	(2.1)%
Lead Paint Grant Charges	502,401	446,011	574,353	28.8 %
CDBG Charges	4,231	5,014	7	(99.9)%
Total Resources	1,153,373	1,177,671	1,285,912	9.2 %
Property Tax Support	409,956	187,011	275,866	47.5 %
Percent Self Supporting	73.8%	86.3%	82.3%	
<b>Personnel - Authorized FTE</b>	<b>11.20</b>	<b>10.50</b>	<b>9.50</b>	

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

### NEIGHBORHOOD REVITALIZATION SUMMARY

<b>Budget Highlights</b>	<b>FY 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	129,381	484,200	475,278	(1.8)%
Supplies and Services	40,707	237,289	67,778	(71.4)%
Machinery and Equipment	14,919	—	—	— %
Total Expenses	185,007	721,489	543,056	(24.7)%
<u>Resources</u>				
Escrow Deposits	10,937	10,830	10,687	(1.3)%
Older Adult Home Modification Program Grant	40,527	337,716	119,990	(64.5)%
Housing TIF	13,165	101,189	109,791	8.5 %
CDBG Charges	106,856	271,754	296,626	9.2 %
HUD Resiliency Grant	5,254	—	—	— %
RRP Repayments/HOME Grant	—	—	4,510	— %
Total Resources	176,739	721,489	541,604	(24.9)%
Property Tax Support	8,268	—	1,452	— %
Percent Self Supporting	95.5%	100.0%	99.7%	
<b>Personnel - Authorized FTE</b>	<b>4.15</b>	<b>5.25</b>	<b>4.69</b>	

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

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### SUSTAINABLE LIVING SUMMARY

<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><u>Expenses</u></b>				
Employee Expense	797,564	819,050	866,891	5.8 %
Supplies and Services	422,277	234,887	240,530	2.4 %
Assisted Housing Assistance Payments	5,804,624	5,957,622	5,474,592	(8.1)%
Machinery and Equipment	8,209	2,713	14,350	428.9 %
<b>Total Expenses</b>	<b>7,032,674</b>	<b>7,014,272</b>	<b>6,596,363</b>	<b>(6.0)%</b>
<b><u>Resources</u></b>				
Gaining Opportunities - Grant	39,686	—	—	— %
Emergency Guardian Angel - Restricted	869	—	—	— %
Continuum of Care Grant	95,862	—	—	— %
Section 8 Moderate Rehab	89,310	45,390	—	— %
Family Self Sufficiency Program Voucher	152,092	116,315	249,085	114.1 %
Family Self Sufficiency Restricted Escrow	31,504	63,936	60,000	(6.2)%
Assisted Housing Assistance Payments	5,678,552	5,819,185	5,222,167	(10.3)%
Assisted Housing Administration Fee	690,701	742,534	759,336	2.3 %
Assisted Housing Miscellaneous Revenue	65,540	44,530	64,000	43.7 %
<b>Total Resources</b>	<b>6,844,116</b>	<b>6,831,890</b>	<b>6,354,588</b>	<b>(7.0)%</b>
Property Tax Support	188,558	182,382	241,775	32.6 %
Percent Self Supporting	97.3%	97.4%	96.3%	
<b>Personnel - Authorized FTE</b>	<b>10.25</b>	<b>9.25</b>	<b>9.25</b>	

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\* Includes Assisted Housing and Family Self-Sufficiency.

## HOUSING ADMINISTRATION

Budget Highlights	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested	% Change From FY 2023 Budget
<u>Expenses</u>				
Employee Expense	489,620	312,903	316,577	1.2 %
Supplies and Services	242,352	138,904	130,878	(5.8)%
Machinery and Equipment	688	4,825	600	(87.6)%
Total Expenses	732,660	456,632	448,055	(1.9)%
<u>Resources</u>				
Miscellaneous	—	9	—	— %
CDBG Charges	482,194	201,429	210,843	4.7 %
Total Resources	482,194	201,438	210,843	4.7 %
Property Tax Support	250,466	255,194	237,212	(7.0)%
Percent Self Supporting	65.8 %	44.1 %	47.1 %	
<b>Personnel - Authorized FTE</b>	<b>2.50</b>	<b>2.50</b>	<b>2.41</b>	
<b>* Includes Housing Director (excluding Assisted Housing allocation), Assistant Housing Director and CD Specialist.</b>				

## INSPECTION AND CONSTRUCTION SERVICES

Budget Highlights	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested	% Change From FY 2023 Budget
<u>Expenses</u>				
Employee Expense	512,648	713,940	752,438	5.4 %
Supplies and Services	68,468	76,840	95,788	24.7 %
Machinery and Equipment	793	—	1,050	— %
Total Expenses	581,909	790,780	849,276	7.4 %
<u>Resources</u>				
Building Permits	841,963	745,335	806,870	8.3 %
Total Resources	841,963	745,335	806,870	8.3 %
Property Tax Support	(260,054)	45,445	42,406	(6.7)%
Percent Self Supporting	144.7 %	94.3 %	95.0 %	
<b>Personnel - Authority FTE</b>	<b>—</b>	<b>8.25</b>	<b>8.40</b>	

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

## Improvement Package Summary

### **1 of 1**

This improvement package is to eliminate a part-time Inspector II position (-0.75 FTE) that was specific to ADA inspections, and enforcement for homeowner violations of the International Property Maintenance Code. This position is no longer needed; however, a Full-Time Combination Inspector (+1.0 FTE) for Plan Review, permit approvals and inspections across all trades, is needed based on the number of permits and inspections. The increase in the number of permits and inspections is not only related to an increase in the amount of construction being completed in the City of Dubuque, but also a change in procedures that found

several contractors were not pulling permits or calling for inspections when work was completed as required. This change in procedures has increased the number of inspection and will increase some of the permit revenue, but it is not a one for one increase. Many contractors were being issued permits but not completing the required inspections by the City. These inspections are critical to ensure the safety of buildings, and therefore additional staff is required to complete this work.

Related Cost:	\$ 35,154	Tax Funds	Recurring	<b>Recommend - Yes</b>
Net Cost:	\$ 35,154			
Property Tax Impact:	\$ 0.0138	0.14%		
Activity:	Building Code Enforcement			

### **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. 50% Sick Leave Payout decreased from \$2,264 in FY 2023 to \$1,263 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. The Fiscal Year 2024 budget includes the following adjustments in the funding allocation of positions:
  - a. +0.06 Nuisance Specialist (GE-30) to the General Fund (+\$5,392)
  - b. -0.06 Nuisance Specialist (GE-30) from the Community Development Fund (-\$5,392)
  - c. +.50 Lead Paint Inspector (GE-30) from the Lead Paint Fund (+\$44,767)
  - d. -.50 Lead Paint Inspector (GE-30) from the General Fund (-\$44,767)
6. During Fiscal Year 2023, the following personnel changes were approved:
  - a. 1.00 FTE Rehabilitation Supervisor position (GE-33) was changed to Urban Development Rehabilitation Project Manager (GE-35) which resulted in a cost increase of \$5,012.
  - b. 1.00 FTE Housing Financial Specialist positions (GE-28) was changed to Community Development Grant Administrator (GE-31) which resulted in a cost increase of \$3,763.
  - c. 1.00 FTE Lead Paint Assistant position (GE-28) was changed to Housing Financial Specialist (GE-28), which resulted in no budget impact.
  - d. 1.00 FTE Grant Project Manager position (GE-34) was changed to Housing Financial Specialist (GE-28), which resulted in a cost decrease of \$16,634
  - e. 1.00 FTE Housing Financial Specialist (GE-28) was change to Grant Project Manager (GE-34) to manage two additional federal grants awarded by the U.S. Department of Housing and Urban Development. This resulted in a cost increase of \$16,634, however this increase is offset by an increase in revenue received from associated grants.
7. During the Fiscal Year 2024 budget process, the following position was corrected to the approved classification:
  - a. 1.00 FTE Lead Paint Assistant position (GE-28) was changed to Housing Financial Specialist (GE-28).

## Supplies & Services

8. Housing Assistance Payments decreased from \$5,880,768 in FY 2023 to \$5,400,000 in FY 2024. FY 2024 is based on 800 vouchers and FY 2023 was based on 860 vouchers. FY 2022 actual was \$5,470,030. These expenses cover all Housing Choice Voucher and Project-Based programs and are received in revenue as one lump-sum payment for all voucher types. These voucher types include:

Special Voucher Type	Description	Number Allowed to Lease	Number Currently Used
Mainstream	Serves Non-Elderly Disabled	40	36
Port-Out	Serves residents that move out of Dubuque, but the receiving city does not pay for the voucher		
Tenant Protection	Residents that participate in a HUD assisted program that is ending, but they still qualify for assistance	14	6
Homeowner	Housing Choice Voucher holders that have been assisted for 12-month and been steadily employed	Unlimited	10
Project Based	Serves residents that live at the Rose of Dubuque needing Assisted Living	17	16
Veterans Affairs Supportive Housing	Serves Homeless Veterans referred through the Veterans Affairs Office	12	9
Family Unification Program	Serves families who's housing situation is a barrier to reunification of children with their parents and foster youth aging out, referred from Department of Human Services	24	19

If a special voucher type is under-utilized, regular Housing Choice Vouchers can be leased up under the annually allocated budget. The City of Dubuque is authorized to use up to 1,108 vouchers; however, the annual budget provided by the U.S. Department of Housing and Urban Development (HUD) only supports approximately 900 vouchers. The city is utilizing 760 vouchers as of October 2022.

9. Family Self-Sufficiency Payments decreased from \$118,200 in FY 2023 to \$110,000 in FY 2024 based on the projected amount earned and to be paid out to participants of U.S. Department of Housing and Urban Development Housing Assistance Payments. The FY 2022 actual was \$72,057. Family Self-Sufficiency contracts are for a term of five years and there are several contracts at the end of their term. The participants will graduate from the program and will earn the Family Self-Sufficiency escrow.

10. The budgeted administrative cost of the Housing Choice Voucher Program increased from \$928,450 in FY 2023 to \$1,011,771 in FY 2024. Administrative revenue of the Housing Choice Voucher Program increased from \$743,534 in FY 2023 to \$760,336 in FY 2024. The resulting Housing Choice Voucher Program deficit increased from \$184,916 in FY 2023 to \$251,435 in FY 2024. This deficit is funded by property taxes.

- Grants decreased from \$200,250 in FY 2023 to \$0 in FY 2024. The decrease in FY 2024 is due to moving all of the construction grant expense for the Older Adult Home Modification Program, the Healthy Homes Production Grant, and the Lead and Healthy Homes Grant to the capital improvement budget. These grant programs are directly offset by revenue received for the U.S. Department of Housing and Urban Development.
- Technology Services increased from \$70,184 in FY 2023 to \$75,760 in FY 2024. The increase is due to new Housing Choice Voucher software implemented in FY 2022, and the renewal of the housing loan software system.

## Machinery & Equipment

- Equipment replacement items include (\$17,400):

<b>Housing Machinery and Equipment</b>		
<b><u>General Housing Administration</u></b>		
Smart Phone and Case (1)	\$	350
Conference Room Chairs (20)	\$	600
Computer Replacement - 25%	\$	568
<b><u>Section 8 Administration</u></b>		
Smart Phone and Case (1)	\$	350
Computers (4)	\$	9,100
Computers (2) - 75%	\$	3,413
Computer (1) - 25%	\$	569
<b><u>General Housing Inspection</u></b>		
Smart Phones and Cases (6)	\$	2,100
<b><u>Grants</u></b>		
Smart Phone and Case (1)	\$	350
<b>Total Equipment</b>		<b><u>\$ 17,400</u></b>

## Revenue

- The Lead Hazard Control Program was awarded \$4,275,681 to administer the Lead and Healthy Homes Program by HUD in September 2021. The City and partner match is \$686,417. The grant performance period is 42 months from November 1, 2021 through May 30, 2025. In this performance period, 106 units will have Lead Hazard Control and Healthy Home interventions completed.
- Community Development Block Grant (CDBG) revenue is received annually from the U.S. Department of Housing and Urban Development (HUD). The FY 2024 allocation is expected to be \$1,102,000 based on the FY 2023 actual of \$1,102,000. CDBG is used to fund eligible operating and capital improvement programs. CDBG requirements separate dollars under three categories of spending: Administration, Public Service, and Uncapped. The only category that affects the general fund is spending for Administration.
- Family Self-Sufficiency (FSS) Program participant escrow paid by HUD increased from \$36,426 in FY 2023 to \$60,000 in FY 2024 based on number of participants in FSS. FY 2022 actual was \$40,553. There are 73 participants currently enrolled in the FSS program. In calendar year 2021, there were 81 participants served. When a participant increases household income their HUD housing assistance payment is reduced and put into an escrow for the participant.

17. HUD Voucher Administration Fee increased from \$742,534 in FY 2023 to \$759,336 in FY 2024. FY 2022 actual was \$690,701. Housing administrative fees are based on the number of vouchers utilized. In FY 2024, it is anticipated that 800 vouchers will be used each month, equivalent to 9,200 unit months leased. For the first 7,200 unit months leased, HUD pays the City \$79.42 per voucher. For any vouchers above 7,200, HUD pays the city \$74.13. In calendar year 2022, HUD funded 89% of the administrative fee and in calendar year 2021 HUD funded 81%.

18. HUD Housing Assistance Payments decreased from \$5,715,382 in FY 2023 to \$5,400,000 in FY 2024. FY 2022 actual was \$5,678,552. These revenues are based on the number of vouchers budgeted for all types of vouchers except Veterans Affairs Supportive Housing and Family Unification Program vouchers, which is 800 in FY 2024. The FY 2023 budget was based on 860 vouchers. In calendar year 2022, the City is at 760 vouchers.

19. Family Self-Sufficiency HUD grant increased from \$79,000 in FY 2023 to \$185,546 in FY 2024 based on the anticipated grant funds for FSS Coordinators from HUD. This increase is due to grants being awarded in consecutive calendar years.

20. The following chart shows the changes in general inspection revenue for FY 2024:

	FY 2022 Actual	FY 2023	FY 2024	Change
Rental Licenses	\$ 396,130	\$ 393,375	\$ 393,375	\$ —
Dwelling Inspection Fee	\$ 76,906	\$ 172,155	\$ 172,155	\$ —
Complaint Inspection Fee	\$ 360	\$ 1,275	\$ 1,275	\$ —
Appeals Board Fee	\$ 300	\$ 225	\$ 300	\$ 75
Reimbursements	\$ 3,303	\$ 1,095	\$ 3,000	\$ 1,905
Penalties	\$ 9,391	\$ 6,000	\$ 6,000	\$ —
Court Costs	\$ 29,270	\$ 48,000	\$ 40,000	\$ (8,000)
<b>Total Inspection Revenues</b>	<b>\$ 515,660</b>	<b>\$ 622,125</b>	<b>\$ 616,105</b>	<b>\$ (6,020)</b>

21. The following chart shows the changes in building inspection revenue for FY 2024:

	FY 2022 Actual	FY 2023	FY 2024	Change
District Court Fines	\$ 6,245	\$ 6,305	\$ 6,245	\$ (60)
Electrical Permits	\$ 81,947	\$ 79,321	\$ 81,947	\$ 2,626
Building Permits	\$ 588,698	\$ 520,000	\$ 538,590	\$ 18,590
Miscellaneous Permits	\$ 5,665	\$ 1,500	\$ 5,665	\$ 4,165
Plan Check Fees	\$ 86,370	\$ 55,000	\$ 86,370	\$ 31,370
Plumbing Permits	\$ 67,605	\$ 65,000	\$ 70,000	\$ 5,000
Mechanical Permits	\$ 63,229	\$ 62,000	\$ 65,000	\$ 3,000
<b>Total Inspection Revenues</b>	<b>\$ 676,890</b>	<b>\$ 605,626</b>	<b>\$ 626,782</b>	<b>\$ 21,156</b>

## Miscellaneous

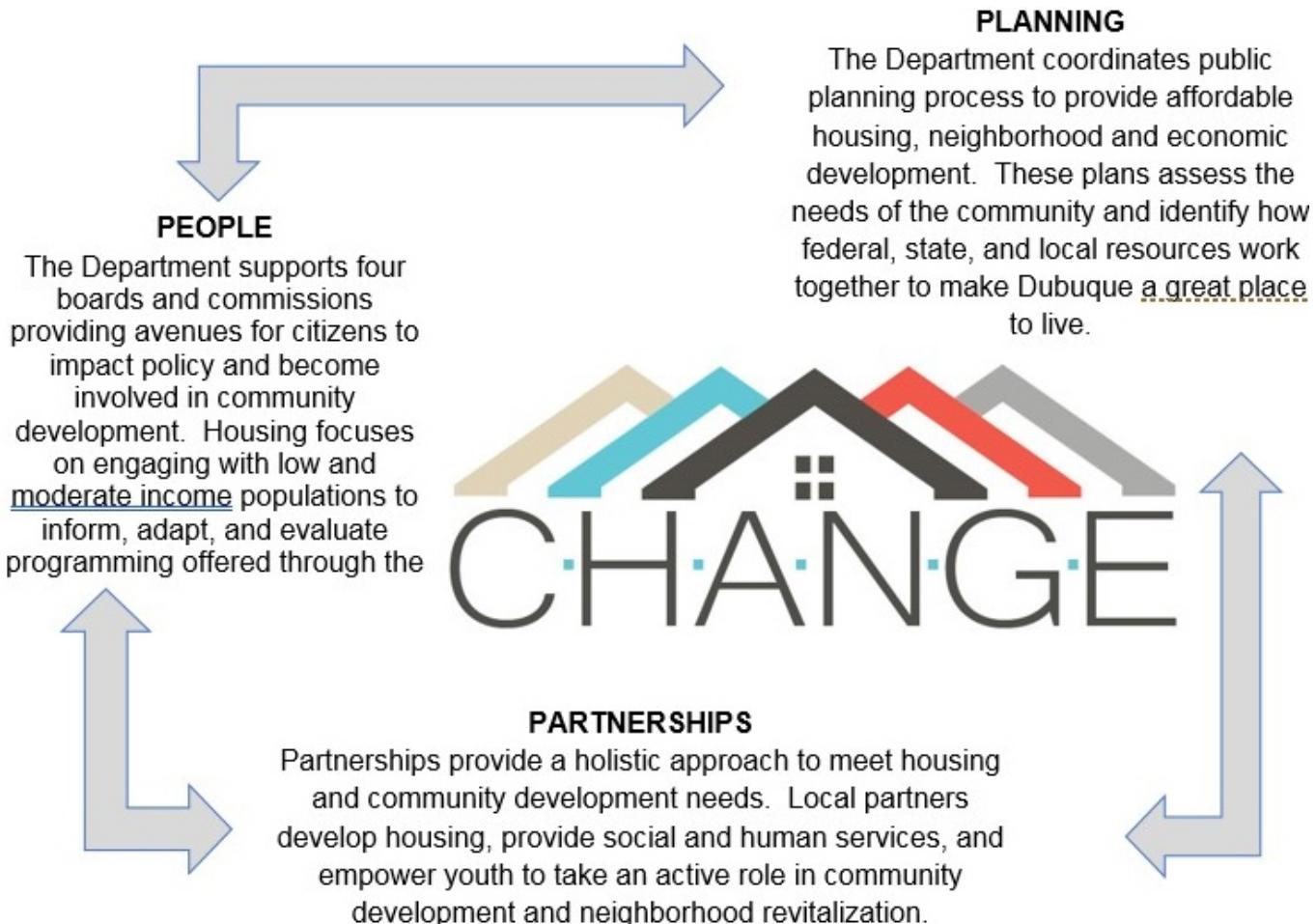
22. General Housing Inspection is 94% self-supporting in FY 2024 versus 102% self-supporting in FY 2023.

