

**FISCAL YEAR 2025**  
**Recommended**  
**Policy And Narrative Budget**

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March 27, 2024

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# HOW TO USE THIS POLICY BUDGET DOCUMENT

## PURPOSE

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

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

## FORMAT

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

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

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

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

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

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

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

# **Health Services**

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## HEALTH SERVICES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Requested</b>	<b>% Change From FY 2024 Budget</b>
Employee Expense	618,872	726,067	793,344	9.3 %
Supplies and Services	359,736	463,680	414,964	(10.5)%
Machinery and Equipment	5,554	30,621	109,088	256.3 %
Total	<u>984,162</u>	<u>1,220,368</u>	<u>1,317,396</u>	8.0 %
Operating Revenue	458,827	440,418	449,499	2.1 %
State Grant	<u>11,010</u>	<u>8,802</u>	<u>10,000</u>	13.6 %
Total	<u>469,837</u>	<u>449,220</u>	<u>459,499</u>	2.3 %
Property Tax Support	514,325	771,148	857,897	86,749
Percent Increase (Decrease)				11.2 %
<b>Personnel - Authorized FTE</b>		<b>7.14</b>	<b>7.14</b>	<b>7.14</b>

### Improvement Package Summary

#### **1 of 7**

This improvement level request is to provide an overnight heating or cooling center with staffing in the event of extreme heat or extreme cold weather events. The activation of the centers would be triggered by the guidelines of the Extreme Temperature Plan. This money would be used towards the activation of ten cooling or warming centers from 9pm-7am.

During summer 2023, the need of an overnight cooling center was assessed during two different high-heat events. Although the overnight shelter was not activated, it became clear we need more extensive planning and funding to cover staff and facility costs due to the increased likelihood of these events occurring on a regular basis in the future.

This total includes a GE-32F hourly rate of \$37.58 with an expected 5% increase to \$39.46, and then planning for overtime pay of \$59.19 x 10 hours x 10 days = \$5,919.00, + FICA \$452.80, + IPERS \$558.75. Total is \$6,931.

This also includes a Corporal with the Police Department providing security. The top hourly rate for corporal is \$38.44 x FY25 expected increase of 5% = \$40.36. Overtime would then be \$60.54 per hour (\$60.54 x 10 hours x 10 days = \$6,054.00 + FICA \$463.13 + MFPSI \$1391.21 total = \$7908.34

The current rent for Five Flags Majestic Room is \$225.00 per day x 10 days= \$2,250.00. Five Flags cleanup costs \$200.00 per day (\$2,000 total). The additional cost of water/ice is budgeted for \$200.00.

This applies to the City Council goal: Vibrant Community: Healthy & Safe

Related Cost:	<u>\$ 19,289</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0076	0.09%		
Activity: Inspections - Food				

## **2 of 7**

This improvement level request is to reimburse hunters for deer license tags for every adult doe harvested, including their first doe harvested. This is a change from the current practice of only one per season. The cost of the first deer license is \$28.50 and additional licenses are \$15 each. The cost for the current pilot program is estimated at \$2,325. As awareness of the program grows for next year's hunt, deer hunter reimbursements will increase from the pilot estimate; therefore, \$3,500 is being requested. Considering the low cost of the current program and the program's success since 1997, the estimated increase in cost is a small price to pay for a very economical deer management program.

Service level changes: Increased deer harvested by the Urban Deer Management Program, increase satisfaction and program engagement of hunters.

This improvement level request is related to the City Council goals & priorities of: Livable Neighborhoods and Housing: Great Place to Live; Sustainable Environment: Preserving and Enhancing Natural Resources; Diverse Arts, Culture, Parks, and Recreation: Experiences and Activities

Related Cost:	<u>\$ 3,500</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0014	0.02%		
Activity: Administration				

## **3 of 7**

This improvement request is for a stand-up desk unit for an Environmental Sanitarian. The Environmental Sanitarian spends several hours of the day in a sitting position at the computer writing reports and attending meetings and often multi hour-long trainings. The ability to stand at your desk offers great relief to your back and shoulders and adds to productivity and alertness and overall physical well-being. Sitting for long amounts of time has been linked to increased risk of disease, high blood pressure, kidney disease and heart disease. A stand-up desk would bring the computer screen and keyboard to a working level and allow for better posture.

Service Level Changes: Promoting health and proper ergonomics.

This improvement level request is related to City Council goals & priorities of Vibrant Community: Healthy & Safe; Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 463</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0002	—%		
Activity: Inspections- Food				

## **4 of 7**

This improvement level request is to purchase six chairs to accompany an existing conference table in the Economic Development office. Health Services often has business owners bringing in food license applications and blueprints. Due to the volume of paperwork needed, there is a need for space to spread them out. We also need a spot that will seat 7 people for staff meetings. Meeting rooms are especially important for contributing to a more information-based, productive atmosphere. This area may also be

utilized to conduct client meetings, training sessions, interviews, staff meetings or conference calls. Essentially, this will provide a focused setting for collaboration.

This applies to the City Council goal: Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

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

### **5 of 7**

This package would create a \$1,500 annual budget for overtime incurred by the hourly account clerk. There is currently \$0 budgeted for overtime, and the account clerk must receive comp time if they need to work over 40 hours in any given week. Funding this request would provide for overtime when needed due to unforeseen circumstances or additional workload due to court due dates, budget preparation, deer program kick off, or other items. Continuously building up comp time, then using comp time for these positions is not sustainable because then vacation time cannot be used due to workload.

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

Related Cost:	<u>\$ 1,500</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0006</u>	0.01%		
Activity:	Administration			

### **6 of 7**

This improvement request for Animal Control is for \$700.00 to fund the purchase of 6 new live traps. Currently Animal Control receives many more requests for cat trapping services than they can complete. Approximately one-third of trap requests cannot be fulfilled. Trapping is also a very time-consuming process for Animal Control Officers, requiring multiple visits to places where traps are set, often without trapping an animal. Citizens do not want to purchase their own traps due to cost. The estimated revenue for trap rental is \$480 per year.

This project assists in removing barriers associated with low-income communities and contributes towards the evaluation of the impact of City of Dubuque fines, fees, and rate structure.

The revenue generated could be directly allocated to the low-income portion of our community. See improvement request #7 below.

Council goal: Vibrant Community: Healthy & Safe, Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable

Related Cost:	<u>\$ 700</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	<u>\$ 480</u>		Recurring	
Net Property Tax Cost:	<u>\$ 220</u>			
Property Tax Impact:	<u>\$ 0.0001</u>	—%		
Activity:	Animal Control			

## **7 of 7**

This improvement request for Animal Control is for \$5,000 towards a low-cost rabies vaccination.

**Service Level Changes:** Rabies is a fatal, preventive disease. Preventative rabies vaccinations for pets are vital. Post exposure vaccines are expensive and can have side effects.

