

FISCAL YEAR 2025
Recommended
Policy And Narrative Budget
TABLE OF CONTENTS

March 26, 2024

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

<u>DEPARTMENT/DIVISION</u>	<u>OPERATING BUDGET PAGE</u>	<u>CIP PAGE</u>
Legal Services	1	-
City Clerk	17	-
Public Information Office	31	-
Human Resources Office	55	-
City Manager's Office	75	285
City Council	97	-

This page intentionally left blank.

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. Icons for each KPI visually indicate how well an objective is doing and represent the following:

Goal Met	Goal in Progress	Goal Not Met
This goal has been met.	The goal has not been met but is showing signs of improvement.	This goal has not been met and is not currently showing signs of progress.

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

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

Legal

This page intentionally left blank.

LEGAL DEPARTMENT

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	785,218	820,641	868,759	5.9 %
Supplies and Services	247,836	252,246	237,459	(5.9)%
Machinery and Equipment	265	2,660	—	0.0 %
Total	1,033,319	1,075,547	1,106,218	2.9 %
<u>Resources</u>				
Administrative Overhead Recharges	510,961	690,126	849,376	23.1 %
Reimbursements	130	347	0	0.0 %
County Revenue	2,900	3,800	3,800	0.0 %
Total	513,991	694,273	853,176	22.9 %
Property Tax Support	519,328	381,274	253,042	(128,232)
Percent Increase (Decrease)				(33.6)%
Personnel - Authorized FTE	5.62	5.62	5.62	

Improvement Package Summary

1 of 1

This improvement package request is for the creation of a full-time Assistant City Attorney I position (1.0 FTE, GE-37) within the City Attorney's Office. Under the supervision and direction of the City Attorney, this position conducts legal activities of the City including providing legal services to the City Manager, City Council, and boards and commissions. Creation of this position will facilitate a succession plan for the individual to become familiar with the organization and processes in the City. The goal is to grow and develop the individual hired to take on more responsibility and duties, allowing for efficiencies and reduced response times and better balanced workload for the City Attorney's Office. The City Attorney's Office is an administrative department within the organization acting in a support role for all departments. The City Attorney Office's work directly impacts the ability of other departments to meet the goals and priorities as set by the City Council. The addition of this position would aid in the City of Dubuque's goal of a financially responsible, high-performance city organization: sustainable, equitable, and effective service delivery.

Related Cost:	\$ 8,184	Tax Funds	Non-Recurring	Recommend - No
Related Cost:	\$ 119,081	Tax Funds	Recurring	
Related Revenue:	\$ 77,105	Administrative Overhead	Recurring	
Related Revenue:	\$ 5,299	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 44,861</u>			
Property Tax Impact:	\$ 0.0176	1.24%		
Activity: Administration				

Significant Line Items

Employee Expense

1. FY 2025 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from the FY 2024 City contribution of 9.44%. The employee contribution of 6.29% is unchanged from FY 2024.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in annual cost unchanged of \$0 or 0.00%.
4. Overtime expense is unchanged from \$1,000 in FY 2024 to \$1,000 in FY 2025. FY 2023 Actual was \$0.
5. Five-Year Retiree Sick leave payout unchanged from \$5,493 in FY 2024 to \$5,493 in FY 2025.

Supplies & Services

6. Subscriptions increased from \$14,120 in FY 2024 to \$15,000 in FY 2025 based on FY 2023 Actual of \$15,213.
7. Damage Claims is decreased from \$123,130 in FY 2024 to \$101,319 in FY 2025 based on a three year average of actual claims paid (FY 23 \$106,656, FY22 \$141,394, FY21 \$55,908). The City reimburses Iowa Communities Assurance Pool (ICAAP) up to \$20,000 per claim.
8. Meetings & Conferences increased from \$22,850 in FY 2024 to \$23,993 in FY 2025 based on FY24 budget +5%. Conferences budgeted include: International Municipal Lawyers Association Conference (Orlando, FL); International Municipal Lawyers Association Mid-Year Seminar (Washington, DC); Iowa Public Information Board Meeting (Des Moines, IA); Upper Midwest Employment Law Institute (St. Paul, MN); International Municipal Attorneys Association (Johnston, IA); Growing Sustainable Communities Conference (Dubuque, IA); and Iowa Women's Leadership Conference (Dubuque, IA).
9. Administrative Judge is unchanged from \$14,724 in FY 2024 to \$14,724 in FY 2025. This line item represents the cost for human rights complaint investigations including the public hearing expense for an administrative law judge. A portion of this line item will be used to cover the administrative judge expense associated with a pilot program that entails sending text messages to citizens with past due animal licenses prior to court. This is an attempt to achieve better compliance and avoid the high costs of court, which will make the process more equitable and less financially burdensome on citizens.
10. Rental of Space increased from \$29,467 in FY 2024 to \$30,134 in FY 2025 based on the office lease agreement of a 2.5% annual increase. This line item includes parking for the City Attorney, Assistant City Attorney II, Senior Counsel, Paralegal, and Civil Rights Specialist (\$2,784) and office rent (\$27,350).

Revenue

11. Revenue received from Enterprise Funds for administrative overhead charges increased from \$690,126 in FY 2024 to \$849,376 in FY 2025.

CITY ATTORNEY'S OFFICE

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



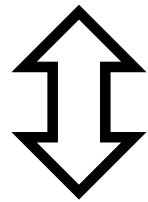
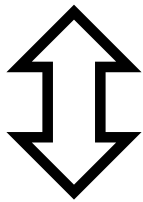
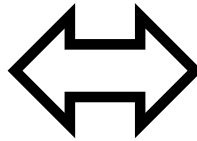
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS, AND PEOPLE LEADING TO OUTCOMES

People

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

Planning

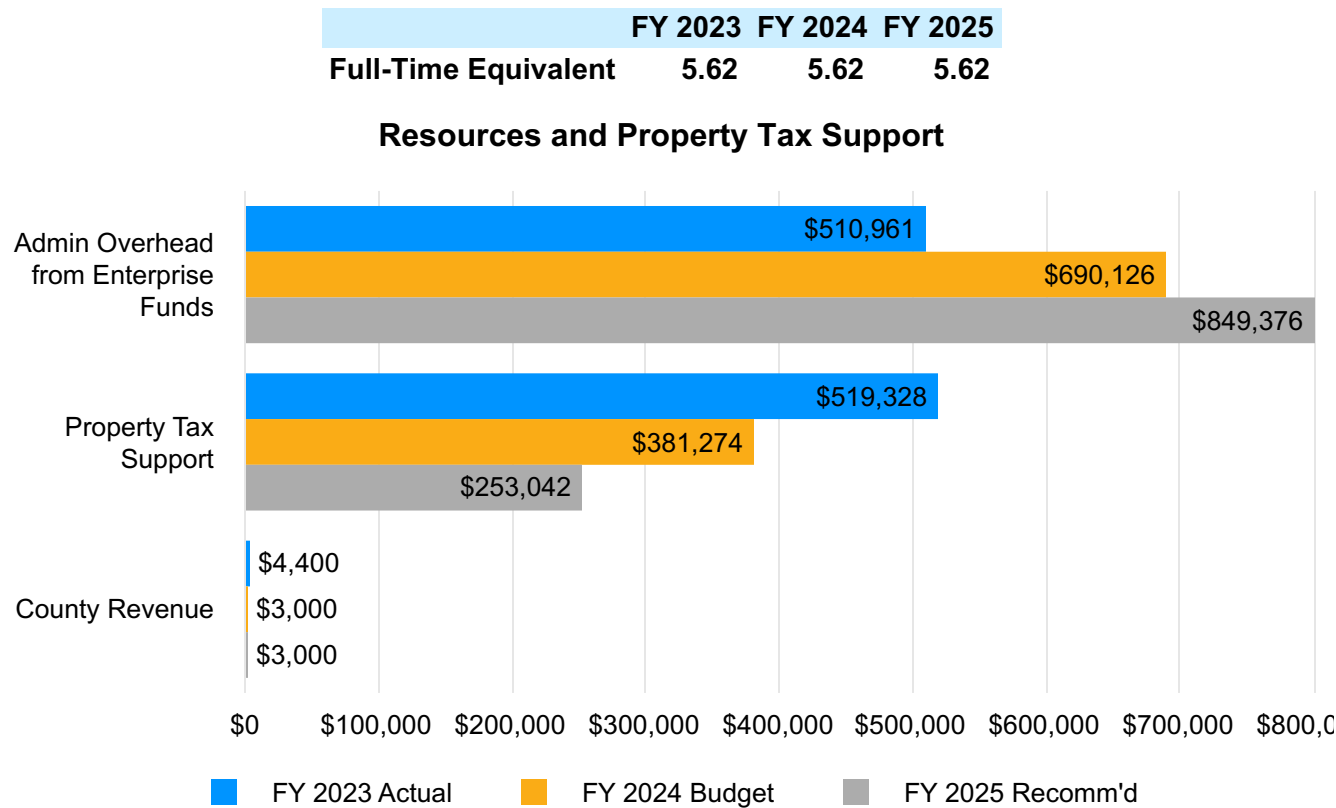
The City Attorney's Office provides counsel and direction to all City departments so that they may perform duties and responsibilities to ensure economic prosperity, environmental/ecological integrity, and social/cultural vibrancy throughout the community.



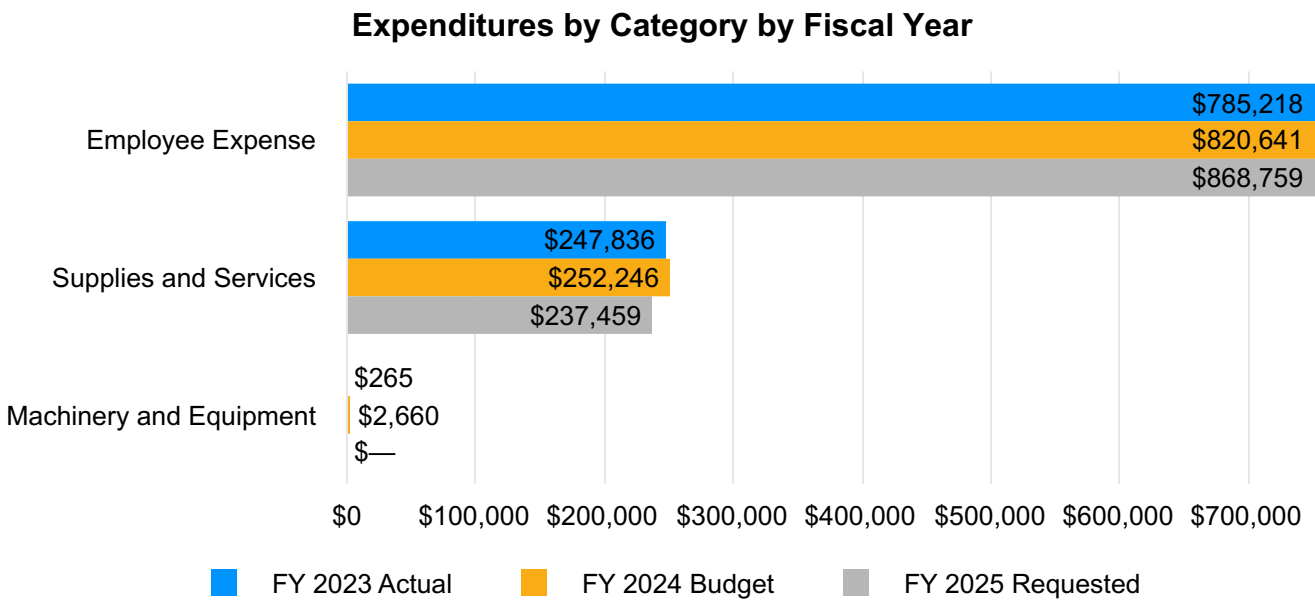
Partnerships

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

CITY ATTORNEY'S OFFICE



The City Attorney's Office is supported by 5.62 full-time equivalent employees. Overall, the department's expenses are expected to increase by 2.9% in FY 2025 compared to FY 2024.



CITY ATTORNEY'S OFFICE

Mission & Services

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

Position Summary	
	FY 2025
Paralegal	1.00
Legal Administrative Assistant	1.00
Assistant City Attorney II	1.00
City Attorney	1.00
Senior Counsel	0.62
Civil Rights Specialist	1.00
Total FT Equivalent Employees	5.62

Performance Measures

City Council Goal: Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
Human Rights Cases - # of businesses/organizations affected	N/A	13	6	11	Goal Met
Municipal Infractions - % of Defendants who admit violations	80%	63%	71%	70%	Goal Not Met
Claims	N/A	38	64	50	Goal Met

2 Dept. Objective: Provide timely, cost-efficient, and quality counsel, legal assistance and representation, and protection of human rights within City departments and divisions.

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
Continuing Legal Education - # annual hours attended	100	75.5	121	100	Goal Met
Petition Properties - # of properties acquired	4	5	0	8	Goal Met
Development Agreements***	7	5	11	8	Goal Met

***Development Agreements

FY22: Geisler Brothers Realty, \$840,000 capital investment; Green Industrial Supply, \$7,800,000 capital investment; Novelty Iron Works, \$25,000,000 capital investment; Dubuque Screw Products, Inc., \$2,500,000 capital investment; Klauer Manufacturing, \$10,000,000 capital investment.

FY23: HG APT LLC capital investment of not less than \$1,500,000.00. 799 Main Street \$12,000,000.00 to improve the Property (the Minimum Improvements). 249 West 1st Street \$1,500,000.00 to improve the Property. McCoy Group, Inc. \$1,100,000 purchase of property. Merge, LLC Purchase price \$807,842.52; \$18,000,000 Minimum Improvements. Farley & Loetscher \$25,000,000.00 to acquire and improve the Property. Union at Marine Purchase Price \$4,082,117; \$45,700,000 Minimum Improvements. Oberbroeckling Properties \$5,300,000.00 to improve the Property. Gronen Warehouse Purchase Price \$1,489,500; \$22,500,000 Minimum Improvements. Switch, Inc. Switch Homes.

Recommended Operating Revenue Budget - Department Total

76 - LEGAL SERVICES

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
47100 - Reimbursements	(23)	0	0	0
47150 - Refunds	0	(130)	0	0
47700 - District Court Fines	(1,000)	0	(347)	0
4A - Charges for Services Total	(1,023)	(130)	(347)	0
4B - Grants/Contrib				
44650 - County Contributions	0	(2,900)	(3,800)	(3,800)
4B - Grants/Contrib Total	0	(2,900)	(3,800)	(3,800)
4N - Transfers				
49600 - Transfer in Water Op	(27,898)	(27,071)	(119,394)	(179,015)
49610 - Transfer In Sanitary Op	(174,365)	(169,192)	(177,739)	(183,697)
49620 - Transfer in Storm Op	(52,309)	(50,758)	(100,746)	(176,684)
49650 - Transfer in Parking Op	(22,667)	(21,995)	(25,639)	(35,518)
49670 - Transfer in Refuse Op	(162,159)	(157,349)	(177,739)	(182,613)
49950 - Transfer in DMASWA Gen	(87,182)	(84,596)	(88,869)	(91,849)
4N - Transfers Total	(526,580)	(510,961)	(690,126)	(849,376)
LEGAL SERVICES - Total	(527,603)	(513,991)	(694,273)	(853,176)

Recommended Operating Expenditure Budget - Department Total

76 - LEGAL SERVICES

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	398,531	464,954	507,479	553,783
60200 - Salaries - Regular Part Time	128,721	125,838	122,003	122,472
60300 - Hourly Wages - Temp/Seasonal	0	0	0	0
60400 - Overtime	0	0	1,000	1,000
60620 - Special Pay - Holiday	0	0	0	0
60630 - Special Pay Sick Lv Payout Ret	9,472	5,709	5,493	5,493
60635 - Special Pay Sick Lv Payout 50%	0	1,919	0	2,015
60640 - Special Pay - Vacation Payout	7,025	0	0	0
60710 - Special Pay - Parental Leave	0	17,179	0	0
60720 - Spec Pay - Meals No Overnight	0	0	0	0
60730 - Spec Pay - Safety Equipment	0	0	0	0
6A - Salaries & Wages Total	543,749	615,598	635,975	684,763
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	38,731	44,124	56,096	50,467
61300 - IPERS - City Contribution	49,772	57,280	60,145	64,510
61510 - Health Insurance	58,644	60,404	60,404	60,404
61540 - Life Insurance	206	240	230	230
61600 - Workers' Compensation	1,165	1,229	1,153	1,263
61820 - Vehicle Allowance	6,384	6,342	6,638	7,122
61992 - Physicals	0	0	0	0
6B - Employee Benefits Total	154,903	169,620	184,666	183,996
6C - Staff Development				
100 - General				
62100 - Association Dues	1,665	1,530	4,600	4,600
62200 - Subscriptions	14,120	15,213	14,120	15,000
62325 - Mileage	0	359	283	283
62400 - Meetings & Conferences	9,415	21,593	22,850	23,993
62500 - Education Reimbursement	7,205	8,812	8,000	8,000
6C - Staff Development Total	32,405	47,507	49,853	51,876
6D - Repair/Maint/Util				
100 - General				
63400 - Equipment Maint/Repair	197	172	201	201
63710 - Electricity	2,082	2,389	2,082	2,623
63711 - Natural Gas	1,068	1,542	1,068	1,542
63730 - Telecommunications	4,221	4,787	4,221	4,787
6D - Repair/Maint/Util Total	7,568	8,890	7,572	9,153
6E - Contractual Svcs				
100 - General				
64020 - Advertising	0	0	0	0
64030 - Outsourced Labor	0	0	0	0
64050 - Recording Fees	145	34	145	145
64060 - Damage Claims	141,394	106,656	123,130	101,319
64081 - Insurance - Liability	2,691	3,706	3,229	4,822

Recommended Operating Expenditure Budget - Department Total

76 - LEGAL SERVICES

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
64110 - Legal	3,252	27,004	0	0
64140 - Printing	125	0	128	128
64145 - Copying	2,658	2,784	2,072	2,784
64160 - Rental - Land/Bldgs/Parking	27,064	28,349	29,467	30,134
64182 - Property Tax	7,212	7,157	7,212	7,845
64190 - Technology Services	1,413	1,812	1,040	1,040
64191 - IT Recharges	0	5,405	6,063	5,807
64880 - Custodial Services	4,620	4,784	4,927	5,124
64945 - Administrative Judge	5,652	1,157	14,724	14,724
64980 - Technology Equip Maint Cont	5,755	0	0	0
6E - Contractual Svcs Total	201,981	188,848	192,137	173,872
6F - Commodities				
100 - General				
65045 - Technology Equipment	11,817	265	2,660	0
65060 - Office Supplies	1,168	1,131	1,168	995
65070 - Operating Supplies	672	605	672	672
65080 - Postage/Shipping	803	854	844	891
65935 - Employee Recognition	0	0	0	0
65965 - Janitorial	0	0	0	0
6F - Commodities Total	14,461	2,855	5,344	2,558
6G - Capital Outlay				
100 - General				
67210 - Furniture/Fixtures	490	0	0	0
6G - Capital Outlay Total	490	0	0	0
LEGAL SERVICES - Total	955,556	1,033,318	1,075,547	1,106,218

Recommended Expenditure Budget Report by Activity & Funding Source

76 - LEGAL SERVICES

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
7601 - Administration			
100 - General			
6A - Salaries & Wages	615,598	635,975	684,763
6B - Employee Benefits	169,620	184,666	183,996
6C - Staff Development	47,507	49,853	51,876
6D - Repair/Maint/Util	8,890	7,572	9,153
6E - Contractual Svcs	188,848	192,137	173,872
6F - Commodities	2,720	5,344	2,558
6G - Capital Outlay	—	—	—
7601 - Administration Total	1,033,182	1,075,547	1,106,218
7699 - Pcard Clearing			
100 - General			
6F - Commodities	136	—	—
7699 - Pcard Clearing Total	136	—	—
LEGAL SERVICES TOTAL	1,033,318	1,075,547	1,106,218

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

76 LEGAL DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	430	GE-32	PARALEGAL	1.00	\$ 68,450	1.00	\$ 77,678	1.00	\$ 84,038
100	600	GE-42	ASSISTANT CITY ATTORNEY	1.00	\$ 97,698	1.00	\$114,920	1.00	\$127,789
100	625	CONT	CITY ATTORNEY	1.00	\$185,110	1.00	\$183,387	1.00	\$199,299
100	625	GE-32	CIVIL RIGHTS SPECIALIST	1.00	\$ 73,982	1.00	\$ 78,165	1.00	\$ 82,390
100	225	GE-27	LEGAL ADMIN ASSIST	1.00	\$ 69,102	1.00	\$ 53,329	1.00	\$ 59,763
TOTAL FULL TIME EMPLOYEES				5.00	\$494,342	5.00	\$507,479	5.00	\$553,279
61020 Part Time Employee Expense									
100	4477	Contract	SENIOR COUNSEL	0.62	\$118,905	0.62	\$122,003	0.62	\$122,472
TOTAL PART TIME EMPLOYEES				0.62	\$118,905	0.62	\$122,003	0.62	\$122,472
TOTAL LEGAL DEPARTMENT				5.62	\$613,247	5.62	\$629,482	5.62	\$675,751

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

						FY 2023		FY 2024		FY 2025	
ACCT	FD	JC	WP-GR	POSITION CLASS		FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Legal Services-FT											
10076100	61010	100	625	CONT	CITY ATTORNEY	1.00	\$ 185,110	1.00	\$ 183,387	1.00	\$ 199,299
10076100	61010	100	600	GE-42	ASSISTANT CITY ATTORNEY	1.00	\$ 97,698	1.00	\$ 114,920	1.00	\$ 127,789
10076100	61010	100	3600	GE-32	PARALEGAL	1.00	\$ 68,450	1.00	\$ 77,678	1.00	\$ 84,038
10076100	61010	100	4440	GE-27	LEGAL ADMIN ASSIST	1.00	\$ 69,102	1.00	\$ 53,329	1.00	\$ 59,763
10076100	61010	100		GE-32	CIVIL RIGHTS SPECIALIST	1.00	\$ 73,982	1.00	\$ 78,165	1.00	\$ 82,390
Total						5.00	\$ 494,342	5.00	\$ 507,479	5.00	\$ 553,279
Legal Services - PT											
10076100	61020	100	4477	CONT	SENIOR COUNSEL	0.62	\$ 118,905	0.62	\$ 122,003	0.62	\$ 122,472
Total						0.62	\$ 118,905	0.62	\$ 122,003	0.62	\$ 122,472
TOTAL LEGAL DEPARTMENT						5.62	\$ 613,247	5.62	\$ 629,482	5.62	\$ 675,751

This page intentionally left blank.

City Clerk

This page intentionally left blank.