# HOUSING AND COMMUNITY DEVELOPMENT

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



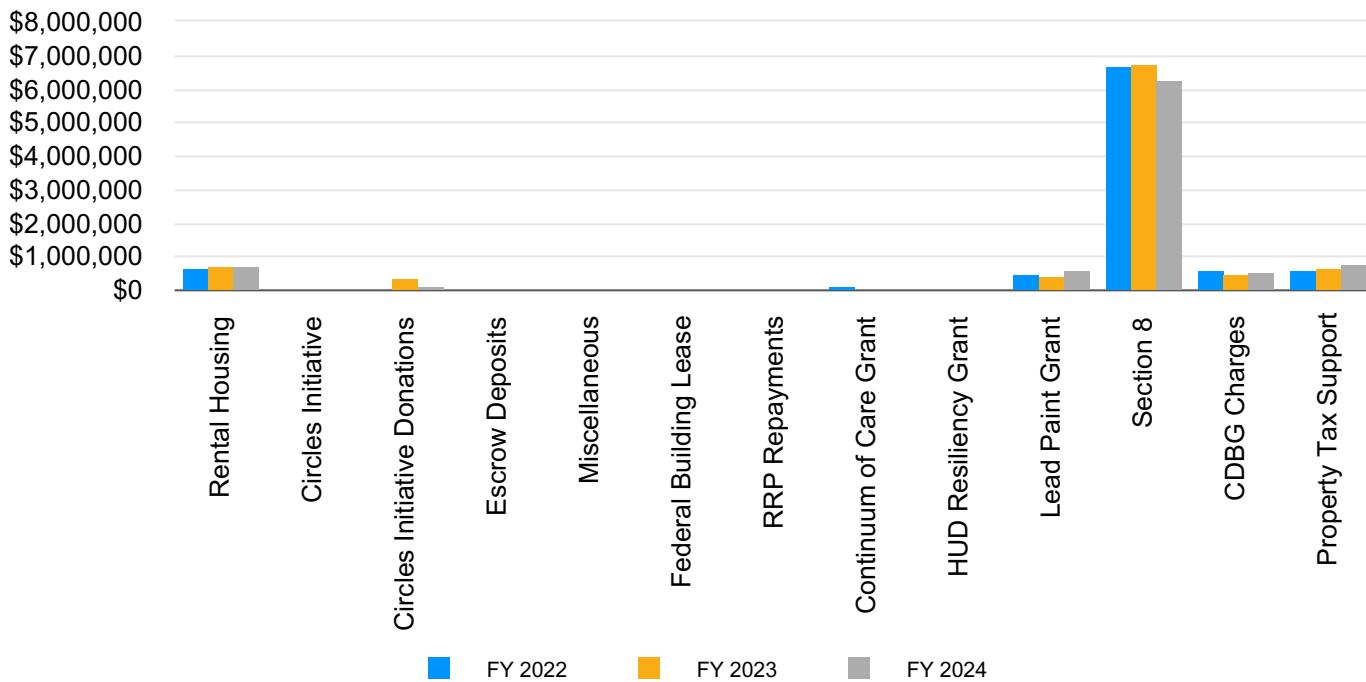
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# HOUSING AND COMMUNITY DEVELOPMENT

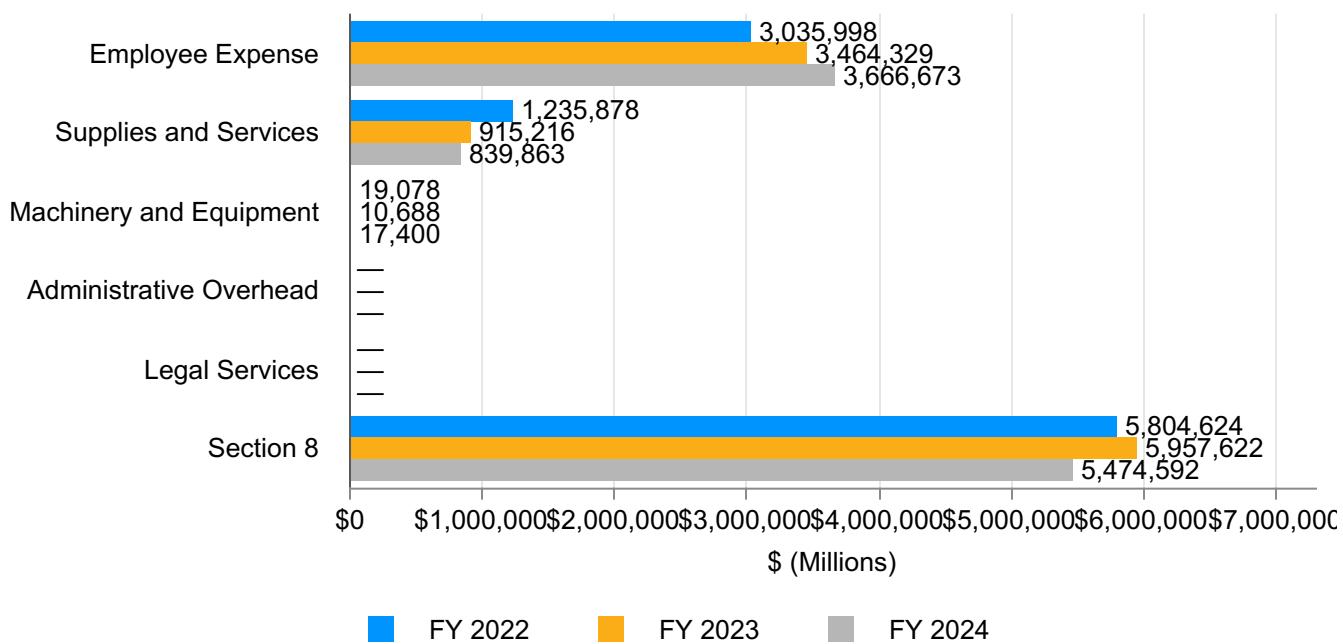
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	34.75	35.75	36.00

## Resources and Property Tax Support



The Housing Department is supported by 36.00 full-time equivalent employees, which accounts for only 36.67% of the department expense as seen below. Overall, the departments' expenses are expected to decreased by (3.38)% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



# HOUSING AND COMMUNITY DEVELOPMENT

## Administration and Community Development

### Mission & Services

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

Administration and Community Development Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$730,417	\$456,323	\$447,746
Resources	\$482,194	\$201,438	\$210,843
Administration and Community Development Position Summary			
			FY 2024
Housing/Community Development Director	0.25		
Housing/Community Development Director CDBG	0.50		
Housing/Community Development Director Sec 8	0.25		
Asst. Housing Services Director	0.25		
Community Dev. Specialist	0.10		
Confidential Account Clerk	0.10		
<b>Total Full-Time Equivalent Employees</b>	<b>1.45</b>		

### Performance Measures

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
<b>1 Activity Objective: Address hazardous housing units through rehabilitation and reparation programs in the C.H.A.N.G.E. Initiative</b>					
# of units participating in Homeowner Rehabilitation Loan Program	10+	14	7	10	
# of units participating in Homebuyer Loan Program	18+	16	17	20	
# of units participating in the Marginal Properties Rehabilitation & Resale Program	5+	12	7	5	
# units remediated through the Lead Hazard Control & Healthy Homes Program	50	27	29	52	
# of units completed in Healthy Homes Production Program (Cumulative)	100 units by FY 26	0	0	30	
# of units completed in Older Adults Home Modification Program (Cumulative)	178 by FYE 25	0	0	48	
# of total problem units addressed since January 1, 2016 (FY18 shows total since 2016)	739 units by 2021	431	458	500	

# HOUSING AND COMMUNITY DEVELOPMENT

## Neighborhood Revitalization

### Mission & Services

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

Neighborhood Revitalization Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$117,464	\$282,584	\$311,823
Resources	\$117,794	\$282,584	\$311,823

Neighborhood Revitalization Position Summary	
	FY 2024
Urban Development & Housing Rehabilitation Project Manager	0.50
CDBG Specialist	0.90
Inspector I	0.50
Housing Financial Specialist	0.94
<b>Total Full-Time Equivalent Employees</b>	<b>2.84</b>

### Performance Measures

#### City Council Goal: Robust Local Economy

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
# of homeowners through Washington Neighborhood Homebuyers Program	9+	5	9	5	
# of homeowners through First Time Homebuyer Program	10	11	13	20	
# of Washington Neighborhood rental units converted to homeowners	3+	3	3	1	
# of other rental units converted to homeowners	3+	9	2	3	

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

# of participants in the HOME workshop* Switched to Finally Home! online workshop in FY23	48+	47	78	50	
% of HOME workshop participants who became 1st time homebuyers	40%	26%	56%	40%	
# of total outreach efforts to neighborhood associations and other activities	5+	21	7	8	

# HOUSING AND COMMUNITY DEVELOPMENT

## Safe & Healthy Housing

### Mission & Services

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

Safe and Healthy Housing Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$1,535,658	\$1,359,668	\$1,353,464
Resources	\$1,125,702	\$1,172,657	\$1,077,598

### Performance Measures

#### City Council Goal: Sustainable Environment

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
% Children with Elevated Blood Level (EBL) (national average is 1.6%)*	<1%	Not Published	1.4%	1.2%	
# of housing units receiving lead hazard control grant assistance (cumulative since 1999)	1,227 by FY25	1,061	1,096	1,142	
# of housing units receiving assistance from the 2018 Lead & Healthy Homes Grant	120	26	35	41	

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

# of dwellings visited by inspection staff	2,760	2,072	2,050	3,500	
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**Activity Objective: Increase the number of safe and healthy households through Federal HUD grants received in FY21 (Lead & Healthy Homes, Healthy Homes Production, Older Adults Home Modification Program).**

# of unit repairs completed (Cumulative)	368	0	6	103	
# of advocacy assessments (Cumulative)	472	0	21	170	

\*The Centers for Disease Control and Prevention now recognizes a reference level of greater than 3.5 ug/dl to identify children with higher than average blood lead levels. The 2007 Iowa Department of Public Health shows 78.1% of children under the age of 6 with a confirmed EBL > 5 ug/dl. This lower value will allow children with lead exposure to receive earlier action to reduce detrimental effects.

# HOUSING AND COMMUNITY DEVELOPMENT

## Assisted Housing

### Mission & Services

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

Assisted Housing Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$6,638,435	\$6,973,808	\$6,521,771
Resources	\$7,009,159	\$6,634,628	\$6,412,921

Assisted Housing Position Summary	
	FY 2024
Secretary	1.00
Assisted Housing Specialist	3.00
Assisted Housing Supervisor	1.00
Assisted Housing Coordinator	1.00
Inspector I	1.00
<b>Total Full-Time Equivalent Employee's</b>	<b>7.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
1	<b>Activity Objective: Ensure implementation of programs that are accessible and free from discrimination</b>					
	% of voucher participant households that are elderly and/or disabled	50% +	49%	57.5%	60%	
	# of voucher participant households in homeownership	11	10	9	10	
2	<b>Activity Objective: Promote freedom of housing choice while integrating lower income and minority persons into the community</b>					
	Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
	# of Landlords participating in Housing Choice Voucher Program	250	193	214	220	
	# of Units willing to accept the Housing Choice Voucher Program Payments	4762	3202	3226	3245	

# HOUSING SERVICES

## Code Compliance

### Mission & Services

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

Code Compliance Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$581,910	\$790,780	\$849,276
Resources	\$841,963	\$745,335	\$806,870

Code Compliance Position Summary	
	FY 2024
Permit Clerk	1.00
Deputy Code Official	0.25
Confidential Account Clerk	0.90
Asst. Housing Services Director	0.75
Combination Inspector - Building Code	0.75
Combination Inspector - Plumbing	0.50
Combination Inspector - Electrical	0.25
Combination Inspector - General Housing Inspections	0.50
Inspector II--FT	2.00
<b>Total Full-Time Equivalent Employees</b>	<b>6.90</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY 2020 Actual	FY 2021 Actual	FY 2023 Estimated	Performance Indicator
<b>1 Activity Objective: Effective Building Department</b>					

ISO numeric rating on building department effectiveness ( <a href="#">Building Code Effectiveness Grading Schedule (BCEGS) Score</a> )	< 4/10	4/10	4/10	4/10	
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#### City Council Goal: Connected Community: Equitable Mobility

<b>2 Activity Objective: Ensure all facilities used by the public are fully accessible for persons with disabilities.</b>					
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# businesses with improved accessibility ( <a href="#">Downtown ADA Assistance Program</a> )	≥ 3	2	2	3	
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# Recommended Operating Revenue Budget - Department Total

## 61 - HOUSING

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>				
41220 - Building Permits	(542,627)	(588,698)	(520,000)	(538,590)
41230 - Electrical Permits	(78,468)	(81,947)	(79,321)	(81,947)
41240 - Plumbing Permits	(74,213)	(67,605)	(65,000)	(70,000)
41280 - Mechanical Permits	(66,560)	(63,229)	(62,000)	(65,000)
41400 - Misc Permits	(6,386)	(5,665)	(1,500)	(5,665)
41810 - Abandoned Bldg Licenses	(36,864)	(24,500)	(35,000)	(35,000)
41815 - Rental License	(576,294)	(396,130)	(393,375)	(393,375)
41816 - Dwelling Unit Inspect Fee	(172,155)	(76,906)	(172,155)	(172,155)
41817 - Complaint Inspect Fee	(675)	(360)	(1,275)	(1,275)
41818 - Appeals Board App Fee	(550)	(300)	(225)	(300)
45240 - Plan Check Fees	(81,876)	(86,370)	(55,000)	(86,370)
45300 - Forfeitures/Penalties	(5,944)	(9,391)	(6,000)	(6,000)
45455 - Program Fee	0	(39,286)	0	0
45500 - Miscellaneous Chg for Svcs	(50)	0	(30)	0
47100 - Reimbursements	(3,789)	(3,878)	(1,845)	(3,000)
47150 - Refunds	(573)	0	(263)	0
47200 - Insurance Settlements	0	(13,533)	0	0
47300 - Deposits	(10,830)	(10,937)	(10,830)	(10,687)
47700 - District Court Fines	(55,630)	(35,515)	(59,000)	(47,745)
47820 - Specialized Services	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>(1,713,485)</b>	<b>(1,504,252)</b>	<b>(1,462,819)</b>	<b>(1,517,109)</b>
<b>4B - Grants/Contrib</b>				
44000 - Federal Grants	(87,211)	(87,260)	0	0
44100 - Housing & Urban Development	0	(8,027)	0	0
47050 - Contrib - Private Sources	0	(400)	0	0
<b>4B - Grants/Contrib Total</b>	<b>(87,211)</b>	<b>(95,687)</b>	<b>0</b>	<b>0</b>
<b>4M - Gain on Disposal</b>				
48000 - Sale of Real Property	(100)	0	0	(12,000)
48100 - Sale of Personal Property	(1)	(35,250)	(20,001)	0
<b>4M - Gain on Disposal Total</b>	<b>(101)</b>	<b>(35,250)</b>	<b>(20,001)</b>	<b>(12,000)</b>
<b>4N - Transfers</b>				
49129 - Transfer in NCascade TIF	(10,969)	(13,165)	(101,189)	(109,791)
<b>4N - Transfers Total</b>	<b>(10,969)</b>	<b>(13,165)</b>	<b>(101,189)</b>	<b>(109,791)</b>
<b>810 - Engineering Service</b>				
<b>4A - Charges for Services</b>				
47820 - Specialized Services	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>180 - Community Development</b>				
<b>4A - Charges for Services</b>				
43002 - Homeowner Loan Repayments	(189,312)	(198,955)	(150,000)	(150,000)
43004 - Rental Loan Repayments	(21,750)	(21,073)	(13,700)	(13,700)
43006 - Infill Loan Repayments	(3,472)	(3,485)	(3,900)	(4,200)
43008 - First Time Homebuyer Repay	(70,028)	(62,317)	(70,000)	(42,200)
47100 - Reimbursements	(5,078)	(2,460)	(3,000)	(1,500)
47150 - Refunds	—	—	—	—
<b>4A - Charges for Services Total</b>	<b>(289,640)</b>	<b>(288,290)</b>	<b>(240,600)</b>	<b>(211,600)</b>
<b>4B - Grants/Contrib</b>				
44050 - Community Dev Block Grants	(723,017)	(1,078,489)	(1,102,000)	(1,102,000)
47000 - Contrib - Public Sources	—	—	—	—

## Recommended Operating Revenue Budget - Department Total

### 61 - HOUSING

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>4B - Grants/Contrib Total</b>	<b>(723,017)</b>	<b>(1,078,489)</b>	<b>(1,102,000)</b>	<b>(1,102,000)</b>
<b>4M - Gain on Disposal</b>				
48100 - Sale of Personal Property	(274,722)	—	(120,000)	—
<b>4M - Gain on Disposal Total</b>	<b>(274,722)</b>	<b>—</b>	<b>(120,000)</b>	<b>—</b>
167 - Emergency Guardian Angel				
<b>4A - Charges for Services</b>				
47100 - Reimbursements	—	(350)	—	—
<b>4A - Charges for Services Total</b>	<b>0</b>	<b>-350</b>	<b>0</b>	<b>0</b>
<b>4B - Grants/Contrib</b>				
47050 - Contrib - Private Sources	0	0	0	0
<b>4B - Grants/Contrib Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
168 - Circles Restricted				
<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>4B - Grants/Contrib</b>				
44100 - Housing & Urban Development	0	-21,839	0	-119,270
47050 - Contrib - Private Sources	-200	-173	0	0
<b>4B - Grants/Contrib Total</b>	<b>-200</b>	<b>-22,012</b>	<b>0</b>	<b>-119,270</b>
<b>186 - State Rental Rehab</b>				
<b>4A - Charges for Services</b>				
43001 - HOME Loan Repayments	-20,644	-19,476	-5,400	-6,000
47100 - Reimbursements	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>-20,644</b>	<b>-19,476</b>	<b>-5,400</b>	<b>-6,000</b>
<b>4K - Unrest Invest Earn</b>				
43010 - Interest - Loans	-22,030	-1,440	-1,500	-1,500
<b>4K - Unrest Invest Earn Total</b>	<b>-22,030</b>	<b>-1,440</b>	<b>-1,500</b>	<b>-1,500</b>
188 - Lead Paint				
<b>4A - Charges for Services</b>				
45500 - Miscellaneous Chg for Svcs	0	0	0	0
47100 - Reimbursements	-122	-2,003	0	0
47150 - Refunds	0	-6,605	0	0
47300 - Deposits	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>-122</b>	<b>-8,608</b>	<b>0</b>	<b>0</b>
<b>4B - Grants/Contrib</b>				
44100 - Housing & Urban Development	-281,193	-495,078	-281,193	-570,653
47000 - Contrib - Public Sources	-400	-40,140	-400	-3,700
47050 - Contrib - Private Sources	0	0	0	0
<b>4B - Grants/Contrib Total</b>	<b>-281,593</b>	<b>-535,219</b>	<b>-281,593</b>	<b>-574,353</b>
<b>189 - Housing Choice Vouchers</b>				
<b>4A - Charges for Services</b>				
45500 - Miscellaneous Chg for Svcs	-36,396	-40,553	-36,396	-60,000
47100 - Reimbursements	-11,887	-17,324	-2,000	-2,000
47150 - Refunds	0	0	0	0
47205 - Other Settlements	-6,596	-7,664	-6,134	-2,000
<b>4A - Charges for Services Total</b>	<b>-54,879</b>	<b>-65,540</b>	<b>-44,530</b>	<b>-64,000</b>
<b>4B - Grants/Contrib</b>				
44100 - Housing & Urban Development	-6,145,896	-6,845,366	-6,622,770	-6,419,474
47050 - Contrib - Private Sources	-1,200	0	0	0
<b>4B - Grants/Contrib Total</b>	<b>-6,147,096</b>	<b>-6,845,366</b>	<b>-6,622,770</b>	<b>-6,419,474</b>
<b>4K - Unrest Invest Earn</b>				

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

### **61 - HOUSING**

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
43000 - Interest	-1,937	-1,845	-1,937	-4,039
<b>4K - Unrest Invest Earn Total</b>	<b>-1,937</b>	<b>-1,845</b>	<b>-1,937</b>	<b>-4,039</b>
<b>4N - Transfers</b>				
49100 - Transfer In General Fund	-335,104	-160,671	-172,382	-241,775
<b>4N - Transfers Total</b>	<b>-335,104</b>	<b>-160,671</b>	<b>-172,382</b>	<b>-241,775</b>
<b>HOUSING - Total</b>	<b>-9,962,749</b>	<b>-10,675,659</b>	<b>-10,176,721</b>	<b>-10,382,911</b>

# Recommended Operating Expenditure Budget - Department Total

## 61 - HOUSING

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	950,841	1,122,016	1,193,277	1,343,094
60200 - Salaries - Regular Part Time	39,832	44,858	62,358	0
60300 - Hourly Wages - Temp/Seasonal	0	0	0	0
60400 - Overtime	1,247	1,346	0	0
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%	2,263	895	2,264	1,263
60640 - Special Pay - Vacation Payout	1,006	0	0	0
60710 - Special Pay - Parental Leave	8,832	10,217	0	0
60720 - Spec Pay - Meals No Overnight	0	0	0	0
60730 - Spec Pay - Safety Equipment	218	36	0	0
60760 - Spec Pay - Moving Allowance	0	0	0	0
<b>168 - Circles Restricted</b>				
60100 - Salaries-Regular Full Time	0	12,644	97,457	65,609
<b>180 - Community Development</b>				
60100 - Salaries-Regular Full Time	277,101	248,552	299,252	329,736
60300 - Hourly Wages - Temp/Seasonal	0	0	0	0
60400 - Overtime	215	1,220	0	0
60630 - Special Pay Sick Lv Payout Ret	0	0	0	0
60635 - Special Pay Sick Lv Payout 50%	0	36	0	0
60640 - Special Pay - Vacation Payout	0	0	0	0
60760 - Spec Pay - Moving Allowance	0	0	0	0
<b>183 - HUD Disaster Relief</b>				
60100 - Salaries-Regular Full Time	0	0	0	0
<b>188 - Lead Paint</b>				
60100 - Salaries-Regular Full Time	187,603	208,589	278,103	327,462
60400 - Overtime	76	3	0	0
60620 - Special Pay - Holiday	0	0	0	0
60640 - Special Pay - Vacation Payout	3,509	0	0	0
60720 - Spec Pay - Meals No Overnight	0	0	0	0
<b>189 - Housing Choice Vouchers</b>				
60100 - Salaries-Regular Full Time	527,054	524,594	585,581	627,096
60400 - Overtime	16,170	5,995	0	0
60630 - Special Pay Sick Lv Payout Ret	6,397	7,105	7,155	7,155
60640 - Special Pay - Vacation Payout	0	7,729	0	0
60710 - Special Pay - Parental Leave	2,208	2,554	0	0
60760 - Spec Pay - Moving Allowance	0	0	0	0
<b>810 - Engineering Service</b>				
60100 - Salaries-Regular Full Time	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>2,024,572</b>	<b>2,198,387</b>	<b>2,525,447</b>	<b>2,701,415</b>
<b>6B - Employee Benefits</b>				
100 - General				
61100 - FICA - City Contribution	71,455	83,858	96,227	102,748
61300 - IPERS - City Contribution	94,501	111,526	118,538	126,790
61510 - Health Insurance	176,423	201,524	208,203	216,113
61540 - Life Insurance	720	703	723	761
61600 - Workers' Compensation	29,089	21,323	21,650	19,078
61700 - Unemployment Compensation	4,191	0	4,135	0
61810 - Uniform Allowance	136	54	0	0