In partnership with the Dubuque Regional Humane Society, rabies vaccines would be administered at the time of spay/neuter during the periodic humane society's low cost spay neuter clinics. This amount would fund the total amount for rabies vaccinations for approximately 200 pets at \$20 each OR would fund half of the cost of rabies vaccinations for approximately 400 pets at \$10 each. \$1000.00 would be added to pay for brochures and marketing of the program. Participants would be required to have or purchase a current animal license.

This project assists in removing barriers associated with low-income communities and contributes towards the evaluation of the impact of City of Dubuque fines, fees, and rate structure. Owner address is collected at time of registration. Addresses could be checked against the CDBG target area map.

This improvement request aligns with the City Council goals of Vibrant Community: Healthy & Safe and Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable

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

## **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 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 an unchanged amount of \$— or 0.00%.
4. Overtime expense is increased from \$7,079 in FY 2024 to \$8,579 in FY 2025. FY 2023 actual was \$3,127.

### **Supplies & Services**

5. Recording Fees decreased from \$28,650 in FY 2024 to \$23,000 in FY 2025 based on FY 2023 actual of \$15,790. This decrease is due to the department's efforts to reduce the number of infractions from resolution and equitable fee and fine reform. The Dubuque County Sheriff's Department personally serves some municipal infractions on behalf of the Health Services Department for a fee. Departments that file municipal infractions must budget the upfront filing/court fee, and a portion of the amount is

reimbursed to the department going forward. The offsetting revenue is budgeted in Iowa District Court Fines and is \$24,373 in FY 2025 .

6. Payments to Other Agencies increased from \$232,758 in FY 2024 to \$235,887 in FY 2025 due to the expected increases on the Humane Society contract since FY 2023. The Humane Society contract has a projected FY 2025 budget of \$177,887. Most of these contracted services for animal control are expenses that the City would have within its organization regardless of who provides the services. In addition, there is \$50,000 budgeted for Crescent Community Health Center patient health and wellness programming operating expenses. There is also \$8,000 budgeted for the Visiting Nurse Association to provide medical case management of lead poisoned children, which is funded by the Iowa Department of Health and Human Services grant.
7. Collections decreased from \$55,000 in FY 2024 to \$53,634 in FY 2025. The FY 2023 actual was \$53,634. This line item represents the amount paid to PetData Services for pet licensing.
8. Education and Training decreased from \$19,949 in FY 2024 to \$12,895 in FY 2025. Fiscal Year 2024 had higher expenses due to a one-time approved carryover for leadership programs. This line item represents public health and nursing continuing education (\$500); Humane Society of the United States Expo (\$6,000); Iowa Department of Inspections and Appeals Training for Sanitarians (\$4,400); food licensure training (\$800); and Childhood Lead Poisoning Prevention training and Lead and Healthy Homes training (\$1,195), which is covered by a grant.

## Machinery & Equipment

9. Equipment replacement items include (\$109,088):

<b>Health Machinery and Equipment</b>		
<b><u>Health Administration</u></b>		
Smart Phone and Case	\$	350
<b><u>Animal Control</u></b>		
Truck with Kennel	\$	52,575
<b><u>Inspections</u></b>		
Smart Phone and Case (2)	\$	700
2 Vehicles	\$	52,000
<b><u>Recommended Improvements</u></b>		
<b>Total Equipment</b>	<b>\$</b>	<b>109,088</b>

## Revenue

10. Animal Licenses revenue increased from \$240,000 in FY 2024 to \$256,227 in FY 2025 based on FY 2023 actual revenue of \$256,227.
11. Business license revenue is unchanged from \$146,000 in FY 2024 to \$146,000 in FY 2025. The FY 2023 actual revenue was \$147,605.
12. Iowa District Court fines decreased from \$29,500 in FY 2024 to \$24,373 in FY 2025. The FY 2023 actual was \$22,822. This revenue represents the reimbursement of court costs and record fees for municipal infractions paid upfront by the City and then reimbursed to the City by the Court.

13. Swimming pool inspection revenue is unchanged from \$10,000 in FY 2024 to \$10,000 in FY 2025. This is based on FY 2024 budget due to a decreased number of opened pools that impacted FY 2023 actual revenue.

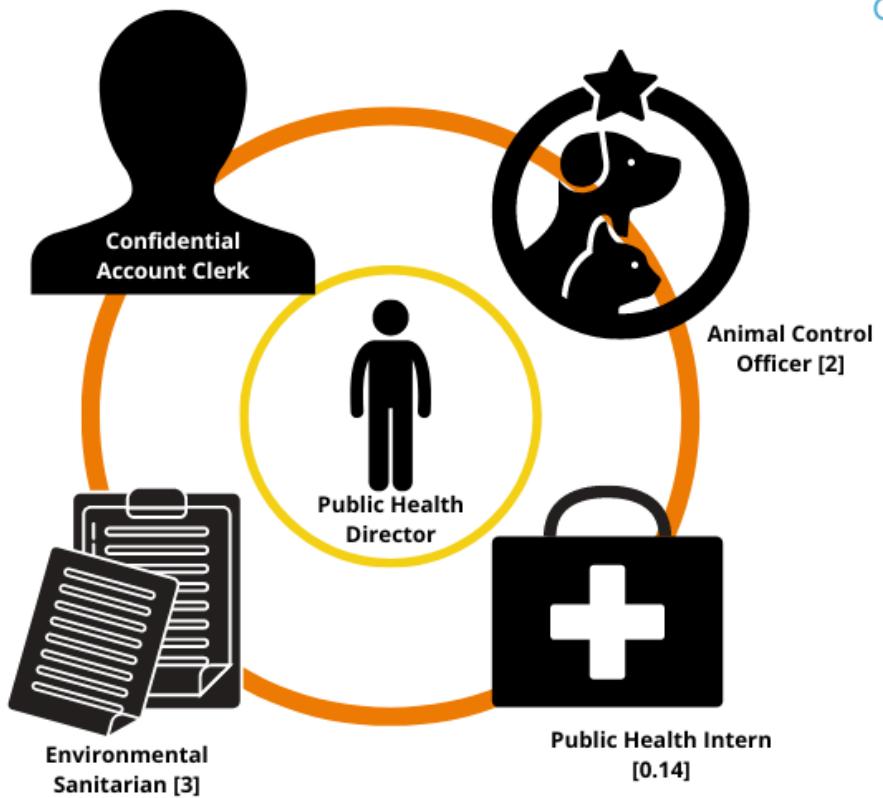
### **Miscellaneous**

14. The Animal Control activity is 53.9% self-supporting in FY 2025 versus 56.7% self-supporting in FY 2024.

15. The Inspection of Food Establishments activity is 37.0% self-supporting in FY 2025 versus 39.4% self-supporting in FY 2024.