CITY CLERK

	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
Budget Highlights				
<u>Expenses</u>				
Employee Expense	362,851	387,909	407,551	5.1 %
Supplies and Services	80,860	121,782	120,946	(0.7)%
Election Expense	—	35,000	—	0.0 %
Code of Ordinances Updates	4,539	9,356	9,356	0.0 %
Machinery and Equipment	4,126	3,225	1,940	(39.8)%
Total	452,376	557,272	539,793	(3.1)%
<u>Resources</u>				
Administrative Overhead Recharges	166,398	327,846	314,411	(4.1)%
Operating Revenue	134,021	46,137	131,797	185.7 %
Total	300,419	373,983	446,208	19.3 %
Property Tax Support	151,957	183,289	93,585	(89,704)
Percent Increase (Decrease)--w/o election exp & Code of Ordinance Update				(36.9)%
Percent Increase (Decrease)--w/ election exp & Code of Ordinance Update				(48.9)%
Personnel- Authorized FTE	4.00	4.00	4.00	

Significant Line Items

Employee Expense

1. FY 2025 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from the FY 2024 City contribution of 9.44%. The employee contribution of 6.29% is unchanged from FY 2024.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in the annual cost being unchanged of \$— or 0.00%.
4. Overtime is unchanged from \$1,500 in FY 2024 to \$1,500 in FY 2025. The FY 2023 Actual was \$3,303.

Supplies & Services

5. Code Supplements is unchanged from \$9,356 in FY 2024 to \$9,356 in FY 2025 based on FY 2024 budget. The FY 2023 Actual was \$4,539. This line item includes hosting of American Legal Publication on the City's website (\$500) and publishing the City ordinances quarterly (\$8,856).
6. Civil Service increased from \$18,400 in FY 2024 to \$22,500 in FY 2025 based on an expected increase in testing. The FY 2023 actual was \$17,996. This line item includes Fire entry, Fire promotional, Police entry, and Police promotional civil service exams. The Fire entry exam occurs annually, and promotional exams are required when staff turnover occurs from retirements and internal promotions. In the past few fiscal years, Police has received a low number of applicants for multiple entry exams which requires additional testing for adequate staffing of the department.
7. Advertising is unchanged from \$13,692 in FY 2024 to \$13,692 in FY 2025. The FY 2023 Actual was \$12,926. This line item is for legal notices and publications that are required to be published in the local newspaper per Iowa Code. The City Clerk's Office covers the cost of publishing City Council minutes and ordinances.
8. Meetings & Conferences is unchanged from \$15,640 in FY 2024 to \$15,640 in FY 2025. The meetings and conferences budgeted in FY 2025 include: the International Institute of Municipal Clerks (\$4,250), the Iowa Municipal Professionals Institute (\$2,855), the Iowa Municipal Finance Officers Association conferences and board meetings (\$3,298), the Iowa Alcoholic Beverages Division yearly training (\$450), and other miscellaneous conferences (\$4,787). The specific conferences attended each year varies depending on what conference opportunities are available.
9. Election expense decreased from \$35,000 in FY 2024 to \$0 in FY 2025 due to no election falling in FY 2025. The FY 2023 actual was \$0. This line item represents the cost of implementing City elections and is typically an every-other-year expense. City elections are regularly scheduled in odd-numbered years per Iowa Code. The next election is set for the fall of 2025, which occurs in FY 2026. The Mayor position and three City Council seats are up for election in 2025.
10. Refunds increased from \$8,790 in FY 2024 to \$17,525 in FY 2025. The FY 2023 Actual was \$14,968. This line item includes special event deposit refunds (\$15,900) as well as partial year refunds for liquor or tobacco licenses that are issued when businesses close or change ownership (\$1,625). Expenses for special event deposits are offset by the Deposits revenue line item. This line item varies each year due to the number and nature of events being held. The FY 2024 budget was based on FY 2022 actuals. The FY 2025 budget is based on FY 2023 actuals. There was an increase in the number of events in FY 2023 compared to FY 2022, thus leading to an increase in the FY 2025 budget compared to FY 2024.
11. Sister City Program is unchanged from \$9,300 in FY 2024 to \$9,300 in FY 2025 based on FY 2023 Actual. In this line item, \$7,500 is allocated to Travel Dubuque for overseeing the Sister City Program per the City's contracted services agreement. The remaining funding is for Sister City membership dues to Sister Cities International (SCI) and hosting events in support of Sister Cities.

12. Technology Services decreased from \$28,272 in FY 2024 to \$17,472 in FY 2025. In FY 2024, this line item included funding for an improvement package related to implementing a new agenda management software (\$20,000). Part of that funding was nonrecurring (\$9,000), thus leading to a decrease in FY 2025. In FY 2025, this line item includes the City Clerk's phone hotspot (\$120), copy machine contract (\$552), NovusAgenda fees (\$5,800), and maintenance fees for agenda management software (\$11,000).

Machinery & Equipment

13. Equipment replacements includes (\$1,940):

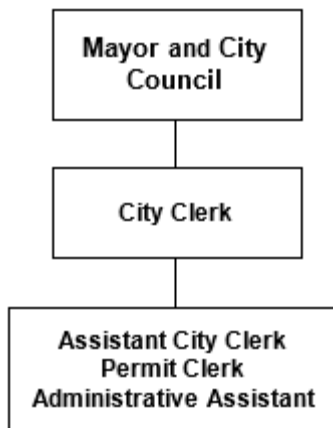
City Clerk Machinery and Equipment	
Desk phones (4)	\$ 840
Desk phone license	\$ 750
Smart Phone and Case	\$ 350
Total Equipment	\$ 1,940

Revenue

14. Alcohol Control Licenses revenue increased from \$16,845 in FY 2024 to \$93,869 in FY 2025. The FY 2023 actual was \$98,529. The increase in FY 2025 is a result of the State of Iowa Alcohol Beverage Division (ABD) collecting fees from previous years that had been on hold because of the Governor's COVID-19 Disaster Proclamation. In future years, the actual revenue received will decrease due to State Code changes in the renewal process for certain types of liquor license applications. These specific types of renewals will be automatically renewed, thus the State of Iowa will collect and keep all revenue generated by these licenses.
15. Deposits revenue increased from \$6,950 in FY 2024 to \$15,900 in FY 2025. The FY 2023 Actual was \$13,350. This line item represents deposits that are collected from special event application fees. This revenue is returned to the event organizer after the event so long as there was no damage or issues with clean up. This line item offsets the Refunds expense line item. This line item varies each year due to the number and nature of events being held. The FY 2024 budget was based on FY 2022 actuals. The FY 2025 budget is based on FY 2023 actuals. There was an increase in the number of events in FY 2023 compared to FY 2022, thus leading to an increase in the FY 2025 budget compared to FY 2024.
16. Revenue received from Enterprise Funds for administrative overhead charges decreased from \$327,846 in FY 2024 to \$314,411 in FY 2025.

CITY CLERK'S OFFICE

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



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

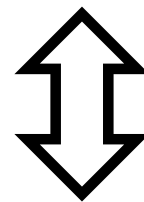
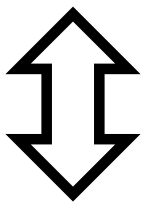
People

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



Planning

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



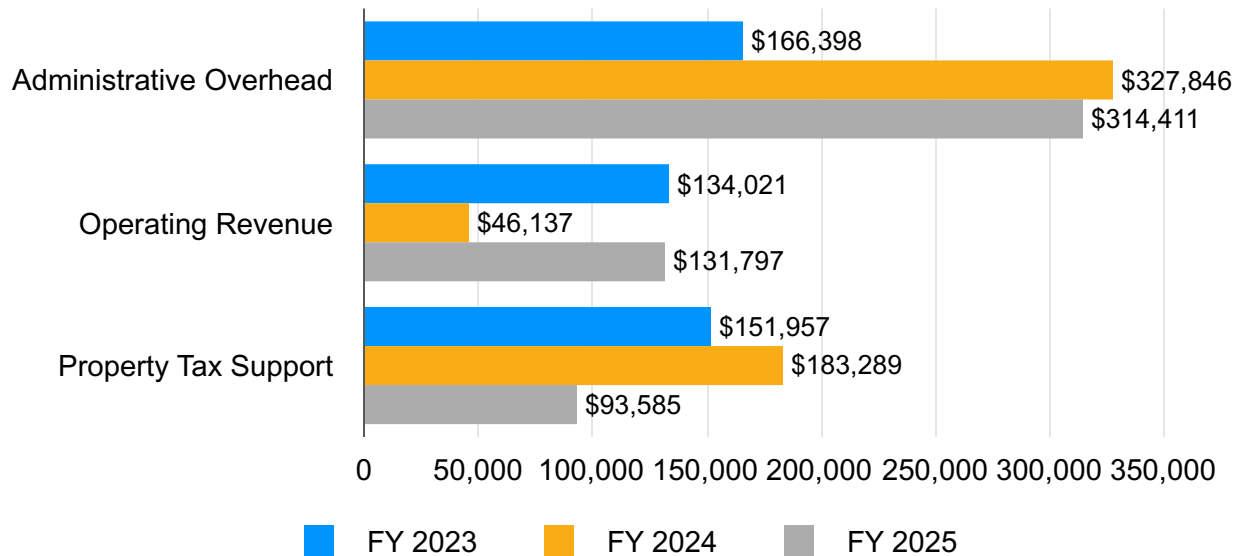
Partnerships

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

CITY CLERK'S OFFICE

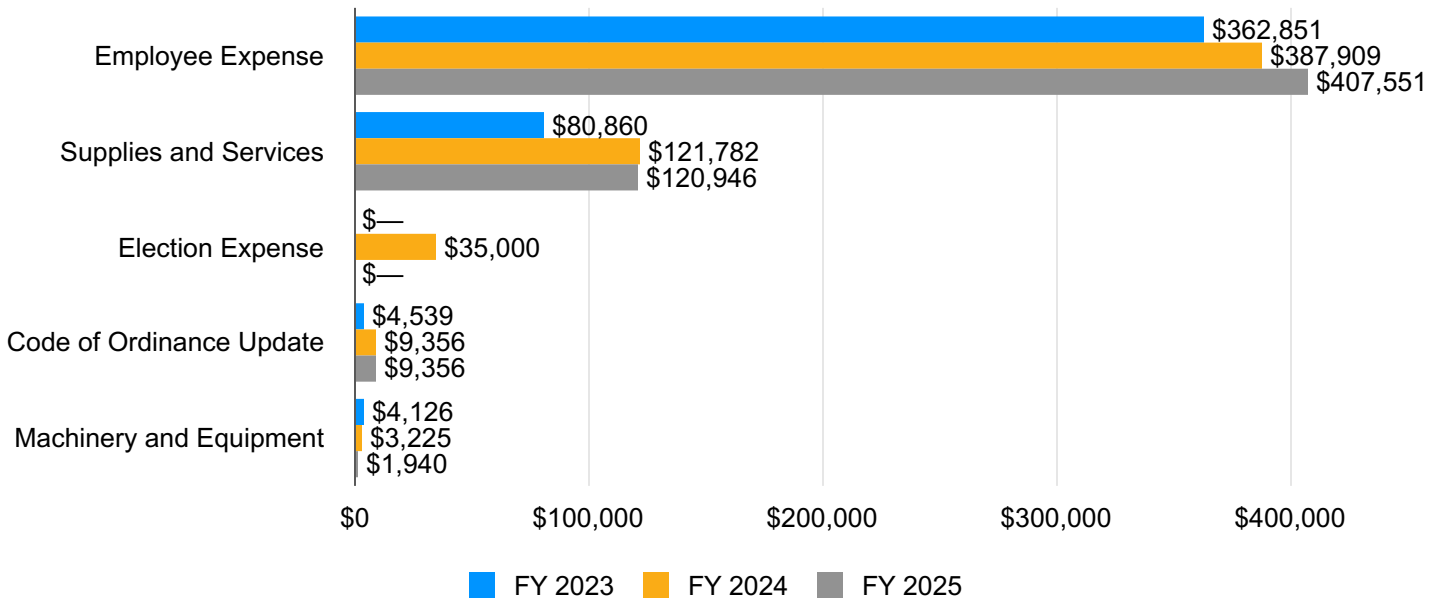
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	4.00	4.00	4.00

Resources and Property Tax Support



The City Clerks Department is supported by 4.00 full-time equivalent employees, which accounts for 75.50% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by -3.14% in FY 2025 compared to FY 2024.

Expenditures by Category by Fiscal Year



CITY CLERK'S OFFICE

Mission & Services

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

Position Summary	
	FY 2025
City Clerk	1.00
Assistant City Clerk	1.00
Permit Clerk	1.00
Administrative Assistant	1.00
Total FT Equivalent Employees	4.00

Performance Measures

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

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

Performance Measure (KPI)	Target	CY22 Actual	CY23 Actual	CY24 Estimated	Performance Indicator
Number of City Council Agenda Subscribers (via NotifyMe email and/or text)	Increase by 2%	520	538 (+3%)	548 (+2%)	Goal Met
Number of City Board & Commission Opening Subscribers (via NotifyMe email and/or text)	Increase by 2%	153	162 (+6%)	189 (+17%)	Goal Met

Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable

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

Percentage of Board and Commission Openings	<11%	12.9%	11.8%	16%	Goal Not Met
Percentage of Female Boards and Commissions Volunteers	50%	40%	45%	46%	Goal In Progress
Percentage of Boards and Commission Volunteers Representing Communities of Color	10%	4%	2.63%	3%	Goal In Progress

Recommended Operating Revenue Budget - Department Total

73 - CITY CLERK'S OFFICE

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
41000 - Alcohol Control Licenses	(164,794)	(98,529)	(16,845)	(93,869)
41050 - Cigarette Permits	(7,310)	(7,175)	(7,300)	(7,600)
41700 - Business License	(12,410)	(8,385)	(7,100)	(7,100)
41850 - Bike License	(775)	(235)	(650)	(400)
45000 - Charges/Fees for Service	0	0	0	0
45440 - Events	(6,650)	(5,750)	(6,650)	(6,650)
47100 - Reimbursements	(642)	(597)	(642)	(278)
47150 - Refunds	0	0	0	0
47300 - Deposits	(8,690)	(13,350)	(6,950)	(15,900)
4A - Charges for Services Total	(201,271)	(134,021)	(46,137)	(131,797)
4N - Transfers				
49600 - Transfer in Water Op	(7,200)	(9,856)	(56,660)	(66,266)
49610 - Transfer In Sanitary Op	(44,999)	(61,602)	(84,476)	(67,999)
49620 - Transfer in Storm Op	(13,500)	(18,480)	(47,810)	(65,403)
49650 - Transfer in Parking Op	(5,850)	(8,008)	(12,186)	(13,145)
49670 - Transfer in Refuse Op	(41,849)	(37,651)	(84,476)	(67,598)
49950 - Transfer in DMASWA Gen	(22,500)	(30,801)	(42,238)	(34,000)
4N - Transfers Total	(135,898)	(166,398)	(327,846)	(314,411)
CITY CLERK'S OFFICE - Total	(337,169)	(300,419)	(373,983)	(446,208)

Recommended Operating Expenditure Budget - Department Total

73 - CITY CLERK'S OFFICE

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	206,099	251,934	274,212	289,832
60200 - Salaries - Regular Part Time	0	0	0	0
60300 - Hourly Wages - Temp/Seasonal	0	0	0	0
60400 - Overtime	2,426	3,303	1,500	1,500
60630 - Special Pay Sick Lv Payout Ret	5,444	5,654	5,432	5,444
60635 - Special Pay Sick Lv Payout 50%	0	749	0	786
60640 - Special Pay - Vacation Payout	0	0	0	0
60710 - Special Pay - Parental Leave	0	0	0	0
60730 - Spec Pay - Safety Equipment	0	0	0	0
6A - Salaries & Wages Total	213969	261639	281144	297562
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	16,173	19,138	21,438	23,110
61300 - IPERS - City Contribution	19,685	23,958	26,456	27,929
61510 - Health Insurance	39,096	53,301	53,692	53,692
61540 - Life Insurance	149	180	184	184
61600 - Workers' Compensation	384	407	473	552
61820 - Vehicle Allowance	4,256	4,228	4,522	4,522
61992 - Physicals	0	0	0	0
6B - Employee Benefits Total	79742	101212	106765	109989
6C - Staff Development				
100 - General				
62100 - Association Dues	731	710	805	715
62200 - Subscriptions	410	327	327	458
62325 - Mileage	163	0	163	163
62400 - Meetings & Conferences	1,790	7,618	15,640	15,640
62500 - Education Reimbursement	4,313	3,317	725	1,545
6C - Staff Development Total	7407	11972	17660	18521
6D - Repair/Maint/Util				
100 - General				
63400 - Equipment Maint/Repair	245	220	1,361	363
63730 - Telecommunications	1,516	1,636	1,176	2,264
6D - Repair/Maint/Util Total	1,761	1,857	2,537	2,627
6E - Contractual Svcs				
100 - General				
64020 - Advertising	13,691	12,926	13,692	13,692
64050 - Recording Fees	245	95	245	245
64062 - Refunds	8,790	14,968	8,790	17,525
64081 - Insurance - Liability	1,614	2,409	2,300	3,434
64115 - Special Events	1,511	2,871	3,100	3,100
64140 - Printing	4,436	1,282	4,879	4,879
64145 - Copying	442	408	794	794
64160 - Rental - Land/Bldgs/Parking	462	462	504	1,008
64190 - Technology Services	109	124	28,272	17,472

Recommended Operating Expenditure Budget - Department Total

73 - CITY CLERK'S OFFICE

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
64191 - IT Recharges	0	1,190	1,370	1,497
64860 - Speakers	0	0	5,283	0
64900 - Other Professional Service	0	0	0	0
64950 - Election	51,577	0	35,000	0
64955 - Civil Service	9,670	17,996	18,400	22,500
64960 - Sister City Program	9,116	9,405	9,300	9,300
64980 - Technology Equip Maint Cont	2,101	0	2,112	2,112
64990 - Other Contractual Service	0	0	0	0
6E - Contractual Svcs Total	103,766	64,135	134,041	97,558
6F - Commodities				
100 - General				
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	0	4,126	3,225	1,940
65060 - Office Supplies	1,085	1,847	1,086	1,086
65070 - Operating Supplies	181	144	192	168
65080 - Postage/Shipping	939	907	986	986
65920 - Code Supplements	7,360	4,539	9,356	9,356
65925 - Uniform Purchase	0	0	280	0
6F - Commodities Total	9,565	11,562	15,125	13,536
6G - Capital Outlay				
100 - General				
67210 - Furniture/Fixtures	0	0	0	0
67270 - Other Capital Equipment	0	0	0	0
6G - Capital Outlay Total	0	0	0	0
CITY CLERK'S OFFICE - Total	416,210	452,376	557,272	539,793

Recommended Expenditure Budget Report by Activity & Funding Source

73 - CITY CLERK'S OFFICE

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
7301 - Administration			
100 - General			
6A - Salaries & Wages	261,639	281,144	297,562
6B - Employee Benefits	101,212	106,765	109,989
6C - Staff Development	11,972	17,660	18,521
6D - Repair/Maint/Util	1,857	2,537	2,627
6E - Contractual Svcs	64,135	99,041	97,558
6F - Commodities	11,562	15,125	13,536
6G - Capital Outlay	—	—	—
7301 - Administration Total	452,376	522,272	539,793
7302 - Elections			
100 - General			
6E - Contractual Svcs	—	35,000	—
7302 - Elections Total	—	35,000	—
7399 - Pcard Clearing			
100 - General			
6F - Commodities	—	—	—
7399 - Pcard Clearing Total	—	—	—
CITY CLERK'S OFFICE TOTAL	452,376	557,272	539,793

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

73 CITY CLERK

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9350	Contract	CITY CLERK	1.00	\$ 90,740	1.00	\$ 94,065	1.00	\$ 99,140
100	8925	GE-29	ASSISTANT CITY CLERK	1.00	\$ 64,173	1.00	\$ 67,424	1.00	\$ 71,448
100	8875	GE-26	PERMIT CLERK	1.00	\$ 54,705	1.00	\$ 57,385	1.00	\$ 60,915
100		GE-25	SECRETARY	1.00	\$ 40,378	1.00	\$ 55,338	1.00	\$ 58,329
TOTAL FULL TIME EMPLOYEES				4.00	\$ 249,996	4.00	\$ 274,212	4.00	\$ 289,832
TOTAL CITY CLERK'S OFFICE				4.00	\$ 249,996	4.00	\$ 274,212	4.00	\$ 289,832

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2023		FY 2024		FY 2025		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
City Clerks Office - FT General Fund											
10073100	61010	100	9350	CONT	CITY CLERK	1.00	\$ 90,740	1.00	\$ 94,065	1.00	\$ 99,140
10073100	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 54,705	1.00	\$ 57,385	1.00	\$ 60,915
10073100	61010	100	8925	GE-29	ASSISTANT CITY CLERK	1.00	\$ 64,173	1.00	\$ 67,424	1.00	\$ 71,448
10073100	61010	100		GE-25	SECRETARY	1.00	\$ 40,378	1.00	\$ 55,338	1.00	\$ 58,329
Total						4.00	\$249,996	4.00	\$274,212	4.00	\$ 289,832
TOTAL CITY CLERK'S OFFICE						4.00	\$249,996	4.00	\$274,212	4.00	\$ 289,832

Public Information Office

This page intentionally left blank.

PUBLIC INFORMATION OFFICE

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	682,162	845,630	952,640	12.7%
Supplies and Services	199,659	345,836	367,500	6.3%
Machinery and Equipment	6,452	5,700	62,132	990.0%
PEG Fund Machinery & Equipment	—	—	19,200	—%
Total	888,273	1,197,166	1,401,472	17.1%
<u>Resources</u>				
Administrative Overhead Recharges	134,863	241,733	354,739	46.7%
Misc. Reimbursements	—	63	—	0.0%
Stormwater Fund	1,111	47,389	49,865	5.2%
PEG Fund	—	—	19,200	0.0%
Cable TV Fund	586,814	716,229	842,555	17.6%
Total	722,788	1,005,414	1,266,359	26.0%
Property Tax Support	165,485	191,752	135,113	-56,639
Percent Increase (Decrease)				(29.54%)
Personnel - Authorized FTE	8.25	8.75	9.25	

Improvement Package Summary

1 of 6

This improvement package is for the addition of 1.00 FTE (GE-33) GIS Developer to the GIS (Geographic Information System) Office. This position is essential for creating, customizing, and maintaining GIS applications, and will work with all city departments. As GIS evolves, web-based applications become the primary tool for GIS access. These applications require a significant amount of customization, keeping the GIS Coordinator/Analyst from other duties. This position will also be responsible for work related to a new citizen response module (CRM). This requests includes wages and benefits as well as technology for the position, which includes a computer and a computer tablet. This package meets the City Council's goals for Financially Responsible, High Performance City Organization and Partnership for a Better Dubuque. By creating this position, the GIS Coordinator/Analyst will be able to further delegate duties and manage the existing project workload, which would foster a high-performance City organization.

Related Cost:	\$100,509	Tax Funds	Recurring	Recommend - No
Related Cost:	\$ 4,795	Tax Funds	Non-Recurring	
Related Revenue:	\$56,707	Administrative Overhead	Recurring	
Related Revenue:	\$ 2,705	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$45,892</u>			
Property Tax Impact:	\$0.0181	0.20%		
Activity: Geographic Information Systems				

2 of 6

This improvement package is for the addition of 1.00 FTE (GE-30) GIS Applications Specialist to the GIS (Geographic Information System) Office. This position will work with all city departments and partnering agencies in GIS data creation, editing, and application development. The number of GIS application and data requests continues to rise as GIS further embeds itself as a mission critical resource. Neither the GIS Coordinator/Analyst or GIS Applications Specialist can keep up with the needs of all departments. This requests includes wages and benefits as well as technology for the position, which includes a computer and a computer tablet. This package meets the City Council's goals for Financially Responsible, High Performance City Organization and Partnership for a Better Dubuque. By creating this position, the GIS Coordinator/Analyst will be able to further delegate duties and manage the existing project workload, which would foster a high-performance City organization.