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
61992 - Physicals	0	0	0	0
<b>168 - Circles Restricted</b>				
61100 - FICA - City Contribution	0	967	7,455	5,019
61300 - IPERS - City Contribution	0	1,194	9,200	6,193
61510 - Health Insurance	0	24	20,135	13,424
61540 - Life Insurance	0	10	69	46
61600 - Workers' Compensation	0	0	0	2,178
<b>180 - Community Development</b>				
61100 - FICA - City Contribution	19,542	17,853	22,890	25,226
61300 - IPERS - City Contribution	26,179	23,585	28,251	31,128
61510 - Health Insurance	58,920	60,801	56,511	55,707
61540 - Life Insurance	223	176	192	189
61600 - Workers' Compensation	7,702	1,336	4,257	4,192
<b>183 - HUD Disaster Relief</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
61600 - Workers' Compensation	0	0	0	0
<b>188 - Lead Paint</b>				
61100 - FICA - City Contribution	13,904	14,944	21,275	25,051
61300 - IPERS - City Contribution	17,717	19,615	26,254	30,912
61510 - Health Insurance	25,160	44,999	60,404	67,116
61540 - Life Insurance	175	151	203	225
61600 - Workers' Compensation	7,766	6,645	5,996	522
61700 - Unemployment Compensation	0	0	0	0
61992 - Physicals	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>189 - Housing Choice Vouchers</b>				
61100 - FICA - City Contribution	38,191	37,720	45,344	47,974
61300 - IPERS - City Contribution	51,496	50,401	55,281	59,197
61510 - Health Insurance	154,515	131,471	124,163	124,163
61540 - Life Insurance	513	407	421	421
61600 - Workers' Compensation	1,270	1,073	1,105	885
61992 - Physicals	0	0	0	0
<b>810 - Engineering Service</b>				
61100 - FICA - City Contribution	0	0	0	0
61300 - IPERS - City Contribution	0	0	0	0
61510 - Health Insurance	2,432	4,494	0	0
61540 - Life Insurance	0	0	0	0
61600 - Workers' Compensation	1,370	760	0	0
<b>6B - Employee Benefits Total</b>	<b>803,588</b>	<b>837,611</b>	<b>938,882</b>	<b>965,258</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	2,493	987	1,043	1,548
62200 - Subscriptions	1,361	2,767	836	2,319
62325 - Mileage	58	18	67	68
62400 - Meetings & Conferences	0	9,077	11,560	19,135
62500 - Education Reimbursement	10,708	11,986	22,496	14,246
<b>168 - Circles Restricted</b>				
62325 - Mileage	0	0	0	0
62400 - Meetings & Conferences	0	0	1,500	1,500

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
62500 - Education Reimbursement	0	900	0	0
<b>180 - Community Development</b>				
62100 - Association Dues	1,550	30	1,721	1,201
62200 - Subscriptions	167	0	170	170
62325 - Mileage	376	0	571	321
62400 - Meetings & Conferences	0	955	11,724	8,075
62500 - Education Reimbursement	902	1,560	10,225	10,255
<b>188 - Lead Paint</b>				
62325 - Mileage	0	0	200	1,940
62400 - Meetings & Conferences	1,309	390	4,000	7,833
62500 - Education Reimbursement	6,043	2,903	4,500	9,500
<b>189 - Housing Choice Vouchers</b>				
62100 - Association Dues	255	175	261	261
62200 - Subscriptions	982	897	1,002	915
62325 - Mileage	93	209	75	213
62400 - Meetings & Conferences	0	3,108	10,850	10,850
62500 - Education Reimbursement	253	11,165	14,100	17,177
<b>6C - Staff Development Total</b>	<b>26,549</b>	<b>47,126</b>	<b>96,901</b>	<b>107,527</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63100 - Building Maintenance	35,522	27,638	29,522	29,330
63312 - Vehicle Ops - Gasoline	3,952	7,756	5,831	8,330
63320 - Vehicle Repair - Internal	5,204	5,900	1,054	3,120
63321 - Vehicle Repair - Outsourced	75	3,619	0	0
63322 - Vehicle Repair - Accident	0	0	712	0
63400 - Equipment Maint/Repair	0	0	0	0
63730 - Telecommunications	11,561	9,338	9,110	10,957
63742 - Stormwater	196	244	213	261
<b>168 - Circles Restricted</b>				
63312 - Vehicle Ops - Gasoline	0	0	0	0
63400 - Equipment Maint/Repair	0	0	0	0
63730 - Telecommunications	0	0	0	720
<b>180 - Community Development</b>				
63312 - Vehicle Ops - Gasoline	1,409	840	611	700
63320 - Vehicle Repair - Internal	659	1,735	672	672
63321 - Vehicle Repair - Outsourced	60	80	60	85
63730 - Telecommunications	1,373	525	1,015	971
<b>188 - Lead Paint</b>				
63312 - Vehicle Ops - Gasoline	301	729	1,000	1,000
63320 - Vehicle Repair - Internal	656	4,163	500	4,246
63321 - Vehicle Repair - Outsourced	0	0	100	0
63400 - Equipment Maint/Repair	73	8,739	0	11,380
63730 - Telecommunications	1,958	1,799	1,958	3,291
<b>189 - Housing Choice Vouchers</b>				
63400 - Equipment Maint/Repair	0	0	0	0
63730 - Telecommunications	5,482	3,963	3,735	3,092
<b>6D - Repari/Maint/Util Total</b>	<b>68,478</b>	<b>77,067</b>	<b>56,093</b>	<b>78,155</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64010 - Accounting & Auditing	3,400	0	0	0
64020 - Advertising	4,951	9,610	5,862	5,943

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64050 - Recording Fees	30,288	24,192	14,937	17,076
64062 - Refunds	0	-70	0	0
64070 - Engineering - Outsourced	2,263	0	2,263	2,263
64080 - Insurance - Property	0	426	0	0
64081 - Insurance - Liability	14,389	15,460	18,652	2,120
64085 - Dust Wipe Testing	0	0	0	0
64086 - Relocations	914	7,225	0	0
64087 - Building Demolitions	12,116	41,542	32,453	42,500
64088 - Housing Assistance Payment	85,613	83,329	0	0
64089 - FSS Participant Payment	0	0	0	0
64110 - Legal	1,573	20,978	0	0
64115 - Special Events	99	53	0	0
64130 - Payments to Other Agencies	57,252	3,820	80,000	80,000
64132 - Escrow Payment	10,207	10,608	10,830	10,687
64134 - Loans	0	0	0	0
64135 - Grants	53	0	250	0
64140 - Printing	1,029	2,835	5,350	3,600
64145 - Copying	1,615	4,080	1,132	1,500
64150 - Rental - Equipment	757	776	784	784
64160 - Rental - Land/Bldgs/Parking	9,577	11,652	5,608	11,562
64190 - Technology Services	57,556	60,701	60,990	61,290
64191 - IT Recharges	0	0	0	15,558
64195 - Credit Card Charge	14,865	13,613	12,258	13,201
64850 - Consulting Engineers	0	0	0	0
64860 - Speakers	0	0	0	0
64890 - Background Check	0	0	0	0
64900 - Other Professional Service	21,582	2,165	1,500	1,500
64980 - Technology Equip Maint Cont	24,909	17,544	15,827	0
64989 - Participant Stipend	1,955	0	0	0
64990 - Other Contractual Service	49,655	49,457	12,085	12,085
<b>167 - Emergency Guardian Angel</b>				
64900 - Other Professional Service	533	869	0	0
<b>168 - Circles Restricted</b>				
64020 - Advertising	0	26	200	200
64081 - Insurance - Liability	0	0	0	0
64115 - Special Events	0	0	0	0
64130 - Payments to Other Agencies	0	2,700	0	24,000
64134 - Loans	0	4,700	0	0
64135 - Grants	0	1,800	200,000	0
64140 - Printing	0	147	300	300
64145 - Copying	0	0	300	300
64190 - Technology Services	0	0	0	0
64860 - Speakers	0	0	0	0
64900 - Other Professional Service	195	0	0	0
<b>180 - Community Development</b>				
64010 - Accounting & Auditing	3,400	0	3,502	3,502
64020 - Advertising	408	286	408	506
64050 - Recording Fees	4,133	1,629	4,133	4,383
64062 - Refunds	0	0	0	0
64081 - Insurance - Liability	1,921	2,071	2,673	0

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64085 - Dust Wipe Testing	0	0	0	0
64130 - Payments to Other Agencies	141,412	7,643	0	0
64134 - Loans	0	0	0	0
64135 - Grants	19,618	197,955	0	0
64140 - Printing	999	250	99	280
64145 - Copying	1,181	1,018	1,166	1,166
64150 - Rental - Equipment	25	25	26	26
64160 - Rental - Land/Bldgs/Parking	1,636	1,819	1,636	2,316
64190 - Technology Services	4,349	12,098	4,554	8,420
64191 - IT Recharges	0	0	0	16,460
64900 - Other Professional Service	0	0	0	0
64980 - Technology Equip Maint Cont	7,318	7,318	14,513	0
<b>183 - HUD Disaster Relief</b>				
64081 - Insurance - Liability	0	0	0	0
<b>186 - State Rental Rehab</b>				
64081 - Insurance - Liability	0	0	0	4,510
64134 - Loans	0	0	0	0
<b>188 - Lead Paint</b>				
64010 - Accounting & Auditing	0	3,500	0	7,150
64020 - Advertising	1,325	746	1,350	2,146
64081 - Insurance - Liability	3,040	14,013	11,665	11,665
64085 - Dust Wipe Testing	4,083	6,954	5,500	9,000
64086 - Relocations	24,083	21,940	0	0
64130 - Payments to Other Agencies	14,697	13,817	19,100	45,266
64134 - Loans	0	118,160	0	0
64135 - Grants	0	135	0	0
64140 - Printing	397	0	250	1,650
64145 - Copying	24	102	174	174
64160 - Rental - Land/Bldgs/Parking	799	1,046	799	1,833
64185 - License/Permit/Fees	0	0	0	0
64190 - Technology Services	146	2,484	150	150
<b>189 - Housing Choice Vouchers</b>				
64010 - Accounting & Auditing	6,200	4,900	6,386	4,900
64015 - Financial Service Fees	170	0	500	500
64020 - Advertising	4,497	18,569	47	47
64030 - Outsourced Labor	0	0	0	0
64062 - Refunds	0	25	0	0
64080 - Insurance - Property	0	0	0	0
64081 - Insurance - Liability	4,100	4,883	5,686	0
64085 - Dust Wipe Testing	15	0	0	50
64088 - Housing Assistance Payment	5,436,969	5,721,295	5,957,622	5,474,592
64089 - FSS Participant Payment	87,636	72,057	118,200	110,000
64090 - Portout Voucher Admin Fee	16,571	22,046	10,318	22,485
64115 - Special Events	87	0	0	0
64130 - Payments to Other Agencies	0	0	0	0
64135 - Grants	0	0	0	0
64140 - Printing	1,738	1,668	533	1,602
64145 - Copying	2,542	2,244	2,542	2,542
64150 - Rental - Equipment	836	817	852	852
64160 - Rental - Land/Bldgs/Parking	1,681	785	1,681	4,089
64190 - Technology Services	55,337	174,567	4,490	5,900

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64191 - IT Recharges	0	0	0	17,297
64890 - Background Check	3,792	937	1,200	1,200
64900 - Other Professional Service	2,065	11,075	2,120	2,120
64980 - Technology Equip Maint Cont	17,140	17,140	16,482	17,483
810 - Engineering Service				
64004 - Internal Service Charge	0	0	0	0
64081 - Insurance - Liability	0	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>6,283,713</b>	<b>6,858,252</b>	<b>6,681,938</b>	<b>6,092,731</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65025 - Program Materials	116	99	0	0
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	2,226	7,232	1,837	2,100
65050 - Other Equipment	71	0	0	0
65060 - Office Supplies	2,433	3,927	1,998	2,479
65070 - Operating Supplies	0	0	0	0
65080 - Postage/Shipping	9,330	8,424	6,339	9,127
65925 - Uniform Purchase	85	106	85	700
65940 - Gift Cards	1,500	1,000	0	0
65999 - Cash Over and Short	0	-2	0	0
<b>168 - Circles Restricted</b>				
65060 - Office Supplies	2	401	500	401
65070 - Operating Supplies	0	0	300	0
65080 - Postage/Shipping	12	95	300	100
65925 - Uniform Purchase	0	0	0	0
65940 - Gift Cards	0	0	0	0
<b>180 - Community Development</b>				
65025 - Program Materials	36	0	0	0
65045 - Technology Equipment	4,500	653	3,938	0
65060 - Office Supplies	2,198	772	1,787	1,075
65070 - Operating Supplies	0	0	30	0
65080 - Postage/Shipping	1,382	463	1,610	714
65925 - Uniform Purchase	0	0	0	0
<b>188 - Lead Paint</b>				
65040 - Small Tools & Equipment	455	166	0	0
65045 - Technology Equipment	317	2,985	1,400	350
65060 - Office Supplies	487	1,628	200	2,753
65070 - Operating Supplies	0	526	0	788
65080 - Postage/Shipping	147	489	730	750
65100 - Safety Supplies	0	0	0	0
65925 - Uniform Purchase	301	42	200	200
<b>189 - Housing Choice Vouchers</b>				
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	5,751	4,555	2,713	14,350
65060 - Office Supplies	3,620	1,766	2,627	1,539
65070 - Operating Supplies	1,219	726	1,200	416
65080 - Postage/Shipping	14,092	16,480	20,000	15,000
65925 - Uniform Purchase	0	0	0	0
65940 - Gift Cards	0	0	0	0
<b>6F - Commodities Total</b>	<b>50,280</b>	<b>52,533</b>	<b>47,794</b>	<b>52,842</b>
<b>6G - Capital Outlay</b>				

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

### **61 - HOUSING**

<b>Fund/Account/Account Title</b>	<b>FY21 Actual Expense</b>	<b>FY22 Actual Expense</b>	<b>FY23 Adopted Budget</b>	<b>FY 24 Recomm'd Budget</b>
100 - General				
67100 - Vehicles	0	0	0	0
67210 - Furniture/Fixtures	0	0	800	600
67250 - Office Equipment	0	383	0	0
67500 - Buildings	66	6,030	0	0
67990 - Other Capital Outlay	8,283	0	0	0
<b>168 - Circles Restricted</b>				
67990 - Other Capital Outlay	0	14,919	0	0
<b>180 - Community Development</b>				
67100 - Vehicles	0	0	0	0
67210 - Furniture/Fixtures	446	0	0	0
<b>188 - Lead Paint</b>				
67100 - Vehicles	0	0	0	0
67250 - Office Equipment	562	0	0	0
67500 - Buildings	284	0	0	0
<b>189 - Housing Choice Vouchers</b>				
67210 - Furniture/Fixtures	0	3,271	0	0
<b>6G - Capital Outlay Total</b>	<b>9,640</b>	<b>24,603</b>	<b>800</b>	<b>600</b>
<b>HOUSING - Total</b>	<b>9,266,821</b>	<b>10,095,579</b>	<b>10,347,855</b>	<b>9,998,528</b>

# Recommended Expenditure Budget Report by Activity & Funding Source

## 61 - HOUSING

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>6101 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	187,217	116,232	110,135
6B - Employee Benefits	43,925	39,027	31,837
6C - Staff Development	1,441	16,761	6,761
6D - Repari/Maint/Util	627	1,323	723
6E - Contractual Svcs	14,977	90,664	86,847
6F - Commodities	2,278	396	309
6G - Capital Outlay	0	800	600
<b>180 - Community Development</b>			
6A - Salaries & Wages	114,305	30,563	35,580
6B - Employee Benefits	42,925	8,649	9,505
6C - Staff Development	1,495	15,534	15,711
6D - Repari/Maint/Util	347	433	347
6E - Contractual Svcs	12,809	8,858	10,223
6F - Commodities	671	1,743	880
6G - Capital Outlay	0	0	0
<b>189 - Housing Choice Vouchers</b>			
<b>6A - Salaries &amp; Wages</b>	<b>28,373</b>	<b>30,563</b>	<b>35,580</b>
<b>6B - Employee Benefits</b>	<b>8,033</b>	<b>8,649</b>	<b>9,505</b>
6C - Staff Development	124	2,813	2,726
6D - Repari/Maint/Util	123	36	156
6E - Contractual Svcs	424	437	261
6F - Commodities	0	88	919
<b>6101 - Administration Total</b>	<b>460,095</b>	<b>373,569</b>	<b>358,605</b>
<b>6102 - Property Rehab Program</b>			
<b>100 - General</b>			
6B - Employee Benefits	0	0	0
6E - Contractual Svcs	10,608	10,830	10,687
6F - Commodities	0	0	0
6G - Capital Outlay	0	0	0
<b>180 - Community Development</b>			
6A - Salaries & Wages	62,073	177,329	197,599
6B - Employee Benefits	28,778	71,366	73,967
6C - Staff Development	0	311	61
6D - Repari/Maint/Util	2,791	1,289	1,457
6E - Contractual Svcs	12,716	19,456	22,878
6F - Commodities	499	2,003	664
6G - Capital Outlay	0	0	0
<b>186 - State Rental Rehab</b>			
<b>6E - Contractual Svcs</b>	<b>0</b>	<b>0</b>	<b>4,510</b>
6102 - Property Rehab Program Total	117,464	282,584	311,823
<b>6103 - Inspect and Construction Svcs</b>			
<b>100 - General</b>			
6A - Salaries & Wages	979,172	1,066,870	1,150,841
6B - Employee Benefits	341,086	384,057	405,791
6C - Staff Development	21,083	19,241	30,555
6D - Repari/Maint/Util	52,659	45,005	51,275

# Recommended Expenditure Budget Report by Activity & Funding Source

## 61 - HOUSING

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
6E - Contractual Svcs	220,438	179,287	184,135
6F - Commodities	17,135	9,863	14,097
6G - Capital Outlay	6,030	0	0
<b>180 - Community Development</b>			
6A - Salaries & Wages	3,601	3,586	0
6B - Employee Benefits	630	1,428	7
<b>6103 - Inspect and Construction Svcs Total</b>	<b>1,641,833</b>	<b>1,709,337</b>	<b>1,836,701</b>
<b>6104 - Gaining Opportunities</b>			
<b>100 - General</b>			
6A - Salaries & Wages	3,224	0	0
6B - Employee Benefits	15,269	0	0
6C - Staff Development	2,311	0	0
6D - Repari/Maint/Util	204	0	0
6E - Contractual Svcs	3,189	0	0
6F - Commodities	1,324	0	0
<b>168 - Circles Restricted</b>			
6A - Salaries & Wages	12,644	97,457	65,609
6B - Employee Benefits	2,194	36,859	26,860
6C - Staff Development	900	1,500	1,500
6E - Contractual Svcs	9,373	200,800	24,800
6F - Commodities	497	1,100	501
6G - Capital Outlay	14,919	0	0
<b>6104 - Gaining Opportunities Total</b>	<b>66,047</b>	<b>337,716</b>	<b>119,270</b>
<b>6105 - Non-Grant Expense</b>			
<b>100 - General</b>			
6A - Salaries & Wages	1,194	0	0
6B - Employee Benefits	4,755	0	0
6C - Staff Development	0	0	0
6D - Repari/Maint/Util	1,005	114	0
6E - Contractual Svcs	3,323	0	0
6F - Commodities	0	0	0
<b>188 - Lead Paint</b>			
6G - Capital Outlay	0	0	0
<b>810 - Engineering Service</b>			
6B - Employee Benefits	0	0	0
<b>6105 - Non-Grant Expense Total</b>	<b>10,277</b>	<b>114</b>	<b>0</b>
<b>6106 - Emergency Assistance</b>			
<b>167 - Emergency Guardian Angel</b>			
6E - Contractual Svcs	869	0	0
<b>6106 - Emergency Assistance Total</b>	<b>869</b>	<b>0</b>	<b>0</b>
<b>6107 - Housing Choice Voucher</b>			
<b>100 - General</b>			
6B - Employee Benefits	0	0	0
6E - Contractual Svcs	109	0	0
6G - Capital Outlay	0	0	0
<b>189 - Housing Choice Vouchers</b>			
6A - Salaries & Wages	519,602	562,173	598,671
6B - Employee Benefits	213,039	217,665	223,135