# Health Services

## ORGANIZATION CHART



# HEALTH SERVICES

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

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

### People

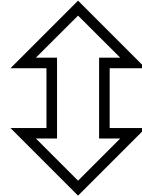
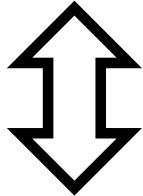
The Health Services Department strives to respond to conditions that affect the overall health of the community in a timely manner.



### Planning

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

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



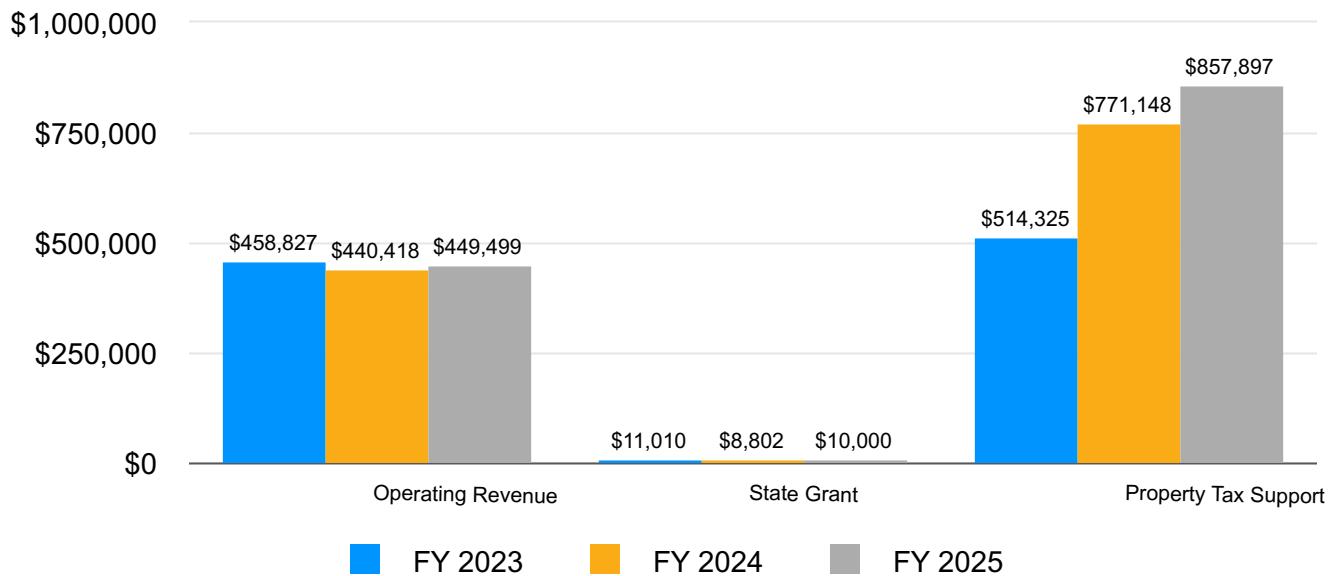
### Partnerships

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

# HEALTH SERVICES

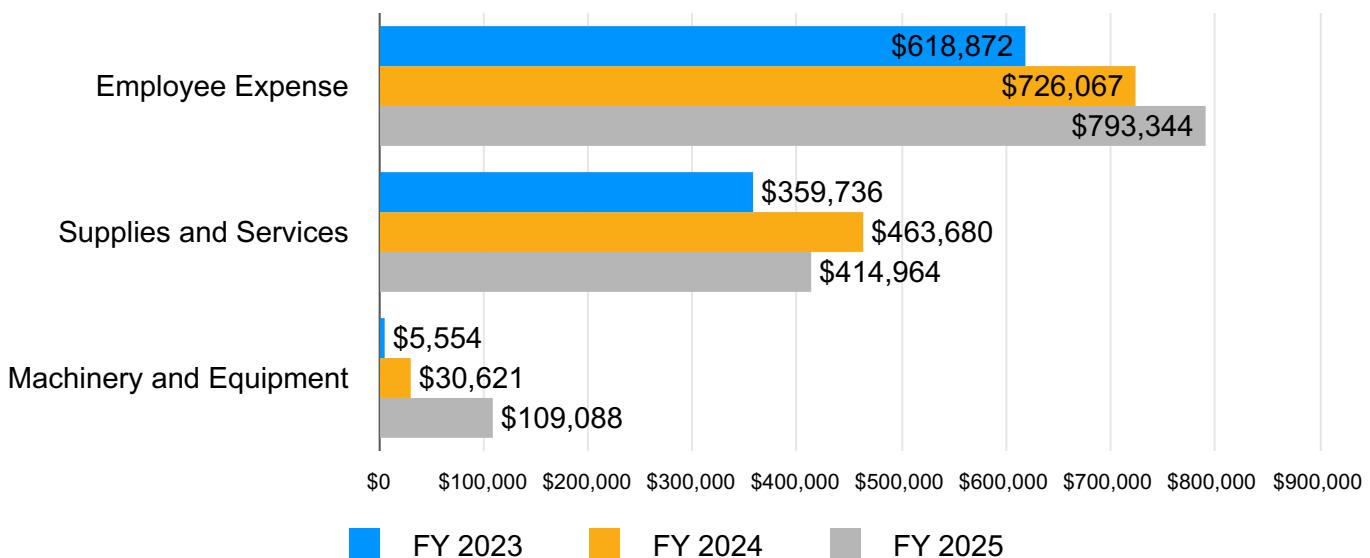
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	7.14	7.14	7.14

## Resources and Property Tax Support



The Health Department is supported by 7.14 full-time equivalent employees, which accounts for 60.22% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 7.95% in FY 2025 compared to FY 2024.

## Expenditures by Category by Fiscal Year



# HEALTH SERVICES

## Administration/Community Health

### Mission & Services

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

Health Administration/Community Health Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$295,435	\$316,940	\$344,346
Resources	\$13,184	\$8,922	\$10,000
Health Administration/Community Health Position Summary			
			FY 2025
Public Health Specialist			1.00
Environmental Sanitarian Assistant Intern			0.14
Secretary			1.00
Total Full-Time Equivalent Employees			2.14

### Performance Measures

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

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

Performance Measure (KPI)	Target	CY 2021 Actual	CY 2022 Actual	CY 2023 Estimated	Performance Indicator
Crescent Community Health Center total patients served	8,057	8,216	9,248	9,352	Goal Met
% patients served at or below 100% of poverty level of total demographic in Dubuque	56%	43%	50%	52%	Goal in Progress
% of patients served without insurance	30%	48%	32%	35%	Goal Met

#### City Council Goal: Partnerships for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable

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

Annual review, maintenance & demonstration of Emergency Response Plan sections	1 section or exercise/ year	Vaccine Communication	Vaccine Communication	Vaccine Communication	Goal Met
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#### City Council Goal: Vibrant Community: Healthy and Safe