Related Cost:	\$87,698	Tax Funds	Recurring	Recommend - No
Related Cost:	\$ 4,795	Tax Funds	Non-Recurring	
Related Revenue:	\$49,479	Administrative Overhead	Recurring	
Related Revenue:	<u>\$ 2,705</u>	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$40,309</u>			
Property Tax Impact:	<u>\$0.0159</u>	0.18%		
Activity: Geographic Information Systems				

3 of 6

This improvement package request is for the addition of a 1.00 FTE (GE-30) GIS Data Analyst to the GIS (Geographic Information System) Office. This position will manage and analyze spatial data for all city departments, reducing redundancy and improving efficiency. Data analysis has always been a primary function of GIS activities in this organization, and continues to demand more time as more data is collected. This requests includes wages and benefits as well as technology for the position, which includes a computer and a computer tablet. This package meets the City Council's goals of Financial Responsible, High Performance City Organization and Partnership for a Better Dubuque. By creating this position, the GIS Coordinator/Analyst will be able to further delegate duties and manage the existing project workload, which would foster a high-performance City organization.

Related Cost:	\$87,698	Tax Funds	Recurring	Recommend - No
Related Cost:	\$ 4,795	Tax Funds	Non-Recurring	
Related Revenue:	\$49,479	Administrative Overhead	Recurring	
Related Revenue:	<u>\$ 2,705</u>	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$40,309</u>			
Property Tax Impact:	<u>\$0.0159</u>	0.18%		
Activity: Geographic Information Systems				

4 of 6

This improvement package is for office space remodeling to accommodate new GIS (Geographic Information System) Office positions. The current GIS staff setup does not allow for additional staffing, nor collaboration space for project management. This package meets the City Council's goal of Financially Responsible, High Performance City Organization. Updating the GIS workspace to allow for more capacity and collaboration will foster high-performance team and therefore a high-performance City organization.

Related Cost:	\$25,000	Tax Funds	Non-Recurring	Recommend - No
Related Revenue:	<u>\$14,105</u>	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$10,895</u>			

Property Tax Impact: \$0.0043 0.05%

Activity: Geographic Information Systems

5 of 6

This improvement package request is for a online form solution to accept electronic form submittals for grant and assistance applications, some licenses and permits, resident feedback, and more through the City website. This solution would provide a customizable, secure option for online forms and eliminate the need for printed forms. The City's website currently has more than 300 forms from almost all departments that are used to collect information from residents. Some are fillable PDFs that can be submitted electronically; some require applicants to print out the form, complete it by hand, and either mail it in or take a photo of the completed form and submit it electronically, and some forms can be completed online and are automatically submitted to departments via email or through another platform. A standard solution would give residents and stakeholders a simpler, secure, and standardized interface to submit forms and applications to City departments that do not use specialized software for their permitting/licensing activities. This improvement package meets the City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery. Streamlining the process for residents to submit forms enhances efficiency and ensures effective service delivery.

Related Cost: \$15,000 Cable TV Funds

Related Cost: \$ 5,000 Cable TV Funds

Net Property Tax Cost: \$20,000

Property Tax Impact: \$0.0079 0.09%

Activity: Public Information Office

Recurring

Non-Recurring

Recommend - No

6 of 6

This improvement package request is integrate an artificial intelligence (AI)-based chat solution into the City website to offer the option of automated customer service. This service would provide smart text messaging, web chat, and interactive text alerts for residents and stakeholders. It would allow website visitors to get immediate answers to questions, make service requests, send personalized messages, and receive real-time alerts anytime. The service features an integrated web assistant that interacts with web visitors as well as a text chat by phone option, both available 24/7. Artificial intelligence is used to analyze the City's website, documents, and FAQs to help residents and stakeholders with immediate answers to questions, submitting and processing service requests, and capturing the data and information needed when an issue is reported. The chatbot may assist the City in keeping website content accurate and timely by flagging low quality answers to questions based on resident feedback after the interaction. The chatbot may also possess the capability to identify a resident's native language and provide responses in that language. Some vendors also provide integrations with other solutions used by the City such as Accela, Esri, Tyler, Granicus, GovQA, and others. AI-based chat solutions can also increase efficiency and reduce workloads by eliminating the need for some phone calls. This improvement package meets the City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery. Expanding customer service to include an option for automated solutions enhances service delivery while also using time and resources more efficiently.

Related Cost: \$16,650 Cable TV Funds

Related Cost: \$ 7,990 Cable TV Funds

Net Property Tax Cost: \$24,640

Property Tax Impact: \$0.0097 0.11%

Activity: Public Information Office

Recurring

Non-Recurring

Recommend - No

Significant Line Items

Employee Expense

1. FY 2025 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 2024. The employee contribution of 6.29% is unchanged from FY 2024.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in annual cost unchanged of \$— or 0.00%.
4. Overtime expense is unchanged from \$7,000 in FY 2024 to \$7,000 in FY 2025. The FY 2023 Actual was \$1,091.
5. In FY 2024, the following personnel changes were approved:
 - a. Both a part-time Communications Assistant position in the Public Information Office (0.50 FTE) and a part-time Marketing Coordinator position in Airport Department (0.70 FTE) were eliminated. These positions were replaced with a new full-time (1.00 FTE) Communications Assistant position in the Public Information Office (PIO) that also provides marketing support to the Airport Department. Compared to the cost of the former part-time position in PIO, the new full-time position results in a cost increase of \$45,868 in the Public Information Office. Compared to the cost of the former two part-time positions in PIO and Airport, the new full-time position in PIO results in a net cost decrease in city funds of \$14,871.
 - b. A part-time Communications Specialist position (0.75 FTE, GE-29) was upgraded to full time position (1.00 FTE, GE-29), while a full-time Communications Assistant position (1.00 FTE, GE-25) was restructured to become part-time (0.75 FTE, GE-25). This resulted in no net change in FTEs for the Public Information Office, and a decreased cost of \$5,698 in FY 2025.

Supplies & Services

6. Printing increased from \$83,150 in FY 2024 to \$85,895 in FY 2025. This line item represents the cost of printing six issues of City News Newsletter, printing and distribution of two issues of the City Focus Magazine, printing of brochures, flyers and utility bill inserts.
7. Technology Services increased from \$155,309 in FY 2024 to \$169,103 in FY 2025. This line item includes software subscriptions for CivicPlus (\$28,494), GovQA (\$35,566), Adobe Creative Cloud (\$7,570), Archive Social (\$7,200), Granicus (\$25,611), and Esri Advantage (\$59,200). The cost of subscriptions historically increases year-to-year. In FY 2025, the GovQA subscription is expected to increase between 5-7%, Granicus is expected to increase 5%, and CivicPlus will increase 18% based on a notice from the vendor.
8. Operating Supplies is unchanged from \$15,000 in FY 2024 to \$15,000 in FY 2025. This line item represents the costs of providing closed captioning of select CityChannel Dubuque programming, which makes many of the City's locally-produced programs accessible to the hearing impaired.
9. Advertising is unchanged from \$15,000 in FY 2024 to \$15,000 in FY 2025. This line item represents advertising and marketing expenses to promote city events, programs and initiatives and social media promotion/advertising throughout the year.

10. Meetings & Conferences is unchanged from \$20,292 in FY 2024 to \$20,292 in FY 2025. This line item represents cost of conferences and meetings for the Multimedia Specialist, Video Producer, GIS Coordinator/Analyst, GIS Applications Specialist, and other Public Information Office staff as necessary. This includes conferences such as the Growing Sustainable Communities Conference, the Iowa Women's Leadership Conference, the 3CMA Conference, and the National Association of Telecommunication Officers and Advisors Conference. The specific conferences attended each year varies.
11. Other Equipment increased from \$0 in FY 2024 to \$56,032 in FY 2025. This line item represents the replacement of electronic informational signs located at the Port of Dubuque Parking Ramp and the Historic Federal Building. The original budget used to purchase these signs was part of the construction and renovation budgets for these facilities. The current signs are original and past their useful life and industry standards. The software to operate the current signage is no longer supported. The replacement of electronic informational signs must be done on a consistent schedule to ensure equipment does not fail or parts are still available for purchase if repair is necessary.
12. FY 2025 expenses include \$19,200 for the replacement of Media Services equipment that is funded through the Public, Education, and Governmental Access Cable Grant Fund (PEG Fund). The PEG Fund represents revenue received by the City from Mediacom, as required through a franchise agreement. Mediacom stopped contributing these funds in FY 2024, therefore the PEG Fund can only increase through interest received. The cost of City equipment purchased through the PEG Fund is directly offset by available dollars in the PEG fund.

Machinery & Equipment

13. Equipment replacement items include \$62,132 for items covered through City funding sources, as well as \$19,200 for items covered through the PEG Fund:

Public Information Office Machinery and Equipment	
Public Information Office	
Smart Phone and Case (1)	\$ 350
Emergency Equipment not PEG-covered	\$ 5,350
Port of Dubuque Parking Ramp Electronic Sign	\$ 35,604
Federal Building Electronic Sign	\$ 20,428
Safety Gear	\$ 400
PIO Items Subtotal	\$ 62,132
PEG Funded Items	
Frame Sync Video Stabilizer	\$ 6,400
KiPro Recorder	\$ 5,200
Open Gear Cards	\$ 3,600
Kreston Video Cards	\$ 4,000
PEG Funded Items Subtotal	\$ 19,200
Total Equipment	\$ 81,332

Revenue

14. Cable Utility Franchise Tax revenue decreased from \$537,590 in FY 2024 to \$508,342 in FY 2025 based on FY 2023 Actual of \$508,342. This line item represents the franchise fees paid to the City by Mediacom and ImOn, as required by the state franchise fee agreement. The cable companies pay the City a portion of the revenue they generate from cable and video services within the City limits.

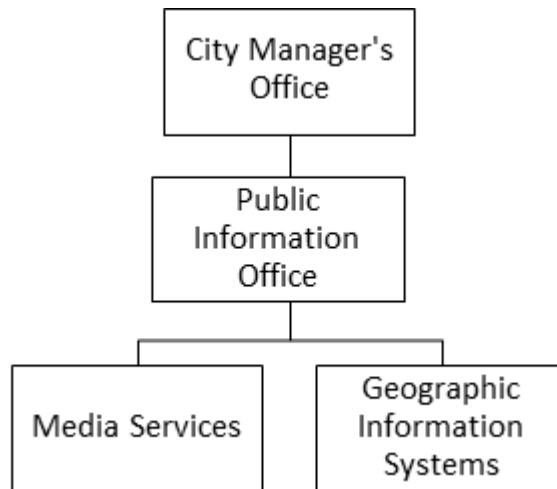
15. Revenue received from Enterprise Funds for administrative overhead charges increased from \$241,733 in FY 2024 to \$354,739 in FY 2025 and represents recharges for Geographic Information Services (GIS).

PUBLIC INFORMATION OFFICE

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

Mission & Services

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



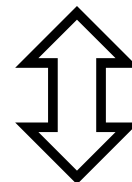
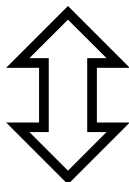
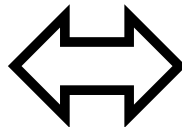
SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES

PEOPLE

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

PLANNING

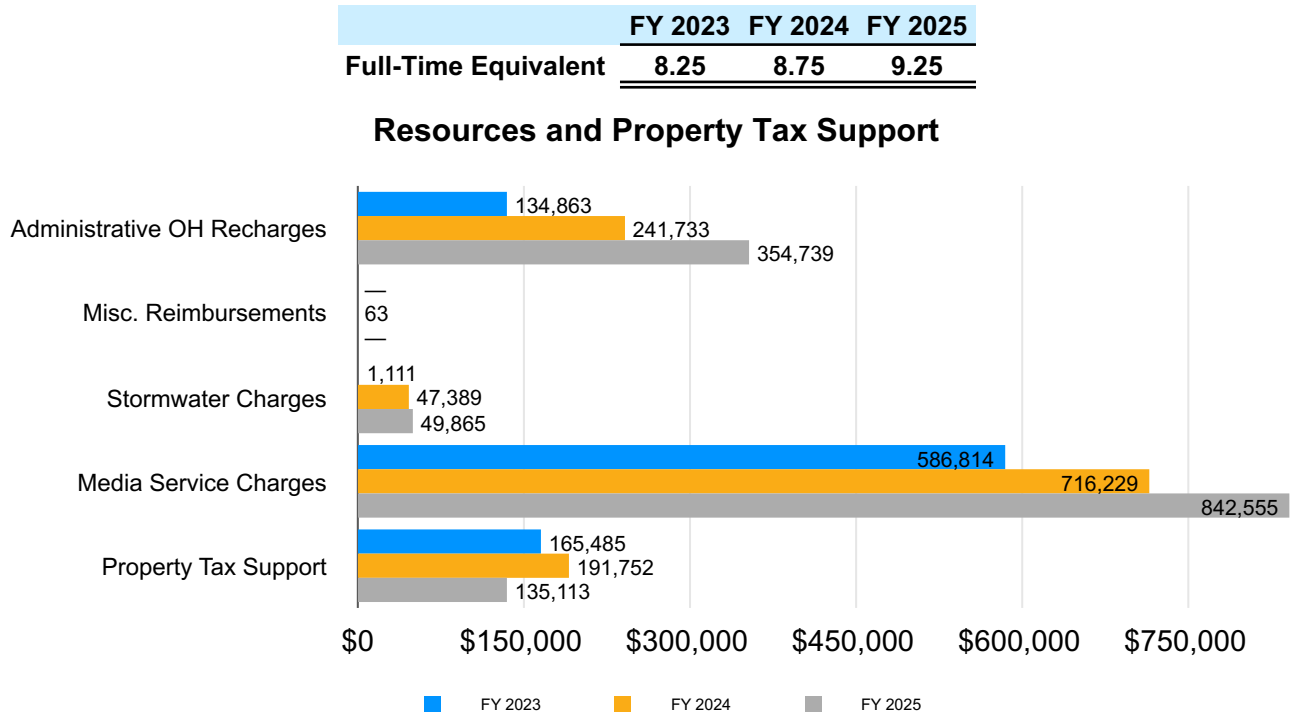
The Public Information Office supports all departments/divisions in planning activities to promote their programs and activities and assists with promoting engagement opportunities and tools to provide public input into those processes.



PARTNERSHIPS

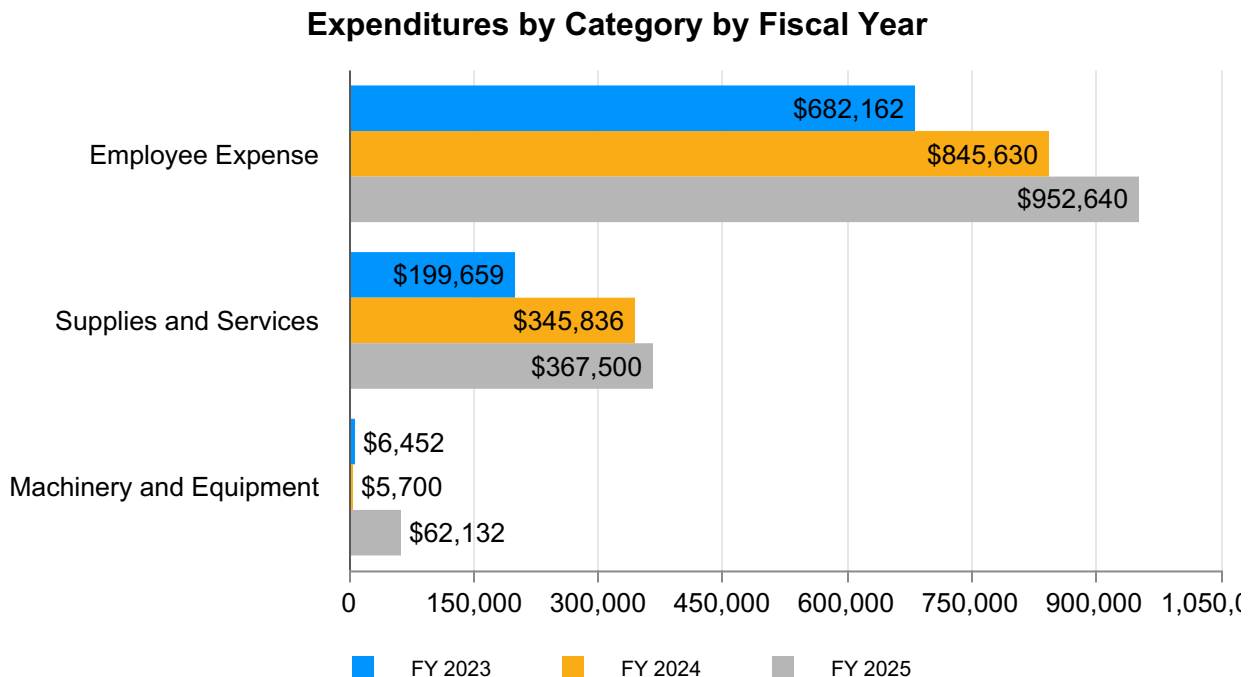
The Public Information Office partners daily with other City departments and divisions and frequently collaborates with strategic partner organizations and agencies.

PUBLIC INFORMATION OFFICE



Includes Public Information Office and Geographic Information Systems.

The Public Information Office is supported by 9.25 full-time equivalent employees, which accounts for 67.97% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 17.07% in FY 2025 compared to FY 2024.



PUBLIC INFORMATION OFFICE

Public Information Position Summary	
	FY 2025
Public Information Officer	1.00
Communications Specialist FT	3.00
Communications Specialist PT	0.00
Communications Assistant	0.75
Total FT Equivalent Employees	4.75

Performance Measures

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

	Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1	Dept. Objective: Promote the services, programs, projects, and initiatives of the City through diverse mediums.						
	# of NotifyMe Subscribers to News Releases	+5% annually	871	1,225 (+40.6%)	1,294 (+5.6%)	1,358 (+5.0%)	Goal Met
	Social Media Followers*	+10% annually	24,397	27,935 (+14.5%)	30,910 (+10.6%)	31,219 (+1.0%)	Goal Not Met
	Social Media Reach	+20% annually	4,585,136	1,790,355 (-61.0%)	2,823,519 (+57.7%)	3,388,222 (+20.0%)	Goal Met
	Social Media Engagement	+20% annually	10,265	114,126 (+1,011.8%)	45,690 (-60.0%)	54,882 (+20.1%)	Goal Met
2	Dept. Objective: Maintain an updated, comprehensive, and interactive City website for residents and stakeholders to access information and communicate with City staff and elected officials.						
	Homepage Views	+2% annually	NA	55,626**	117,710 (+111.6%)	120,064 (+2.0%)	Goal Met
	Total Page Views	+2% annually	NA	728,618*	1,279,315 (+75.6%)	1,304,902 (+2.0%)	Goal Met

* Aggregate of Multiple Platforms

Social Media reach and Engagement Stats for FY23 are Facebook only

**City switched to Google Analytics in Dec. 2021

PUBLIC INFORMATION OFFICE

Top Search Terms Used on City of Dubuque Website

FY2021	FY2022	FY2023
#1 Jobs	Jobs	Jobs
#2 Elections	Trash	Swim Lessons
#3 Swim Lessons	Housing	Parking
#4 Parking	Camping	Housing
#5 Make a Payment	Parking	Trash
#6 Vehicle Registration	Make a Payment	Camping
#7 Employment	Trick-or-Treat Night	Recycling
#8 Eagle Point Park	Eagle Point Park	Eagle Point Park
#9 Job Postings	Water	Section 8
#10 Housing	Recycling	Utility Billing

Top Pages Visited on City of Dubuque Website

(excluding homepage)

FY2021	FY2022	FY2023
#1 COVID-19 Pandemic	Utility Billing	Utility Billing
#2 Utility Billing	Housing & Community Development	Housing & Community Development
#3 Free Local COVID Tests	Miller Riverview Park	Recreation Division
#4 COVID Vaccinations	News Flashes	Join Our Team
#5 Local COVID Updates	Departments	Departments
#6 Miller Riverview Park	Police	Flora & Sutton Pools
#7 Make a Payment	Eagle Point Park	Miller Riverview Park
#8 Eagle Point Park	Join Our Team	Leisure Services
#9 Housing & Comm. Development	Curbside Collection	Police
#10 Police	Eagle Point Park	Curbside Collection

PUBLIC INFORMATION OFFICE MEDIA SERVICES

Mission & Services

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

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

Media Services Position Summary	
	FY 2025
Multimedia Specialist	1.00
Video Producer	1.00
Video Production Intern	0.25
Total FT Equivalent Employees	2.25

Performance Measures

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

	Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1	Dept. Objective: Provide Information regarding City initiatives to citizens and visitors through program/video production and multiple channels of dissemination.						
	# of meetings broadcast & programs produced	>100	101	107	165	150	Goal Met
2	Dept. Objective: Use Facebook to engage stakeholders in video content that promotes services, programs projects, and initiative.						
	Facebook Video Minutes Viewed	+5% annually	NA	173,100	152,583 (-11.9%)	160,212 (+5.0%)	Goal Met
	Facebook 1-minute Video Views	+5% annually	NA	16,800	15,290 (-9.0%)	16,055 (+5.0%)	Goal Met
	YouTube Video Views	+5% annually	NA	35,500	86,337 (+142.9%)	90,654 (5.0%)	Goal Met
3	Dept. Objective: Make the City of Dubuque more inclusive and equitable by incorporating closed captions into select videos.						
	# of video minutes captioned	>6000	NA	6,418	7,122	6,500	Goal Met

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

(Maps & Data)

Mission & Services

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



PEOPLE

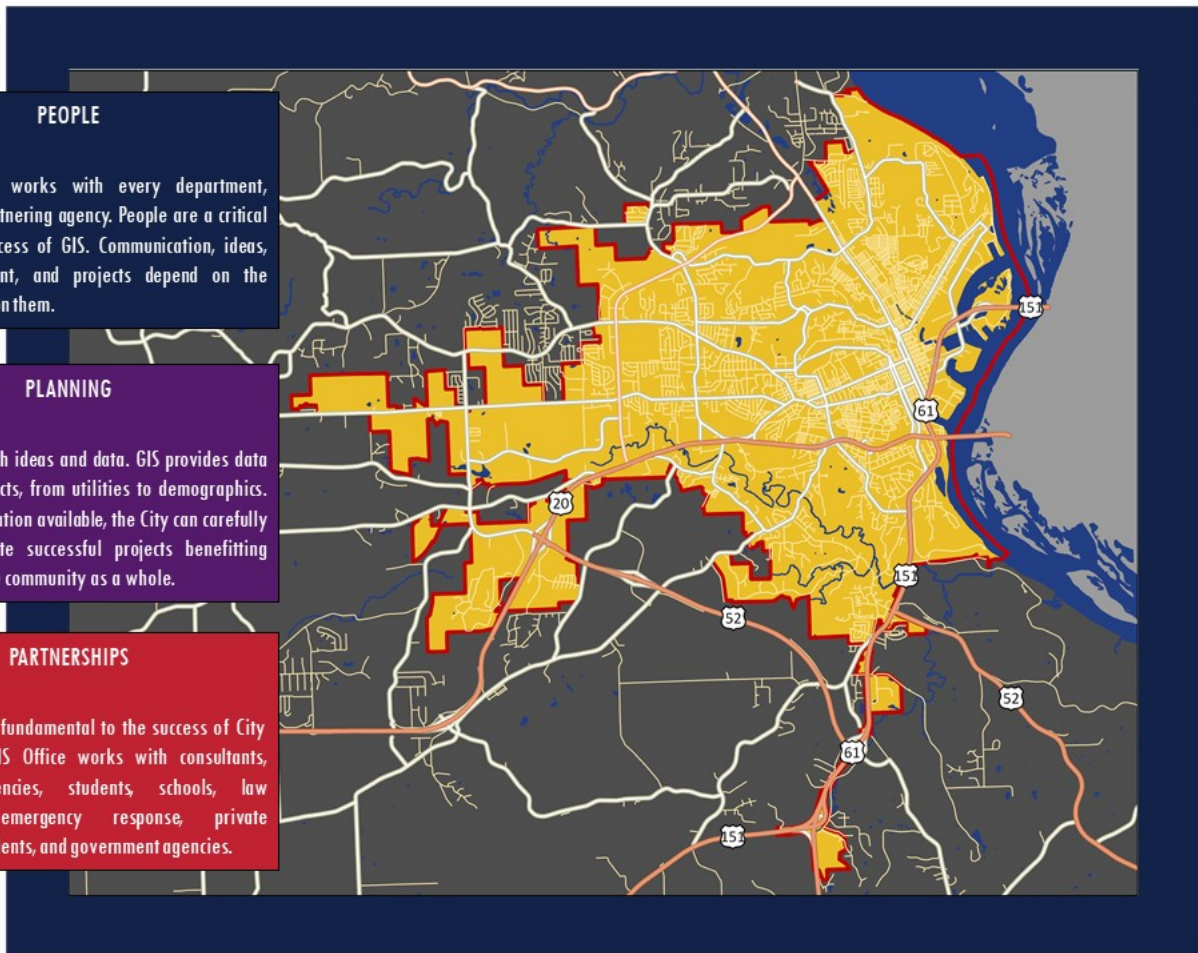
The GIS Office works with every department, division, and partnering agency. People are a critical piece in the success of GIS. Communication, ideas, data development, and projects depend on the people working on them.