# Recommended Expenditure Budget Report by Activity & Funding Source

## 61 - HOUSING

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
6C - Staff Development	15,430	23,475	26,690
6D - Repari/Maint/Util	3,840	3,699	2,936
6E - Contractual Svcs	6,052,584	6,128,222	5,665,398
6F - Commodities	23,527	26,452	30,386
6G - Capital Outlay	3,271	0	0
<b>6107 - Housing Choice Voucher Total</b>	<b>6,831,402</b>	<b>6,961,686</b>	<b>6,547,216</b>
<b>6108 - True North</b>			
<b>100 - General</b>			
6A - Salaries & Wages	0	74,797	83,381
6B - Employee Benefits	12,490	26,392	27,862
<b>6108 - True North Total</b>	<b>12,490</b>	<b>101,189</b>	<b>111,243</b>
<b>6150 - Grants</b>			
<b>100 - General</b>			
6A - Salaries & Wages	8,560	0	0
6B - Employee Benefits	1,464	0	0
6E - Contractual Svcs	127,349	0	0
6F - Commodities	48	0	0
6G - Capital Outlay	383	0	0
<b>168 - Circles Restricted</b>			
6D - Repari/Maint/Util	0	0	720
<b>180 - Community Development</b>			
6A - Salaries & Wages	69,829	87,774	96,557
6B - Employee Benefits	31,419	30,658	32,963
6C - Staff Development	1,050	8,566	4,250
6D - Repari/Maint/Util	42	636	624
6E - Contractual Svcs	206,586	4,396	3,958
6F - Commodities	718	3,619	245
<b>183 - HUD Disaster Relief</b>			
6A - Salaries & Wages	0	0	0
6E - Contractual Svcs	0	0	0
<b>188 - Lead Paint</b>			
6A - Salaries & Wages	208,592	278,103	327,462
6B - Employee Benefits	86,353	114,132	123,826
6C - Staff Development	3,293	8,700	19,273
6D - Repari/Maint/Util	15,430	3,558	19,917
6E - Contractual Svcs	182,897	38,988	79,034
6F - Commodities	5,836	2,530	4,841
<b>810 - Engineering Service</b>			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	5,254	0	0
6E - Contractual Svcs	0	0	0
<b>6150 - Grants Total</b>	<b>955,103</b>	<b>581,660</b>	<b>713,670</b>
<b>6199 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	0	0	0
<b>6199 - Pcard Clearing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HOUSING TOTAL</b>	<b>10,095,579</b>	<b>10,347,855</b>	<b>9,998,528</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

61 HOUSING AND COMMUNITY DEV. DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	7625	GE-41	HOUSING SERVICES DIRECTOR	0.50	\$ 59,207	0.50	\$ 61,126	0.50	\$ 71,161
260	7625	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 29,603	0.25	\$ 30,563	0.25	\$ 35,580
280	7625	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 29,603	0.25	\$ 30,563	0.25	\$ 35,580
100		GE-38	ASSISTANT HOUSING DIRECTOR	1.00	\$ 80,534	1.00	\$ 94,124	1.00	\$ 103,815
260		GE-28	HOUSING FINANCIAL SPECIALIST	2.00	\$ 112,020	2.00	\$ 117,909	1.00	\$ 62,211
100		GE-28	HOUSING FINANCIAL SPECIALIST					0.50	\$ 26,789
269		GE-28	HOUSING FINANCIAL SPECIALIST					0.50	\$ 27,932
275		GE-28	HOUSING FINANCIAL SPECIALIST					1.00	\$ 52,430
260		GE-31	COMMUNITY DEV. GRANT ADMIN	—	\$ —	—	\$ —	1.00	\$ 74,333
100		GE-34	GRANT PROGRAM MANAGER	—	\$ —	—	\$ —	0.75	\$ 57,514
269		GE-34	GRANT PROGRAM MANAGER	—	\$ —	1.00	\$ 70,825	0.50	\$ 37,677
275		GE-34	GRANT PROGRAM MANAGER	—	\$ —	1.00	\$ 83,352	0.75	\$ 59,510
100		GE-33	COMMUNITY DEV. SPECIALIST	0.10	\$ 7,791	0.10	\$ 8,044	0.10	\$ 8,249
260		GE-33	COMMUNITY DEV. SPECIALIST	0.90	\$ 70,116	0.90	\$ 72,397	0.90	\$ 74,241
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	—	\$ —	1.00	\$ 41,489	1.00	\$ 47,708
100		GE-36	DEPUTY CODE OFFICIAL	—	\$ —	1.00	\$ 93,528	1.00	\$ 97,828
100	4368	GE-35	RENTAL INSPECT/LICENSE SUPV	1.00	\$ 85,747	—	\$ —	—	\$ —
100		GE-35	COMBINATION INSPECTOR	—	\$ —	1.00	\$ 79,897	2.00	\$ 163,186
100	4372	GE-34	RESILIENCY COORDINATOR	0.40	\$ 32,441	—	\$ —	—	\$ —
275	4372	GE-34	RESILIENCY COORDINATOR	1.20	\$ 69,751	—	\$ —	—	\$ —
800	4372	GE-34	RESILIENCY COORDINATOR	0.40	\$ 32,441	—	\$ —	—	\$ —
100		GE-33	REHABILITATION SUPERVISOR	0.50	\$ 40,100	0.50	\$ 41,404	—	\$ —
260	4365	GE-33	REHABILITATION SUPERVISOR	0.50	\$ 40,100	0.50	\$ 41,404	—	\$ —
260	4365	GE-33	URBAN DEV REHAB PRO MNGR	—	\$ —	—	\$ —	1.00	\$ 93,120
280	8775	GE-35	ASSISTED HOUSING SUPV	1.00	\$ 72,783	1.00	\$ 83,677	1.00	\$ 92,565
100	2590	GE-32	GENERAL HOUSING SPECIALIST	0.80	\$ 58,481	—	\$ —	—	\$ —
275	2590	GE-32	GENERAL HOUSING SPECIALIST	0.20	\$ 14,620	—	\$ —	—	\$ —
100		GE-30	LEAD PAINT INSPECTOR	—	\$ —	—	\$ —	0.50	\$ 32,807
275		GE-30	LEAD PAINT INSPECTOR	2.00	\$ 104,902	2.00	\$ 119,068	1.50	\$ 98,412
280		GE-29	ASSISTED HOUSING COORD	1.00	\$ 24,028	1.00	\$ 64,173	1.00	\$ 67,124
100		GE-27	FAMILY SELF-SUFFICIENCY COORD	1.00	\$ 55,649	—	\$ —	—	\$ —
280		GE-27	FAMILY SELF-SUFFICIENCY COORD	2.00	\$ 111,553	1.00	\$ 57,074	1.00	\$ 59,820
280	8750	GE-27	ASSISTED HOUSING SPECIALIST	3.00	\$ 157,338	4.00	\$ 227,889	4.00	\$ 241,468
100	8875	GE-26	PERMIT CLERK	2.00	\$ 109,623	2.00	\$ 113,201	2.00	\$ 118,405
269	5400	GE-26	LEAD PAINT ASSISTANT	—	\$ —	0.50	\$ 26,632	—	\$ —
275	5400	GE-26	LEAD PAINT ASSISTANT	1.00	\$ 50,779	1.50	\$ 75,683	—	\$ —
100		GE-30	NUISANCE SPECIALIST	0.94	\$ 51,594	0.94	\$ 56,179	1.00	\$ 65,874
260		GE-30	NUISANCE SPECIALIST	0.06	\$ 3,294	0.06	\$ 3,586	—	\$ —
280	225	GE-25	SECRETARY	1.00	\$ 49,980	1.00	\$ 51,879	1.00	\$ 54,263
100	5400	OE-17	INSPECTOR I	2.50	\$ 165,214	2.50	\$ 181,316	2.50	\$ 192,811
260	5400	OE-17	INSPECTOR I	0.50	\$ 31,473	0.50	\$ 33,393	0.50	\$ 36,816
280	5400	OE-17	INSPECTOR I	1.00	\$ 70,480	1.00	\$ 70,326	1.00	\$ 76,276
100		GE-34	INSPECTOR II	5.00	\$ 404,792	5.00	\$ 422,969	5.00	\$ 428,513
<b>TOTAL FULL TIME EMPLOYEES</b>				34.00	\$ 2,226,037	35.00	\$ 2,453,670	36.00	\$ 2,694,018
<b>61020 Part Time Employee Expense</b>									
100	2800	GE-34	INSPECTOR II	0.75	\$ 60,401	0.75	\$ 62,358	—	\$ —
<b>Total Part Time Employees</b>				0.75	\$ 60,401	0.75	\$ 62,358	—	\$ —
<b>TOTAL HOUSING &amp; COMM. DEV'L. DEPT.</b>				<b>34.75</b>	<b>\$ 2,286,438</b>	<b>35.75</b>	<b>\$ 2,516,028</b>	<b>36.00</b>	<b>\$ 2,694,018</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>Housing &amp; Comm. Dev. Administration-FT CDBG Fund</b>											
26061100	61010	260	79700	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 29,603	0.25	\$ 30,563	0.25	\$ 35,580
					<b>Total</b>	0.25	\$ 29,603	0.25	\$ 30,563	0.25	\$ 35,580
<b>Housing Administration-FT Section 8 Fund</b>											
28061100	61010	280	79700	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 29,603	0.25	\$ 30,563	0.25	\$ 35,580
					<b>Total</b>	0.25	\$ 29,603	0.25	\$ 30,563	0.25	\$ 35,580
<b>Housing Administration-FT General Fund</b>											
10061100	61010	100	7625	GE-41	HOUSING SERVICES DIRECTOR	0.50	\$ 59,207	0.50	\$ 61,126	0.50	\$ 71,161
10061100	61010	100		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.50	\$ 40,267	0.50	\$ 47,062	0.25	\$ 25,954
10061100	61010	100		GE-33	COMMUNITY DEVELOPMENT SPECIALIST	0.10	\$ 7,791	0.10	\$ 8,044	0.10	\$ 8,249
					<b>Total</b>	1.10	\$ 107,265	1.10	\$ 116,232	0.95	\$ 110,135
<b>Section 8-Voucher Program-FT</b>											
28061600	61010	280	225	GE-25	SECRETARY	1.00	\$ 49,980	1.00	\$ 51,879	1.00	\$ 54,263
28061600	61010	280		GE-29	ASSISTED HOUSING COORD	1.00	\$ 24,028	1.00	\$ 64,173	1.00	\$ 67,124
28061600	61010	280	8750	GE-27	ASSISTED HOUSING SPECIALIST	3.00	\$ 157,338	3.00	\$ 170,916	3.00	\$ 181,101
28061600	61010	280	8775	GE-35	ASSISTED HOUSING SUPERVISOR	1.00	\$ 72,783	1.00	\$ 83,677	1.00	\$ 92,565
28061600	61010	280		GE-27	FAMILY SELF-SUFFICIENCY COOR	2.00	\$ 111,553	—	\$ —	—	\$ —
28061600	61010	280	5400	OE-17	INSPECTOR I	1.00	\$ 70,480	1.00	\$ 70,326	1.00	\$ 76,276
					<b>Total</b>	9.00	\$ 486,162	7.00	\$ 440,971	7.00	\$ 471,329
<b>Family Self-Sufficiency-FT</b>											
28061640	61010	280	225	GE-27	ASSISTED HOUSING SPECIALIST	—	\$ —	1.00	\$ 56,973	1.00	\$ 60,367
28061640	61010	280	5400	GE-27	FAMILY SELF-SUFFICIENCY COORD	—	\$ —	1.00	\$ 57,074	1.00	\$ 59,820
					<b>Total</b>	—	\$ —	2.00	\$ 114,047	2.00	\$ 120,187
<b>Plumbing/Mechanical Inspections-FT</b>											
10061440	61010	100	5450	GE-34	INSPECTOR II	1.00	\$ 82,145	1.00	\$ 84,807	1.00	\$ 73,155
10061440	61010	100		GE-35	COMBINATION INSPECTOR	—	\$ —	0.25	\$ 19,974	0.50	\$ 41,560
					<b>Total</b>	1.00	\$ 82,145	1.25	\$ 104,781	1.50	\$ 114,715
<b>Electrical Enforcement-FT</b>											
10061420	61010	100	5450	GE-34	INSPECTOR II	1.00	\$ 82,145	1.00	\$ 84,807	1.00	\$ 89,239
10061420	61010	100		GE-35	COMBINATION INSPECTOR	—	\$ —	0.25	\$ 19,974	0.25	\$ 22,019
					<b>Total</b>	1.00	\$ 82,145	1.25	\$ 104,781	1.25	\$ 111,258
<b>Bldg Code Enforcement - Part Time</b>											
10061430	61020	100	2800	GE-34	INSPECTOR II	0.75	\$ 60,401	0.75	\$ 62,358	0	\$ —
					<b>Total</b>	0.75	\$ 60,401	0.75	\$ 62,358	0	\$ —
<b>Bldg Code Admin - Full-Time</b>											
10061410	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 54,549	1.00	\$ 56,330	1.00	\$ 58,919
10061410	61010	100		GE-36	DEPUTY CODE OFFICIAL	—	\$ —	0.50	\$ 46,764	0.25	\$ 24,457

**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		
10061410	61010	100		GE-25	CONFIDENTIAL ACCOUNT CLERK		1.00	\$ 41,489	0.90	\$ 42,937		
10061410	61010	100		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.50	\$ 40,267	0.50	\$ 47,062	0.75	\$ 77,861	
					Total		1.50	\$ 94,816	3.00	\$ 191,645	2.90	\$ 204,174
<b>General Housing Inspection- FT General Fund</b>												
10061700	61010	100	5400	OE-17	INSPECTOR I	2.00	\$ 134,198	2.00	\$ 147,923	2.00	\$ 155,995	
10061700	61010	100		GE-34	INSPECTOR II	1.00	\$ 75,380	1.00	\$ 82,078	1.00	\$ 86,967	
10061700	61010	100		GE-35	COMBINATION INSPECTOR							
					GENERAL HOUSING SPECIALIST	—	\$ —	0.50	\$ 39,949	0.50	\$ 44,046	
10061700	61010	100	2590	GE-32	DEPUTY CODE OFFICIAL	0.80	\$ 58,481	—	\$ —	—	\$ —	
10061700	61010	100		GE-36	RENTAL INSPECT/LICENSE SUPV							
10061700	61010	100	4368	GE-35	PERMIT CLERK	1.00	\$ 85,747	—	\$ —	—	\$ —	
10061700	61010	100	8875	GE-26	Total	1.00	\$ 55,074	1.00	\$ 56,871	1.00	\$ 59,486	
						5.80	\$ 408,880	5.00	\$ 373,585	5.25	\$ 419,865	
<b>OAHPMP</b>												
26961922	61010	269		GE-34	GRANT PROGRAM MANAGER	—	\$ —	1.00	\$ 70,825	0.50	\$ 37,677	
26961922	61010	269		GE-28	LEAD PAINT ASSISTANT	—	\$ —	0.50	\$ 26,632	—	\$ —	
					Total	—	\$ —	1.50	\$ 97,457	1.00	\$ 65,609	
<b>Lead Paint Grant - Lead Fund</b>												
27561200	61010	275		8	LEAD PAINT ASSISTANT	—	\$ —	1.25	\$ 63,420	—	\$ —	
27561200	61010	275		0	LEAD PAINT INSPECTOR	—	\$ —	1.50	\$ 89,301	1.50	\$ 98,412	
27561200	61010	275		GE-34	GRANT PROGRAM MANAGER	—	\$ —	0.75	\$ 62,358	0.75	\$ 59,510	
					Total	—	\$ —	3.50	\$ 215,079	3.25	\$ 210,352	
<b>Lead Paint Grant - Lead Fund</b>												
27561211	61010	275		GE-28	LEAD PAINT ASSISTANT	1.00	\$ 50,779	0.25	\$ 12,263			
27561211	61010	275		GE-34	GRANT PROGRAM MANAGER	—	\$ —	0.25	\$ 20,994			
27561211	61010	275	4,372	GE-34	RESILIENCY COORDINATOR	1.20	\$ 69,751	—	\$ —			
					GENERAL HOUSING SPECIALIST	0.20	\$ 14,620	—	\$ —			
27561211	61010	275		GE-32	LEAD PAINT INSPECTOR	2.00	\$ 104,902	0.50	\$ 29,767			
					Total	4.40	\$ 240,052	1.00	\$ 63,024	—	\$ —	
<b>Rehab Program-FT CDBG</b>												
26061300	61010	260	5400	OE-17	INSPECTOR I	0.50	\$ 31,473	0.50	\$ 33,393	0.50	\$ 36,816	
26061300	61010	260	4365	GE-33	REHABILITATION SUPERVISOR	0.50	\$ 40,100	0.50	\$ 41,404	—	\$ —	
26061300	61010	260		GE-28	HOUSING FINANCIAL SPECIALIST	1.75	\$ 97,128	1.75	\$ 102,532	0.94	\$ 58,478	
					Total	2.75	\$ 168,701	2.75	\$ 177,329	2.69	\$ 197,599	
<b>Community Dev. Block Grant Admin./Monitoring</b>												
26061800	61010	260	2665	GE-28	HOUSING FINANCIAL SPECIALIST	0.25	\$ 14,892	0.25	\$ 15,377	0.06	\$ 3,733	
26061800	61010	260		GE-33	COMMUNITY DEV. SPECIALIST	0.90	\$ 70,116	0.90	\$ 72,397	0.90	\$ 74,241	
					Total	1.15	\$ 85,008	1.15	\$ 87,774	1.21	\$ 96,557	
<b>HUD Resiliency Grant Coordination - FT General Fund</b>												
10061264	61010	100	4372	GE-34	RESILIENCY COORDINATOR	0.40	\$ 32,441	—	\$ —	—	\$ —	
					Total	0.40	\$ 32,441	—	\$ —	—	\$ —	
<b>HUD Resiliency Grant Coordination</b>												
80061264	61010	800	4372	GE-34	RESILIENCY COORDINATOR	0.40	\$ 32,441	—	\$ —	—	\$ —	

**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>Total</b>	0.40	\$ 32,441	—	\$ —	—	\$ —
<b>True North - FT General Fund</b>										
10061215	61010	100		OE-17 INSPECTOR I REHABILITATION	0.50	\$ 31,016	0.50	\$ 33,393	0.50	\$ 36,816
10061215	61010	100		GE-33 SUPERVISOR	0.50	\$ 40,100	0.50	\$ 41,404	—	\$ —
				<b>Total</b>	1.00	\$ 71,116	1.00	\$ 74,797	1.00	\$ 83,381
<b>Vacant/Abandoned Buildings - FT General Fund</b>										
10061720	61010			GE-30 NUISANCE SPECIALIST	0.94	\$ 51,594	0.94	\$ 56,179	1.00	\$ 65,874
				<b>Total</b>	0.94	\$ 51,594	0.94	\$ 56,179	1.00	\$ 65,874
<b>Vacant/Abandoned Buildings - FT CDBG</b>										
26061720	61010			GE-30 NUISANCE SPECIALIST	0.06	\$ 3,294	0.06	\$ 3,586	—	\$ —
				<b>Total</b>	0.06	\$ 3,294	0.06	\$ 3,586	—	\$ —
<b>Family Self-Sufficiency - FT</b>										
10061922	61010	100		GE-27 FAMILY SELF-SUFFICIENCY COOR	1.00	\$ 55,649	—	\$ —	—	\$ —
				<b>Total</b>	1.00	\$ 55,649	—	\$ —	—	\$ —
<b>TOTAL HOUSING SERVICES &amp; COMM. DEVL. DEPT</b>										
					34.75	\$ 2,286,438	35.75	\$ 2,516,028	36.00	\$ 2,694,018

Capital Improvement Projects by Department/Division					
HOUSING & COMMUNITY DEV					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 24 Recomm'd Budget
6100100001	Housing Trust Fund	Housing	185	64134	269,974
6100100001	Housing Trust Fund	Housing	305	64134	53,000
6100100006	Downtown ADA Assistance	Housing	305	67990	30,000
6100100012	Hist Preservation Loan Fund	Housing	184	64134	7,000
6100100015	Healthy Homes Production 2021	Housing	188	67990	300,000
6100100016	Lead and Healthy Homes 2021	Housing	188	64134	1,075,000
6100100052	Older Adult Home Mod	Housing	168	67990	200,000
6100200005	Assistance for Homeownership	Housing	305	63100	10,915
6100200005	Assistance for Homeownership	Housing	305	64135	25,000
6100200005	Assistance for Homeownership	Housing	305	67500	845,000
6100200009	VNA Assistance at new site	Housing	180	64130	20,000
6100200010	Credit Repair Program	Housing	180	64130	50,000
6100200051	Low/Mod Small Biz Grants	Housing	180	64135	50,000
6119900002	Homeowner Rehab Program	Housing	180	64134	95,000
6119900002	Homeowner Rehab Program	Housing	186	64134	30,000
6129900004	First-Time Home Buyer Program	Housing	180	64134	50,000
6153000046	Permit, Plans and Rental Licensing	Housing	304	64190	100,000
6153000047	Lincoln Elementary Wellness Project	Housing	180	67990	263,632
<b>HOUSING &amp; COMMUNITY DEV TOTAL</b>					<b>\$3,474,521</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL	PAGE
<b>HOUSING AND COMMUNITY DEVELOPMENT</b>								
<b>Community and Economic Development</b>								
Assistance for Homeownership	\$ 880,915	\$ 1,380,605	\$ 926,561	\$ 1,002,440	\$ 1,085,000	\$ 5,275,521	282	
Washington Neighborhood Home Purchase Program	\$ 322,974	\$ 327,474	\$ 327,474	\$ 327,474	\$ 327,474	\$ 1,632,870	284	
Homeowner Rehabilitation Program	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000	286	
First-Time Home Buyer Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	287	
Credit Repair Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	288	
Visiting Nurse Association	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ 20,000	289	
Historic Preservation Revolving Loan Fund	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 28,000	290	
Downtown ADA Assistance	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	291	
Lincoln Elementary Wellness Project	\$ 263,632	\$ 103,012	\$ —	\$ —	\$ —	\$ 366,644	292	
Permit, Plans and Rental Licensing Software	\$ 100,000	\$ —	\$ —	\$ —	\$ —	\$ 100,000	293	
Lead Paint	\$ 1,075,000	\$ 1,048,500	\$ 1,048,500	\$ —	\$ —	\$ 3,172,000	294	
Healthy Homes Production Grant	\$ 300,000	\$ 300,000	\$ 300,000	\$ —	\$ —	\$ 900,000	295	
Older Adult Home Modification	\$ 200,000	\$ 200,000	\$ —	\$ —	\$ —	\$ 400,000	296	
<b>TOTAL</b>	<b>\$ 3,424,521</b>	<b>\$ 3,621,591</b>	<b>\$ 2,864,535</b>	<b>\$ 1,591,914</b>	<b>\$ 1,667,474</b>	<b>\$ 13,170,035</b>		

# **Purchase of Services**

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**DEPARTMENT/DIVISION:** Purchase Of Services

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

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

The FY 2024 budget recommends an allocation of \$100,000 in General Fund and \$0 in Community Development Block Funds for a total of \$100,000 to fulfill some of the recommendations of the Community Development Advisory Commission.