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

Performance Measure (KPI)	Target	2013	2014	2015	Performance Indicator
% of birth cohort* (# of 6 year-old children in that year) tested for elevated blood lead level	99%	91%	95%	96%	Goal in Progress

*\*The birth cohort children under 6 provides information about blood lead testing and blood lead levels (BLLs) among children born in the same year, known as a birth cohort. This indicator evaluates all BLL test results prior to a child's sixth birthday. Since BLL are important up to the age of 6, the most recent blood cohort year is 2015 (all children born in 2015 and the % who have gotten a BLL)*

# HEALTH SERVICES

## Environmental Health

### Mission & Services

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

Food Inspection/Environmental Health Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$274,930	\$416,108	\$444,640
Resources	\$174,132	\$164,024	\$164,569

Food Inspection/Environmental Health Position Summary	
	FY 2025
Environmental Sanitarian	3.00
<b>Total Full-Time Equivalent Employees</b>	<b>3.00</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY 2024 Estimated	Performance Indicator
# of closures of public pool/spa	0	0	0	1	Goal Not Met

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

# of new/change ownership food establishments	N/A	42	40	41	Goal Met
% of food service establishments that do not have accessible or fully stocked hand washing sink	Decrease by 5%	32%	31%	30%	Goal in Progress

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

# municipal infractions (MIs) issued for nuisance violations.	25	22	15	20	Goal Met
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# HEALTH SERVICES

## Animal Control

### Overview

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

Animal Control Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$413,797	\$487,320	\$528,410
Resources	\$282,521	\$276,274	\$284,930

Animal Control Position Summary	
	FY 2025
ANIMAL CONTROL OFFICER	2.00
<b>Total Full-Time Equivalent Employees</b>	<b>2.00</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY 2024 Estimated	Performance Indicator
# of citations issued for violations of Animal Control ordinance	40	46	46	50	Goal Met

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

# of Pet Licenses sold	12,000	11,301	11,515	12,000	Goal Met
# of citations for failure to license a pet	<1,000	652	802	900	Goal Met

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

# of animal bites	<150	200	195	200	Goal Not Met
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#### City Council Goal: Partnerships for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable

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

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

### 17 - HEALTH SERVICES

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
41365 - Refuse Permits	(875)	(775)	(875)	(825)
41700 - Business License	(144,355)	(147,605)	(146,000)	(146,000)
41710 - Tattoo License	(1,780)	(5,560)	(3,200)	(4,250)
41720 - Swimming Pool Insp	(5,787)	(11,272)	(10,000)	(10,000)
41800 - Animal Licenses	(235,189)	(256,227)	(240,000)	(256,227)
45015 - Animal Impoundment Fee	(7,110)	(5,850)	(8,500)	(5,850)
45020 - Credit Card Fee	0	0	0	0
45025 - Weed Cutting Charges	(455)	0	(455)	0
45300 - Forfeitures/Penalties	0	(49)	0	0
45500 - Miscellaneous Chg for Svcs	0	0	0	0
47100 - Reimbursements	(394)	(2,174)	(394)	(480)
47150 - Refunds	0	0	0	0
47700 - District Court Fines	(27,982)	(22,822)	(29,500)	(24,373)
<b>4A - Charges for Services Total</b>	<b>(423,927)</b>	<b>(452,333)</b>	<b>(438,924)</b>	<b>(448,005)</b>
<b>4B - Grants/Contrib</b>				
44000 - Federal Grants	(1,049)	(6,294)	(1,494)	(1,494)
44400 - State Grants	(8,808)	(11,210)	(8,802)	(10,000)
<b>4B - Grants/Contrib Total</b>	<b>(9,858)</b>	<b>(17,504)</b>	<b>(10,296)</b>	<b>(11,494)</b>
<b>HEALTH SERVICES - Total</b>	<b>(433,784)</b>	<b>(469,837)</b>	<b>(449,220)</b>	<b>(459,499)</b>

## Recommended Operating Expenditure Budget - Department Total

### 17 - HEALTH SERVICES

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	344,164	411,065	527,597	575,143
60200 - Salaries - Regular Part Time	42,050	27,304	0	0
60300 - Hourly Wages - Temp/Seasonal	0	5,178	3,631	3,644
60400 - Overtime	1,689	3,127	7,079	8,579
60410 - Overtime - Holiday	0	280	0	0
60620 - Special Pay - Holiday	0	0	919	919
60630 - Special Pay Sick Lv Payout Ret	0	0	0	0
60635 - Special Pay Sick Lv Payout 50%	1,732	2,245	1,649	6,534
60640 - Special Pay - Vacation Payout	0	380	0	0
60720 - Spec Pay - Meals No Overnight	25	23	100	154
<b>180 - Community Development</b>				
60100 - Salaries-Regular Full Time	0	0	0	0
60200 - Salaries - Regular Part Time	0	0	0	0
60300 - Hourly Wages - Temp/Seasonal	0	0	0	0
60400 - Overtime	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>389,659</b>	<b>449,602</b>	<b>540,975</b>	<b>594,973</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	28,857	33,184	41,251	45,389
61300 - IPERS - City Contribution	36,998	42,137	50,906	55,394
61510 - Health Insurance	71,559	85,231	85,223	87,505
61540 - Life Insurance	242	260	323	323
61600 - Workers' Compensation	4,902	4,846	5,596	6,632
61700 - Unemployment Compensation	793	3,462	793	2,128
61992 - Physicals	0	149	1,000	1,000
<b>180 - Community Development</b>				
61100 - FICA - City Contribution	0	0	0	0
61300 - IPERS - City Contribution	0	0	0	0
61510 - Health Insurance	0	0	0	0
61540 - Life Insurance	0	0	0	0
61600 - Workers' Compensation	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>143,351</b>	<b>169,270</b>	<b>185,092</b>	<b>198,371</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	1,115	1,530	2,095	2,225
62200 - Subscriptions	230	50	360	360
62325 - Mileage	47	72	400	250
62400 - Meetings & Conferences	3,023	6,575	12,230	10,885
62500 - Education Reimbursement	5,582	11,719	19,949	12,895
<b>6C - Staff Development Total</b>	<b>9,997</b>	<b>19,946</b>	<b>35,034</b>	<b>26,615</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63312 - Vehicle Ops - Gasoline	4,184	3,962	4,800	5,800
63320 - Vehicle Repair - Internal	2,273	1,935	3,219	3,219