PLANNING

Projects start with ideas and data. GIS provides data for all city projects, from utilities to demographics. Using the information available, the City can carefully plan and execute successful projects benefitting residents and the community as a whole.

PARTNERSHIPS

Partnerships are fundamental to the success of City projects. The GIS Office works with consultants, partnering agencies, students, schools, law enforcement, emergency response, private developers, residents, and government agencies.



Geographic Information Systems Position Summary	
	FY 2025
GIS Applications Specialist	1.00
GIS Coordinator	1.00
GIS Intern - Seasonal	0.25
Total FT Equivalent Employees	2.25

Performance Measures

City Council Goal: Financially Responsible, High-Performance City Organization						
	Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1	Dept. Objective: Leverage GIS as a data management software to accurately and consistently track City assets and community information.					
	Annual Address Updates	500	691	1,286	1,200	Goal Met
	Project Management Layers	5	N/A	6	10	Goal Met
2	Dept. Objective: Assist City departments in GIS application development to streamline workflows, centralize citywide data collection, and collaborate across organization outcomes.					
	Applications in GIS	150	326	1081	1200	Goal Met
	New or streamlined workflows using GIS	5	N/A	3	5	Goal Met
3	Dept. Objective: Produce interactive and engaging content to improve customer service.					
	Website hits to zoning map	2,500	2,057	2,502	2,400	Goal Not Met
	New public facing web map applications	20	24	60	60	Goal Met

Recommended Operating Revenue Budget - Department Total

69 - PUBLIC INFORMATION OFFICE

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
45000 - Charges/Fees for Service	0	0	0	0
47100 - Reimbursements	(63)	0	(63)	0
4A - Charges for Services Total	(63)	0	(63)	0
4N - Transfers				
49600 - Transfer in Water Op	(8,509)	(8,563)	(47,952)	(84,041)
49610 - Transfer In Sanitary Op	(53,179)	(53,517)	(71,502)	(86,239)
49620 - Transfer in Storm Op	-15,954	-16,055	-40,463	-82,947
49650 - Transfer in Parking Op	(6,913)	(6,957)	(10,314)	(15,782)
49670 - Transfer in Refuse Op	(49,456)	(49,771)	(71,502)	(85,730)
4N - Transfers Total	(134,011)	(134,863)	(241,733)	(354,739)
190 - CableTV				
4A - Charges for Services				
43205 - Lease - Fiber	0	0	0	0
45500 - Miscellaneous Chg for Svcs	(20)	0	(20)	0
47100 - Reimbursements	(78)	(2,221)	(78)	0
47150 - Refunds	0	0	0	0
4A - Charges for Services Total	(98)	(2,221)	(98)	0
4I - Util Franchise Fee				
40652 - Cable Utility Franchise Tax	(537,590)	(508,342)	(537,590)	(508,342)
4I - Util Franchise Fee Total	(537,590)	(508,342)	(537,590)	(508,342)
4K - Unrest Invest Earn				
43000 - Interest	(1,733)	(7,555)	(9,574)	(7,555)
4K - Unrest Invest Earn Total	(1,733)	(7,555)	(9,574)	(7,555)
810 - Capital Project Internal Svc				
4A - Charges for Services				
47820 - Specialized Services	0	0	(47,389)	(49,865)
4A - Charges for Services Total	0	0	(47,389)	(49,865)
PUBLIC INFORMATION OFFICE - Total	(673,495)	(652,980)	(836,447)	(920,501)

Recommended Operating Expenditure Budget - Department Total

69 - PUBLIC INFORMATION OFFICE

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	218,015	196,451	235,971	301,576
60200 - Salaries - Regular Part Time	0	0	20,541	0
60300 - Hourly Wages - Temp/Seasonal	0	1,672	8,392	8,846
60400 - Overtime	321	688	0	0
60620 - Special Pay - Holiday	0	0	0	0
60640 - Special Pay - Vacation Payout	0	8,044	0	0
60720 - Spec Pay - Meals No Overnight	0	0	0	0
190 - CableTV				
60100 - Salaries-Regular Full Time	228,794	248,587	274,570	294,641
60200 - Salaries - Regular Part Time	46,987	46,755	49,844	59,721
60300 - Hourly Wages - Temp/Seasonal	2,001	4,782	9,630	10,112
60400 - Overtime	1,140	404	7,000	7,000
60635 - Special Pay Sick Lv Payout 50%	1,978	2,498	2,207	2,623
60640 - Special Pay - Vacation Payout	0	0	0	0
810 - Capital Project Internal Svc				
60100 - Salaries-Regular Full Time	0	0	33,562	35,626
6A - Salaries & Wages Total	499,236	509,880	641,717	720,145
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	15,609	14,687	20,264	23,748
61300 - IPERS - City Contribution	21,353	18,558	25,007	29,279
61510 - Health Insurance	41,799	46,547	46,981	46,981
61540 - Life Insurance	160	136	161	161
61600 - Workers' Compensation	429	412	452	531
61992 - Physicals	0	0	0	0
190 - CableTV				
61100 - FICA - City Contribution	20,296	21,954	25,860	28,620
61300 - IPERS - City Contribution	26,141	27,868	31,003	35,021
61510 - Health Insurance	39,048	40,269	40,269	53,692
61540 - Life Insurance	134	144	138	184
61600 - Workers' Compensation	544	597	591	679
61992 - Physicals	0	0	0	0
810 - Capital Project Internal Svc				
61100 - FICA - City Contribution	0	0	2,567	2,725
61300 - IPERS - City Contribution	0	0	3,168	3,339
61510 - Health Insurance	8,108	0	6,712	6,712
61540 - Life Insurance	0	0	23	23
61600 - Workers' Compensation	747	1,111	717	800
6B - Employee Benefits Total	174,368	172,282	203,913	232,495
6C - Staff Development				
100 - General				
62100 - Association Dues	0	450	0	0
62325 - Mileage	0	0	0	0
62400 - Meetings & Conferences	612	7,398	8,812	8,812

Recommended Operating Expenditure Budget - Department Total

69 - PUBLIC INFORMATION OFFICE

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
62500 - Education Reimbursement	0	155	1,150	1,150
190 - CableTV				
62100 - Association Dues	800	1,953	1,160	2,545
62200 - Subscriptions	0	0	0	0
62325 - Mileage	0	59	200	400
62400 - Meetings & Conferences	4,456	3,392	11,150	11,150
62500 - Education Reimbursement	0	1,011	3,690	1,000
62980 - Certifications	0	0	0	1,500
810 - Capital Project Internal Svc				
62100 - Association Dues	0	0	0	0
62325 - Mileage	0	0	0	0
62400 - Meetings & Conferences	0	0	330	330
62500 - Education Reimbursement	0	0	60	60
6C - Staff Development Total	5,869	14,418	26,552	26,947
6D - Repair/Maint/Util				
100 - General				
63400 - Equipment Maint/Repair	342	281	349	287
63730 - Telecommunications	452	510	452	510
190 - CableTV				
63312 - Vehicle Ops - Gasoline	248	350	470	470
63320 - Vehicle Repair - Internal	89	218	91	222
63400 - Equipment Maint/Repair	198	639	5,215	5,215
63730 - Telecommunications	2,039	2,293	2,039	2,141
810 - Capital Project Internal Svc				
63730 - Telecommunications	0	0	0	0
6D - Repair/Maint/Util Total	3,368	4,290	8,616	8,845
6E - Contractual Svcs				
100 - General				
64020 - Advertising	0	50	0	0
64140 - Printing	0	0	50	0
64145 - Copying	1	16	4	16
64160 - Rental - Land/Bldgs/Parking	504	714	504	504
64190 - Technology Services	5,706	1,270	61,962	64,662
64191 - IT Recharges	0	1,549	1,731	1,844
64900 - Other Professional Service	0	0	0	0
64980 - Technology Equip Maint Cont	1,732	0	0	0
190 - CableTV				
64020 - Advertising	2,322	13,921	15,000	15,000
64030 - Outsourced Labor	0	0	1,000	1,000
64080 - Insurance - Property	387	387	461	1,384
64081 - Insurance - Liability	3,502	4,760	5,256	7,863
64110 - Legal	361	576	0	0
64115 - Special Events	0	0	8,000	8,000
64140 - Printing	63,499	47,263	83,100	85,895
64145 - Copying	88	298	305	350
64150 - Rental - Equipment	0	0	1,500	1,500

Recommended Operating Expenditure Budget - Department Total

69 - PUBLIC INFORMATION OFFICE

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
64160 - Rental - Land/Bldgs/Parking	1,180	925	1,180	1,180
64185 - License/Permit/Fees	1,498	41	1,498	1,498
64190 - Technology Services	79,957	89,082	93,347	104,441
64191 - IT Recharges	0	7,481	7,523	7,976
64900 - Other Professional Service	317	436	6,000	6,000
64980 - Technology Equip Maint Cont	7,283	67	5,000	5,000
810 - Capital Project Internal Svc				
64004 - Internal Service Charge	0	0	0	0
64020 - Advertising	0	0	0	0
64115 - Special Events	0	0	0	0
64140 - Printing	0	0	0	0
64145 - Copying	0	0	0	0
64190 - Technology Services	0	0	0	0
64900 - Other Professional Service	0	0	250	250
6E - Contractual Svcs Total	168,336	168,836	293,671	314,363
6F - Commodities				
100 - General				
65045 - Technology Equipment	266	167	350	350
65060 - Office Supplies	415	595	415	595
65080 - Postage/Shipping	0	0	0	0
190 - CableTV				
65020 - Library Materials	675	675	1,000	1,000
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	1,563	6,285	5,350	5,350
65050 - Other Equipment	0	0	0	56,032
65054 - Safety Equipment	0	0	0	400
65060 - Office Supplies	390	154	582	750
65070 - Operating Supplies	12,325	10,691	15,000	15,000
65080 - Postage/Shipping	11	0	0	0
65940 - Gift Cards	0	0	0	0
810 - Capital Project Internal Svc				
65060 - Office Supplies	0	0	0	0
65080 - Postage/Shipping	0	0	0	0
6F - Commodities Total	15,645	18,567	22,697	79,477
6G - Capital Outlay				
100 - General				
67210 - Furniture/Fixtures	0	0	0	0
67500 - Buildings	0	0	0	0
190 - CableTV				
67210 - Furniture/Fixtures	0	0	0	0
6G - Capital Outlay Total	0	0	0	0
PUBLIC INFORMATION OFFICE - Total	866,821	888,272	1,197,166	1,382,272

Recommended Expenditure Budget Report by Activity & Funding Source

69 - PUBLIC INFORMATION OFFICE

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6901 - Public Information Office			
180 - Community Development			
6A - Salaries & Wages	—	—	—
6B - Employee Benefits	—	—	—
190 - CableTV			
6A - Salaries & Wages	154,955	166,110	182,912
6B - Employee Benefits	39,506	41,255	58,231
6C - Staff Development	4,870	8,600	7,410
6D - Repair/Maint/Util	1,233	1,148	1,250
6E - Contractual Svcs	131,666	188,403	199,055
6F - Commodities	134	250	56,282
6G - Capital Outlay	—	—	—
810 - Capital Project Internal Svc			
6A - Salaries & Wages	—	33,562	35,626
6B - Employee Benefits	1,111	13,187	13,599
6C - Staff Development	—	390	390
6D - Repair/Maint/Util	—	—	—
6E - Contractual Svcs	—	250	250
6F - Commodities	—	—	—
6901 - Public Information Office Total	333,474	453,155	555,005
6902 - Geographic Information Systems			
100 - General			
6A - Salaries & Wages	206,854	264,904	310,422
6B - Employee Benefits	80,339	92,865	100,700
6C - Staff Development	8,003	9,962	9,962
6E - Contractual Svcs	3,598	64,251	67,026
6F - Commodities	762	765	945
6G - Capital Outlay	—	—	—
6902 - Geographic Information Systems Total	300,347	433,548	489,852
6903 - Media Services			
190 - CableTV			
6A - Salaries & Wages	148,071	177,141	191,185
6B - Employee Benefits	51,325	56,606	59,965
6C - Staff Development	1,545	7,600	9,185
6D - Repair/Maint/Util	2,266	6,667	6,798
6E - Contractual Svcs	33,572	40,767	48,032
6F - Commodities	17,671	21,682	22,250
6903 - Media Services Total	254,451	310,463	337,415
6999 - Pcard Clearing			
100 - General			
6F - Commodities	—	—	—

6999 - Pcard Clearing Total	—	—	—
7601 - Administration			
100 - General			
6A - Salaries & Wages	615,598	635,975	684,763
6B - Employee Benefits	169,620	184,666	183,996
6C - Staff Development	47,507	49,853	51,876
6D - Repair/Maint/Util	8,890	7,572	9,153
6E - Contractual Svcs	188,848	192,137	173,872
6F - Commodities	2,720	5,344	2,558
6G - Capital Outlay	—	—	—
7601 - Administration Total	1,033,182	1,075,547	1,106,218
7699 - Pcard Clearing			
100 - General			
6F - Commodities	136	—	—
7699 - Pcard Clearing Total	136	—	—
PUBLIC INFORMATION OFFICE TOTAL	888,272	1,197,166	1,382,272

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

69 PUBLIC INFORMATION OFFICE DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
290	8400	GE-38	PUBLIC INFORMATION OFFICER	1.00	105,657	1.00	111,059	1.00	117,064
800	1950	GE-29	COMMUNICATIONS SPECIALIST	0.50	32,087	0.50	33,562	0.50	35,374
100	1950	GE-29	COMMUNICATIONS SPECIALIST	1.50	84,770	1.50	91,701	1.50	101,612
290	1950	GE-29	COMMUNICATIONS SPECIALIST	—	0	—	0	1.00	59,721
100		GE-25	COMMUNICATIONS ASSISTANT	—	0	0.50	20,541	0.75	36,158
100		GE-30	GIS APPLICATIONS SPECIALIST	1.00	67,108	1.00	59,820	1.00	73,994
100	8400	GE-33	GIS COORDINATOR	1.00	80,441	1.00	84,450	1.00	89,560
290	8300	GE-37	MULTIMEDIA SPECIALIST	1.00	82,784	1.00	91,638	1.00	101,599
290	8725	GE-30	VIDEO PRODUCER	1.00	68,450	1.00	71,873	1.00	75,474
TOTAL FULL TIME EMPLOYEES				7.00	521,297	7.00	544,103	8.00	654,398
61020 Part Time Employee Expense									
290	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	47,653	0.75	49,844	—	0
TOTAL PART TIME EMPLOYEES				0.75	47,653	1.25	70,385	0.75	36,158
61030 Seasonal Employee Expense									
100	2850	NA-37	GIS INTERN - SEASONAL	0.25	8,023	0.25	8,392	0.25	8,846
290	2875	NA-38	VIDEO PRODUCTION INTERN	0.25	7,188	0.25	9,630	0.25	10,112
TOTAL SEASONAL EMPLOYEES				0.50	15,211	0.50	18,022	0.50	18,958
TOTAL PUBLIC INFORMATION OFFICE DEPT				8.25	584,161	8.75	632,510	9.25	709,514

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2023		FY 2024		FY 2025		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Public Information - FT Media Services Fund											
29072300	61010	290	8400	GE-38	PUBLIC INFORMATION OFFICER	1.00	\$ 105,657	1.00	\$ 111,059	1.00	\$ 117,064
29072300	61010	100	1950	GE-29	COMMUNICATIONS SPECIALIST	—	\$ —			1.00	\$ 59,721
29075100	61010	290	8300	GE-37	MULTIMEDIA SPECIALIST	1.00	\$ 82,784	1.00	\$ 91,638	1.00	\$ 101,599
29075100	61010	290	8725	GE-30	VIDEO PRODUCER	1.00	\$ 68,450	1.00	\$ 71,873	1.00	\$ 75,474
Total						3.00	\$ 256,891	3.00	\$ 274,570	4.00	\$ 353,858
Public Information - FT General Fund											
10072300	61010	100	8400	GE-33	GIS COORDINATOR	1.00	\$ 80,441	1.00	\$ 84,450	1.00	\$ 89,560
10072300	61010	100	1950	GE-29	COMMUNICATIONS SPECIALIST	1.50	\$ 84,770	1.50	\$ 91,701	1.50	\$ 101,612
10072300	61010	100		GE-25	COMMUNICATIONS ASSISTANT	—	\$ —			0.75	\$ 36,158
10072300	61010	100		GE-30	GIS APPLICATION SPECIALIST	1.00	\$ 67,108	1.00	\$ 59,820	1.00	\$ 73,994
Total						3.50	\$ 232,319	3.50	\$ 235,971	3.50	\$ 265,166
Public Information - FT Stormwater Fund											
80072620	61010	620	1950	GE-29	COMMUNICATIONS SPECIALIST	0.50	\$ 32,087	0.50	\$ 33,562	0.50	\$ 35,374
Total						0.50	\$ 32,087	0.50	\$ 33,562	0.50	\$ 35,374
Public Information - PT Media Services Fund											
29072300	61020	100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	\$ 47,653	0.75	\$ 49,844	—	\$ —
Total						0.75	\$ 47,653	0.75	\$ 49,844	—	\$ —
Public Information - Seasonal General Fund											
10072300	61030	100	2850	NA-37	GIS INTERN-SEASONAL	0.25	\$ 8,023	0.25	\$ 8,392	0.25	\$ 8,846
Total						0.25	\$ 8,023	0.25	\$ 8,392	0.25	\$ 8,846
FY 2023 - Seasonal Media Services Fund											
29075100	61030	290	2875	NA-38	VIDEO PRODUCTION INTERN	0.25	\$ 7,188	0.25	\$ 9,630	0.25	\$ 10,112
Total						0.25	\$ 7,188	0.25	\$ 9,630	0.25	\$ 10,112
TOTAL PUBLIC INFORMATION OFFICE DEPT.						8.25	\$ 584,161	8.75	\$ 632,510	9.25	\$ 709,514

This page intentionally left blank.

Human Resources

This page intentionally left blank.

HUMAN RESOURCES DEPARTMENT

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	1,005,286	1,082,366	1,200,647	10.9 %
Supplies and Services	346,073	385,359	648,548	68.3 %
Machinery and Equipment	1,029	1,050	700	(33.3)%
Total	1,352,388	1,468,775	1,849,895	25.9 %
<u>Resources</u>				
Administrative Overhead Recharges	489,959	783,099	1,086,290	38.7 %
Misc. Reimbursements	255,138	223,649	255,138	14.1 %
Total	745,097	1,006,748	1,341,428	33.2 %
Property Tax Support	607,291	462,027	508,467	46,440
Percent Increase (Decrease)				10.1 %
Personnel - Authorized FTE	7.75	7.75	7.75	

Improvement Package Summary

1 of 4

This improvement package request is for the purchase of a Human Resource Information System (HRIS, or also known as a human resources management system). An effective HRIS is the window to a more effective workforce and an engaging work environment. HRIS is defined as a software or online solution that is used for data entry, data tracking, and the data management of all human resources operations for an organization. With the world of work in a continuous, digital flux, HR systems and processes must adapt to a world that is data filled, technology-driven, and people-centric.

An HRIS includes a wide range of systems under its umbrella. For example, it includes all aspects of managing the employee database and directory, applicant tracking, benefits administration, payroll processes, work scheduling/time and attendance, leaves tracking, compliance protocols, customizable insight reports, employee self-service, performance management, and HR processes accessible and managed on mobile apps.

In general, an HRIS includes the following basic umbrella modules:

1. People Administration/Records Management. (E-Personnel files, Personnel Records)
2. Database Management
3. Time and Labor Management (Leaves and Absences)
4. Payroll Functions
5. Benefits & Compensation Management
6. Employee Interface (Personal Self Service)
7. Talent Acquisition/Applicant Tracking (Recruitment)

8. Retention/Engagement (Onboarding, Performance Evaluation, Training and Development)

The City of Dubuque maintains primarily paper processes and procedures in the absence of an HRIS with the exception of the following:

1. Payroll (current system: FinPlus through March 17, 2024, then transition to/rollout a new system called Tyler Munis/EERP).
2. Applicant Tracking/Recruitment (current system: NeoGov Online Hiring Center (OHC))
3. Training and Development (current system: NeoGov LEARN)

Finding an HRIS that is capable of saving time is desirable for the City. A solid HRIS will enable the City to manage employee data more easily in an efficient manner that also contributes to an employee's growth and development. Through using such HR management solutions, a structure is created that enhances employee performance and serves as a reliable hub for all inquiries regarding employee information. With HR modules and information stored and updated in one location or within systems that can communicate with each other, HR can make strategic workforce planning decisions, given that the data gathered can be analyzed to determine key trends and hotspots in employee behavior.

The Tyler/Munis (EERP) system has gaps or does not provide the full complement of a basic HRIS. A complete HRIS is essential for meeting the City's goals of being a High Performing Organization/ Government, Data-based or Data-driven Analysis and Decisions, Recruitment and Retention of a Quality Workforce.

The cost of this package includes the cost to develop an RFP and also purchase the following five modules to address current gaps in software capabilities.