The recommendation of the Community Development Advisory Commission will be made to City Council after the FY 2024 budget is adopted on March 23, 2023.

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

Agency	FY 2023	Funding Source
Convivium Urban Farmstead	\$25,000	General Fund
Presentation Lantern Center	\$25,000	General Fund
Dubuque Dream Center	\$25,000	General Fund
Friends of Fair Housing	\$17,080	General Fund
Crescent Community Health Center	\$7,920	General Fund
<b>Total</b>	<b>\$100,000</b>	

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

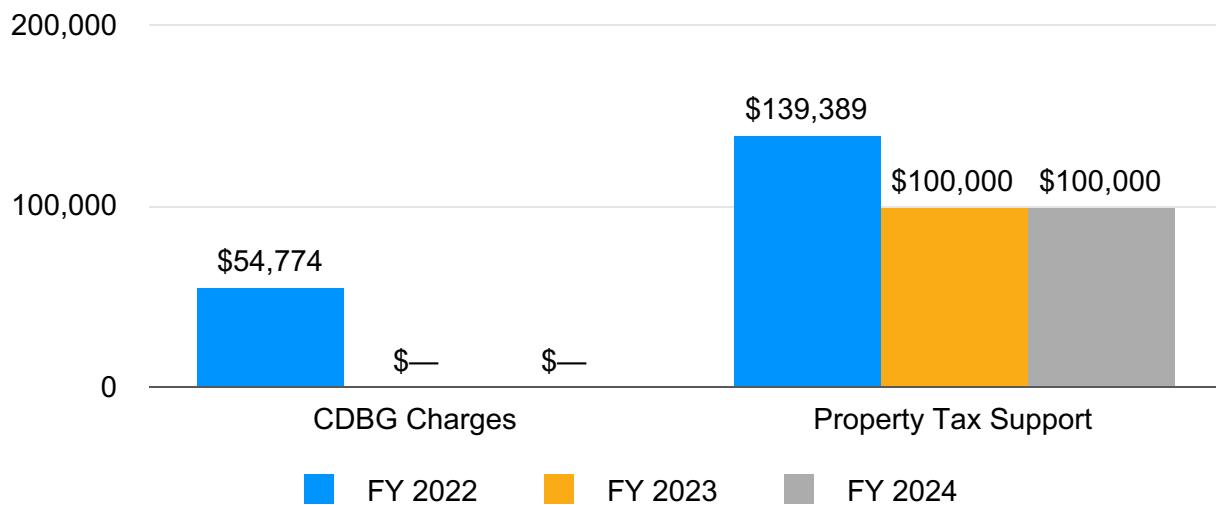
The following agencies have received or are being recommended to receive funding as contracted services within other departments:

Agency	Department	FY 2023	FY 2024	Funding Source
Community Foundation of Greater Dubuque - Project HOPE	Economic Development	\$85,000	\$85,000	General Fund
Community Foundation of Greater Dubuque - Inclusive Dubuque	Economic Development	\$75,000	\$75,000	General Fund
Crescent Community Health Center - Operating	Health Services	\$50,000	\$50,000	General Fund
Travel Dubuque	Economic Development	\$1,170,134	\$1,446,631	General Fund
Dubuque Area Labor Management Council	Economic Development	\$35,000	\$35,000	General Fund
Dubuque Dream Center	Economic Development	\$60,000	\$63,000	General Fund
Dubuque Main Street	Economic Development	\$91,630	\$96,211	General Fund
Dubuque Winter Farmers Market	Economic Development	\$15,000	\$15,000	General Fund
DuRide	Transit	\$65,000	\$65,000	General Fund
ECIA Membership Dues	Planning	\$34,010	\$35,204	General Fund
ECIA Prosperity Iowa	Economic Development	\$5,085	\$5,085	General Fund
ECIA Transportation Planning	Engineering	\$30,650	\$30,650	General Fund
Fountain of Youth	Economic Development	\$60,000	\$63,000	General Fund
Four Mounds HEART Program	Housing	\$10,000	\$10,000	General Fund
Greater Dubuque Development Corporation - Retail Expansion/Marketing/Workforce	Economic Development	\$704,135	\$704,135	Land Sales
Greater Dubuque Development Corporation - Director of Sustainable Innovation	Economic Development	\$105,500	\$105,500	General Fund
Greater Dubuque Development Corporation - True North	Economic Development	\$26,500	\$26,500	GDTIF
Hills & Dales: Senior Center	Recreation	\$18,200	\$25,000	General Fund
Humane Society	Health Services	\$146,308	\$175,932	General Fund
Hawkeye Area Community Action	Housing	\$70,000	\$70,000	General Fund
<b>Total</b>		<b>\$ 2,857,152</b>	<b>\$ 3,181,848</b>	

# PURCHASE OF SERVICE

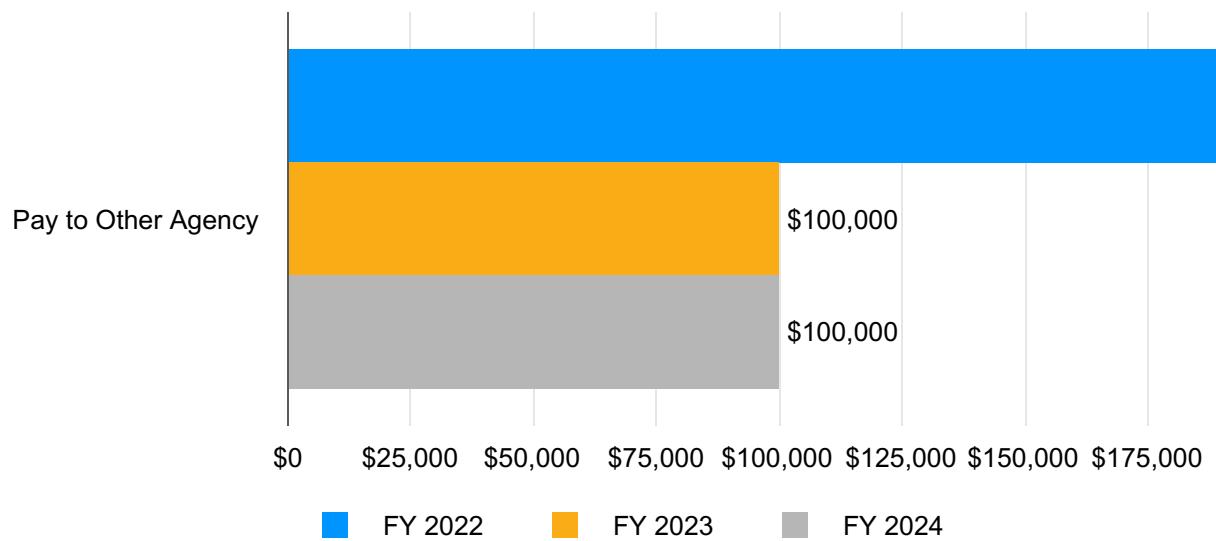
Purchase of services activities are those services that the City feels fit the goals and priorities of the City and are not required to be provided or would not be provided in the normal course of City business. In Fiscal Year 2014, an application process was implemented for the funding of purchase of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

## Resources and Property Tax Support



Purchase of Services is supported by no full-time equivalent employees. Pay to other agencies accounts for 100% of the department expense as seen below. Overall, the departments' expenses are expected to unchange by 0.00% in FY 2024 compared to FY 2023.

## Expenditures by Category by Fiscal Year



## Recommended Operating Expenditure Budget - Department Total

### 79 - PURCHASE OF SERVICES

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>				
64130 - Payments to Other Agencies	43,562	139,389	100,000	100,000
<b>180 - Community Development</b>				
64130 - Payments to Other Agencies	83,194	54,774	0	0
<b>6E - Contractual Svcs Total</b>	<b>126,756</b>	<b>194,163</b>	<b>100,000</b>	<b>100,000</b>
<b>PURCHASE OF SERVICES - Total</b>	<b>126,756</b>	<b>194,163</b>	<b>100,000</b>	<b>100,000</b>

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

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

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>7901 - Purchase of Services</b>			
<b>100 - General</b>			
6E - Contractual Svcs	139,389	100,000	100,000
<b>180 - Community Development</b>			
6E - Contractual Svcs	54,774	—	—
<b>7901 - Purchase of Services Total</b>	<b>194,163</b>	<b>100,000</b>	<b>100,000</b>
<b>PURCHASE OF SERVICES TOTAL</b>	<b>194,163</b>	<b>100,000</b>	<b>100,000</b>

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# **Planning Services**

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## **PLANNING SERVICES DEPARTMENT SUMMARY**

<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	707,500	801,301	857,140	7.0 %
Supplies and Services	90,459	249,835	136,227	(45.5)%
Machinery and Equipment	36,647	5,981	1,000	(83.3)%
Total	834,606	1,057,117	994,367	(5.9)%
<u>Resources</u>				
Administrative Overhead Recharges	359,643	407,094	514,971	26.5 %
CDBG Charges	—	—	8,710	— %
Operating Revenue	88,664	55,299	66,777	20.8 %
Total	448,307	462,393	590,458	27.7 %
Property Tax Support	386,299	594,724	403,909	(190,815)
Percent Increase (Decrease)				
Percent Self Supporting	53.7 %	43.7 %	59.4 %	
<b>Personnel - Authorized FTE</b>	<b>8.38</b>	<b>8.38</b>	<b>8.38</b>	

### Improvement Package Summary

#### **1 of 8**

This improvement request is for sending two Assistant Planners or the Assistant Planner and the Planning Technician to the Iowa American Planning Association (APA) Conference. Currently, the Planning Services Manager and Associate Planner are budgeted to attend the Iowa APA Conference. This will allow a rotation of an additional Planning staff member to attend. The Planning Services Department has three Assistant Planners and one Planning Technician.

By allowing additional staff members, it helps nurture collaborative team-building, allows additional learning and professional growth by the opportunity to develop new skills, catch up on the latest trends, spark inspiration, rekindle passion, hear from experts, and more. Overall, this enables greater department knowledge absorption by allowing additional staff members to take a "divide and conquer" approach to the programs, share notes, and explore resources that might be otherwise missed, and allows an opportunity to mix less experienced and tenured staff together to provide a unique opportunity for mentoring among the department. This request supports the City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 2,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 1,128	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 872</u>			
Property Tax Impact:	\$ 0.0003	—%		

Activity: Development Services

## 2 of 8

This improvement request is to allow the Planning Services Manager to attend the Housing Iowa Conference (HIC). The HIC is a celebration of the housing industry's leading role in thriving Iowa communities and robust economy. It provides national trainings, hands-on workshops, diverse sessions focusing on timely topics and opportunities to network with industry peers. The Planning Services Department implements the Imagine Dubuque Comprehensive Plan, regulates land use, enforces the Unified Development Code, facilitates the development review process all which has a direct impact on housing in the community. This request supports the following City Council goals: Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery; Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity; Vibrant Community: Healthy and Safe; Livable Neighborhoods and Housing: Great Place to Live; In addition, it supports the City Council High Priorities of Housing Incentive Policy: Review and Direction and Poverty Prevention and Reduction Plan Implementation.

Related Cost:	\$ 1,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 564	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 436</u>			
Property Tax Impact:	\$0.0002	—%		
Activity:	Administration			

## 3 of 8

This improvement request is for a Planning Staff Member to attend the Iowa Bicycle Summit. The Planning Services Department works with the Engineering and Leisure Services Departments on bike/hike trails in Dubuque. This bike conference will provide Planning Staff the opportunity to learn about biking in Iowa and to gather ideas that could be implemented in Dubuque. This request supports the City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 319	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 180	Administrative Overhead		
Net Cost:	<u>139</u>			
Property Tax Impact:	\$0.0001	—%		
Activity:	Development Services			

## 4 of 8

This improvement request is for a subscription to the Telegraph Herald. The newspaper frequently publishes articles about projects that the Planning Services Department is directly involved. The Planning Services Department fields calls and email from the public with regards to stories printed in the paper. In addition, the Planning Services Department has several Board and Commissions that regularly publishes notices in the Telegraph Herald. The paper also provides stories on projects that are associated with Imagine Dubuque Implementation. This request supports the City Council goals of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery and Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable.

Related Cost:	\$ 340	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	<u>\$ 192</u>	Administrative Overhead	Recurring	
Net Cost:	<u><u>148</u></u>			
Property Tax Impact:	\$0.0001	—%		

Activity: Development Services

### **5 of 8**

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

Related Cost:	\$ 330	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	<u>\$ 186</u>	Administrative Overhead	Non-Recurring	
Net Cost:	<u><u>\$ 144</u></u>			
Property Tax Impact:	\$0.0001	—%		

Activity: Development Services

### **6 of 8**

This improvement request is for sending the Planning Technician to Leadership Dubuque. The Planning Services Department is a public-facing department that works with residents, property owners, business owners, partners and many others. By participating in Leadership Dubuque, the Planning Technician will: learn more about our community resources, government, businesses, and educational opportunities along with the impact of economic development on the community; enhance leadership skills; exchange ideas and experiences, both formally and informally; meet and build relationships with other leaders from many different segments of our society; develop new business contacts within and through the group.

Leadership Dubuque promotes civic responsibility by encouraging community involvement and is designed to develop and connect existing and emerging professional leaders with the goal of enhancing positive growth within our business community. This request supports the City Council goals of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery and Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable.

Related Cost:	\$ 1,495	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 843	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 652</u>			
Property Tax Impact:	\$0.0003	—%		

Activity: Planning/Historic  
Preservation

### **7 of 8**

This improvement request is for a membership to the Chamber of Commerce's Young Professionals Dubuque (YPD) organization. The Planning Services Department is a public-facing department that works with residents, property owners, business owners, partners, developers and many others. A membership provides an opportunity for a young planning professional staff member to develop leadership skills while participating in the largest networking organization in the Tri-State area with a focus on developing young professionals. It offers a place for a young planning professional to learn more about themselves as they grow in their career and connects them with other professionals as they learn the role they play in the community and the future of our workforce. This request supports the City Council goals of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery and Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable.

Related Cost:	\$ 60	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 34	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 26</u>			
Property Tax Impact:	\$ —	—%		

Activity: Planning/Historic  
Preservation

### **8 of 8**

This improvement request is for sending the Planning Technician to Dale Carnegie Training. Allowing the Planning Technician to participate in Dale Carnegie Training will: help develop and build on confidence and personal leadership competence; strengthen skills in relating to others and build inclusivity; enhance skills to communicate logically, clearly, and concisely; energize and engage listeners, learn to listen with empathy; develop leadership skills to be more flexible and innovative; inspire others and motivate others to action; empower them to control attitudes and reduce stress, so they can be at their optimum best. This request supports the City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 1,995	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 1,126	Administrative Overhead	Non-Recurring	
Net Cost:	\$ 869			
Property Tax Impact:	\$0.0003	—%		

Activity: Development Services

## **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. Five-Year Retiree Sick leave payout is unchanged from \$21,749 in FY 2023 to \$21,749 in FY 2024.
5. 50% Sick leave payout unchanged from \$0 in FY 2023 to \$0 in FY 2024 based on retirements. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.

### **Supplies & Services**

6. Technology Services decreased from \$36,158 in FY 2023 to \$17,419 in FY 2024. The FY 2023 budget included one-time expenses of a payment correction for Accela permitting software due to a billing error as well as the expected cost of a new Enterprise Resource Planning System.
7. Pay to Other Agency increased from \$34,010 in FY 2023 to \$35,204 in FY 2024 for East Central Intergovernmental Association (ECIA) annual dues plus 3.5%.
8. Meetings & Conferences increased from \$11,735 in FY 2023 to \$14,386 in FY 2024. The decrease is largely contributed to not budgeting for the biennial NAPC National Alliance of Preservation Commission held every other year. Other conferences budgeted include both the National and the Iowa American Planning Association Conferences, Iowa Floodplain & Stormwater Management Association Conference, Growing Sustainable Communities Conference, Iowa Women's Leadership Conference, and the Preservation Iowa Summit.
9. General Liability Insurance decreased from \$5,647 in FY 2023 to \$5,373 in FY 2024 based on FY 2022 actual plus 13.5%.
10. Record Fees decreased from \$5,000 in FY 2023 to \$3,583 in FY 2024 based on FY 2022 Actual and additional pre-annexation filings. Beginning January 1, 2016, the court requires the \$85 filing fee for municipal infractions to be paid up front by the City. The Court then enters judgment, and if a defendant is found guilty, the defendant will pay a fine plus \$85 in court costs and the Court will distribute the fine portion and reimburse the City for the filing fee that was paid up front by the City. If a defendant is found not guilty, the City will pay for the court costs using the \$85 filing fee paid upfront instead of deducting the \$85 from the City's judgments, which was the process done by the Court previous to January 1, 2016. Departments that file municipal infractions must budget the upfront filing fee and a portion of the amount is reimbursed to the department going forward. The offsetting revenue is budgeted in Iowa District Court Fines and is

\$695 in FY 2024. Due to time delay of reimbursements, the revenue received is less than the expense.

11. Advertising decreased from \$23,520 in FY 2023 to \$13,561 in FY 2024. The decrease is largely due to a one-time marketing improvement package approved in FY 2023 for Imagine Dubuque.
12. Education Reimbursement decreased from \$7,660 in FY 2023 to \$6,740 in FY 2024. Training includes various GIS Workshops for Development Services staff. The reduction from FY 2023 to FY 2024 is from one-time expenditures for Dale Carnegie and Iowa State University Planning & Zoning Trainings.
13. IT Recharges increased from \$10,320 in FY 2023 to \$11,531 in FY 2024. Departments receive recharges for maintenance agreement costs on City-wide software based on the number of users in their department.

## **Machinery and Equipment**

14. The total equipment requested is as follows (\$1,000):

<b>Planning Machinery and Equipment</b>		
<b><u>Development Services</u></b>		
Projector	\$	500
<b><u>City Planning/Historic Preservation</u></b>		
Projector	\$	500
<b>Total Equipment</b>		<b><u>\$ 1,000</u></b>

## **Revenue**

15. Zoning Administrative Fees increased from \$29,434 in FY 2023 to \$36,571 in FY 2024 based on FY 2022 actual. Revenue is based on the number of applications received from development projects in the community.
16. Sub Plat Review Fees increased from \$3,278 in FY 2023 to \$6,644 in FY 2024 based on FY 2022 actual of \$6,644. FY 2022 saw a high number of major subdivisions.
17. Billboard Inspection Fees decreased from \$9,856 in FY 2023 to \$9,236 in FY 2024 based on the actual number of signs inspected.
18. Revenue received from Enterprise Funds for administrative overhead charges increased from \$407,094 in FY 2023 to \$514,971 in FY 2024.