## Recommended Operating Expenditure Budget - Department Total

### 17 - HEALTH SERVICES

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
63321 - Vehicle Repair - Outsourced	193	66	1,030	1,030
63730 - Telecommunications	3,661	4,528	4,067	4,665
<b>6D - Repair/Maint/Util Total</b>	<b>10,311</b>	<b>10,490</b>	<b>13,116</b>	<b>14,714</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64005 - Services Other Depts	0	0	0	0
64015 - Financial Service Fees	600	600	600	600
64020 - Advertising	80	843	1,656	1,656
64030 - Outsourced Labor	4,027	0	4,027	4,027
64040 - Collections	52,040	53,634	55,000	53,634
64050 - Recording Fees	19,347	15,790	28,650	23,000
64062 - Refunds	671	512	782	800
64081 - Insurance - Liability	4,780	6,348	5,833	8,769
64130 - Payments to Other Agencies	248,310	218,209	232,758	235,887
64140 - Printing	3,365	973	3,725	3,725
64145 - Copying	656	644	854	941
64160 - Rental - Land/Bldgs/Parking	2,112	2,337	3,042	2,862
64190 - Technology Services	1,341	1,512	2,434	2,260
64191 - IT Recharges	0	10,067	10,195	11,197
64195 - Credit Card Charge	0	0	0	0
64900 - Other Professional Service	6,462	6,602	9,769	8,225
64975 - Equip Maint Cont	397	397	397	397
64980 - Technology Equip Maint Cont	9,532	0	0	0
64985 - Hauling Contract	1,692	0	41,815	2,500
64987 - Lawn Care Contract	0	0	0	0
<b>180 - Community Development</b>				
64081 - Insurance - Liability	0	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>355,411</b>	<b>318,467</b>	<b>401,537</b>	<b>360,480</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65025 - Program Materials	641	781	790	790
65040 - Small Tools & Equipment	0	0	0	0
65045 - Technology Equipment	1,282	1,316	5,158	1,050
65050 - Other Equipment	0	0	0	0
65060 - Office Supplies	871	1,245	1,733	1,733
65070 - Operating Supplies	1,300	780	1,250	1,950
65080 - Postage/Shipping	4,463	6,843	8,020	7,182
65100 - Safety Supplies	1,093	131	1,000	300
65925 - Uniform Purchase	936	1,052	1,200	1,200
65970 - Lab Supplies	0	0	0	0
65999 - Cash Over and Short	0	0	0	0
<b>180 - Community Development</b>				
65025 - Program Materials	0	0	0	0
<b>6F - Commodities Total</b>	<b>10,585</b>	<b>12,148</b>	<b>19,151</b>	<b>14,205</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				

## Recommended Operating Expenditure Budget - Department Total

### 17 - HEALTH SERVICES

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
67100 - Vehicles	0	0	25,000	104,575
67210 - Furniture/Fixtures	0	4,238	463	3,463
67250 - Office Equipment	0	0	0	0
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>4,238</b>	<b>25,463</b>	<b>108,038</b>
<b>HEALTH SERVICES - Total</b>	<b>919,315</b>	<b>984,161</b>	<b>1,220,368</b>	<b>1,317,396</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 17 - HEALTH SERVICES

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
<b>1701 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	112,553	114,209	126,817
6B - Employee Benefits	39,350	37,353	40,483
6C - Staff Development	6,169	5,765	5,765
6D - Repair/Maint/Util	1,189	1,080	1,284
6E - Contractual Svcs	3,506	6,828	7,440
6F - Commodities	1,347	5,534	1,856
6G - Capital Outlay	4,238	—	3,000
<b>1701 - Administration Total</b>	<b>168,352</b>	<b>170,769</b>	<b>186,645</b>
<b>1702 - Animal Control</b>			
<b>100 - General</b>			
6A - Salaries & Wages	107,637	137,488	133,627
6B - Employee Benefits	46,854	52,516	52,046
6C - Staff Development	7,796	6,150	6,150
6D - Repair/Maint/Util	5,739	7,738	8,323
6E - Contractual Svcs	239,280	274,392	267,975
6F - Commodities	6,492	8,573	7,714
6G - Capital Outlay	—	463	52,575
<b>1702 - Animal Control Total</b>	<b>413,797</b>	<b>487,320</b>	<b>528,410</b>
<b>1703 - Inspections - Food</b>			
<b>100 - General</b>			
6A - Salaries & Wages	173,895	223,830	260,838
6B - Employee Benefits	69,957	80,299	89,611
6C - Staff Development	5,981	16,424	7,855
6D - Repair/Maint/Util	3,422	4,206	4,986
6E - Contractual Svcs	17,453	61,890	24,837
6F - Commodities	4,222	4,459	4,050
6G - Capital Outlay	—	25,000	52,463
<b>1703 - Inspections - Food Total</b>	<b>274,930</b>	<b>416,108</b>	<b>444,640</b>
<b>1704 - Community Health Service</b>			
<b>100 - General</b>			
6A - Salaries & Wages	55,517	64,114	72,285
6B - Employee Benefits	12,859	14,440	15,731
6C - Staff Development	—	3,500	3,650
6D - Repair/Maint/Util	63	41	41
6E - Contractual Svcs	51,183	51,601	52,228
6F - Commodities	—	525	525
<b>1704 - Community Health Service Total</b>	<b>119,622</b>	<b>134,221</b>	<b>144,460</b>
<b>1750 - Grants</b>			
<b>100 - General</b>			

## Recommended Expenditure Budget Report by Activity & Funding Source

### 17 - HEALTH SERVICES

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6A - Salaries & Wages	0	1334	1406
6B - Employee Benefits	249	484	500
6C - Staff Development	0	3,195	3,195
6D - Repair/Maint/Util	78	51	80
6E - Contractual Svcs	7,046	6,826	8,000
6F - Commodities	88	60	60
<b>180 - Community Development</b>			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	0	0	0
6E - Contractual Svcs	0	0	0
6F - Commodities	0	0	0
<b>1750 - Grants Total</b>	<b>7,461</b>	<b>11,950</b>	<b>13,241</b>
<b>1799 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	0	0	0
<b>1799 - Pcard Clearing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HEALTH SERVICES TOTAL</b>	<b>984,161</b>	<b>1,220,368</b>	<b>1,317,396</b>

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

**17 HEALTH SERVICES DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	7700	GE-37	PUBLIC HEALTH SPECIALIST	1.00	102,582	1.00	120,966	1.00	134,518
100	7500	GE-32	ENVIRONMENTAL SANITARIAN	3.00	192,577	3.00	218,653	3.00	253,532
100	7400	GE-29	ANIMAL CONTROL OFFICER	2.00	126,530	2.00	132,918	2.00	129,057
100	225	GE-25	SECRETARY	1.00	51,365	1.00	53,726	1.00	56,630
<b>TOTAL FULL TIME EMPLOYEES</b>				7.00	473,054	7.00	526,263	7.00	573,737
<b>61030 Seasonal Employee Expense</b>									
100			PUBLIC HEALTH INTERN	0.14	3,470	0.14	3,631	0.14	3,644
<b>TOTAL SEASONAL EMPLOYEES</b>				0.14	3,470	0.14	3,631	0.14	3,644
<b>TOTAL HEALTH SERVICES</b>				<b>7.14</b>	<b>476,524</b>	<b>7.14</b>	<b>529,894</b>	<b>7.14</b>	<b>577,381</b>