1. Hire a RFP Consultant to write, evaluate, and process an RFP for HRIS modules to fill operational gaps. RFP consultant makes recommendation for vendor selection(s). Cost of \$75,750 non-recurring.
2. Retention/Engagement (Onboarding, Performance Evaluation, Training and Development). Cost of \$30,000 recurring.
3. People Administration/Records Mgmt. (E-Personnel files, Personnel Records) Cost of \$42,000 recurring.
4. Database Management, Leave Mgmt. Cost of \$31,000 recurring.
5. Benefits Administration Management. Cost of \$37,000 recurring.
6. Employee Interface/Employee Self-Service. Cost of \$25,000 recurring.

Total Non-Recurring - \$75,750.00

Total Recurring - \$165,000

According to PeopleGoal, HR Management, the top 10 HRIS Systems for 2024 include the following vendors/systems, in no order: BambooHR, SAP SuccessFactors, Natural HR, WorkDay, Optimum HRIS, Namely, Gusto Simple, Eddy, TriNet Zenefits, and Rippling.

Related Cost:	\$165,000	Tax Funds	Recurring	Recommend - Yes
Related Cost	\$ 75,750	Tax Funds	Non-Recurring	
Related Revenue	\$ 27,506	Administrative Overhead	Recurring	
Related Revenue:	\$ 12,628	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$200,616</u>			
Property Tax Impact:	\$ 0.0789	0.85%		
Activity: Administration				

2 of 4

This Improvement Package request is to increase the amount of annual funding available through the City's Tuition Reimbursement Program. This program is available to all regular full-time and regular part-time employees at the City of Dubuque who have worked for the City a minimum of one year. It is designed to encourage personal and professional career development in order to enhance employee productivity and retention. Employees who are accepted into the program are eligible for 25- 50% reimbursement up to a maximum of \$5,250 per calendar year; precise reimbursement is dependent on actual costs and grades achieved. Currently, the annual budget (FY24) for this program is \$25,000. In the current fiscal year, we have 8 employees who have been accepted into the program and are pursuing Associates, Bachelors, or Masters level degrees. Assuming maximum reimbursement of 50% of projected tuition costs, we have committed approximately \$21,000 of our \$25,000 for the year to these employees. Nearly all of these employees are at the beginning of their degree programs and anticipate continuing in the program for a minimum of one more year. As a result, we can anticipate that for the coming year, we will have insufficient funding to accept more than one additional applicant. Consequently, we are requesting that the annual budgeted amount for this program be increased by an additional \$25,000 for a total of \$50,000 annually. This will allow us to accept new applicants into the program in the coming year. This supports the City Council's goal of a Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 50,000	Tax Funds	Recurring	Recommend - No
Related Revenue:	\$ 6,151	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 43,849</u>			
Property Tax Impact:	\$ 0.0172	0.18%		
Activity: Administration				

3 of 4

This improvement package request funds the opportunity for Human Resources staff to attend new conferences and attain new certifications that have not previously been budgeted for. These conferences are in addition to the already budgeted conferences. Attending conferences allows staff to experience unique education opportunities, make professional connections, and get insight from other communities. Attaining certifications ensures staff are knowledgeable of standards. This improvement package request includes funding for the following items:

NeoGov conference for Development and Learning Manager - \$2,500.

NeoGov conference for Human Resources Specialist - \$2,500.

Certified Employee Benefits Specialist Conference for Benefits and Compensation Manager - \$1,500.

Certified Compensation Professional Certification for Benefits and Compensation Manager - \$500.

Total Cost: \$7,000

This improvement package request supports the City Council Goal Financially Responsible, High-Performance City Organization. Providing staff with opportunities to attend new conferences on emerging topics contributes to a High-Performance City Organization.

Related Cost:	\$ 7,000	Tax Funds	Recurring	Recommend - No
Related Revenue:	\$ 4,533	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 2,467</u>			
Property Tax Impact:	\$ 0.001	0.01%		
Activity: Administration				

4 of 4

This improvement package request is for a temporary Scanning Clerk position (0.50 FTE, GE-25A). This position was funded through a non-recurring improvement package in the FY 2022 budget, but the position was not filled and the funds have not continued to get carried over into future fiscal years, therefore, the funds are no longer available in the Human Resources budget. This improvement package seeks to regain the funding and authorization for this position.

The digitization of paper personnel file documents is needed to 1) provide searchable and functional access to authorized staff, and 2) to help for the planned transition to the digital human resources information system within the enterprise resource planning system. Because essentially no Human Resources documents prior to October 2019 have been maintained in digital formats (all are on paper or in a paper file/folder system), all documents would need to be scanned to progress to a digitized storage system.

This request supports the City Council Goal Financially Responsible, High-Performance City Organization. Ensuring that documents are transferred from paper to a digital format improves efficiency in accessing past records.

Related Cost:	\$ 25,350	Tax Funds	Non-Recurring	Recommend - Yes
Related Revenue:	\$ 4,226	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 21,124</u>			
Property Tax Impact:	\$ 0.0083	0.09%		
Activity: Administration				

Significant Line Items

Employee Expense

1. FY 2025 employee expense reflects a 5.00% wage package increase. The FY 2024 employee expense budget included several vacant positions that were budgeted at middle-level pay steps. Two of those positions have since been filled with employees who are at higher pay steps than what was budgeted for in FY 2024, thus contributing to an increase in employee expense in FY 2025.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2024. The employee contribution of 6.29% is unchanged from FY 2024.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in the annual cost remaining unchanged \$0 or 0.00%.
4. Dental Insurance expense increased from \$228,261 in FY 2024 to \$280,082 in FY 2025 and is based on FY 2023 actual cost. This line item represents the dental insurance premiums paid, which is offset by employee payments in dental insurance premium revenue.

5. Insurance Administration is unchanged from \$27,100 in FY 2024 to \$27,100 in FY 2025 based on FY 2024 budget. The FY 2023 Actual was \$13,881. This line item represents flex medical spending plan administrative costs (\$24,000), State of Iowa fee for the 509(A) certificate (\$100), and Patient Centered Outcomes Research Initiative fee (\$3,000), which are costs that cannot be paid from the self-insurance reserve.
6. Five-Year Retiree Sick leave payout is decreased from \$11,032 in FY 2024 to \$3,395 in FY 2025. This amount reflects the anticipated costs for the current retirees.
7. 50% Sick Leave Payout unchanged from \$0 in FY 2024 to \$0 in FY 2025 based on FY 2024 actual to-date. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.

Supplies & Services

8. Training increased from \$0 in FY 2024 to \$162,954 in FY 2025. This is a new account that was created in the Human Resources budget for FY 2025. Prior to FY 2025, the expenses in this account were all located in the Education Reimbursement line item (\$162,734 in FY 2024). This account was created to better organize the department's budget and help separate various training expenses that were previously all combined in the Education Reimbursement line item. This new line item represents expenses for training and education that is provided to city employees outside of the Human Resources department. This includes the tuition reimbursement program (\$25,000), safety training (\$2,500), the new employee orientation luncheon (\$3,800), general training supplies (\$1,820), hiring outside trainers (\$32,480), Office 356 training (\$13,000), Crucial Conversations training for city staff (\$12,400), continuing education for city facilitators (\$4,063), incentives for city facilitators (\$11,241), wellness committee funding (\$12,850), various emotional intelligence trainings and contracts (\$31,800), and training resources for city facilitators (\$12,000).
9. Other Professional Services is unchanged from \$72,000 in FY 2024 to \$72,000 in FY 2025 and is based on FY 2024 Budget less non-recurring items. This line item includes Cottingham & Butler benefit consultant services of \$38,500, third party exit interview service of \$15,000, 509(A) Certificate of Compliance of \$2,000, Affordable Care Act compliance reporting of \$8,000, executive coaching of \$5,000, and GASB 45 actuarial valuation of \$3,500. The FY 2023 Actual was \$81,671.
10. Meetings & Conferences is unchanged from \$24,395 in FY 2024 to \$24,395 in FY 2025. This line item includes funding for one staff member to attend the Tyler Connect conference (\$2,649), one staff member to attend the NeoGov conference (\$2,463), and one out of state conference for the Chief Human Resources Officer (\$2,500). This line item also includes expenses for a variety of employment-related conferences for all Human Resources staff (\$17,323). The specific conferences that staff attend often changes each year based on which conferences are being offered by various organizations.
11. Background Checks is unchanged from \$20,640 in FY 2024 to \$20,640 in FY 2025 and is based on FY 2024 budget. This line item represent background checks conducted during the City hiring process.
12. Technology Services increased from \$51,341 in FY 2024 to \$295,957 in FY 2025. This line item includes the annual NeoGov subscription renewal (\$14,000), monthly Verizon charges (\$600), lockdown software for the Human Resources kiosk (\$20), and the Human Resources portion of Tyler Enterprise Resource Planning software (\$40,587). The cost for Tyler Enterprise Resource Planning software was not part of the FY 2023 Actual.

13. Association Dues decreased from \$16,940 in FY 2024 to \$3,225 in FY 2025. The FY 2023 Actual was \$1,224. This line item includes memberships and professional associations for Human Resources staff, such as the Society for Human Resource Management (SHRM) and the Public Sector Human Resources Association (PSHRA). This expense can vary each year depending on which dues are up for renewal in a particular year. The decreases from FY 2024 is due to expenses for Crucial Conversations training for city staff (\$12,400) being shifted to the Training expense line item. This shift was made to better organize the Human Resources department budget.
14. Education Reimbursement decreased from \$166,534 in FY 2024 to \$4,690 in FY 2025. The FY 2023 Actual was \$54,356. In the past, this line item included training and education expenses for employees outside of the Human Resources department, as well as training and education intended only for Human Resources staff. In FY 2025, this line item only includes training and education for Human Resources staff. The training and education expenses for employees outside of the Human Resources department were shifted to the Training line item for FY 2025. This shift was done to better organize funds within the Human Resource budget. In FY 2025, this line item includes various trainings for Human Resources staff including Office Dynamic webinars (\$895), courses offered at local educational institutions (\$595), and training to become a facilitator for Crucial Conversations training (\$3,600).

Machinery & Equipment

15. Equipment replacement items include (\$700):

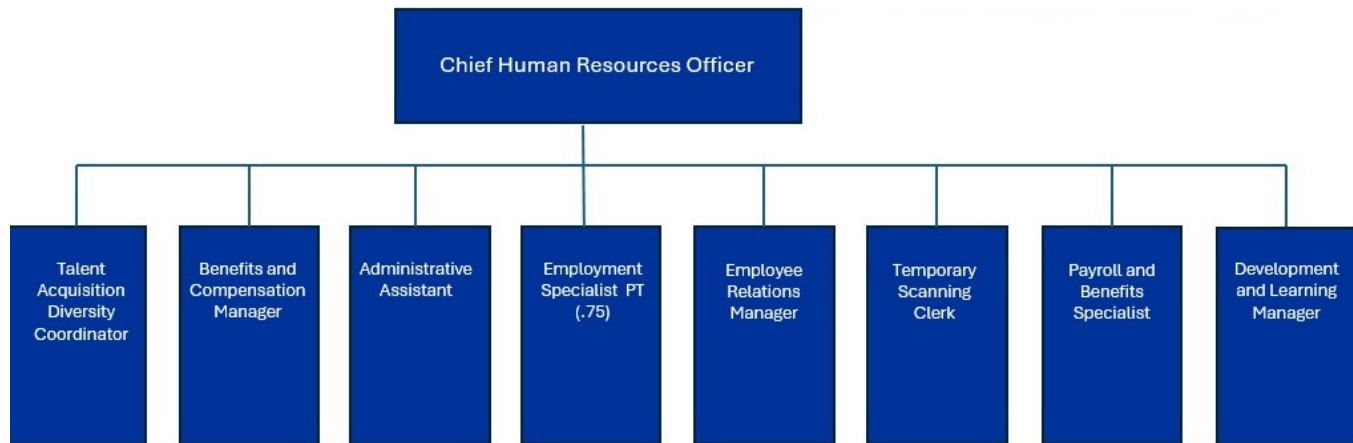
Human Resources Machinery and Equipment	
Smart Phone and Case (2)	\$ 700
Total Equipment	\$ 700

Revenue

16. Dental Insurance Premium revenue increased from \$223,649 in FY 2024 to \$255,138 in FY 2025 based on FY 2023 actual of \$255,138. This line item represents employee-paid premiums for dental insurance and offsets the expense.
17. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$783,099 in FY 2024 to \$1,086,290 in FY 2025. FY 2023 Actual was \$489,959.

HUMAN RESOURCES DEPARTMENT

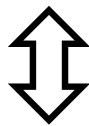
Through strategic partnerships and collaboration, the Human Resources Department recruits, develops, and retains a high performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, their families, departments and the public in order to maximize individual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



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

People

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



Partnerships

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



Planning

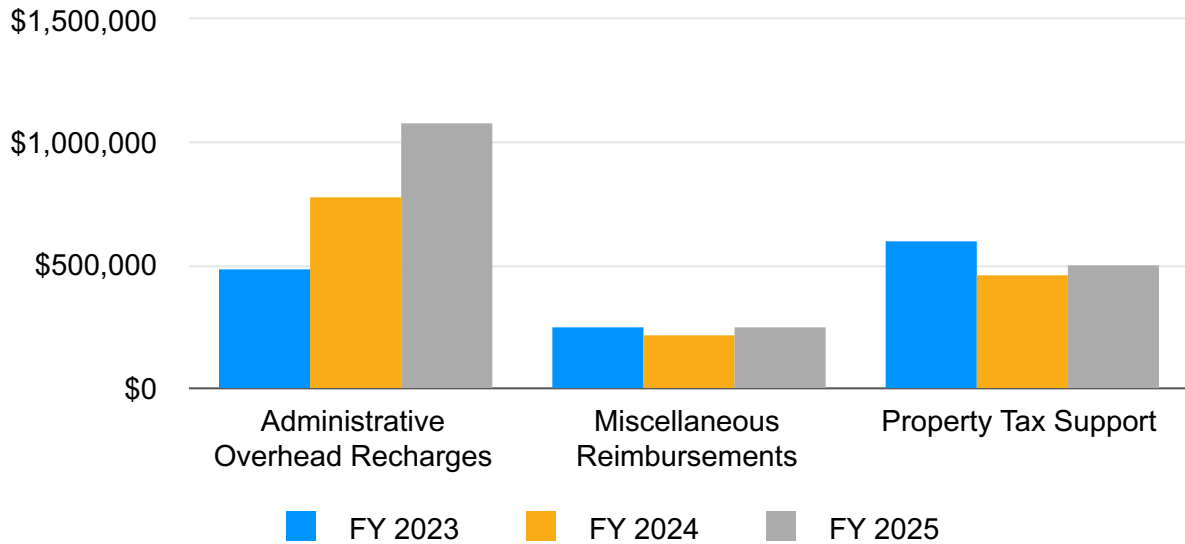
The Human Resources Department works with all City departments to provide employee development and training and to acquire talent that assures engaged, competent, and diverse employees to best carry out City initiatives.



HUMAN RESOURCES DEPARTMENT

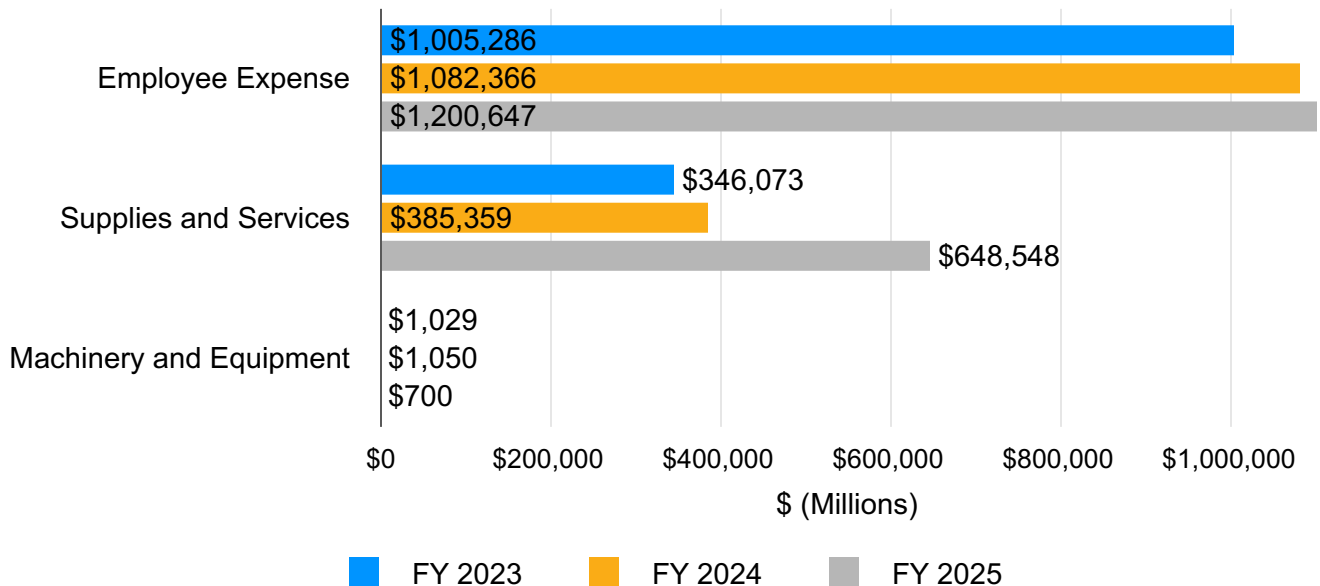
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	7.75	7.75	7.75

Resources



The Human Resources Department is supported by 7.75 full-time equivalent employees, which accounts for 64.90% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 25.95% in FY 2025 compared to FY 2024.

Expenditures by Category by Fiscal Year



HUMAN RESOURCES DEPARTMENT

Overview

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

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

Position Summary	
	FY 2025
Chief Human Resources Officer	1.00
Payroll and Benefits Specialist	1.00
Talent Acquisition Diversity Coordinator	1.00
Administrative Assistant	1.00
Employee Relations Manager	1.00
Employment Specialist	0.75
Benefits and Compensation Manager	1.00
Development and Learning Manager	1.00
Total FT Equivalent Employees	7.75

Performance Measures

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

	Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1	Dept. Objective: Ensure equal employment opportunities for all employees and applicants for employment.					
	Ratio of female:male employees (consistent with City of Dubuque resident make-up)*	51% female to 49% male	31.0% f: 69.0% m	35.0% f: 65.0% m	35.0% f: 65.0% m	Goal in Progress
	% of non-White employees	>8% (non-white)	5.8% non-white	7.11% non-white	7.11%	Goal in Progress
2	Dept. Objective: To find the best candidate for the job while improving satisfaction and speeding up the recruitment process.					
	Time to Fill	< 60 Days	60 days	47 days	57 days	Goal Met

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
Candidate Net Promoter Score	Average > 0	4.43	8.77	8.48	Goal Met
Quality of Hire*	> 50%	95%	94%	98%	Goal Met
3 Dept. Objective: Increase employee engagement					
Relationship with Peers	> 75%	93%	90%	90%	Goal Met
Effective Communication of Information	> 75%	38%	35%	35%	Goal Not Met
Quality of Supervisor Feedback (re: Performance)	>75%	45%	47%	47%	Goal in Progress

Employee Data Tables

Employee Demographics (Fiscal Year 2023)										
Male (538) - 65%					Female (290) - 35%					Total Employees
White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
507	16	13	1	1	264	18	7	—	1	

Coming & Going

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Vacancies	146	139	88	96	163
Applications Processed	4,191	4,068	2,704	2,995	3,357
Civil Service Applications	565	83	163	179	144

Applicants

Employment Applications	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Unknown	Other
FY20 Employment Applications	3478	301	131	74	16	0	68
FY21 Employment Applications	1940	168	55	37	32	59	37
FY22 Employment Applications	2506	201	76	42	30	82	58
FY23 Employment Applications	2690	214	102	72	12	177	45
Application Percentage Change*	7%	6%	34%	71%	(60)%	116%	(22)%
New Hires							
FY20 New Hires	171	12	8	1	0	0	0
FY21 New Hires	148	9	7	1	0	0	0
FY22 New Hires	52	7	4	0	0	0	0
FY23 New Hires	292	14	13	4	12	18	5
New Hire Percentage Change*	462%	100%	225%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

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

FY23 data is the number of eligible applicants that meet the minimum qualifications.