# PLANNING SERVICES



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



# PLANNING SERVICES

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

### PEOPLE

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

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

### PLANNING

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

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



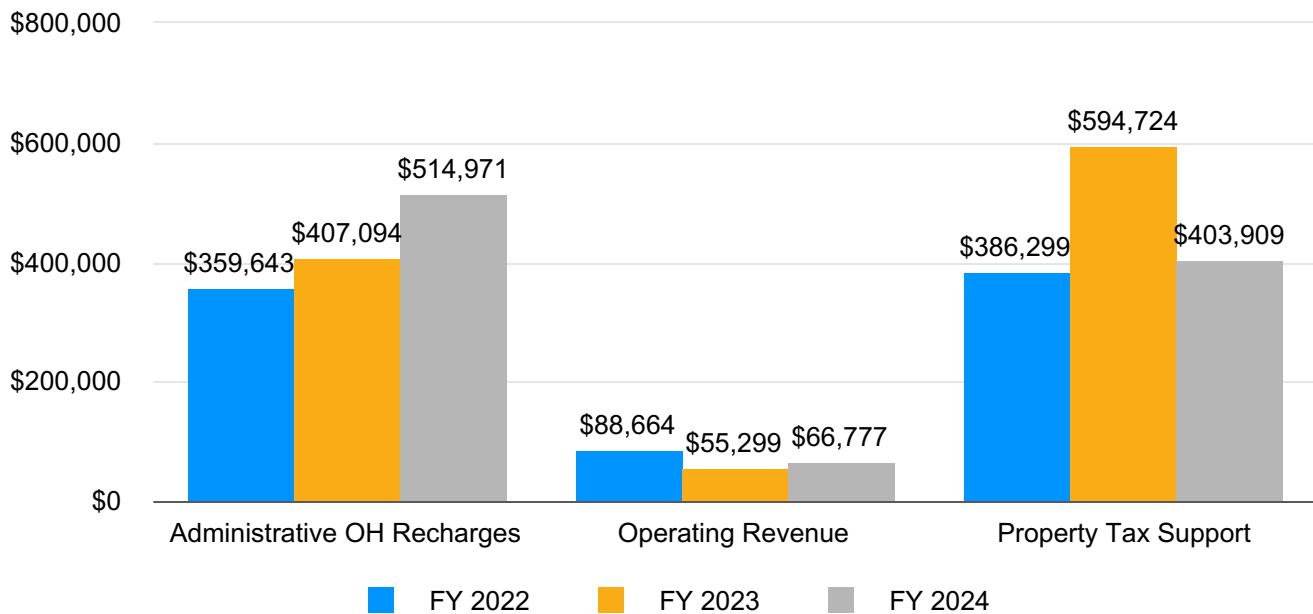
### PARTNERSHIPS

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

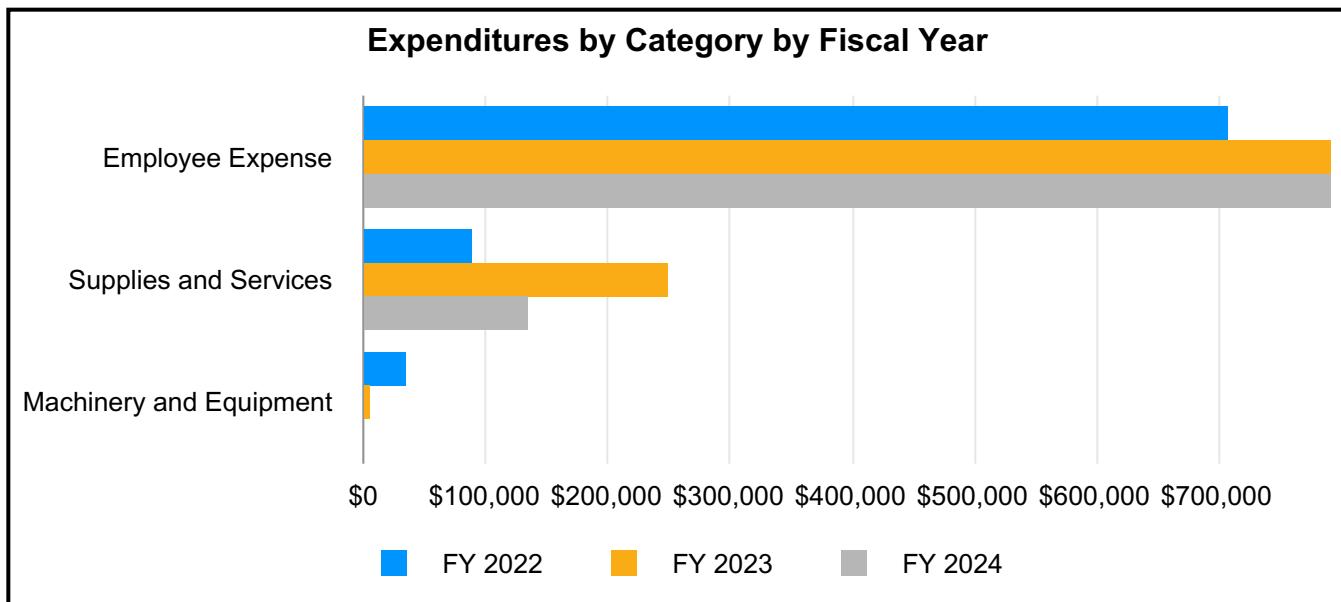
# PLANNING SERVICES

	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	8.38	8.38	8.38

## Resources and Property Tax Support



The Planning Services Department is supported by 8.38 full-time equivalent employees, which accounts for 86.20% of the department expense as seen below. Overall, the department's expenses are expected to decrease by (5.94)% in FY 2024 compared to FY 2023.



# PLANNING SERVICES

## Development Services

### Mission & Services

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

Development Service Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$476,081	\$592,762	\$514,423
Resources	\$71,564	\$54,291	\$65,277
Development Service Position Summary			
			FY 2024
Associate Planner	1.00		
Assistant Planner	2.00		
Zoning Enforcement Officer	1.00		
Secretary	0.40		
<b>Total Full-Time Equivalent Employees</b>	<b>4.40</b>		

### Performance Measures

#### City Council Goal: Robust Local Economy

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	Performance Indicator
<b>1 Activity Objective: Provide effective customer service, knowledge of development regulations, and department efficiency to encourage voluntary compliance and effectively serve the community.</b>					
# of square feet of approved development (combined commercial, industrial, and institutional)	200,000	544,158	431,594	400,000	
% average score (out of 100) awarded by customers via ongoing Planning Department customer service survey.	100%	98.3%	100%	97.5%	
# of inspections conducted to bring properties into compliance	1,300	1,312	1,444	1,300	

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

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

# PLANNING SERVICES

## City Planning

### Mission & Services

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

City Planning Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$358,525	\$464,355	\$471,234
Resources	\$376,743	\$408,102	\$516,471

City Planning Position Summary	
	FY 2024
Planning Services Manager	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
<b>Total Full-Time Equivalent Employees</b>	<b>3.98</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	Performance Indicator
<b>1 Activity Objective: Implementation of the Imagine Dubuque 2037 Plan underway.</b>					
% Imagine Dubuque recommendations UNDERWAY, COMPLETED/ONGOING	100%	64%	73%	75%	

# PLANNING SERVICES

## Historic Preservation

### Mission & Services

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

Historic Preservation Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested
Expenditures	\$358,525	\$464,355	\$471,234
Resources	\$376,743	\$408,102	\$516,471

Historic Preservation Position Summary	
	FY 2024
Planning Services Manager	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
<b>Total Full-Time Equivalent Employees</b>	<b>3.98</b>

### Performance Measures

#### City Council Goal: Vibrant Community

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

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	Performance Indicator
# Avg. days Historic Preservation review and approval time from application deadline	17.5	17	17.8	17.5	
\$ investment in historic and downtown neighborhoods	\$3.0 million	\$3.5 million	\$5.8 million	\$4.0 million	

## Recommended Operating Revenue Budget - Department Total

### 62 - PLANNING 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>				
41830 - Design Review Fee	(1,008)	(2,100)	(1,008)	(1,500)
41833 - Billboard Inspect	(9,018)	(9,236)	(9,856)	(9,236)
41834 - Temporary Use Fee	(2,072)	(3,096)	(2,072)	(3,096)
41835 - Sub Plat Review Fee	(8,145)	(6,644)	(3,278)	(6,644)
41840 - Zoning Admin Fees	(29,578)	(36,571)	(29,434)	(36,571)
45000 - Charges/Fees for Service	(280)	(302)	(280)	(302)
45440 - Events	0	0	0	0
45500 - Miscellaneous Chg for Svcs	0	0	0	0
47100 - Reimbursements	(39)	(23)	0	(23)
47150 - Refunds	0	0	0	0
47700 - District Court Fines	(661)	(695)	(661)	(695)
47820 - Specialized Services	(8,710)	(8,710)	(8,710)	(8,710)
<b>4A - Charges for Services Total</b>	<b>(59,511)</b>	<b>(67,377)</b>	<b>(55,299)</b>	<b>(66,777)</b>
<b>4B - Grants/Contrib</b>				
44000 - Federal Grants	(24,518)	0	0	0
44400 - State Grants	0	(15,000)	0	0
47050 - Contrib - Private Sources	0	0	0	0
<b>4B - Grants/Contrib Total</b>	<b>(24,518)</b>	<b>(15,000)</b>	<b>0</b>	<b>0</b>
<b>4M - Gain on Disposal</b>				
48100 - Sale of Personal Property	0	(6,287)	0	0
<b>4M - Gain on Disposal Total</b>	<b>0</b>	<b>(6,287)</b>	<b>0</b>	<b>0</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(26,622)	(22,836)	(25,847)	(102,674)
49610 - Transfer In Sanitary Op	(159,338)	(142,716)	(161,545)	(151,876)
49620 - Transfer in Storm Op	(47,334)	(42,814)	(48,464)	(86,637)
49650 - Transfer in Parking Op	(20,712)	(18,551)	(21,001)	(21,908)
49670 - Transfer in Refuse Op	(147,637)	(132,726)	(150,237)	(151,876)
<b>4N - Transfers Total</b>	<b>(401,643)</b>	<b>(359,643)</b>	<b>(407,094)</b>	<b>(514,971)</b>
<b>PLANNING SERVICES - Total</b>	<b>(485,672)</b>	<b>(448,307)</b>	<b>(462,393)</b>	<b>(581,748)</b>

## Recommended Operating Expenditure Budget - Department Total

### 62 - PLANNING 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	436,109	481,913	560,401	609,093
60300 - Hourly Wages - Temp/Seasonal	0	4,410	10,926	11,428
60400 - Overtime	0	5	0	0
60620 - Special Pay - Holiday	0	0	0	0
60630 - Special Pay Sick Lv Payout Ret	15,106	20,485	21,749	21,749
60635 - Special Pay Sick Lv Payout 50%	1,187	335	0	0
60640 - Special Pay - Vacation Payout	0	3,553	0	0
60710 - Special Pay - Parental Leave	0	8,493	0	0
60720 - Spec Pay - Meals No Overnight	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>452,402</b>	<b>519,194</b>	<b>593,076</b>	<b>642,270</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	32,072	36,357	45,461	47,469
61300 - IPERS - City Contribution	41,169	46,348	53,934	58,578
61510 - Health Insurance	98,368	104,256	107,384	107,384
61540 - Life Insurance	400	353	366	366
61600 - Workers' Compensation	1,392	992	1,080	1,073
61992 - Physicals	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>173,401</b>	<b>188,306</b>	<b>208,225</b>	<b>214,870</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
<b>62100 - Association Dues</b>	40	290	1,635	1,844
62200 - Subscriptions	108	104	916	1,256
62325 - Mileage	211	615	773	842
62400 - Meetings & Conferences	100	2,338	11,735	14,386
62500 - Education Reimbursement	0	3,285	7,660	6,740
<b>6C - Staff Development Total</b>	<b>459</b>	<b>6,631</b>	<b>22,719</b>	<b>25,068</b>
<b>6D - Repari/Maint/Util</b>				
<b>100 - General</b>				
63312 - Vehicle Ops - Gasoline	345	650	579	1,920
63320 - Vehicle Repair - Internal	938	791	957	806
63400 - Equipment Maint/Repair	0	342	0	349
63730 - Telecommunications	1,751	1,307	1,752	1,395
63730 - Telecommunications	1,751	1,307	1,752	1,395
<b>6D - Repari/Maint/Util Total</b>	<b>3,035</b>	<b>3,089</b>	<b>3,288</b>	<b>4,470</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64004 - Internal Service Charge	0	0	0	0
64020 - Advertising	7,080	2,605	23,520	13,561
64030 - Outsourced Labor	0	0	0	0
64050 - Recording Fees	3,522	3,583	5,000	3,583
64062 - Refunds	890	294	0	0
64080 - Insurance - Property	0	1,102	1,206	1,357
64081 - Insurance - Liability	4,042	4,735	5,647	5,373

## Recommended Operating Expenditure Budget - Department Total

### 62 - PLANNING SERVICES

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64110 - Legal	0	2,126	0	0
64115 - Special Events	0	0	0	500
64130 - Payments to Other Agencies	31,700	31,700	34,010	35,204
64140 - Printing	23	97	635	635
64145 - Copying	1,231	1,747	1,231	1,858
64160 - Rental - Land/Bldgs/Parking	2,941	2,436	3,024	2,520
64190 - Technology Services	15,243	15,876	36,158	17,419
64191 - IT Recharges	0	0	0	11,531
64900 - Other Professional Service	57,904	499	100,500	500
64980 - Technology Equip Maint Cont	10,404	10,404	10,320	0
<b>180 - Community Development</b>				
64005 - Services Other Depts	0	0	0	8,710
<b>6E - Contractual Svcs Total</b>	<b>134,979</b>	<b>77,203</b>	<b>221,251</b>	<b>102,751</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	114	630	2,600	1,000
65060 - Office Supplies	1,039	1,965	1,382	1,965
65080 - Postage/Shipping	1,172	1,468	1,195	1,541
65925 - Uniform Purchase	0	102	0	432
65935 - Employee Recognition	0	0	0	0
65990 - Other Supplies	0	0	0	0
<b>180 - Community Development</b>				
65080 - Postage/Shipping	0	0	0	0
<b>6F - Commodities Total</b>	<b>2,325</b>	<b>4,164</b>	<b>5,177</b>	<b>4,938</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67100 - Vehicles	0	32,941	0	0
67210 - Furniture/Fixtures	0	3,076	3,381	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>36,017</b>	<b>3,381</b>	<b>0</b>
<b>PLANNING SERVICES - Total</b>	<b>766,601</b>	<b>834,606</b>	<b>1,057,117</b>	<b>994,367</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 62 - PLANNING SERVICES

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>6201 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	23,246	26,081	28,771
6B - Employee Benefits	7,167	7,873	8,333
6C - Staff Development	30	4,113	5,868
6D - Repari/Maint/Util	452	636	497
6E - Contractual Svcs	5,318	3,460	3,621
6F - Commodities	149	110	149
6G - Capital Outlay	322	—	—
<b>180 - Community Development</b>			
6E - Contractual Svcs	—	—	8,710
<b>6201 - Administration Total</b>	<b>36,684</b>	<b>42,273</b>	<b>55,949</b>
<b>6202 - Development Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	292,973	306,392	335,618
6B - Employee Benefits	104,682	110,937	114,736
6C - Staff Development	3,314	9,045	8,860
6D - Repari/Maint/Util	2,396	2,326	3,731
6E - Contractual Svcs	34,356	156,663	47,575
6F - Commodities	3,633	4,018	3,903
<b>6G - Capital Outlay</b>	<b>34,727</b>	<b>3,381</b>	<b>—</b>
<b>6202 - Development Services Total</b>	<b>476,081</b>	<b>592,762</b>	<b>514,423</b>
<b>6203 - Planning/Historic Preservation</b>			
<b>100 - General</b>			
6A - Salaries & Wages	202,975	260,603	277,881
6B - Employee Benefits	76,458	89,415	91,801
6C - Staff Development	3,287	9,561	10,340
6D - Repari/Maint/Util	242	326	242
6E - Contractual Svcs	37,530	61,128	42,845
6F - Commodities	382	1,049	886
6G - Capital Outlay	968	—	—
<b>180 - Community Development</b>			
6F - Commodities	—	—	—
<b>6203 - Planning/Historic Preservation Total</b>	<b>321,841</b>	<b>422,082</b>	<b>423,995</b>
<b>6299 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	—	—	—
<b>6299 - Pcard Clearing Total</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>PLANNING SERVICES TOTAL</b>	<b>834,606</b>	<b>1,057,117</b>	<b>994,367</b>

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

**62 PLANNING SERVICES DEPT.**

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	5875	GE-40	MANAGER	1.00	\$ 95,767	1.00	\$ 104,326	1.00	\$ 115,085
100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 70,635	1.00	\$ 74,801	1.00	\$ 82,490
100	5275	GE-33	ASSISTANT PLANNER	3.00	\$ 209,677	3.00	\$ 213,000	3.00	\$ 230,617
100	5230	GE-31	OFFICER	1.00	\$ 55,949	1.00	\$ 62,469	1.00	\$ 68,908
100	5225	GE-30	PLANNING TECHNICIAN	1.00	\$ 52,451	1.00	\$ 53,927	1.00	\$ 57,347
100	225	GE-25	SECRETARY	1.00	\$ 50,255	1.00	\$ 51,878	1.00	\$ 54,646
<b>TOTAL FULL TIME EMPLOYEES</b>				8.00	\$ 534,734	8.00	\$ 560,401	8.00	\$ 609,093
<b>61030 Seasonal Employee Expense</b>									
100	5250	NA-38	PLANNING INTERN	0.38	\$ 8,353	0.38	\$ 10,926	0.38	\$ 11,428
<b>TOTAL SEASONAL EMPLOYEES</b>				0.38	\$ 8,353	0.38	\$ 10,926	0.38	\$ 11,428
<b>TOTAL PLANNING SERVICES DEPT</b>				<b>8.38</b>	<b>\$ 543,087</b>	<b>8.38</b>	<b>\$ 571,327</b>	<b>8.38</b>	<b>\$ 620,521</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>Planning Administration-FT General Fund</b>											
10062100	61010	100	5875	GE-40	PLANNING SERVICES MANAGER	0.25	\$ 23,941	0.25	\$ 26,081	0.25	\$ 28,771
					<b>Total</b>	0.25	\$ 23,941	0.25	\$ 26,081	0.25	\$ 28,771
<b>Development Services-FT General Fund</b>											
10062400	61010	100	225	GE-25	SECRETARY	0.40	\$ 20,102	0.40	\$ 20,751	0.40	\$ 21,858
10062400	61010	100	5230	GE-27	CODE INSPECTOR	1.00	\$ 55,949	—	\$ —	—	—
					ZONING ENFORCEMENT OFFICER	—	\$ —	1.00	\$ 62,469	1.00	\$ 68,908
10062400	61010	100		GE-31	ASSISTANT PLANNER	2.00	\$ 137,602	2.00	\$ 134,136	2.00	\$ 148,127
10062400	61010	100	5275	GE-33	ASSOCIATE PLANNER	1.00	\$ 70,635	1.00	\$ 74,801	1.00	\$ 82,490
					<b>Total</b>	4.40	\$ 284,288	4.40	\$ 292,157	4.40	\$ 321,383
<b>City Planning/Historic Pres.-FT General Fund</b>											
10062700	61010	100	225	GE-25	SECRETARY	0.60	\$ 30,153	0.60	\$ 31,127	0.60	\$ 32,788
10062700	61010	100	5875	GE-40	PLANNING SERVICES MANAGER	0.75	\$ 71,826	0.75	\$ 78,245	0.75	\$ 86,314
10062700	61010	100	5275	GE-33	ASSISTANT PLANNER	1.00	\$ 72,075	1.00	\$ 78,864	1.00	\$ 82,490
10062700	61010	100	5225	GE-30	PLANNING TECHNICIAN	1.00	\$ 52,451	1.00	\$ 53,927	1.00	\$ 57,347
					<b>Total</b>	3.35	\$ 226,505	3.35	\$ 242,163	3.35	\$ 258,939
<b>City Planning/Historic Pres.-Seasonal General Fund</b>											
10062700	61030	260	5250	NA-38	PLANNING INTERN	0.38	\$ 8,353	0.38	\$ 10,926	0.38	\$ 11,428
					<b>Total</b>	0.38	\$ 8,353	0.38	\$ 10,926	0.38	\$ 11,428
<b>TOTAL PLANNING SERVICES DEPT.</b>						<b>8.38</b>	<b>\$ 543,087</b>	<b>8.38</b>	<b>\$ 571,327</b>	<b>8.38</b>	<b>\$ 620,521</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL	PAGE
<b>PLANNING SERVICES</b>								
<b>Community and Economic Development</b>								
	Historic Preservation Technical Assistance Program	\$	—	\$ 30,000	\$	—	\$ 30,000	\$ 60,000 297
	<b>TOTAL</b>	<b>\$</b>	<b>—</b>	<b>\$ 30,000</b>	<b>\$</b>	<b>—</b>	<b>\$ 30,000</b>	<b>\$ 60,000</b>

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# **Economic Development**

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## ECONOMIC DEVELOPMENT 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	380,869	413,913	442,581	6.9%
Supplies and Services	2,338,312	2,562,656	2,843,925	11.0%
TIF Rebate Payments	2,678,233	3,308,045	2,880,121	-12.9%
Equipment	3,574	2,800	4,315	54.1%
Subtotal	5,400,988	6,287,414	6,170,942	-1.9%
Debt Service	2,768,899	2,937,052	2,992,153	1.9%
Total	8,169,887	9,224,466	9,163,095	-0.7%
<u>Resources</u>				
TIF Charges	5,447,132	6,245,097	5,872,274	-6.0%
TIF Land Sales/Reimbursements	299,408	364,121	286,275	-21.4%
Hotel/Motel Tax (50%)	1,168,300	1,215,511	1,446,631	19.0%
Federal Grant	22,500	—	—	0.0%
Farmland Rent	51,186	58,786	51,186	-12.9%
Miscellaneous Revenue	27,938	32,754	26,607	-18.8%
Total	7,016,464	7,916,269	7,682,973	-2.9%
Property Tax Support	1,153,423	1,308,197	1,480,122	171,925
Percent Increase (Decrease)				13.1%
<b>Personnel - Authorized FTE</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	

### Improvement Package Summary

#### **1 of 9**

This improvement package request supports the addition of a requirement to administer the Cultural & Entertainment District (CED) program to the current contracted service agreement with Dubuque Main Street (DMS). Administration of the CED supports the City Council goal of Partnership for a Better Dubuque: Building a Community that is Viable, Livable, and Equitable. DMS currently applies for an Arts Operating Grant to support its CED administration, but this grant is meant for nonprofit organizations who have a primary mission to provide the general public with programs or activities in areas directly concerned with arts, arts education, or cultural heritage. The request is \$8,500. A 5% increase to the current contracted service agreement is recommended.