**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	
<b>Health Services Administration-General Fund</b>											
10017100	61010	100	225	GE-25	SECRETARY	1.00	\$ 51,365	1.00	\$ 53,726	1.00	\$ 56,630
10017100	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 51,291	0.50	\$ 60,483	0.50	\$ 67,259
				<b>Total</b>		1.50	\$ 102,656	1.50	\$ 114,209	1.50	\$ 123,889
<b>Community Health Services - FT General Fund</b>											
10017400	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 51,291	0.50	\$ 60,483	0.50	\$ 67,259
				<b>Total</b>		0.50	\$ 51,291	0.50	\$ 60,483	0.50	\$ 67,259
<b>Community Health Services - Seasonal General Fund</b>											
10017400	61030	100		NA-10	ENVIRONMENTAL SANITARIAN ASSISTANT INTERN	0.14	\$ 3,470	0.14	\$ 3,631	0.14	\$ 3,644
				<b>Total</b>		0.14	\$ 3,470	0.14	\$ 3,631	0.14	\$ 3,644
<b>Inspection of Food Est./Environmental - FT General Fund</b>											
10017300	61010	100	7500	GE-32	ENVIRONMENTAL SANITARIAN	3.00	\$ 192,577	3.00	\$ 218,653	3.00	\$ 253,532
10017300	61010	100	7375	GE-27	ENVIRON.SANITARIAN ASST	—	—	—	—	—	—
				<b>Total</b>		3.00	\$ 192,577	3.00	\$ 218,653	3.00	\$ 253,532
<b>Animal Control-FT General Fund</b>											
10017200	61010	100	7400	GE-29	ANIMAL CONTROL OFFICER	2.00	\$ 126,530	2.00	\$ 132,918	2.00	\$ 129,057
				<b>Total</b>		2.00	\$ 126,530	2.00	\$ 132,918	2.00	\$ 129,057
<b>TOTAL HEALTH SERVICES DEPT.</b>											
						7.14	\$ 476,524	7.14	\$ 529,894	7.14	\$ 577,381

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# **Library**

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## LIBRARY DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Requested</b>	<b>% Change From FY 2024 Budget</b>
<u>Expenses</u>				
Employee Expense	2,749,137	2,997,550	3,098,112	3.4%
Supplies and Services	1,089,203	1,247,887	1,332,904	6.8%
Machinery and Equipment	98,027	49,643	54,240	9.3%
Subtotal	3,936,367	4,295,080	4,485,256	4.4%
Debt Service	225,380	19,331	19,089	-1.3%
Total Requirements	4,161,747	4,314,411	4,504,345	
<u>Resources</u>				
Library Gift Trusts	107,341	77,222	30,097	-61.0%
Sales Tax 20% for Debt Abatement	19,380	19,331	19,089	-1.3%
TIF Revenue for Debt Abatement	206,000	—	—	—%
Operating Revenue	47,270	54,293	46,690	-14.0%
Total Revenue	379,991	150,846	95,876	-36.4%
Property Tax Support	3,781,756	4,163,565	4,408,469	244,904
Percent Increase (Decrease)				5.9%
Percent Self Supporting	1.2 %	1.3 %	1.0 %	
<b>Personnel - Authorized FTE</b>	<b>35.15</b>	<b>35.52</b>	<b>35.52</b>	

### Improvement Package Summary

#### **1 of 4**

This improvement request is for an annual programming budget for the Carnegie-Stout Public Library Maker Space. The library's mission is enriching lives through experiences and resources that encourage discovery. The Maker Space has statistically had its best year since its inclusion as a library service. The Maker Space has seen an 89% growth in programming attendance and a 70% growth in visitors using the space. FY 22 visitors totaled 3,642, while FY 23 visitors totaled 6,175. The Maker Space is used for exploration in STEM activities, community members looking to make personalized gifts, entrepreneurs supporting a small business, as well as crafting hobbies and many other imaginative pursuits.

This recurring budget would leverage equipment available in the Maker Space to provide quality, creative, and inclusive programming for community members of all ages. Examples of STEM and do-it-yourself crafting programs include, making your own, LED-light up bookmarks, wood-cut gnomes, laser-cut turkeys, and mini-terrariums. Weekly programs/craft supplies would be planned at approximately \$115 per program at a \$6,000 annual budget. This request supports City Council goal outcome of Diverse Arts, Culture, Parks and Recreation: Have a well-maintained and upgraded library providing services and programs responsive to community needs. Investing in a Library program that has grown in popularity would be acting in a way that is responsive to community needs.

Related Expense:	\$ 6,000	Tax Funds	Recurring	<b>Recommend - No</b>
Net Cost:	<u><u>\$ 6,000</u></u>			
Property Tax Impact:	\$ 0.0024	0.02%		
Activity: Information Technology				

## 2 of 4

This improvement request is for a one-time upgrade to improve virtual meeting technology in the Library's Eigler Auditorium. The library's mission is enriching lives through experiences and resources that encourage discovery. The Eigler Auditorium is frequently used for Library Programming and outside groups, including various City of Dubuque Departments for public meetings. Many meetings are now expected to include, either out of necessity or convenience, a virtual component. The current set up for the Auditorium is not ideal for hybrid in-person/virtual meetings. This package would improve the hybrid capabilities of the space for library programming and for public meetings.

This upgrade would add two wall mounted Pan, Tilt & Zoom (PTZ) cameras, with a zone-based detection system, which includes an auto switch to zoom on individual that is currently speaking, add a room-sized microphone array and speaker system, and add a 'bring-your-own-device' hub ClickShare solution, allowing for seamless use between library-owned technology, and technology brought in by outside groups. Breakdown of costs are:

- Two PTZ cameras: \$3,000
- Microphone/Speaker system: \$7,000
- ClickShare hub: \$3,000

This request supports City Council goal of Financially Responsible, High Performance City Organization: Provide City services responsive to the community. As expectations for hybrid meetings options have increased in recent years, the addition of this technology would be responsive to the community needs.

Related Expense:	\$ 13,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Net Cost:	<u>\$ 13,000</u>			
Property Tax Impact:	\$ 0.0051	0.05%		
Activity: Information Technology				

## 3 of 4

This improvement request is to eliminate a part-time Information Technology Intern position (0.50 FTE, NA-28) and replace it with a part-time Library Assistant position (0.50 FTE, GE-25) in the Information Technology activity at the Carnegie-Stout Public Library to support the increased usage and growth of the library's Maker Space. The library's mission is enriching lives through experiences and resources that encourage discovery.