Recommended Operating Revenue Budget - Department Total

67 - HUMAN RESOURCES

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
45500 - Miscellaneous Chg for Svcs	0	0	0	0
47100 - Reimbursements	0	0	0	0
47150 - Refunds	0	0	0	0
47310 - Insurance Premium	(223,649)	(255,138)	(223,649)	(255,138)
4A - Charges for Services Total	(223,649)	(255,138)	(223,649)	(255,138)
4N - Transfers				
49600 - Transfer in Water Op	(20,244)	(25,958)	(138,197)	(219,765)
49610 - Transfer In Sanitary Op	(126,516)	(162,237)	(199,788)	(269,874)
49620 - Transfer in Storm Op	(37,953)	(48,671)	(116,611)	(216,904)
49650 - Transfer in Parking Op	(16,450)	(21,091)	(28,820)	(42,807)
49670 - Transfer in Refuse Op	(117,658)	(150,882)	(199,788)	(224,183)
49950 - Transfer in DMASWA Gen	(63,252)	(81,120)	(99,895)	(112,757)
4N - Transfers Total	(382,073)	(489,959)	(783,099)	(1,086,290)
HUMAN RESOURCES - Total	(605,722)	(745,097)	(1,006,748)	(1,341,428)

Recommended Operating Expenditure Budget - Department Total

67 - HUMAN RESOURCES

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	374,739	464,278	575,121	614,240
60200 - Salaries - Regular Part Time	45,492	44,933	40,295	42,472
60300 - Hourly Wages - Temp/Seasonal	0	5,439	0	21,650
60400 - Overtime	221	0	0	0
60410 - Overtime - Holiday	559	0	0	0
60630 - Special Pay Sick Lv Payout Ret	11,040	11,465	11,032	3,395
60635 - Special Pay Sick Lv Payout 50%	1,518	0	0	0
60640 - Special Pay - Vacation Payout	8,247	1,295	0	0
60710 - Special Pay - Parental Leave	0	0	0	0
6A - Salaries & Wages Total	441,817	527,410	626,448	681,757
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	32,191	38,384	47,080	52,154
61300 - IPERS - City Contribution	40,367	48,020	58,095	64,037
61510 - Health Insurance	56,527	93,961	93,961	93,961
61540 - Life Insurance	213	252	322	322
61600 - Workers' Compensation	669	3,296	1,099	1,234
61615 - Insurance Premium	228,261	280,082	228,261	280,082
61625 - Excess Workers' Comp	0	0	0	0
61705 - Actual Claim Experience	75,000	0	0	0
61710 - Insurance Administration	20,394	13,881	27,100	27,100
61992 - Physicals	0	0	0	0
6B - Employee Benefits Total	453,622	477,876	455,918	518,890
6C - Staff Development				
100 - General				
62100 - Association Dues	394	1,224	16,940	3,225
62200 - Subscriptions	105	1,891	105	180
62300 - Training	0	0	0	162,954
62325 - Mileage	0	1	0	0
62400 - Meetings & Conferences	2,104	11,247	24,395	24,395
62500 - Education Reimbursement	33,717	54,356	166,534	4,690
6C - Staff Development Total	36,320	68,718	207,974	195,444
6D - Repair/Maint/Util				
100 - General				
63730 - Telecommunications	2,785	6,678	2,785	7,302
6D - Repair/Maint/Util Total	2,785	6,678	2,785	7,302
6E - Contractual Svcs				
100 - General				
64020 - Advertising	1,792	3,380	1,792	596
64030 - Outsourced Labor	0	70,999	0	0
64062 - Refunds	0	0	0	0
64081 - Insurance - Liability	3,142	4,325	4,381	6,543
64083 - Insurance - Other	3,957	36,462	4,230	5,295
64100 - Labor Relations	0	0	0	0

Recommended Operating Expenditure Budget - Department Total

67 - HUMAN RESOURCES

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
64110 - Legal	0	15,051	0	0
64140 - Printing	37	58	220	59
64145 - Copying	349	435	89	434
64160 - Rental - Land/Bldgs/Parking	441	1,443	441	2,016
64190 - Technology Services	15,948	19,244	51,341	295,957
64191 - IT Recharges	0	4,024	17,772	41,219
64890 - Background Check	16,613	28,151	20,640	20,640
64900 - Other Professional Service	64,733	81,671	72,000	72,000
64980 - Technology Equip Maint Cont	2,333	0	0	0
6E - Contractual Svcs Total	109,344	265,244	172,906	444,759
6F - Commodities				
100 - General				
65045 - Technology Equipment	2,773	1,029	1,050	700
65060 - Office Supplies	970	5,277	970	543
65070 - Operating Supplies	181	144	181	0
65080 - Postage/Shipping	518	13	543	500
6F - Commodities Total	4,441	6,463	2,744	1,743
64900 - Other Professional Service	46,058	64,733	61,525	72,000
64980 - Technology Equip Maint Cont	2,333	2,333	2,338	0
6E - Contractual Svcs Total	89,529	109,344	144,454	172,906
6F - Commodities				
100 - General				
65045 - Technology Equipment	0	2,773	0	1,050
65060 - Office Supplies	1,101	970	1,101	970
65070 - Operating Supplies	63	181	63	181
65080 - Postage/Shipping	623	518	635	543
6F - Commodities Total	1,786	4,441	1,799	2,744
HUMAN RESOURCES - Total	1,048,329	1,352,389	1,468,775	1,849,895

Recommended Expenditure Budget Report by Activity & Funding Source

67 - HUMAN RESOURCES

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6701 - Administration			
100 - General			
6A - Salaries & Wages	527,410	626,448	681,757
6B - Employee Benefits	477,876	455,918	518,890
6C - Staff Development	68,718	207,974	195,444
6D - Repair/Maint/Util	6,678	2,785	7,302
6E - Contractual Svcs	265,244	172,906	444,759
6F - Commodities	1,729	2,744	1,743
6701 - Administration Total	1,347,655	1,468,775	1,849,895
6799 - Pcard Clearing			
100 - General			
6F - Commodities	4,734	—	—
6799 - Pcard Clearing Total	4,734	—	—
HUMAN RESOURCES TOTAL	1,352,389	1,468,775	1,849,895

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT
67 HUMAN RESOURCES DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	225	GE-25	ADMINISTRATIVE ASSISTANT	1.00	\$ 52,906	1.00	\$ 45,733	1.00	\$ 48,211
100		GE-34	DEVELOPMENT & LEARNING MRG	1.00	\$ 85,638	1.00	\$ 89,582	1.00	\$ 94,414
100		GE-33	TALENT ACQUISITION DIVERSITY COORDINATOR	1.00	\$ 78,864	1.00	\$ 82,807	1.00	\$ 86,951
100		GE-36	BENEFITS AND COMPENSATION MANAGER	1.00	\$ 75,904	1.00	\$ 80,527	1.00	\$ 96,871
100		GE-34	EMPLOYEE RELATIONS MGR	1.00	\$ 66,821	1.00	\$ 74,081	1.00	\$ 78,093
100		GE-28	PAYROLL AND BENEFITS SPECIALIST	1.00	\$ 48,482	1.00	\$ 53,726	1.00	\$ 64,534
100	9300	GE-44	CHIEF HUMAN RESOURCES OFFICER	1.00	\$ 142,130	1.00	\$ 148,665	1.00	\$ 156,691
TOTAL FULL TIME EMPLOYEES				7.00	\$ 550,745	7.00	\$ 575,121	7.00	\$ 625,765
61020 Part Time Employee Expense									
100	225	GE-28	EMPLOYMENT SPECIALIST	0.75	\$ 34,242	0.75	\$ 40,295	0.75	\$ 42,472
TOTAL PART TIME EMPLOYEES				0.75	\$ 34,242	0.75	\$ 40,295	0.75	\$ 42,472
TOTAL HUMAN RESOURCES DEPT				7.75	\$ 584,987	7.75	\$ 615,416	7.75	\$ 668,237

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2023		FY 2024		FY 2025		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Human Resources - FT General Fund											
10072700	61010	100	225	GE-25	ADMINISTRATIVE ASSISTANT	1.00	\$ 52,906	1.00	\$ 45,733	1.00	\$ 48,211
10072700	61010	100		GE-34	DEVELOPMENT & LEARNING MRG	1.00	\$ 85,638	1.00	\$ 89,582	1.00	\$ 94,414
10072700	61010	100		GE-33	TALENT ACQUISITION DIVERSITY COORDINATOR	1.00	\$ 78,864	1.00	\$ 82,807	1.00	\$ 86,951
10072700	61010	100		GE-36	BENEFITS AND COMPENSATION MANAGER	1.00	\$ 75,904	1.00	\$ 80,527	1.00	\$ 96,871
10072700	61010	100		GE-34	EMPLOYEE RELATIONS MGR	1.00	\$ 66,821	1.00	\$ 74,081	1.00	\$ 78,093
10072700	61010	100		GE-28	PAYROLL AND BENEFITS SPECIALIST	1.00	\$ 48,482	1.00	\$ 53,726	1.00	\$ 64,534
10072700	61010	100	9300	GE-44	CHIEF HUMAN RESOURCES OFFICER	1.00	\$142,130	1.00	\$ 148,665	1.00	\$156,691
Total						7.00	\$550,745	7.00	\$ 575,121	7.00	\$625,765
Human Resources - PT General Fund											
10072700	61020	100	225	GE-28	EMPLOYMENT SPECIALIST	0.75	\$ 34,242	0.75	\$ 40,295	0.75	\$ 42,472
Total						0.75	\$ 34,242	0.75	\$ 40,295	0.75	\$ 42,472
TOTAL HUMAN RESOURCES DEPT.						7.75	\$584,987	7.75	\$ 615,416	7.75	\$ 668,237

This page intentionally left blank.

City Manager's Office

This page intentionally left blank.

CITY MANAGER'S OFFICE

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	1,217,942	1,324,534	1,398,378	5.6 %
Supplies and Services	551,141	588,480	599,449	1.9 %
Machinery and Equipment	10,210	10,675	2,475	(76.8)%
Total	1,779,294	1,923,689	2,000,302	4.0 %
<u>Resources</u>				
Administrative Overhead Recharges	756,923	1,191,446	1,426,181	19.7 %
Sustainability Conference	48,521	40,961	48,521	18.5 %
Misc. Reimbursements	40,853	13,946	2,076	(85.1)%
State Grants	81,754	0	0	— %
Total	928,052	1,246,353	1,476,778	18.5 %
Property Tax Support	851,242	677,336	523,524	(153,812)
Percent Increase (Decrease)				(22.7)%
Personnel - Authorized FTE	10.42	10.42	10.42	

Improvement Package Summary

1 of 10

This improvement package request funds the creation of a permanent Climate Action Coordinator position, which currently exists as a limited-term position.

This Climate Action Coordinator position is currently a 3 year limited-term position (1.00 FTE, GE-31) that is set to expire at the conclusion of FY 2025 (June 30th, 2025). This improvement package request is to end the limited-term position one year early by eliminating the limited-term position and replacing it with a permanent Climate Action Coordinator position at the same pay range beginning in FY 2025 (1.00 FTE, GE-31).

Since the limited term position was budgeted to run through FY 2025 and the new permanent position being requested for FY 2025 is at the same pay range and FTE status, this improvement package would have a net cost of \$0 in FY 2025. The additional, recurring cost of funding this position beyond the original limited-term timeframe would not be present until FY 2026.

It is not possible to know the exact recurring expenses and net cost that would be present beginning in the FY 2026, as FY 2026 personnel costs such as wages and benefits are unknown at this time. Using FY 2025 rates, the recurring cost of this positions for wages and benefits is \$85,254. There is also a recurring revenue for administrative overhead of \$55,202, resulting in a recurring net cost of \$30,052 using FY 2025 rates. It is expected that that FY 2026 net cost of this position will be similar to FY 2025 rates, though the FY 2026 net cost will likely be slightly increased due to changes in wages and benefits that happen each year. This improvement package request only includes funding for wages and benefits, as technology such as a computer and a computer tablet already exist for this position on the maintenance level.

The Climate Action Coordinator position is responsible for the implementation of the 50% by 2030 Community Climate Action and Resiliency Plan. The funding would be used to continue this position beyond the scope of the limited term. This position has greatly increased the capacity of the Office of

Sustainability to implement the climate action plan, engage with residents, advance equity, and support departments in moving forward the actions in the 50% by 2030 Plan.

While having only been employed a short time, the Climate Action Coordinator has spearheaded the greenhouse gas inventory, began a municipal building inventory and subsequent data gathering related to energy use, planned and implemented a community-wide event and began a commercial building energy efficiency program. She has also completed various other projects and programs and supported the Sustainability Office in reaching more residents, advancing climate actions and attending to impacts of climate change.

This request came directly from a recommendation from the Resilient Community Advisory Commission. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery as well as Sustainable Environment: Preserving and Enhancing Natural Resources.

Related Cost:	\$ 85,254	Tax Funds	Recurring	Recommend - No
Related Savings:	\$(85,254)	Tax Funds	Non-Recurring	
Related Revenue:	\$ 55,202	Administrative Overhead	Recurring	
Related Revenue:	<u>\$(55,202)</u>	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ —</u>			
Property Tax Impact:	\$ —	—%		
Activity: Sustainability				

2 of 10

This improvement package would fund the extension of the current ViDL Solutions department manager training to all City staff. In 2013, the City entered into a two-year contract to engage ViDL Solutions in organizational development, team building, and executive coaching services for the department manager group in order to become a more Equitable Organization of Choice. In 2024, that work will be extended to engage supervisors. This improvement package would fund in-person cohort training for all City employees over an 18-24 month period. This work advances the City Council's goal of a Fiscally Responsible, High Performing Organization.

Related Cost:	\$93,000	Tax Funds	Non-Recurring	Recommend - Yes
Related Revenue:	<u>\$15,503</u>	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$77,497</u>			
Property Tax Impact:	\$0.0305	0.30%		
Activity: Administration				

3 of 10

This improvement level decision package request is for funding to update the 2011 Urban Forest Evaluation. A portion of the evaluation will be paid for by the USDA Urban Forestry Grant (the exact dollar amount awarded to the City is not known at this time). To assess the remainder to the city, funding is requested to include a city-wide assessment. Funding will support an assessment of city-wide tree canopy, light impervious surface, dark impervious surface, grassland, and water coverage by census tract. It will assess urban heat island impacts and establish specific goals of tree canopy coverage as well as identify implementation schedules and budgets, and potentially establish a Carbon Gardening/Turf Replacement implementation plan for municipal properties. The project is to include the development and execution of promotional education/communication campaign. This is an action from the 50% by 2030 Community Climate Action and Resiliency Plan. This improvement package supports the City Council

goal of a Sustainable Environment: Preserving and Enhancing Natural Resources as well as Livable Neighborhoods and Housing: A Great Place to Live.

Related Cost:	\$37,500	Tax Funds	Non-Recurring	Recommend - No
Related Revenue:	\$24,281	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$13,219</u>			
Property Tax Impact:	\$0.0052	0.05%		

Activity: Sustainability

4 of 10

This improvement package request would fund professional development for the City Manager's Office Administrative Assistants (two positions). If approved, this package would allow each Administrative Assistant to travel to one annual training event such as the Office Dynamics Annual Conference, the Laserfiche Empower Conference, or the funding could be broken up for attendance to smaller local educational seminars. The improvement package supports the City Council goal of City Workforce Retention & Attraction, and also Financially Responsible, High Performance City Organization: Organizational Culture: Continuous Improvement.

Related Cost:	\$ 6,000	Tax Funds	Recurring	Recommend - No
Related Revenue:	\$ 3,885	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 2,116</u>			
Property Tax Impact:	\$0.0008	0.01%		

Activity: Administration

5 of 10

This improvement level decision package request is for outreach, education, and empowerment activities related to the Climate Action Plan (CAP), specifically focusing on energy equity in buildings and housing. The request is to fund capacity building and engagement, particularly in frontline communities, while addressing our greenhouse gas emissions reduction goal. This funding will allow building engaging, dynamic, cross-cultural collaborations, and initiatives to address environmental, economic, and equity issues outlined in the CAP through creative engagement, education strategies and climate action. Building on trust and partnerships created through past CAP outreach, we will focus efforts to serve under-resourced households to promote local and federal energy efficiency programs as outlined in the CAP. The funding will support agencies working with energy burdened populations on information sharing and guidance to improve energy equity. Funding will also support community meetings related to energy equity, connecting residents to qualified contractors and assist with rebates and other potential incentives. Additionally, the funding will support development of webpages to be added on the Sustainable Dubuque website with resources about home energy options for residents, including available energy programs and where to purchase ENERGY STAR appliances. We, as a city, have committed to center equity in all our work, and we need to educate residents on how climate action intertwines with their daily experiences and how we can work together to support common goals. Our CAP work focuses on reducing disparities and increasing equity through climate action. This improvement package supports several City Council Goals including Livable Neighborhoods and Housing: Great Place to Live and Sustainable Environment: Preserving and Enhancing Natural Resources.

Related Cost:	\$18,750	Tax Funds	Non-Recurring	Recommend - Yes
Related Revenue:	\$ 3,126	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$15,624</u>			
Property Tax Impact:	\$0.0061	0.06%		

Activity: Sustainability

6 of 10

This improvement level decision package request is for establishing bike infrastructure policies, executing a cross-departmental implementation agenda, and creating and executing an alternative transportation education and communication campaign. As identified in the 50% by 2030 Community Climate Action and Resiliency Plan, long a priority by the City Council, calls for updating the City's plans to consider bike infrastructure as a means to increase ridership and reduce pollution. This funding request will specifically focus on bike racks – location, space assessments and inventory (setting up geolocation report form to map existing bike racks and infrastructure), internal policies for requests and installations, size and specifications for racks; potential use of parking spaces for bike parking, and how it will be incorporated with future bike share options and locations. The funding would support consultation of policy including future budget and impact on city operations. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery, Connected Community: Equitable Transportation, Mobility, as well as Sustainable Environment: Preserving and Enhancing Natural Resources.

Related Cost:	\$26,450	Tax Funds	Non-Recurring	Recommend - No
Related Revenue:	\$17,126	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 9,324</u>			
Property Tax Impact:	\$0.0037	0.04%		
Activity: Sustainability				

7 of 10

This improvement package request is for additional hours for the Part-Time Office Assistant position in the City Manager's Office. This position is currently budgeted for 10 hours per week (0.25 FTE, NA-38). In an effort to reduce the work load of the current administrative staff in the City Manager's Office, an additional 5 hours per week is requested for this position to help support the daily tasks in the City Manager's Office (increasing the position to 0.375 FTE, remaining at NA-38). This improvement package supports the City Council Top Priority of City Workforce Retention & Attraction and Financially-Responsible, High-Performance City Organization-Organizational Culture: Continuous Improvement.

Related Cost:	\$ 4,834	Tax Funds	Recurring	Recommend - No
Related Revenue:	\$ 806	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 4,028</u>			
Property Tax Impact:	\$0.0016	0.02%		
Activity: Administration				

8 of 10

This improvement level decision package request is for ongoing implementation of the 50% by 2030 Community Climate Action and Resiliency Plan. The funding would be used to partner with the local realty board to bring in a trainer to provide Green Designation training for local realtors. Sustainability staff would work with the local board of realtors to localize the information and talk about the resources available. This body of work helps to properly value the efficiency and renewable energy in homes for sale. It places value on features which reduce greenhouse gas emissions (GHG) in residential buildings and empowers realtors, who frequently discuss homes, to share information about GHG reduction and energy efficiency. This funding would help to offset the cost for instructor fees, royalty fees, travel, lodging, and expenses of the trainer. Participants may also pay a small fee to attend the two-day course and receive continuing education credit. Funding would also help with communication and outreach related to the effort. This improvement package supports the City Council goal of Partnership for a Better Dubuque: Building Our Community That Is Viable, Livable, and Equitable as well as Sustainable Environment: Preserving and Enhancing Natural Resources.

Related Cost:	\$ 6,958	Tax Funds	Non-Recurring	Recommend - No
Related Revenue:	\$ 4,505	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 2,453</u>			
Property Tax Impact:	\$ 0.001	0.01%		

Activity: Sustainability

9 of 10

This improvement level decision package request is establishing an annual tree voucher program. This funding would be used to pay for the vouchers used to pay for trees at local nurseries as well as space rental for annual learning sessions. For the past two years, the Office of Sustainability, in partnership with Dubuque Trees Forever, has educated and empowered residents to learn about trees – selection, planting, care and how they impact climate change through a tree voucher program. This program has used climate action plan outreach funding to do so and with this package we intend to make the program an ongoing effort to increase the city's tree canopy, decrease urban heat island effect and capture carbon emissions. This improvement package supports the City Council goal of a Sustainable Environment: Preserving and Enhancing Natural Resources.

Related Cost:	\$10,000	Tax Funds	Recurring	Recommend - No
Related Revenue:	\$ 6,475	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 3,525</u>			
Property Tax Impact:	\$0.0014	0.01%		

Activity: Sustainability

10 of 10

This improvement package requests funding to host a "City Academy", a full day of professional development for all City staff. The event would build off of the existing City employee luncheon held annually during Public Service Recognition Week. Through a day of workshops and keynote speakers, all employees would be invited to explore the City Council's goals, SPIRIT statement values, universal competencies, and wellness topics. Funding requested would cover speaker and venue fees, food and other costs related to program development. Overtime costs may be covered so that some City staff could attend, while other City services would not be available on this day of professional development. This cost estimate is based off of other municipalities who currently offer a City Academy. This package relates to the City Council's goal of a Fiscally Responsible, High Performing Organization.

Related Cost:	\$75,000	Tax Funds	Recurring	Recommend - No
Related Revenue:	\$48,563	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$26,437</u>			
Property Tax Impact:	\$0.0104	0.10%		

Activity: Administration

Significant Line Items

Employee Expense

1. FY 2025 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 2024. The employee contribution of 6.29% is unchanged from FY 2024.

3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in an annual cost unchanged of \$— annually or 0.00%.
4. Overtime expense is unchanged from \$3,400 FY 2024 to \$3,400 in FY 2025. The FY 2023 Actual was \$0.
5. 50% Sick Leave Payout increased from \$4,115 in FY 2024 to \$6,177 in FY 2025. The FY 2023 Actual was \$5,883. 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. Other Professional Services increased from \$186,744 in FY 2024 to \$241,104 in FY 2025. This line item includes the annual goal setting for City Council and department managers (\$38,110), Council work session meals (\$8,994), and consulting for grant writing services (\$81,000). This line item also includes \$20,000 that is being transferred from the Economic Development Department's operating budget to the City Manager's Office operating budget for additional grant writing services. The FY 2024 budget included a portion of a non-recurring improvement package (\$20,000) related to conducting an electric vehicle transition study and establishing electric vehicle policies for the City fleet. FY 2024 also included both the Community Survey (\$13,000) and Governance Session (\$35,012), which are done on a bi-annual basis and are not included in FY 2025.
7. Education Reimbursement decreased from \$99,750 in FY 2024 to \$89,935 in FY 2025. The FY 2023 Actual was \$31,046. This item line represents various professional development activities for the Leadership Team, HPG Ambassadors, Grant Analyst, Sustainability staff, and Department Managers. Expenses for attending professional development opportunities (such as registration) tend to increase each year. The FY 2024 budget included a portion of a non-recurring improvement package (\$5,000 in this line item) related to developing energy benchmarking policies for all city facilities. The FY 2024 budget also included a portion of a non-recurring improvement package (\$5,000 in this line item) related to the electric vehicle (EV) advancement project to conduct an EV fleet study and establish EV policies. These improvement packages from FY 2024 were non-recurring, thus the FY 2025 budget reflects a decrease.
8. Meetings & Conferences increased from \$67,445 in FY 2024 to \$67,727 in FY 2025. This line item represents the travel costs for official city business, which includes Northeast Iowa Regional Managers' meetings, Washington D.C. and Des Moines legislative trips, and various conferences for the City Manager, Assistant City Manager, Executive Assistant, ICMA Fellow, Director of Strategic Partnerships and Sustainable Community Coordinator.
9. Speakers is unchanged from \$40,000 in FY 2024 to \$40,000 in FY 2025. This line item represents the expense for the Growing Sustainable Communities Conference and is offset by the registration fees received for the conference. Net revenue to the City is \$8,521.
10. Pay to Other Agency decreased from \$55,000 in FY 2024 to \$41,250 in FY 2025. This line item includes the Sustainable Dubuque Collaborative Community Grants (\$31,250) and the GreenCorps local match (\$10,000). This decrease is due to FY 2024 including a portion of a non-recurring improvement package for Climate Action Plan energy benchmarking (\$20,000 in this line item).

11. Association Dues increased from \$28,959 in FY 2024 to \$29,428 in FY 2025. The FY 2023 Actual was \$30,663. This increase adds expected cost increases for association dues in FY 2025. This line item includes a wide variety of memberships and dues, such as the National League of Cities membership, International City/County Management Association memberships, Women's Leadership Network membership, and Mississippi Rivers and Town initiatives, to name a few.
12. Employee Recognition expense is unchanged from \$17,000 in FY 2024 to \$17,000 in FY 2025. This line item represents the employee recognition luncheon and SPIRIT awards costs.
13. IT Recharges remains increased from \$15,024 in FY 2024 to \$16,006 in FY 2025. Departments receive recharges for maintenance agreement costs on City-wide software based on the number of users in their department.