Related Cost:	\$ 4,581	Tax Funds	Recurring	<b>Recommend - Yes</b>
Total Cost:	<u><u>\$ 4,581</u></u>			
Property Tax Impact:	\$ 0.0018	0.02%		
Activity: Administration				

**2 of 9**

This improvement request is for an additional \$100,000 to sponsor 20 Dream Center students for an entire year of programming. The Dream Center program provides students with year-round holistic services that include continued School Day Curriculum, Healthy Meals, Skill/Character Development, and more. Academic success is largely built on skills and concepts students learn in grades K-3. High-quality assessments can pinpoint student trouble spots before they become problems with a long-lasting impact. The City of Dubuque's support would allow focus on continuing to impact children of low-income and working families. Becoming a licensed childcare facility means access to affordable childcare for working families. The program would be established to assist low-income families that do not meet the Department of Human Services requirements for financial childcare assistance but cannot afford the annual program fees. The City recently funded a \$276,000 funding gap for capital improvements and a \$15,000 planning grant for those improvements. The City currently funds a \$60,000 contracted service agreement. Recommendation is an additional \$3,000.

Related Cost:	\$ 3,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Total Cost:	<u>\$ 3,000</u>			
Property Tax Impact:	\$ 0.0012	0.01%		
Activity: Administration				

**3 of 9**

This improvement request is to provide \$100,000 in additional funding to the Fountain of Youth. The funding will be a continuation of the Partners in Change and Real Talk programming. This funding will assist with providing services to the low income populations of Dubuque and the surrounding communities. The City currently funds a \$60,000 contracted service agreement. Recommendation is an additional \$3,000.

Related Cost:	\$ 3,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Total Cost:	<u>\$ 3,000</u>			
Property Tax Impact:	\$ 0.0012	0.01%		
Activity: Administration				

**4 of 9**

This improvement request is to provide \$50,000 in funding to the St. Mark's Youth Enrichment Program. Funds would support St. Mark's after school programs offered during the 2023-2024 academic year in Dubuque for students attending Audubon, Lincoln, and Marshall Elementary. These programs fill a gap for working families and students that are struggling with academic and social emotional skills. St. Mark currently has 28 students on our waitlist for these programs. City of Dubuque funding will support St. Mark is at a critical time to increase our capacity to reduce the number of students on our waitlist.

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

## 5 of 9

This improvement package request is to secure up to 15 licenses with BaseCamp, an online project management tool. BaseCamp, as recommended by IS, is currently being tested by staff and Commissioners to facilitate efficient public / private collaboration, providing the ability to assigning and managing tasks and progress related to the Commission's 2022-26 Strategic Plan and the Arts & Culture Master Plan. The 15 licenses will be assigned to 2 staff members, 7 Commissioners, and up to 6 additional individuals leading projects and activities within Working Groups of the Arts & Culture Master Plan. Licenses are billed monthly at the non-profit rate of \$9 per user. The use of BaseCamp by the Office of Arts & Cultural Affairs is a scalable model that has the potential to be used by other departments to facilitate more effective public / private workflows on other City plans. This request supports City Council goals of 1) Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, 2) Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable, 3) Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery, and supports continued implementation of specific strategies within the Arts & Culture Master Plan.

Related Cost:	<u>\$ 1,620</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0006	0.01%		
Activity:	Arts and Cultural Affairs			

## 6 of 9

This improvement package request is to build upon the FY 2023 NEA-funded part-time (.50 FTE), limited-term grants administration assistant to add a full-time (1.00 FTE) support position at GE-32, per Human Resources. This position will administer all aspects of ongoing Arts & Culture grant programs plus support the writing and management of external grants. The request includes technology to facilitate their work. As the cross-departmental collaborations and community engagement work continues to grow for the current Arts & Cultural Affairs Manager, continuing and expanding the current part-time position will ensure efficient and effective implementation and improved reporting of the City's arts and culture grant programs. This position will also assist with Tyler processes related to grant processing, alleviating increased workload of our department's half-time Clerk, as well as assisting in securing outside grants for arts and culture and communications related to the City's arts and culture activities. The NEA-funded part time, limited term .50 FTE position will be ending, but if the position was maintained for FY 2024, the recurring personnel cost would be \$35,108 and the non-recurring technology cost would be \$3,150. This request supports City Council goals of 1) Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, 2) Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery, and supports continued implementation of the Arts & Culture Master Plan.

Related Cost:	<u>\$ 85,353</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	<u>\$ 3,150</u>	Tax Funds	Non-Recurring	
Total Cost:	<u><u>\$ 88,503</u></u>			
Property Tax Impact:	\$ 0.0348	0.35%		
Activity:	Arts and Cultural Affairs			

## **7 of 9**

This improvement package request is to provide funds to continue the Creatives Café networking events currently held quarterly by the DEIA Working Group of the Arts & Culture Master Plan in partnership with City staff. The Creatives Café events are currently paid for by a grant from the Government Alliance on Race & Equity; this funding was exhausted by the end of FY22. Funds will be used to cover space rental, food costs, event supplies such as flipcharts and markers, and event promotion. The Creative Café events are free to attend and held in neutral, non-arts spaces, attracting 25-40 attendees per event with BIPOC creatives typically representing 20-25% in attendance. The goal of these events is to build trusting, authentic relationships within Dubuque creative community to cultivate access and opportunity. This request supports City Council goals of 1) Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, 2) Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable, and supports continued implementation of specific strategies within the Arts & Culture Master Plan.

Related Cost:	\$ 3,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Total Cost:	<u>\$ 3,000</u>			
Property Tax Impact:	\$ 0.0012	0.01%		
Activity: Arts and Cultural Affairs				

## **8 of 9**

This improvement package request is for laptop computer equipment for the confidential account clerk position which is currently remote, to continue and realign with the computer replacement schedule for FY24, and enhance restructuring of city facility space. This request will improve accessibility for residents, thereby creating a more financially responsible, high performing city organization.

Related Cost:	\$ 3,265	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Net Cost:	<u>\$ 3,265</u>			
Property Tax Impact:	\$ 0.0013	0.01%		
Activity: Administration				

## **9 of 9**

This improvement package requests funds to support education and training for Commissioners appointed to the Arts & Cultural Affairs Advisory Commission by covering registration fees for online learning or in-person conferences such as the Iowa Arts Summit. Funds will be applied to registration fees online and opportunities to be supported must be vetted by the Arts & Cultural Affairs Manager. With the rise of virtual webinars as a result of COVID-19, there are many educational opportunities for us to take advantage of that will increase the skills, knowledge, and effectiveness of our Commissioners. We also see this as a recruitment tool to attract diverse applicants, support emerging arts leaders, and retain Commissioners. Funds are not currently available for this purpose within our budget. This request supports City Council goals of 1) Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, 2) Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery, and supports continued implementation of the Arts & Culture Master Plan.

Related Cost:	\$ 2,000	Tax Funds	Recurring	Recommend - No
Total Cost:	<u>\$ 2,000</u>			
Property Tax Impact:	\$ 0.0008	0.01%		
Activity: Arts and Cultural Affairs				

### 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 —%.

#### **Supplies and Services**

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

The grant estimates totaling \$1,299,741 in FY 2024 in the Greater Downtown TIF district are to:

<b>Greater Downtown TIF Rebate Payments</b>			
253 Main St.	\$ 2,601	Last payment	FY 2027
Roshek Building	\$ 280,309	Last payment	FY 2030
Flexsteel	\$ 186,732	Last payment	FY 2024
Rousselot, Inc.	\$ 14,469	Last payment	FY 2025
Hotel Julien	\$ 211,634	Last Payment	FY 2026
Barker Financial	\$ 12,207	Last payment	FY 2027
44 Main	\$ 22,029	Last payment	FY 2027
Franklin Investment	\$ 25,264	Last payment	FY 2028
Caradco (Schmid Innovation Center)	\$ 102,573	Last payment	FY 2028
Bonson Block	\$ 7,223	Last payment	FY 2028
Plastic Center	\$ 7,455	Last payment	FY 2028
Linseed Oil Paintworks	\$ 14,873	Last payment	FY 2030
Novelty Iron Works	\$ 150,825	Last payment	FY 2031
Spahn and Rose	\$ 100,630	Last payment	FY 2027
Metx	\$ 130,845	Last payment	FY 2031
Marquette Hall, LLC	\$ 5,313	Last payment	FY 2031
Three Amigos , LLC	\$ 3,114	Last payment	FY 2031
210 Jones, LLC	\$ 15,995	Last payment	FY 2031

**Greater Downtown TIF Rebate Payments**

Prairie Farms Dairy, Inc.	\$ 5,650	Last payment FY 2031
Total	<u>\$1,299,741</u>	

The grant estimates totaling \$1,459,748 in FY 2024 in the Dubuque Industrial Center West TIF district are to:

**Dubuque Industrial Center TIF Rebate Payments**

Medline	\$ 314,215	Last payment FY 2031
Simmons Pet Food	\$ 397,918	Last payment FY 2030
Duluth Trading	\$ 257,073	Last payment FY 2035
Tri-State Quality Metals	\$ 59,436	Last payment FY 2026
Hormel Foods	\$ 251,780	Last payment FY 2026
Roasting Solutions	\$ 64,577	Last payment FY 2028
Rite Hite	\$ 114,749	Last payment FY 2029
Total	<u>\$1,459,748</u>	

The grant estimates in FY 2024 in the Lake Ridge TIF district are to:

The Rose of Dubuque \$19,360 (last payment in 2024).

The grant estimates totaling \$39,073 in FY 2024 in Tech Park TIF district are to:

**Technology Park TIF Rebate Payments**

Rockfarm Holdings	\$ 39,073	Last payment FY 2027
Total	<u>\$ 39,073</u>	

The grant estimates in FY 2024 in the North Cascade Road Housing TIF district:

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

The grant estimates in FY 2024 in the English Ridge Housing TIF district are to:

\$295,635 will be generated for public improvements and \$181,966 for low and moderate-income projects.

The grant estimates in FY 2024 in the South Pointe Housing TIF district are to:

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

The grant estimates in FY 2024 in the Rustic Point Housing TIF district are to:

Derby Grange LLC \$30,826 (last payment in 2030). In addition, \$10,723 will be generated for public improvements and \$6,600 for low and moderate-income projects.

- Meetings and Conferences decreased from \$56,315 in FY 2023 to \$55,880 in FY 2024. This line item represents the budget for Federal Initiatives (\$24,000), the Diversity Summit Sponsorship (\$5,000), the Diversity Summit registration for leadership team (\$5,000), the Growing Sustainable Communities Conference (\$825), the ICMA (\$2,700), the IMMI (\$700), Dubuque Night (\$160), the Pro Developers of Iowa Conference (\$670), the THINC Iowa Conference

(\$1,200), the Americans for the Arts Conference (\$3,000), the Iowa Women's Leadership Conference (\$410), the Iowa Arts Summit (\$600), the Creative Placemaking Leadership Summit (\$1,800), GARE annual membership meeting (\$5,823), Iowa League of Cities (\$735), and a little extra for any additional meeting or conference opportunities as they arise (\$3,257).

6. Programming is unchanged from \$38,414 in FY 2023 to \$38,414 in FY 2024. This line item represents Art on the River. Art on the River has been a mainstay of the community for over 10 years. It remains one of the only public art endeavors that that city has initiated and is publicly accessible. It provides exhibition opportunities for local and regional artists and has become a popular/competitive exhibition space. It has been a model upon which other cities have built their public art programs and attracts at least 10,000 of visitors to the Mississippi River Walk annually and remains a well-loved recreational space for residents as well. It has also been repeatedly featured in every local publication and on the Travel Dubuque promotional materials.
7. Other Contractual Services increased from \$2,061,484 in FY 2023 to \$2,348,562 in FY 2024 based on FY 2023 budget. 50% of the Hotel/Motel Tax is paid to Travel Dubuque. The following service agreements are budgeted in Economic Development in FY 2024:

Contracted Services Agency	FY 2023	FY 2024	Change	%
Travel Dubuque	\$ 1,170,134	\$ 1,446,631	\$ 276,497	24 %
Dubuque Area Labor Management Council	\$ 35,000	\$ 35,000	\$ —	— %
Dubuque Main Street	\$ 91,630	\$ 96,211	\$ 4,581	5 %
Dubuque Winter Farmers Market	\$ 15,000	\$ 15,000	\$ —	— %
Fountain of Youth	\$ 60,000	\$ 63,000	\$ 3,000	5 %
Dubuque Dream Center	\$ 60,000	\$ 63,000	\$ 3,000	5 %
Greater Dubuque Development Corporation	\$ 456,500	\$ 456,500	\$ —	— %
Prosperity Eastern Iowa	\$ 5,085	\$ 5,085	\$ —	— %
Access Dubuque	\$ 8,135	\$ 8,135	\$ —	— %
Inclusive Dubuque	\$ 75,000	\$ 75,000	\$ —	— %
Project Hope	\$ 85,000	\$ 85,000	\$ —	— %
<b>Total</b>	<b>\$ 2,061,484</b>	<b>\$ 2,348,562</b>	<b>\$ 287,078</b>	<b>12.22 %</b>

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

### **Machinery & Equipment**

8. Equipment replacement items include (\$4,315):

<b>Economic Development Machinery and Equipment</b>	
<b><u>Administration</u></b>	
Smart Phones and Cases (2)	700
<b><u>Arts and Cultural Affairs</u></b>	
Smart Phone and Case (1)	350
<b><u>Recommended Improvement Packages</u></b>	<b>\$ 3,265</b>
<b>Total Equipment</b>	<b>\$ 4,315</b>

## Debt Service

9. The FY 2024 annual debt service includes (\$2,992,153):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 33,985	G.O. 2011B	DICW	S. Siegert	2026	2026
\$ 131,150	G.O. 2017A	DICW	N. Siegert	2029	2025
\$ 201,605	G.O. 2017A	GDTIF	Housing Incentives	2030	2025
\$ 197,050	G.O. 2017A	GDTIF	Millwork Parking	2030	2025
\$ 300,844	IFA loan	GDTIF	Caradco	2030	
\$ 353,023	G.O. 2021A	GDTIF	1-Way to 2-Way (9th & 11th St)	2034	2028
\$ 473,100	G.O. 2021A	GDTIF	Intermodal	2034	2028
\$ 127,765	G.O. 2021A	GDTIF	Bus Storage/Bluff Restrooms	2034	2028
\$ 251,620	G.O. 2021B	DICW	S. Siegert	2031	2028
\$ 49,961	G.O. 2021B	GDTIF	Washington Neighborhood	2031	2028
\$ 32,484	G.O. 2019C	DICW	S. Siegert	2032	2026
\$ 9,735	G.O. 2021A	DICW	Land Acquisition	2034	2028
\$ 99,800	G.O. 2021B	DICW	Land Acquisition	2031	2028
\$ 12,700	G.O. 2021B	GDTIF	DT Loan Pool	2031	2028
\$ 113,200	G.O. 2019A	GDTIF	Colts Building Renovation	2039	2026
\$ 50,000	Lease Buyout	GDTIF	Bowling & Beyond	2032	
G.O. Series					
\$ 10,700	2021A	GDTIF	Jackson Park & Clock Tower	2034	2028
G.O. Series					
\$ 110,800	2021B	GDTIF	DT Parking Ramp & Docks	2031	2028
\$ 13,625	FY23 Planned	GDTIF	Parking Ramp Repairs	2041	
\$ 2,016	FY23 Planned	GDTIF	Smart Parking	2041	
\$ 79,200	2021A	DICW	Chavenelle Road	2034	2028
\$ 41,453	G.O. 2022	GDTIF	Downtown Parking Ramp	2042	2029
\$ 31,668	G.O. 2022	GDTIF	Docks/Prop Acq	2042	2029
\$ 30,157	Planned	GDTIF	Five Flags	2044	
\$ 234,512	G.O. 2022B	DICW	2022B DICW Webber	2042	2029
<b>\$ 2,992,153</b>	<b>Total Economic Development Annual Debt Service</b>				

In addition, Greater Downtown TIF will transfer to the Debt Service fund as reflected in other departmental budgets (\$2,782,225): Port of Dubuque Parking Ramp (\$2,011,000) and the Intermodal Facility (\$489,525). The Port of Dubuque Parking Ramp debt is reimbursed by the Diamond Jo through a minimum assessment agreement and an annual shortfall payment.

## **Revenue**

10. The payment from Dubuque Initiatives for processing of payments has decreased from \$29,094 in FY 2023 to \$25,661 in FY 2024 based on FY 2022 Actual of \$25,661. This line item represents payments made by Dubuque Initiatives for contracted services performed by city staff.
11. Farmland Rent decreased from \$58,786 in FY 2023 to \$51,186 in FY 2024 based on lease agreement terms. This line item represents rent of farmland in Dubuque Industrial Center West that remains acquired but not yet developed.

# ECONOMIC DEVELOPMENT

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



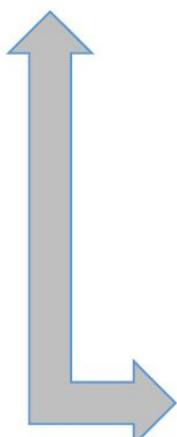
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

### PEOPLE

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

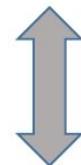
### PLANNING

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



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

Connecting People • Strengthening Community



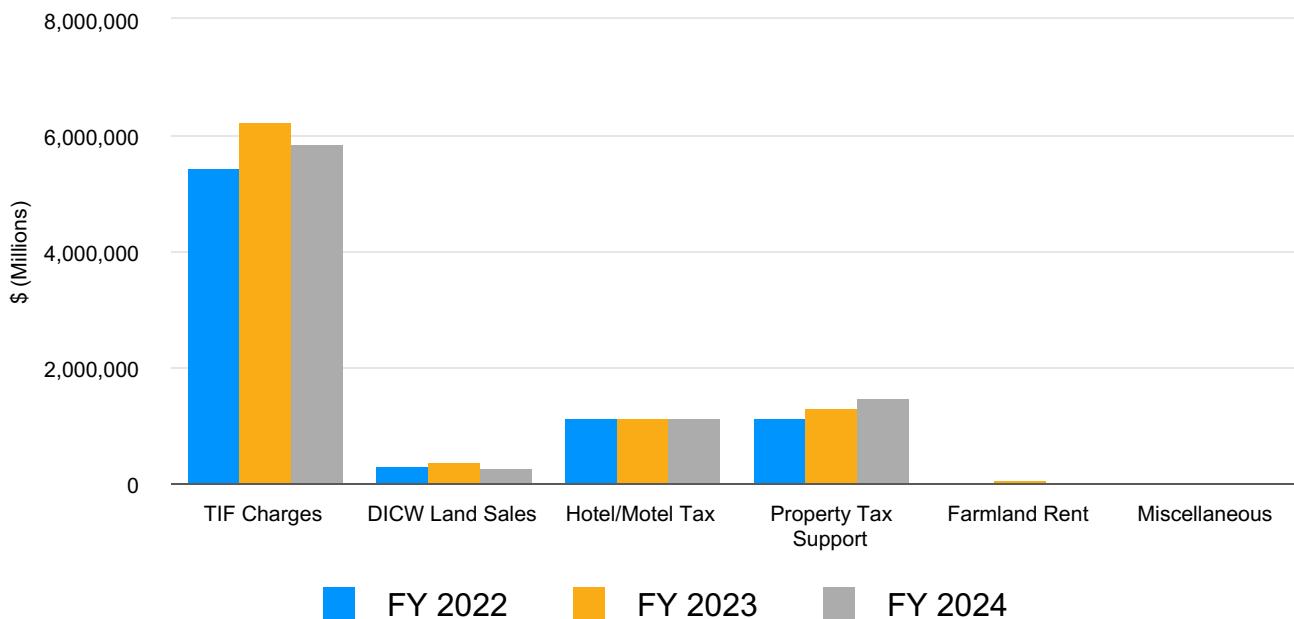
### PARTNERSHIPS

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

# ECONOMIC DEVELOPMENT

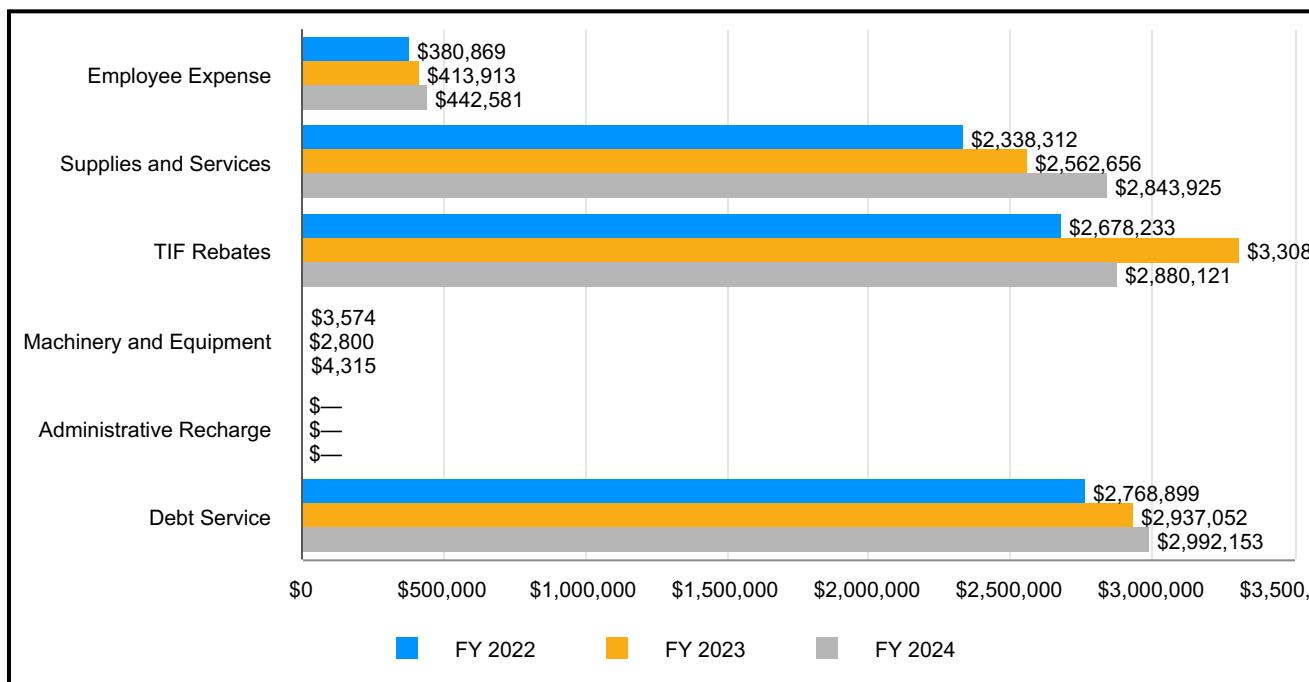
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	3.75	3.75	3.75