The Maker Space has statistically had its best year since its inclusion as a library service. The Maker Space has seen an 89% growth in programming attendance and a 70% growth in visitors using the space. FY 22 visitors totaled 3,642, while FY 23 visitors totaled 6,175. The Maker Space is used for exploration in STEM activities, community members looking to make personalized gifts, entrepreneurs supporting a small business, as well as crafting hobbies and many other imaginative pursuits.

The cost of the Library Assistant position is \$28,225, and the savings from removing the IT Intern position would be \$18,149, resulting in a net cost of \$10,076 for this improvement package.

This request supports the top priority of City Workforce Retention and Attraction. Adding additional staff to a growing area of the Library provides support to current staff and encourages employee retention.

Related Expense:	\$ 28,225	Tax Funds	Recurring	<b>Recommend - No</b>
Related Savings:	<u>\$ 18,149</u>		Recurring	
Net Cost:	<u><u>\$ 10,076</u></u>			
Property Tax Impact:	\$ 0.0111	0.11%		
Activity:	Information Technology			

#### **4 of 4**

This improvement request is for a part time (0.50 FTE, GE-28) Marketing Coordinator position to be added to Administration activity and the General Fund. This position currently exists, but is paid out of the Library Trust fund. This improvement package request is to move the position to the General Fund. The library's mission is enriching lives through experiences and resources that encourage discovery.

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

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

Total package increase would be \$38,918. This request supports the top priority of City Workforce Retention and Attraction. Adding a position in a area of need that supports the work of other staff contributes to the goal of employee retention.

Related Expense:	\$ 38,918	Tax Funds	Recurring	<b>Recommend - No</b>
Related Savings:	<u>\$ 38,918</u>	Library Gifts	Recurring	
Net Cost:	<u><u>\$ —</u></u>			
Property Tax Impact:	\$ 0.0153	0.17%		
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 annual unchanged of \$— or 0.00%.
4. 50% Sick Leave Payout increased from \$4,695 in FY 2024 to \$8,573 in FY 2025 based on FY 2023 actual. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.

5. Overtime is decreased from \$27,299 in FY 2024 to \$7,730 in FY 2025. The FY 2023 actual was \$223. FY 2025 is based on a three-year average of actual overtime expenses to better match budget levels with needs. Prior year overtime budgets for the Library were based on a fixed dollar amount that was allocated each year.

## Supplies & Services

6. Technology Equipment Maintenance decreased from \$104,561 in FY 2024 to \$103,547 in FY 2025. The FY 2023 actual was \$98,471. This line item includes various software and technology contracts that the Library has, and it includes the following items:

Contract	Fiscal Year 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
Overdrive Platform for Digital Material	\$ 6,319	\$ 6,319	—%
Websense Spam Filter (65 Licenses)	\$ 2,160	\$ —	—% a
Talking Tech Maintenance	\$ 4,500	\$ —	—% b
Techlogic Hardware & Software	\$ 2,300	\$ 2,300	—%
Sophos Firewall Maintenance	\$ 4,400	\$ 5,300	20.5% c
Bywater ILS Support & Development	\$ 28,000	\$ 31,000	10.7% d
Catalog Updates	\$ 2,000	\$ 2,000	—%
Security System Patches/Updates	\$ 2,531	\$ —	—% e
Globalcom Security Contract	\$ 1,800	\$ —	—% f
GO Daddy Accounts	\$ 1,850	\$ 2,100	13.5% g
PC Res Upgrades	\$ 7,199	\$ 7,199	—%
Envisionware Internet Management	\$ 2,466	\$ 1,814	-26.4% h
VM Ware	\$ 4,756	\$ 5,094	7.1% i
Infrastructure Switches Support	\$ 7,000	\$ 4,400	-37.1% j
Various Small Contracts	\$ 1,100	\$ 1,100	—%
Envisionware Credit Card Fees	\$ 1,188	\$ 1,188	—%
Meraki Wireless Gateway	\$ 2,100	\$ —	—%
GoToMyPC License	\$ 500	\$ 500	—%
Deep Freeze	\$ 1,300	\$ 1,300	—%
Library Calendar System	\$ 3,620	\$ 3,620	—%
Proquest	\$ 2,449	\$ 2,648	8.1% k
Plimus	\$ 391	\$ 391	—%
Adobe	\$ 1,132	\$ 1,132	—%
SAN Support	\$ 13,500	\$ 13,500	—%
Defender for Office 365	\$ —	\$ 1,440	—%
Security Features for Office 365	\$ —	\$ 3,888	—%
Mobile Self Checkout Annual License	\$ —	\$ 2,714	—% l
Avast Patch AV Management	\$ —	\$ 2,600	—% m
Total	\$ 104,561	\$ 103,547	(0.97)%

- a. Websense Spam Filter was replaced with Defender for Office 365
- b. Talking Tech Maintenance was dropped as the service was no longer needed
- c. Sophos Firewall increased due to adding a firewall license feature
- d. Bywater increased due to moving to a hosted platform

- e. Security System Patches/Updates was replaced with Security Features for Office 365
- f. Globalcom Security was dropped in favor of in-house management for cameras
- g. GO Daddy increased due to an additional certificate cost
- h. Envisionwear decreased due to some features being shifted to other applications
- i. VM Ware increased due to the vendor raising prices
- j. Infrastructure Switches decreased due to some functions being shifted to other programs
- k. Proquest increased due to the vendor raising prices
- l. Mobile Self Checkout is a new feature associated with new self checkout abilities
- m. Avast Patch AV is a new software to manage application and operating system patches

7. Electricity increased from \$87,842 in FY 2024 to \$108,605 in FY 2025 based on FY 2023 actual and a 9.8% increase from Alliant Energy. This line item represents electricity costs paid to Alliant Energy.

8. Natural Gas increased from \$34,235 in FY 2024 to \$43,963 in FY 2025 based on FY 2023 actual. This line item represents natural gas costs paid to Black Hills Energy.

9. Speakers is unchanged from \$18,585 in FY 2024 to \$18,585 in FY 2025. This line item is used to pay fees and travel expenses for guest speakers featured at Library events and programming.

10. Building Maintenance increased from \$32,955 in FY 2024 to \$38,135 in FY 2025 based on FY 2023 actual. This line item is used to hire professional maintenance services such as electricians, plumbers, and locksmiths for tasks that Library staff cannot do.

11. Property Insurance increased from \$39,471 in FY 2024 to \$59,247 in FY 2025 based on information received from the Iowa Communities Assurance Pool (ICAP).