Machinery & Equipment

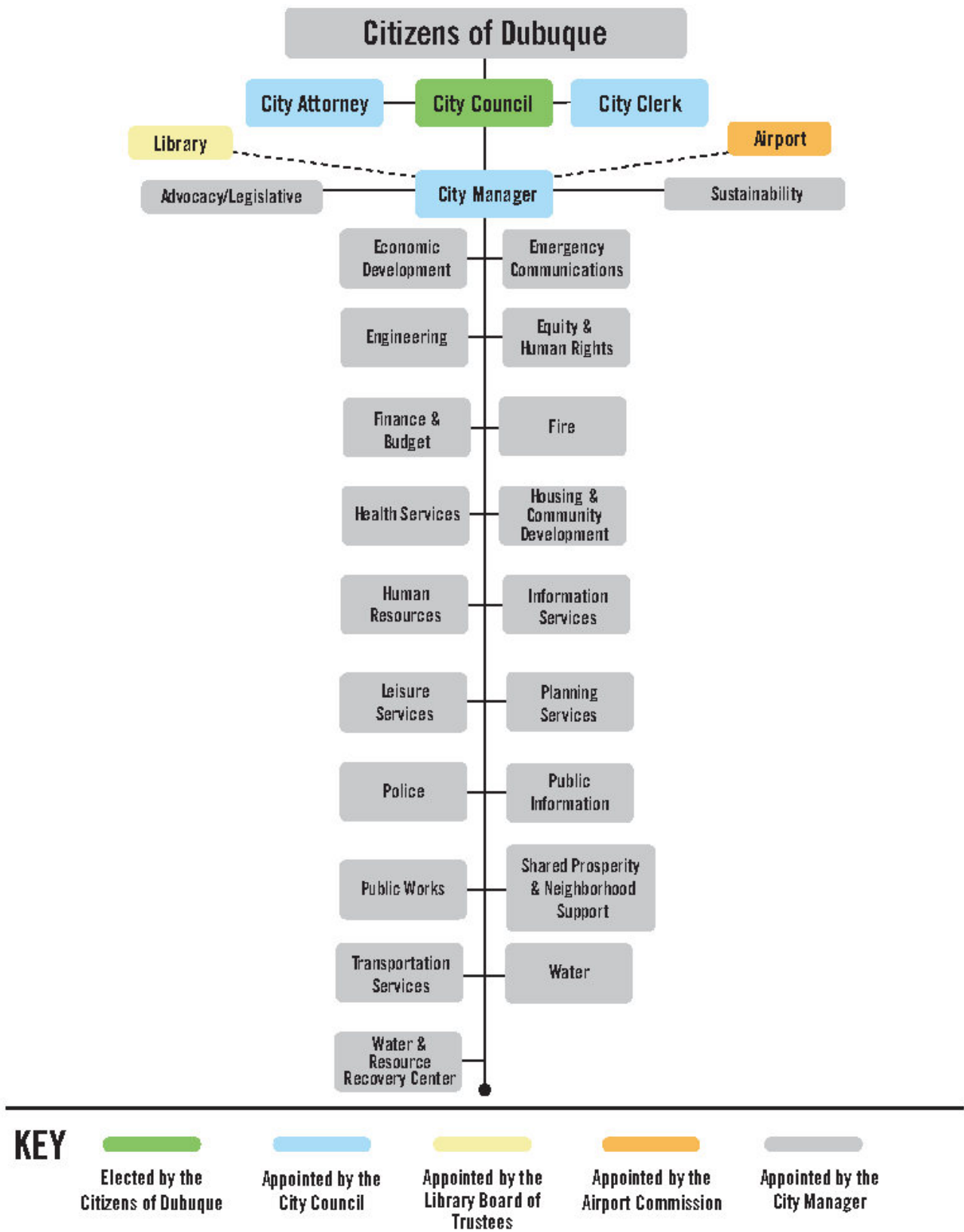
14. Equipment replacement items include (\$2,475):

City Manager Machinery and Equipment	
<u>Administration</u>	
Smart Phone and Case (3)	\$ 1,050
Coffee Machine	\$ 125
Desktop Cameras (4)	\$ 200
Wireless Headset (1)	\$ 200
Chair Mats	\$ 200
<u>Sustainability</u>	
Smart Phone and Case (2)	\$ 700
Total Equipment	\$ <u>2,475</u>

Revenue

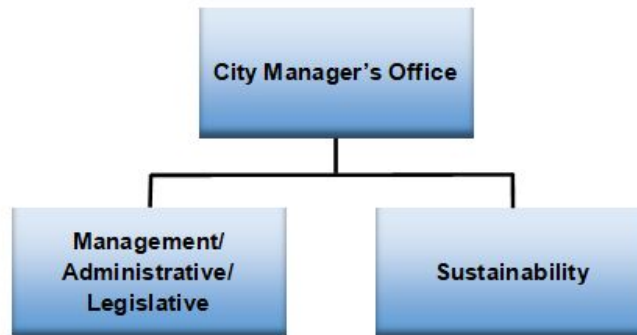
15. Sustainability Program Fees is increased from \$40,961 in FY 2024 to \$48,521 in FY 2025 based on FY 2023 Actual of \$48,521. This line item represents the Growing Sustainable Communities Conference registration fees.
16. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$1,191,446 in FY 2024 to \$1,426,181 in FY 2025.

CITY OF DUBUQUE ORGANIZATIONAL CHART



CITY MANAGER'S OFFICE

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



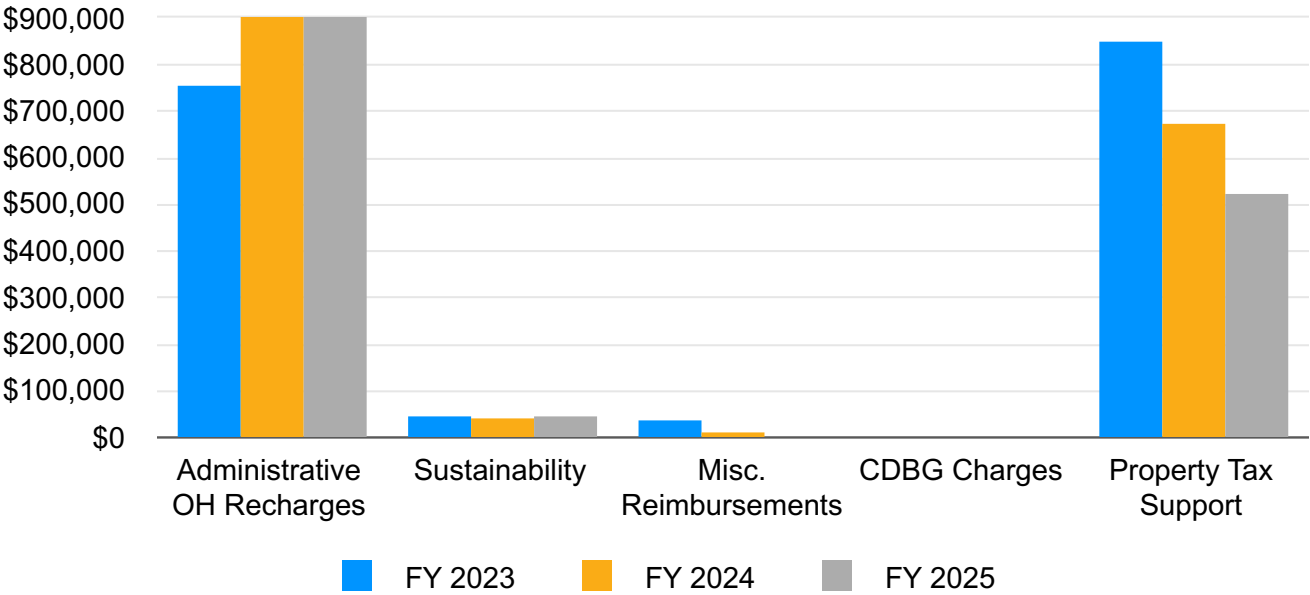
SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



CITY MANAGER’S OFFICE

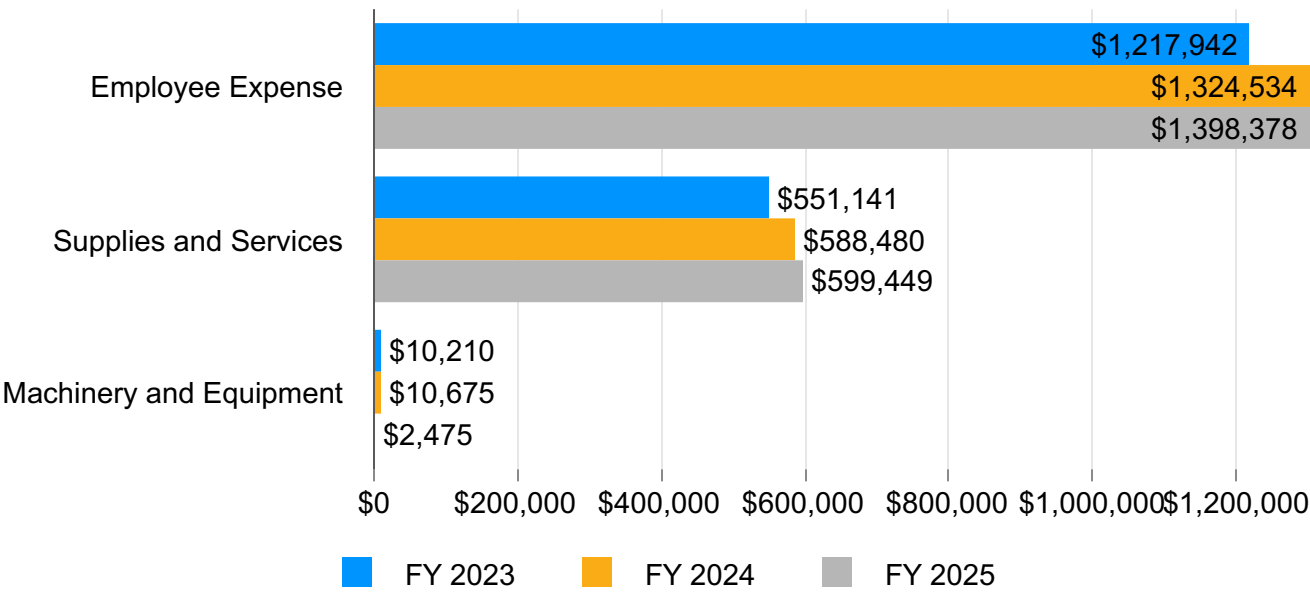
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	10.42	10.42	10.42

Resources and Property Tax Support



The City Manager’s Office is supported by 10.42 full-time equivalent employees, which accounts for 69.91% of the department expense as seen below. Overall, the departments’ expenses are expected to increase by 3.98% in FY 2025 compared to FY 2024.

Expenditures by Category by Fiscal Year



CITY MANAGER'S OFFICE

Management/Administrative/Legislative

Mission & Services

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

Management/Administrative/Legislative Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$1,471,320	\$1,435,596	\$1,633,720
Resources	\$853,895	\$919,758	\$1,202,892

Management/Administrative/Legislative Position Summary	
	FY 2025
City Manager	1.00
Assistant City Manager	1.00
Executive Assistant	1.00
Administrative Assistant	2.00
Grant Analyst	1.00
Director of Strategic Partnerships	0.75
Management Intern	1.00
Office Assistant	0.25
Total Full-Time Equivalent Employee's	10.00

Performance Measures

City Council Goal: Financially Responsible, High-Performance City Organization					
1 Dept. Objective: Maintain a competitive tax rate that minimizes the tax burden of citizens					
Performance Measure (KPI)	Target	FY23 Actual	FY 24 Actual	FY 25 Estimated	Performance Indicator
Rank of Dubuque tax rate per capita compared to 11 largest cities in Iowa. (1 = lowest rate, 11 = highest rate)	N/A	2	2		N/A
2 Dept. Objective: provide fiscal diversity and hold in check the property tax burden					
% budgeted revenue from property taxes	N/A	11.85%	11.21%		N/A
3 Dept. Objective: Maintain an efficient citizen response rate.					
% of citizen issues resolved in 10 days or less (All departments)	75%	69.7%	66%	75%	Goal Met
Average # days to resolve citizen issue (CMO)	< 7	3.9	4.7	7	Goal Not Met
4 Dept. Objective: Hire & retain a highly-skilled City workforce reflective of the Dubuque community.					
Leadership Team demographics	50.7% female 9.7% non-w ('21 Census)	33.3% fem, 7.4% non-w	34% fem, 5.3% non-w	50% fem 9% non-w	Goal Met

CITY MANAGER'S OFFICE

Sustainability

Mission & Services

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



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

Sustainability Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$306,929	\$488,061	\$366,582
Resources	\$74,156	\$326,595	\$273,886

Sustainability Position Summary	
	FY 2025
Sustainable Community Coordinator	1.00
Climate Action Coordinator	1.00
Sustainable Dubuque Intern	0.42
Total Full-Time Equivalent Employee's	2.42

Performance Measures

City Council Goal: Partnerships for a Better Dubuque

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

Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY24 Actual	Performance Indicator
% of grants awarded of total applications received	N/A	90%	85%	80%	N/A

City Council Goal: Financially Responsible, High-Performance Organization

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

# of Pesticide-Free Parks	43	15	15	15	Goal Not Met
---------------------------	----	----	----	----	--------------

City Council Goal: Sustainable Environment

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

% reduction in GHG emissions in Dubuque	50%	27%	34%	34%	Goal In Progress
---	-----	-----	-----	-----	------------------

Recommended Operating Revenue Budget - Department Total

72 - CITY MANAGER'S OFFICE

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
45455 - Program Fee	0	(48,521)	(40,961)	(48,521)
45500 - Miscellaneous Chg for Svcs	(102,358)	0	0	0
47100 - Reimbursements	(12,946)	(40,853)	(12,946)	(2,076)
47150 - Refunds	0	0	0	0
47450 - Sale of Salvage	(25)	0	0	0
4A - Charges for Services Total	(115,328)	(89,374)	(53,907)	(50,597)
4B - Grants/Contrib				
44400 - State Grants	0	(81,754)	0	0
47050 - Contrib - Private Sources	(1,000)	0	(1,000)	0
4B - Grants/Contrib Total	(1,000)	(81,754)	(1,000)	0
4N - Transfers				
49600 - Transfer in Water Op	(39,849)	(42,098)	(206,101)	(296,659)
49610 - Transfer In Sanitary Op	(249,050)	(263,113)	(306,868)	(323,047)
49620 - Transfer in Storm Op	(74,715)	(78,905)	(173,911)	(292,797)
49650 - Transfer in Parking Op	(32,376)	(34,204)	(44,265)	(58,847)
49670 - Transfer in Refuse Op	(231,616)	(207,045)	(306,868)	(302,622)
49950 - Transfer in DMASWA Gen	(124,522)	(131,558)	(153,433)	(152,209)
4N - Transfers Total	(752,128)	(756,923)	(1,191,446)	(1,426,181)
CITY MANAGER'S OFFICE - Total	(868,456)	(928,052)	(1,246,353)	(1,476,778)

Recommended Operating Expenditure Budget - Department Total

72 - CITY MANAGER'S OFFICE

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	685,172	808,674	880,050	934,129
60200 - Salaries - Regular Part Time	105,342	110,103	118,987	125,438
60300 - Hourly Wages - Temp/Seasonal	8,116	8,433	16,305	17,187
60400 - Overtime	2,500	0	3,400	3,400
60630 - Special Pay Sick Lv Payout Ret	2,428	6,555	7,580	6,307
60635 - Special Pay Sick Lv Payout 50%	6,651	5,883	4,115	6,177
60640 - Special Pay - Vacation Payout	9,368	0	0	0
60710 - Special Pay - Parental Leave	5,100	6,458	0	0
60720 - Spec Pay - Meals No Overnight	0	29	0	0
60730 - Spec Pay - Safety Equipment	0	0	0	0
60760 - Spec Pay - Moving Allowance	0	3,799	0	0
6A - Salaries & Wages Total	824,677	949,933	1,030,437	1,092,638
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	51,571	61,193	72,398	77,720
61300 - IPERS - City Contribution	71,552	83,111	96,317	101,973
61510 - Health Insurance	84,708	113,314	114,096	114,096
61540 - Life Insurance	318	416	414	414
61600 - Workers' Compensation	1,597	1,519	1,828	2,041
61820 - Vehicle Allowance	8,512	8,457	9,044	9,496
61992 - Physicals	0	0	0	0
6B - Employee Benefits Total	218,258	268,009	294,097	305,740
6C - Staff Development				
100 - General				
62100 - Association Dues	21,238	30,663	28,959	29,428
62200 - Subscriptions	1,028	726	1,266	1,262
62325 - Mileage	375	1,499	904	944
62400 - Meetings & Conferences	25,046	56,119	67,445	67,727
62500 - Education Reimbursement	32,127	31,046	99,750	89,935
6C - Staff Development Total	79,814	120,054	198,324	189,296
6D - Repair/Maint/Util				
100 - General				
63312 - Vehicle Ops - Gasoline	415	53	605	605
63400 - Equipment Maint/Repair	592	1,227	634	642
63730 - Telecommunications	4,185	5,400	5,071	6,129
6D - Repair/Maint/Util Total	5,192	6,681	6,310	7,376
6E - Contractual Svcs				
100 - General				
64020 - Advertising	765	7,951	26	26
64081 - Insurance - Liability	5,128	7,059	6,682	9,666
64110 - Legal	17,010	33,853	0	0
64115 - Special Events	3,965	12,675	20,000	12,500
64130 - Payments to Other Agencies	147,882	161,854	55,000	41,250
64135 - Grants	0	0	7,500	7,500

Recommended Operating Expenditure Budget - Department Total

72 - CITY MANAGER'S OFFICE

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
64140 - Printing	2,065	3,382	6,978	3,383
64145 - Copying	2,903	3,980	3,610	3,980
64160 - Rental - Land/Bldgs/Parking	2,241	2,310	4,047	2,535
64190 - Technology Services	1,834	3,553	2,148	2,147
64191 - IT Recharges	0	13,267	15,024	16,006
64860 - Speakers	29,935	36,776	40,000	40,000
64900 - Other Professional Service	67,200	114,051	186,744	241,104
64980 - Technology Equip Maint Cont	14,094	0	0	0
6E - Contractual Svcs Total	295,022	400,712	347,759	380,097
6F - Commodities				
100 - General				
65025 - Program Materials	514	296	15,988	988
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	11,625	7,712	7,675	2,150
65060 - Office Supplies	2,511	2,756	2,511	1,777
65070 - Operating Supplies	181	144	181	144
65080 - Postage/Shipping	388	2,639	407	2,771
65100 - Safety Supplies	0	0	0	0
65925 - Uniform Purchase	0	0	0	0
65930 - Flags	0	0	0	0
65935 - Employee Recognition	15,866	17,017	17,000	17,000
65940 - Gift Cards	0	843	0	0
6F - Commodities Total	31,084	31,407	43,762	24,830
6G - Capital Outlay				
100 - General				
67210 - Furniture/Fixtures	0	2,499	3,000	325
67250 - Office Equipment	0	0	0	0
67270 - Other Capital Equipment	56,307	0	0	0
6G - Capital Outlay Total	56,307	2,499	3,000	325
CITY MANAGER'S OFFICE - Total	1,510,355	1,779,294	1,923,689	2,000,302

Recommended Expenditure Budget Report by Activity & Funding Source

72 - CITY MANAGER'S OFFICE

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
7201 - Administration			
100 - General			
6A - Salaries & Wages	815,010	873,941	920,199
6B - Employee Benefits	220,146	240,139	249,018
6C - Staff Development	107,283	160,044	161,020
6D - Repair/Maint/Util	4,957	5,083	5,737
6E - Contractual Svcs	295,496	125,914	273,661
6F - Commodities	25,929	27,475	23,760
6G - Capital Outlay	2,499	3,000	325
7201 - Administration Total	1,471,320	1,435,596	1,633,720
7202 - Sustainability			
100 - General			
6A - Salaries & Wages	134,923	156,496	172,439
6C - Staff Development	12,716	37,930	27,926
6D - Repair/Maint/Util	1,670	622	1,034
6E - Contractual Svcs	105,216	211,845	96,436
6F - Commodities	3,551	15,762	582
6G - Capital Outlay	—	—	—
7202 - Sustainability Total	305,939	476,613	355,139
7203 - GreenCorps			
100 - General			
6C - Staff Development	55	350	350
6D - Repair/Maint/Util	53	605	605
6E - Contractual Svcs	—	10,000	10,000
7203 - GreenCorps Total	990	11,448	11,443
7299 - Pcard Clearing			
100 - General			
6F - Commodities	1,045	32	—
7299 - Pcard Clearing Total	1,045	32	—
CITY MANAGER'S OFFICE TOTAL	1,779,294	1,923,689	2,000,302

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

72 CITY MANAGER'S OFFICE

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9900	Contract	CITY MANAGER	1.00	\$ 295,212	1.00	\$ 309,780	1.00	\$ 311,831
100	9375	GE-44	ASSISTANT CITY MANAGER	1.00	\$ 144,973	1.00	\$ 151,638	1.00	\$ 159,825
100	4670	GE-33	SUSTAINABLE COMMUNITY COORD.	1.00	\$ 78,864	1.00	\$ 82,490	1.00	\$ 87,601
100		GE-27	GRANT ANALYST	1.00	\$ 48,692	1.00	\$ 53,125	1.00	\$ 62,313
100		GE-31	COORDINATOR	1.00	\$ 55,671	1.00	\$ 57,701	1.00	\$ 67,651
100	3465	NA-41	MANAGEMENT INTERN	1.00	\$ 45,173	1.00	\$ 53,726	1.00	\$ 55,144
100	8825	GE-32	EXECUTIVE ASSISTANT	1.00	\$ 72,950	1.00	\$ 72,976	1.00	\$ 81,536
100	225	GE-25	SECRETARY	2.00	\$ 103,244	2.00	\$ 53,726	—	\$ —
			ADMINISTRATIVE ASSISTANT	—	\$ —	—	\$ —	2.00	\$ 106,716
TOTAL FULL TIME EMPLOYEES				9.00	\$ 844,779	9.00	\$ 880,050	9.00	\$ 932,617
61020 Part Time Employee Expense									
100		GE-44	DIR. OF STRATEGIC PARTNERSHIPS	0.75	\$ 106,598	0.75	\$ 111,499	0.75	\$ 117,518
100		NA-38	SUSTAINABLE DUBUQUE INTERN	0.42	\$ 12,217	0.42	\$ 16,305	0.42	\$ 17,187
TOTAL PART TIME EMPLOYEES				1.17	\$ 118,815	1.17	\$ 127,804	1.17	\$ 134,705
61030 Seasonal Employee Expense									
100		NA-38	OFFICE SPECIALIST	0.25	\$ 7,159	0.25	\$ 7,488	0.25	\$ 7,920
TOTAL SEASONAL EMPLOYEES				0.25	\$ 7,159	0.25	\$ 7,488	0.25	\$ 7,920
TOTAL CITY MANAGER'S OFFICE				10.42	\$ 970,753	10.42	\$1,015,342	10.42	\$1,075,242

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

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2023		FY 2024		FY 2025	
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Management-General Fund											
10072100	61010	100	9900	CONT	CITY MANAGER	1.00	\$ 295,212	1.00	\$ 309,780	1.00	\$ 311,831
10072100	61010	100	9250	GE-44	ASSISTANT CITY MANAGER	1.00	\$ 144,973	1.00	\$ 151,638	1.00	\$ 159,825
10072100	61010	100		GE-27	GRANT ANALYST	1.00	\$ 48,692	1.00	\$ 53,125	1.00	\$ 62,313
10072100	61010	100	3465	NA-41	INTERN	1.00	\$ 45,173	1.00	\$ 53,726	1.00	\$ 55,144
10072100	61010	100	225	GE-25	ADMINISTRATIVE ASSISTANT	2.00	\$ 103,244	1.00	\$ 53,726	2.00	\$ 106,716
10072100	61010	100	8825	GE-31	EXECUTIVE ASSISTANT	1.00	\$ 72,950	1.00	\$ 72,976	1.00	\$ 81,536
Total						7.00	\$ 710,244	7.00	\$ 739,859	7.00	\$ 777,365
Sustainable Community - General Fund											
10072200	61010	100		GE-31	CLIMATE ACTION COORDINATOR	1.00	\$ 55,671	1.00	\$ 57,701	1.00	\$ 67,651
10072200	61010	100	4670	GE-33	SUSTAINABLE COMM. COORD.	1.00	\$ 78,864	1.00	\$ 82,490	1.00	\$ 87,601
Total						2.00	\$ 134,535	2.00	\$ 140,191	2.00	\$ 155,252
Sustainable Community - PT General Fund											
10072200	61020	100		NA-38	DUBUQUE INTERN	0.42	\$ 12,217	0.42	\$ 16,305	0.42	\$ 17,187
Total						0.42	\$ 12,217	0.42	\$ 16,305	0.42	\$ 17,187
City Manager - PT General Fund											
10072100	61020	100		GE-44	PARTNERSHIPS	0.75	\$ 106,598	0.75	\$ 111,499	0.75	\$ 117,518
Total						0.75	\$ 106,598	0.75	\$ 111,499	0.75	\$ 117,518
City Manager - Seasonal General Fund											
10072100	61030	100		NA-38	OFFICE SPECIALIST	0.25	\$ 7,159	0.25	\$ 7,488	0.25	\$ 7,920
Total						0.25	\$ 7,159	0.25	\$ 7,488	0.25	\$ 7,920
TOTAL CITY MANAGER'S OFFICE						10.42	\$ 970,753	10.42	\$1,015,342	10.42	\$ 1,075,242

PROGRAM/ DEPT	PROJECT DESCRIPTION	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	PAGE
CITY MANAGER'S OFFICE								
General Government								
Downtown Urban Renewal Area								
Non-Profit Weatherization								
Improvements Assistance								
		\$ 100,000	\$ 50,000	\$ —	\$ —	\$ —	150,000	290
TOTAL		\$ 100,000	\$ 50,000	\$ —	\$ —	\$ —	150,000	

Capital Improvement Projects by Department/Division						
CITY MANAGER'S OFFICE						
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 25 Recomm'd Budget	
7253000001	DT NFP Weatherization imprv	Housing	305	67990	100,000	
CITY MANAGER'S OFFICE	TOTAL				100,000	

This page intentionally left blank.