## Resources and Property Tax Support



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

## Expenditures by Category by Fiscal Year



# ECONOMIC DEVELOPMENT

## Administration

### Mission & Services

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

Administration Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	7,706,572	8,768,974	8,698,739
Resources	6,993,964	7,912,669	7,682,973
Administration Position Summary			
			FY 2024
Economic Development Director			1.00
Assistant Economic Development Director			1.00
Confidential Account Clerk			0.50
Intern			0.25
<b>Total FT Equivalent Employees</b>			<b>2.75</b>

### Performance Measures

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	Performance Indicator
<b>City Council Goal: Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity</b>					
<b>1 Department Objective: Expand equitable job opportunities</b>					
# New Jobs Committed through Incentives	50	281	26	48	
# of minority-owned businesses registered as Targeted Small Business with State of Iowa	10	6	10	10	
# of Businesses Applying for High Quality Jobs Program	5	1	1	1	
# of Participants graduating from Workforce Development Programming	80	79	118	80	
<b>2 Department Objective: Attract and retain residents by offering attractive and interesting housing options.</b>					
# of Projects Assisted with Rehab Grants	10	7	6	6	
# of Housing units created	50	123	16	53	
<b>3 Department Objective: Increase revenue by expanding the economic tax base, leveraging private investment, and increasing property values.</b>					

Private Sector Investments as a result of City agreements	\$38 M	\$93 M	\$18 M	\$42 M	
Increase in overall property values in TIF districts	\$365 M	\$406 M	\$465 M	\$500 M	

# ECONOMIC DEVELOPMENT

## Arts & Cultural Affairs

### Mission & Services

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

Arts & Cultural Affairs Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$ 463,314	\$ 455,492	\$ 464,356
Resources	\$ 22,500	\$ 3,600	\$ —
Arts and Cultural Affairs Position Summary			
			FY 2024
Arts & Cultural Affairs Manager			1.00
<b>Total FT Equivalent Employees</b>			<b>1.00</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	Performance Indicator
<b>1 Activity Objective: Cultivate equitable access to arts and cultural experiences that prioritize representation and engagement of diverse audiences.</b>					
Level of funding need met, # successful applicants	90%, 30	72.8%, 27	74%, 36	89%, 62	
% of grantee locations or primary service delivery within CDBG target area	>51%	71.4%	72.7%	75%	

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

<b>2 Activity Objective: Expand income-generating opportunities in the arts, culture, and creative sector.</b>				
% of increase from prior year in employment opportunities supported by arts grantees	10%	N/A	N/A	15%
# of unique applicant responses to City-issued call for art, # contracts granted	150, 30	88, 5	56, 11	80, 30

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

1 **Activity Objective: Leverage public resources through the Arts & Culture Special Projects program to increase private and other investment in fostering arts and cultural activities and programs.**

Private, other pledged matching funds	\$35,000	\$76,954	\$201,970	\$166,326	
City arts grantee projects (cash / in-kind)					

## Recommended Operating Revenue Budget - Department Total

### 60 - ECONOMIC DEVELOPMENT

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recom'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
41360 - Public Right-of-Way Permit	0	0	0	0
41900 - Miscellaneous Licenses	(60)	(152)	(60)	(152)
43125 - Lease - Farmland	(58,786)	(51,186)	(58,786)	(51,186)
45245 - Dbq Initiative	(26,624)	(25,661)	(29,094)	(25,661)
45440 - Events	0	0	(3,600)	0
47100 - Reimbursements	0	(794)	0	(794)
47150 - Refunds	0	(1,332)	0	0
<b>4A - Charges for Services Total</b>	<b>(85,470)</b>	<b>(79,124)</b>	<b>(91,540)</b>	<b>(77,793)</b>
<b>4B - Grants/Contrib</b>				
44000 - Federal Grants	0	(22,500)	0	0
44400 - State Grants	0	0	0	0
47050 - Contrib - Private Sources	(43,500)	0	0	0
<b>4B - Grants/Contrib Total</b>	<b>(43,500)</b>	<b>(22,500)</b>	<b>0</b>	<b>0</b>
<b>4M - Gain on Disposal</b>				
48000 - Sale of Real Property	(1,000)	0	0	0
48100 - Sale of Personal Property	0	0	0	0
<b>4M - Gain on Disposal Total</b>	<b>(1,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4N - Transfers</b>				
49125 - Transfer in DICW TIF	(278,740)	(290,689)	(336,621)	(283,361)
49126 - Transfer in GDTIF	(5,856)	(8,719)	(27,500)	(2,914)
<b>4N - Transfers Total</b>	<b>(284,597)</b>	<b>(299,408)</b>	<b>(364,121)</b>	<b>(286,275)</b>
<b>4O - Eliminated for GW</b>				
47115 - Sales Tax Collection	0	0	0	0
<b>4O - Eliminated for GW Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>200 - Debt Service</b>				
<b>4A - Charges for Services</b>				
43015 - Principal - Loans	(119,314)	(207,052)	(119,314)	(219,674)
<b>4A - Charges for Services Total</b>	<b>(119,314)</b>	<b>(207,052)</b>	<b>(119,314)</b>	<b>(219,674)</b>
<b>4K - Unrest Invest Earn</b>				
43010 - Interest - Loans	(98,708)	(93,857)	(98,708)	(81,170)
<b>4K - Unrest Invest Earn Total</b>	<b>(98,708)</b>	<b>(93,857)</b>	<b>(98,708)</b>	<b>(81,170)</b>
<b>4N - Transfers</b>				
49100 - Transfer In General Fund	—	—	—	—
49125 - Transfer in DICW TIF	(1,253,494)	(624,642)	(676,534)	(872,487)
49126 - Transfer in GDTIF	(1,671,351)	(1,825,325)	(2,260,518)	(1,818,822)
<b>4N - Transfers Total</b>	<b>(2,924,845)</b>	<b>(2,449,967)</b>	<b>(2,937,052)</b>	<b>(2,691,309)</b>
<b>4O - Eliminated for GW</b>				
48200 - Proceeds from GO Debt	(14,371,543)	—	—	—
48205 - Bond Discount/Premium	(576,939)	—	—	—
<b>4O - Eliminated for GW Total</b>	<b>(14,948,482)</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>ECONOMIC DEVELOPMENT - Total</b>	<b>(18,505,915)</b>	<b>(3,151,909)</b>	<b>(3,610,735)</b>	<b>(3,356,221)</b>

## Recommended Operating Expenditure Budget - Department Total

### 60 - ECONOMIC DEVELOPMENT

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	241,604	262,405	285,658	307,761
60200 - Salaries - Regular Part Time	20,240	22,545	25,228	25,465
60300 - Hourly Wages - Temp/Seasonal	0	7,243	7,188	9,593
60400 - Overtime	0	0	0	0
60640 - Special Pay - Vacation Payout	0	0	0	0
60760 - Spec Pay - Moving Allowance	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>261,845</b>	<b>292,193</b>	<b>318,074</b>	<b>342,819</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	19,196	21,509	24,333	26,226
61300 - IPERS - City Contribution	24,718	27,250	30,028	32,363
61510 - Health Insurance	36,104	39,096	40,269	40,269
61540 - Life Insurance	202	156	138	138
61600 - Workers' Compensation	853	664	1,071	766
61992 - Physicals	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>81,074</b>	<b>88,676</b>	<b>95,839</b>	<b>99,762</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	200	250	1,445	1,445
62200 - Subscriptions	50	0	50	50
62325 - Mileage	31	230	802	846
62400 - Meetings & Conferences	875	15,381	56,315	55,880
62500 - Education Reimbursement	0	3,105	2,555	2,555
<b>6C - Staff Development Total</b>	<b>1,155</b>	<b>18,965</b>	<b>61,167</b>	<b>60,776</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63100 - Building Maintenance	18	0	0	0
63730 - Telecommunications	2,521	2,026	2,046	2,026
63742 - Stormwater	111	131	121	140
<b>6D - Repair/Maint/Util Total</b>	<b>2,650</b>	<b>2,158</b>	<b>2,167</b>	<b>2,166</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	1,750	1,630	2,631	1,780
64050 - Recording Fees	1,307	877	955	877
64062 - Refunds	0	0	0	0
64070 - Engineering - Outsourced	4,711	(52,859)	10,000	10,000
64080 - Insurance - Property	11,596	14,164	15,379	17,729
64081 - Insurance - Liability	1,445	1,614	2,023	2,153
64110 - Legal	5,893	6,462	10,000	0
64115 - Special Events	450	500	3,600	3,600
64130 - Payments to Other Agencies	13,295	53,062	45,650	45,650
64135 - Grants	239,571	258,400	250,000	250,000
64140 - Printing	436	10	1,522	1,522

## Recommended Operating Expenditure Budget - Department Total

### 60 - ECONOMIC DEVELOPMENT

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64145 - Copying	34	487	904	904
64160 - Rental - Land/Bldgs/Parking	1,332	702	1,080	1,702
64182 - Property Tax	0	318	0	318
64190 - Technology Services	7,465	37,253	40,506	40,506
64191 - IT Recharges	0	0	0	22,985
64850 - Consulting Engineers	0	0	0	0
64900 - Other Professional Service	2,479	22,425	28,500	30,000
64980 - Technology Equip Maint Cont	22,024	22,024	21,812	0
64987 - Lawn Care Contract	0	0	0	0
64990 - Other Contractual Service	1,908,015	1,949,183	2,061,822	2,348,900
<b>125 - TIF Dubuque Industrial Ctr</b>				
64130 - Payments to Other Agencies	1,176,013	1,154,877	1,885,522	1,459,748
<b>126 - TIF Downtown</b>				
64130 - Payments to Other Agencies	1,293,590	1,448,115	1,290,088	1,299,741
<b>127 - TIF Technology Park</b>				
64130 - Payments to Other Agencies	39,810	42,160	39,166	39,073
<b>128 - TIF Lake Ridge</b>				
64130 - Payments to Other Agencies	19,360	18,345	19,360	19,360
<b>129 - TIF N Cascade Housing</b>				
64130 - Payments to Other Agencies	0	0	0	0
<b>130 - TIF English Ridge</b>				
64130 - Payments to Other Agencies	13,043	0	73,909	0
<b>134 - TIF N Grandview</b>				
64130 - Payments to Other Agencies	0	14,736	0	0
<b>200 - Debt Service</b>				
64110 - Legal	0	0	0	0
64900 - Other Professional Service	52,328	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>4,815,946</b>	<b>4,994,485</b>	<b>5,804,429</b>	<b>5,596,548</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	859	3,574	2,800	4,315
65060 - Office Supplies	862	481	1,043	731
65080 - Postage/Shipping	48	120	395	126
65110 - Signage	0	0	0	0
65935 - Employee Recognition	0	337	1,500	1,500
<b>6F - Commodities Total</b>	<b>1,769</b>	<b>4,511</b>	<b>5,738</b>	<b>6,672</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	0	0	0	0
67300 - Land	0	0	0	0
67990 - Other Capital Outlay	0	0	0	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>6H - Debt Service</b>				
<b>200 - Debt Service</b>				
68010 - Principal Payment	17,129,252	2,136,957	2,136,092	2,119,787

## Recommended Operating Expenditure Budget - Department Total

### 60 - ECONOMIC DEVELOPMENT

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
68020 - Interest Payments	835,844	631,941	800,960	872,366
68980 - Financial Consultant	29,854	0	0	0
68990 - Paying Agent Fees	1,579	0	0	0
<b>6H - Debt Service Total</b>	<b>17,996,529</b>	<b>2,768,899</b>	<b>2,937,052</b>	<b>2,992,153</b>
<b>6I - Transfers</b>				
<b>125 - TIF Dubuque Industrial Ctr</b>				
69125 - Transfers Out To DICW	0	0	0	0
<b>6I - Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ECONOMIC DEVELOPMENT - Total</b>	<b>23,160,968</b>	<b>8,169,886</b>	<b>9,224,466</b>	<b>9,100,896</b>

# Recommended Expenditure Budget Report by Activity & Funding Source

## 60 - ECONOMIC DEVELOPMENT

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
<b>6001 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	225,419	245,454	262,674
6B - Employee Benefits	64,256	69,505	72,460
6C - Staff Development	14,004	54,550	54,115
6D - Repair/Maint/Util	1,529	1,368	1,529
6E - Contractual Svcs	1,998,143	2,135,891	2,414,167
6F - Commodities	4,031	2,488	5,858
6G - Capital Outlay	—	—	—
<b>6001 - Administration Total</b>	<b>2,307,383</b>	<b>2,509,256</b>	<b>2,810,803</b>
<b>6002 - Arts and Cultural Affairs</b>			
<b>100 - General</b>			
6A - Salaries & Wages	66,773	72,620	80,145
6B - Employee Benefits	24,420	26,334	27,302
6C - Staff Development	4,961	6,617	6,661
6D - Repair/Maint/Util	497	678	497
6E - Contractual Svcs	366,182	345,993	348,937
6F - Commodities	480	3,250	814
6G - Capital Outlay	—	—	—
<b>6002 - Arts and Cultural Affairs Total</b>	<b>463,314</b>	<b>455,492</b>	<b>464,356</b>
<b>6003 - Economic Development</b>			
<b>100 - General</b>			
6D - Repair/Maint/Util	131	121	140
6E - Contractual Svcs	-48,074	14,500	15,522
<b>125 - TIF Dubuque Industrial Ctr</b>			
6E - Contractual Svcs	1,154,877	1,885,522	1,459,748
6I - Transfers	—	—	—
<b>126 - TIF Downtown</b>			
6E - Contractual Svcs	1,448,115	1,290,088	1,299,741
<b>127 - TIF Technology Park</b>			
6E - Contractual Svcs	42,160	39,166	39,073
<b>128 - TIF Lake Ridge</b>			
6E - Contractual Svcs	18,345	19,360	19,360
<b>129 - TIF N Cascade Housing</b>			
6E - Contractual Svcs	—	—	—
<b>130 - TIF English Ridge</b>			
6E - Contractual Svcs	—	73,909	—
<b>134 - TIF N Grandview</b>			
<b>6E - Contractual Svcs</b>	<b>14,736</b>	<b>0</b>	<b>0</b>
<b>6003 - Economic Development Total</b>	<b>2,630,291</b>	<b>3,322,666</b>	<b>2,833,584</b>
<b>6080 - Debt Service</b>			
<b>200 - Debt Service</b>			
6E - Contractual Svcs	0	0	0

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

### **60 - ECONOMIC DEVELOPMENT**

<b>Fund/Activity</b>	<b>FY22 Actual Expense</b>	<b>FY23 Adopted Budget</b>	<b>FY24 Recomm'd Budget</b>
6H - Debt Service	2,768,899	2,937,052	2,992,153
<b>6080 - Debt Service Total</b>	<b>2,768,899</b>	<b>2,937,052</b>	<b>2,992,153</b>
<b>6099 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	0	0	0
<b>6099 - Pcard Clearing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ECONOMIC DEVELOPMENT TOTAL</b>	<b>8,169,886</b>	<b>9,224,466</b>	<b>9,100,896</b>

**CITY OF DUBUQUE, IOWA**

**DEPARTMENT DETAIL - PERSONNEL COMPLEMENT**

**60 ECONOMIC DEVEL DEPT**

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	5900	GE-43	ECONOMIC DEVELOP DIRECTOR	1.00	\$ 118,222	1.00	\$ 128,650	1.00	\$ 134,538
100	5900	GE-36	ASST ECONOMIC DEVELOP DIRECTOR	1.00	\$ 77,525	1.00	\$ 84,388	1.00	\$ 93,078
100	1210	GE-30	ARTS & CULTURAL AFFAIRS COORD	1.00	\$ 66,637	1.00	\$ 72,620	1.00	\$ 80,145
<b>TOTAL FULL TIME EMPLOYEES</b>				3.00	\$ 262,384	3.00	\$ 285,658	3.00	\$ 307,761
<b>61020 Part Time Employee Expense</b>									
100	225	GE-25	ACCOUNT CLERK CONFIDENT	0.50	\$ 22,321	0.50	\$ 25,228	0.50	\$ 25,465
<b>TOTAL PART TIME EMPLOYEES</b>				0.50	\$ 22,321	0.50	\$ 25,228	0.50	\$ 25,465
<b>61030 Seasonal Employee Expense</b>									
100	225	NA-38	ECONOMIC DEVELOP INTERN	0.25	\$ 6,963	0.25	\$ 7,188	0.25	\$ 9,593
<b>TOTAL SEASONAL EMPLOYEES</b>				0.25	\$ 6,963	0.25	\$ 7,188	0.25	\$ 9,593
<b>TOTAL ECONOMIC DEVEL DEPT</b>				<b>3.75</b>	<b>\$ 291,668</b>	<b>3.75</b>	<b>\$ 318,074</b>	<b>3.75</b>	<b>\$ 342,819</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>Economic Development-FT General Fund</b>											
10060700	61010	100	5900	GE-43	ECONOMIC DEVELOP DIRECTOR	1.00	\$ 118,222	1.00	\$ 128,650	1.00	\$ 134,538
10060700	61010	100		GE-36	ASST ECONOMIC DEVELOP DIRECTOR	1.00	\$ 77,525	1.00	\$ 84,388	1.00	\$ 93,078
					<b>Total</b>	2.00	\$ 195,747	2.00	\$ 213,038	2.00	\$ 227,616
<b>Economic Development-PT General Fund</b>											
10060700	61020	100	225	GE-25	ACCOUNT CLERK CONFIDENT	0.50	\$ 22,321	0.50	\$ 25,228	0.50	\$ 25,465
					<b>Total</b>	0.50	\$ 22,321	0.50	\$ 25,228	0.50	\$ 25,465
<b>Economic Development-Seasonal General Fund</b>											
10060700	61030	100		NA-38	ECONOMIC DEVELOP INTERN	0.25	\$ 6,963	0.25	\$ 7,188	0.25	\$ 9,593
					<b>Total</b>	0.25	\$ 6,963	0.25	\$ 7,188	0.25	\$ 9,593
<b>Arts and Cultural Affairs - FT General Fund</b>											
10072500	61010	100	1210	GE-33	ARTS & CULTURAL AFFAIRS COORD	1.00	\$ 66,637	1.00	\$ 72,620	1.00	\$ 80,145
					<b>Total</b>	1.00	\$ 66,637	1.00	\$ 72,620	1.00	\$ 80,145
<b>TOTAL ECONOMIC DEV. DEPT</b>											
						3.75	\$ 291,668	3.75	\$ 318,074	3.75	\$ 342,819

## Capital Improvement Projects by Department/Division

ECONOMIC DEVELOPMENT					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 24 Recomm'd Budget
6051000001	Central Ave Streetscape Plan	Economic Development	305	67990	224,221
6052000001	Workforce Development	Economic Development	305	64130	371,500
6052000002	Downtown Rehab Grant Program	Economic Development	305	64135	200,000
6052000004	DT Housing Creation Grant	Economic Development	305	64135	500,000
6052000009	Central Ave Housing Loan	Economic Development	305	64134	150,000
6052000016	DEVELOP MCFADDEN PROPERTY	Economic Development	305	64070	810,000
6052000016	DEVELOP MCFADDEN PROPERTY	Economic Development	305	67300	978,800
6052000028	Green Space HMD	Economic Development	305	64070	100,000
<b>ECONOMIC DEVELOPMENT TOTAL</b>					<b>3,334,521</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL	PAGE
<b>ECONOMIC DEVELOPMENT</b>								
<b>Community and Economic Development</b>								
Greater Downtown URD Incentive & Rehab Programs	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000		265
Workforce Development	\$ 371,500	\$ 371,500	\$ 371,500	\$ 371,500	\$ 371,500	\$ 1,857,500		266
Downtown Rehab Grant Program	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	267
Central Avenue Streetscape Master Plan Implementation	\$ 224,221	\$ 199,221	\$ 199,221	\$ 199,221	\$ 199,221	\$ 199,221	\$ 1,021,105	268
Development Dubuque Industrial Center: Crossroads	\$ —	\$ 395,000	\$ —	\$ 228,803	\$ 253,184	\$ 876,987		269
Green Space HMD	\$ 100,000	\$ 300,000	\$ —	\$ —	\$ —	\$ 400,000		270
Central Avenue Housing Forgivable Loan	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000		271
Low Income Small Business Grant	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000		272
Development of McFadden Properties - Grading	\$1,788,800	\$ 1,320,000	\$ 5,460,000	\$ 2,163,718	\$ —	\$ 10,732,518		273
<b>TOTAL</b>	<b>\$3,384,521</b>	<b>\$ 3,485,721</b>	<b>\$6,930,721</b>	<b>\$3,863,242</b>	<b>\$1,723,90</b>	<b>\$19,388,110</b>		