City Council

This page intentionally left blank.

CITY COUNCIL

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	90,403	90,068	90,429	0.4%
Supplies and Services	62,333	66,832	70,081	4.9%
Machinery and Equipment	1,035	350	—	0.0%
Total	153,771	157,250	160,510	2.1%
<u>Resources</u>				
Reimbursements	1,908	98	—	0.0%
Total	1,908	98	—	0.0%
Property Tax Support	151,863	157,152	160,510	3,358
Percent Increase (Decrease)				2.1%
Personnel - Authorized FTE	3.50	3.50	3.50	

Significant Line Items

Employee Expense

1. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2024. The employee contribution of 6.29% is unchanged from FY 2024.
2. The fiscal hours budgeted increased from 2,080 hours in FY 2024 to 2,088 in FY2025, which increased employee expense.

Supplies & Services

3. Meetings & Conferences increased from \$34,361 in FY 2024 to \$35,729 in FY 2025. This line item includes \$1,000 per City Council member for city business meetings and approximately \$4,104 per City Council member to attend one regional conference, the Iowa League of Cities Summer Conference and the National League of Cities Congressional Summit in Washington, DC. In addition to these funds, members of the City Council may participate in the Chamber of Commerce Annual Washington DC Fly-in. Funding for that trip is in the Economic Development budget.
4. Association Dues increased from \$20,515 in FY 2024 to \$21,463 in FY 2025. This line item is based on the actual cost of the membership to Iowa League of Cities \$15,551 and US Conference of Mayors \$5,912.

Revenue

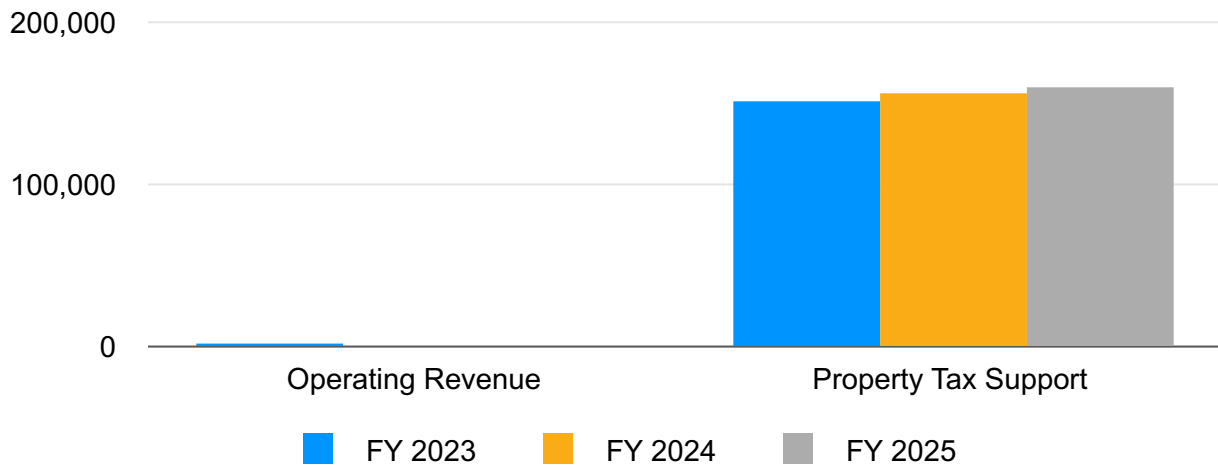
5. Reimbursements Revenue decreased from \$98 in FY 2024 to \$0 in FY 2025. FY 2023 Actual was \$1,908. This revenue is unpredictable and very rare. Future revenue is not planned on and therefore not budgeted. In past years, revenue received in this line items has been associated with reimbursements from outside agencies for Mayor speaking engagements and travel expenses.

CITY COUNCIL

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

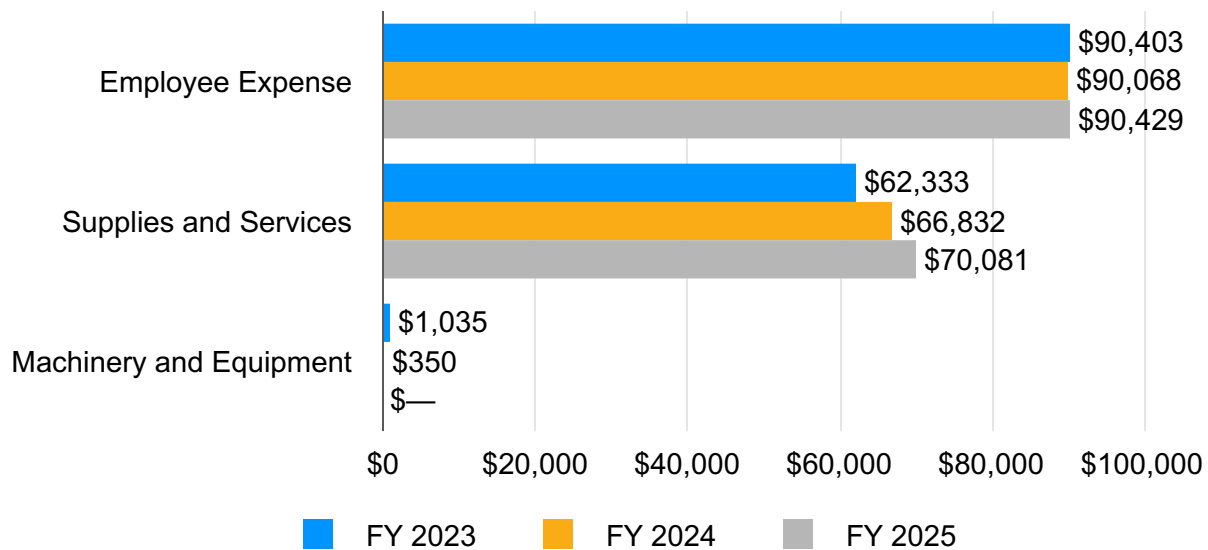
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	3.50	3.50	3.50

Resources and Property Tax Support



The City Council is supported by 3.50 full-time equivalent employees, which accounts for 56.34% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 2.07% in FY 2025 compared to FY 2024.

Expenditures by Category by Fiscal Year



2023-2025

THE CITY OF
DUBUQUE
Masterpiece on the Mississippi

DUBUQUE CITY COUNCIL GOALS & PRIORITIES



BRAD M. CAVANAGH
MAYOR

RIC W. JONES
AT-LARGE

DAVID T. RESNICK
AT-LARGE

SUSAN R. FARBER
1ST WARD

LAURA J. ROUSSELL
2ND WARD

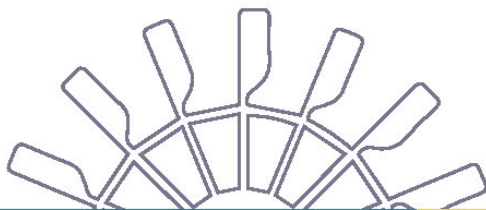
DANNY C. SPRANK
3RD WARD

KATY A. WETHAL
4TH WARD

LOOKING AHEAD

Over the course of three sessions in August, City Council members affirmed the 15-year vision statement and mission statement and identified eight five-year goals for the city.

They also identified top and high priorities for a 2023-2025 policy agenda as well as in-progress projects and capital projects for 2023-2025.

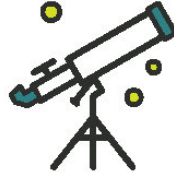


FIVE-YEAR GOALS: 2023 - 2025

- **Vibrant Community:** Healthy and Safe
- **Financially Responsible, High-Performance City Organization:** Sustainable, Equitable, and Effective Service Delivery
- **Robust Local Economy:** Diverse Businesses and Jobs with Economic Prosperity
- **Livable Neighborhoods and Housing:** Great Place to Live
- **Sustainable Environment:** Preserving and Enhancing Natural Resources
- **Connected Community:** Equitable Transportation, Technology Infrastructure, and Mobility
- **Diverse Arts, Culture, Parks, and Recreation Experiences and Activities**
- **Partnership for a Better Dubuque:** Building Our Community that is Viable, Livable, and Equitable

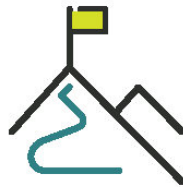
2038 VISION STATEMENT

Dubuque 2038 is a sustainable and resilient city, an inclusive and equitable community where ALL are welcome. Dubuque 2038 has preserved our Masterpiece on the Mississippi, has a strong, diverse economy and expanding connectivity. Our residents experience healthy living and active lifestyles; have choices of quality, affordable, livable neighborhoods; have an abundance of diverse, fun things to do; and are successfully and actively engaged in the community.



MISSION STATEMENT

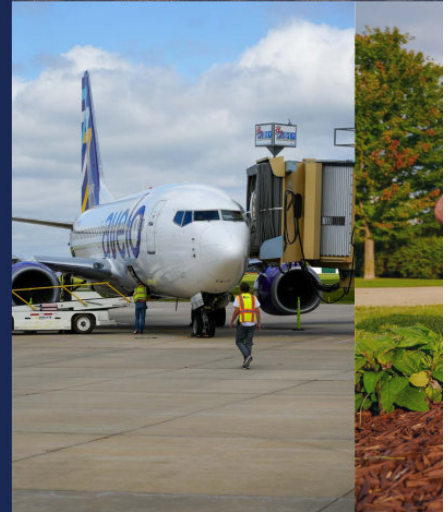
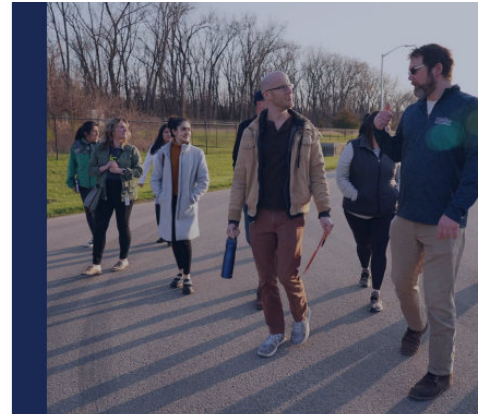
Dubuque city government is progressive and financially sound with residents receiving value for their tax dollars and achieving goals through partnerships. Dubuque city government's mission is to deliver excellent municipal services that support urban living; contribute to an equitable, sustainable city;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



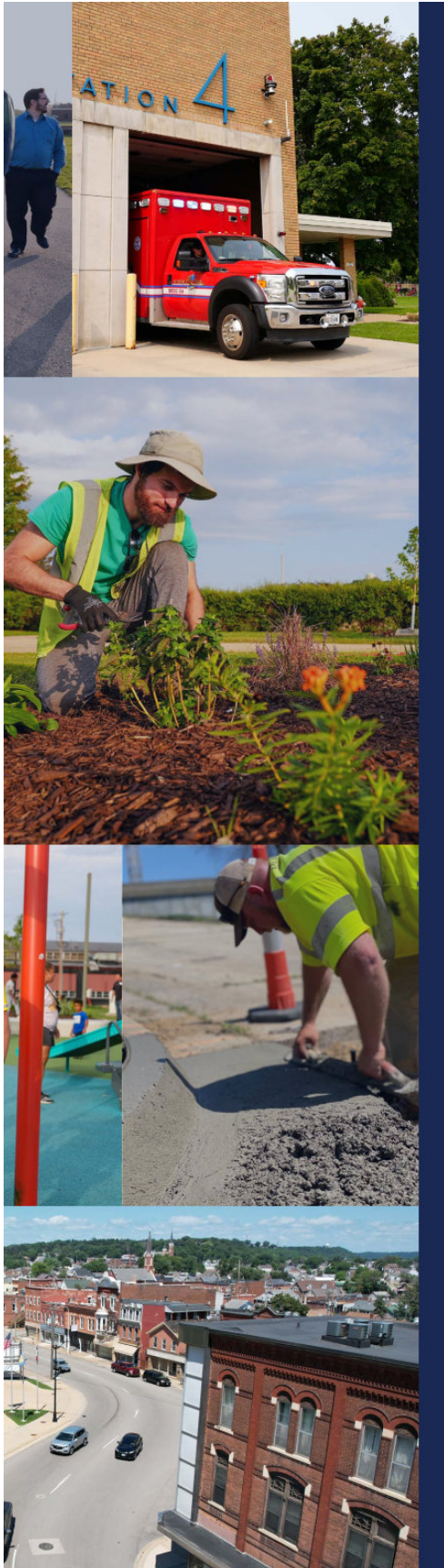
POLICY AGENDA

TOP PRIORITIES & HIGH PRIORITIES

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



www.cityofdubuque.org/citycouncil



2023 - 2025 TOP PRIORITIES *(in alphabetical order)*

- Air Service: Future Strategy & Action Plan
- City Workforce Retention & Attraction
- Comprehensive Study of Fire Station Locations and Staffing
- Police Department Full Staffing
- Street Maintenance & Rehabilitation Program

2023 - 2025 HIGH PRIORITIES *(in alphabetical order)*

- Bee Branch Detention Basin Pump Replacement
- Catfish Creek Sanitary Sewer Project Pump Station
- Central Avenue Corridor Revitalization Plan
- Leveraging Federal & State Infrastructure Grant Programs
- RAISE Grant & Matching Funds for Construction (14th St. Railroad Overpass and Elm St. and 16th St. Corridor Complete Streets)

MANAGEMENT IN PROGRESS & MAJOR PROJECTS

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



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

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

VIBRANT COMMUNITY

MANAGEMENT IN PROGRESS

- Comprehensive Police Transparency: Annual Report
- Diversity, Equity, and Inclusion City Action Plan: Departmental Action Plans
- Emergency Communications Accreditation
- Emergency Communications Center: Reassess Funding, Relocation to 2900 Chavenelle
- Equitable Fines and Fees Reform
- Fire/Police Culture Action Plan: Development and Implementation
- Food Insecurity: Report and City Actions
- Historic Federal Building: Police Satellite Location
- License Plate Reader Cameras: Installation
- Traffic and Security Cameras Deployment

FINANCIALLY-RESPONSIBLE, HIGH-PERFORMANCE CITY ORGANIZATION

MANAGEMENT IN PROGRESS

- Downtown City Facilities/Workspace Analysis and Plan
- Enterprise Asset Management System
- Enterprise Resource Planning (ERP) Software Implementation
- Federal and State Legislative Advocacy Agenda and Priorities for 2024
- Human Resource Information System/Payroll: RFP and Implementation
- Human Resources Modernization
- Organizational Culture: Continuous Improvement

MAJOR PROJECTS

- Data Center Relocation
- Engine House #1 Remodel Project

ROBUST LOCAL ECONOMY

MANAGEMENT IN PROGRESS

- Childcare Initiative Strategy and City Actions
- City Economic Development and Incentives: Policies, Processes, and Practices
- Developers Round Table
- Development Process Streamlining
- Field of Dreams: Next Steps for City
- Job Fair: Implementation and Report
- Low/Moderate Income Small Businesses Grants
- Minority- and Women-Owned Business Enterprise Procurement Policy, Process Revision, & Recruitment
- Poverty Prevention and Reduction Plan Implementation
- River Cruise Infrastructure: Environmental Studies/Permitting
- Sports Tourism Development: Response to Opportunities

LIVABLE NEIGHBORHOODS & HOUSING

MANAGEMENT IN PROGRESS

- Imagine Dubuque: Annual Update Report
- Multicultural Family Center Youth Programs Expansion
- Multi-Tiered Housing Inspection Program
- Neighborhood Associations Toolkit
- Safe Housing: Housing Inspection Program Enhancements and Software
- Truck Route Ordinance
- Unified Development Code Update

SUSTAINABLE ENVIRONMENT

MANAGEMENT IN PROGRESS

- Electric Bus Implementation
- Electric Fuel Excise Rate Ordinance Adoption
- Emerald Ash Borer Response
- Odor Reduction Analysis and Report
- Pollinator Habitat in Park System
- Sewer System Infrastructure Asset Master Plan

MAJOR PROJECTS

- Lead Water Service Line Replacement
- Supervisory Control And Data Acquisition (SCADA) System Overhaul
- Water Main Extensions – Southwest Arterial

CONNECTED COMMUNITY

MANAGEMENT IN PROGRESS

- Central Avenue Traffic Corridor Study
- Community Broadband Expansion Project
- Neighborhood Speeding Mitigation: Direction and Enforcement
- Roundabout Policy
- Smart Parking and Mobility Study
- Traffic Signal Synchronization/STREETS Program

MAJOR PROJECTS

- Fiber Connections to Additional City Locations Project
- Chaplain Schmitt Island Trail Connector Project
- Connection to Data Center Project
- East/West Corridor Roundabouts: Environmental Clearance
 - a. University/Pennsylvania: Design
 - b. University/Asbury: Design
 - c. University/Loras: Design
- Kerper Boulevard Roundabout Project
- RAISE Planning Grant for Design
 - a. Elm and 16th Street Project
 - b. 14th Street Overpass Project
- Southwest Arterial Intelligent Transportation System (ITS) Project

DIVERSE ARTS, CULTURE, PARKS, & RECREATION EXPERIENCES & ACTIVITIES

MANAGEMENT IN PROGRESS

- Arts and Culture Master Plan: Revised Community Engagement Strategy Adoption
- Arts Operating Grants Review and Funding
- Comiskey Park Upgrades: Phase 2
- Comprehensive Parks Master Plan

MAJOR PROJECTS

- Eagle Valley Subdivision Park
- English Ridge Subdivision Park
- Five Flags Center Short-Term Improvements
- Jackson Park Restrooms
- Westbrook Subdivision Park

PARTNERSHIP FOR A BETTER DUBUQUE

MANAGEMENT IN PROGRESS

- City Life in Spanish: Implementation

Recommended Operating Revenue Budget - Department Total

70 - CITY COUNCIL

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
47100 - Reimbursements	(98)	(1,908)	(98)	0
4A - Charges for Services Total	(98)	(1,908)	(98)	0
CITY COUNCIL - Total	(98)	(1,908)	(98)	0

Recommended Operating Expenditure Budget - Department Total

70 - CITY COUNCIL

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60200 - Salaries - Regular Part Time	75,892	81,713	81,085	81,400
6A - Salaries & Wages Total	75,892	81,713	81,085	81,400
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	1,767	1,876	1,174	1,181
61300 - IPERS - City Contribution	6,149	6,662	7,656	7,685
61600 - Workers' Compensation	146	153	153	163
6B - Employee Benefits Total	8,062	8,690	8,983	9,029
6C - Staff Development				
100 - General				
62100 - Association Dues	14,542	25,784	20,515	21,463
62325 - Mileage	65	0	79	79
62400 - Meetings & Conferences	10,838	27,641	34,361	35,729
62500 - Education Reimbursement	220	410	3,500	3,500
6C - Staff Development Total	25,665	53,835	58,455	60,771
6D - Repair/Maint/Util				
100 - General				
63400 - Equipment Maint/Repair	348	396	422	430
63730 - Telecommunications	1,318	1,419	1,575	1,596
6D - Repair/Maint/Util Total	1,666	1,815	1,997	2,026
6E - Contractual Svcs				
100 - General				
64020 - Advertising	0	0	0	0
64081 - Insurance - Liability	1,883	2,918	2,012	3,004
64140 - Printing	223	39	285	285
64190 - Technology Services	1,579	1,873	2,280	2,280
64191 - IT Recharges	0	1,853	1,615	1,515
64900 - Other Professional Service	0	0	0	0
64980 - Technology Equip Maint Cont	1,867	0	0	0
6E - Contractual Svcs Total	5,552	6,683	6,192	7,084
6F - Commodities				
100 - General				
65045 - Technology Equipment	319	1,035	350	0
65060 - Office Supplies	187	0	188	200
6F - Commodities Total	506	1,035	538	200
CITY COUNCIL - Total	117,344	153,771	157,250	160,510

Recommended Expenditure Budget Report by Activity & Funding Source

70 - CITY COUNCIL

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
7001 - Administration			
100 - General			
6A - Salaries & Wages	81,713	81,085	81,400
6B - Employee Benefits	8,690	8,983	9,029
6C - Staff Development	53,835	58,455	60,771
6D - Repair/Maint/Util	1,815	1,997	2,026
6E - Contractual Svcs	6,683	6,192	7,084
6F - Commodities	1,035	538	200
7001 - Administration Total	153,771	157,250	160,510
CITY COUNCIL TOTAL	153,771	157,250	160,510

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

70 CITY COUNCIL

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61020 Part Time Employee Expense									
100	175	NA-21	MAYOR	0.50	\$ 14,800	0.50	\$ 14,743	0.50	\$ 14,800
100	12	NA-20	COUNCIL MEMBER	3.00	\$ 66,600	3.00	\$ 66,342	3.00	\$ 66,600
TOTAL PART TIME EMPLOYEES				3.50	\$ 81,400	3.50	\$ 81,085	3.50	\$ 81,400
TOTAL CITY COUNCIL				3.50	\$ 81,400	3.50	\$ 81,085	3.50	\$ 81,400

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2023		FY 2024		FY 2025		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
City Council-PT											
10070100	61020	100	175	NA-21	MAYOR	0.50	\$ 14,800	0.50	\$ 14,743	0.50	\$ 14,800
10070100	61020	100	12	NA-20	COUNCIL MEMBER	3.00	\$ 66,600	3.00	\$ 66,342	3.00	\$ 66,600
Total						3.50	\$ 81,400	3.50	\$ 81,085	3.50	\$ 81,400
TOTAL CITY COUNCIL						3.50	\$ 81,400	3.50	\$ 81,085	3.50	\$ 81,400