12. Outsourced Labor is unchanged from \$36,800 in FY 2024 to \$36,800 in FY 2025. This line item represents the AmeriCorps match paid by the Library for having AmeriCorps members work in Children's Services outreach, which includes the summer reading program.

13. Technology Services increased slightly from \$41,491 to \$41,595 in FY 2025. This line item includes expenses for internet service through WIN Technology, as well as expenses for Online Computer Library Center (OCLC) databases and bibliographic records used for cataloging.

14. Library Materials, excluding materials purchased by Library Trust Funds, increased from \$582,049 in FY 2024 to \$606,506 in FY 2025. The increase stems in part from a book vendor charging a \$3.00 surcharge per invoice, as well as other general cost increases. Additionally, the Bowker Price Index expects the cost of library books to increase 2%. Electronic information and materials provided by EBSCO Industries are expected to increase between 7-9%. The cost of data bases is expected to increase 7%. The cost of downloadable eBooks and eAudio books is expected to increase 9%.

15. General Library Trust expense decreased from \$77,222 in FY 2024 to \$30,097 in FY 2025. The balance of the Expendable Library Gift Trust Fund as of September 30, 2023 was \$1,100,397. The breakout of the balance by each Expendable Library Gift Trust Fund is as follows:

Library Gift Trust	September 30th, 2023 Balance
General Gift Trust	\$ 158,852
Walton Gift Trust	\$ 7,637
Maker Space Gift Trust	\$ 3,199
Mutschler Gift Trust	\$ 930,709
Total	\$ 1,100,397

Library Trust expenses budgeted include:

Library Trust Fund Budget	FY 2024	FY 2025
Part-Time Marketing Coordinator	\$ 40,618	\$ —
Office Supplies	\$ 7,006	\$ 552
Printing & Binding	\$ 1,072	\$ 850
Program Supplies	\$ 10,158	\$ 10,158
e-Books	\$ 7,000	\$ 7,000
Speakers/Programs	\$ 8,000	\$ 8,000
Promotion	\$ 1,092	\$ 1,000
Marketing Consultant	\$ 2,000	\$ 2,000
Equipment Maintenance Repair	\$ 101	\$ —
Sales Tax	\$ 175	\$ 467
Total	\$ 77,222	\$ 30,097

## Machinery & Equipment

16. Equipment replacement items include (\$54,240):

Library Machinery and Equipment		
<u>Administration</u>		
Digital Camera	\$ 500	
Desk phones	\$ 2,100	
<u>Children Services</u>		
Carts (2)	\$ 400	
<u>Circulation Services</u>		
Self Check Machine	\$ 11,000	
Book Carts (9)	\$ 2,800	
<u>Information Technology</u>		
Cash Register	\$ 2,545	
Viewing and Listening Station	\$ 600	
Viewing and Listening Station	\$ 300	
<u>Technical Services</u>		
Book Carts (2)	\$ 400	
Digital Security Cameras	\$ 6,475	

**Maintenance Services**

Lighting Equipment (151)	\$ 2,775
Side Chairs	\$ 9,290
Wetdry Vac	\$ 855
Vacuum Cleaner (2)	\$ 1,200
<b>Recommended Improvement Packages</b>	<b>\$ 13,000</b>
<b>Total Equipment</b>	<b><u>\$ 54,240</u></b>

**Debt Service**

17. FY 2025 annual debt service includes the following (\$19,089)

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 4,075	2019C	Sales Tax 20%	Library Improvements	2027	2027
\$ 15,014	2021A (2012E)	Sales Tax 20%	Library Improvements	2027	2027
\$ 19,089 Total Library Annual Debt Service					

**Revenue**

18. Fines decreased from \$10,178 in FY 2024 to \$7,814 in FY 2025 and is based on FY 2023 actual. This line item represents revenue collected from fines related to damaged and lost items.

19. Nonresident Fees decreased from \$19,515 in FY 2024 to \$18,521 in FY 2025 based on FY 2023 actual. This line item represents revenue received from residents who do not reside in the City of Dubuque that choose to buy a library card (\$4,286), as well reimbursements from the State of Iowa (\$14,235).

20. Charges for Service increased from \$9,837 in FY 2024 to \$10,042 in FY 2025. This line item represents fees paid by patrons for copying, faxing, and printing services at the Library.

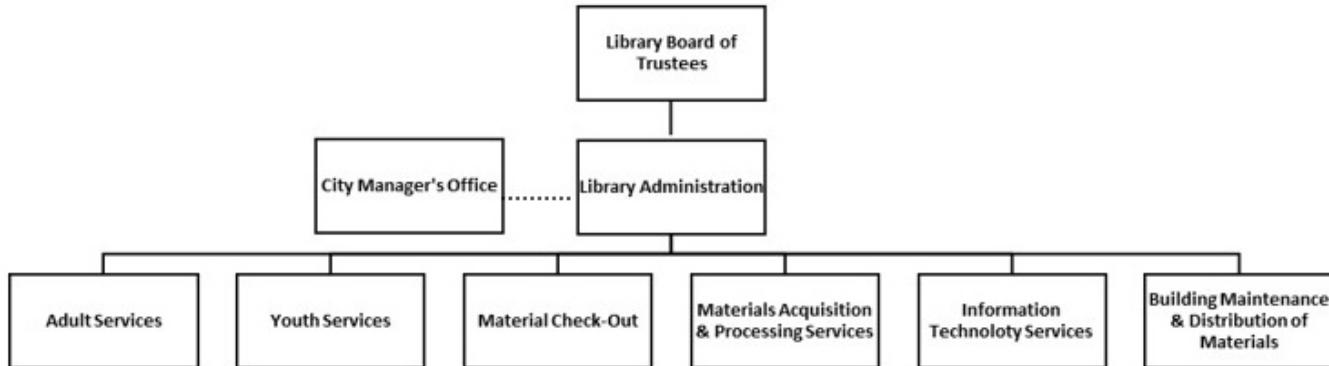
21. Library Service revenue is unchanged from \$3,500 in FY 2024 to \$3,500 in FY 2025. This line item represents proceeds from the 28E agreement with Dubuque County. The agreement provides library services to communities in Dubuque County that do not have libraries and are not covered by the Dubuque County Library District. The amount is based on circulation.

**Miscellaneous**

22. The Library is 1.0% self-supporting in FY 2025 as compared to 1.3% self-supporting in FY 2024.

# CARNEGIE-STOUT PUBLIC LIBRARY

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



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

**People:** Library staff members provide outreach through the delivery of materials to home bound residents, residential care facilities, nursing homes, and the Dubuque Community School District. Services are provided at the Boys and Girls Club, the Multicultural Family Center, and at pop-up locations and various community events.

**Planning:** The library is working off a community-involved strategic plan (2022-2027), and a Space Needs and Facilities Condition Assessment (2023) to focus on providing community-driven library services, and ways to improve service to Dubuque residents.

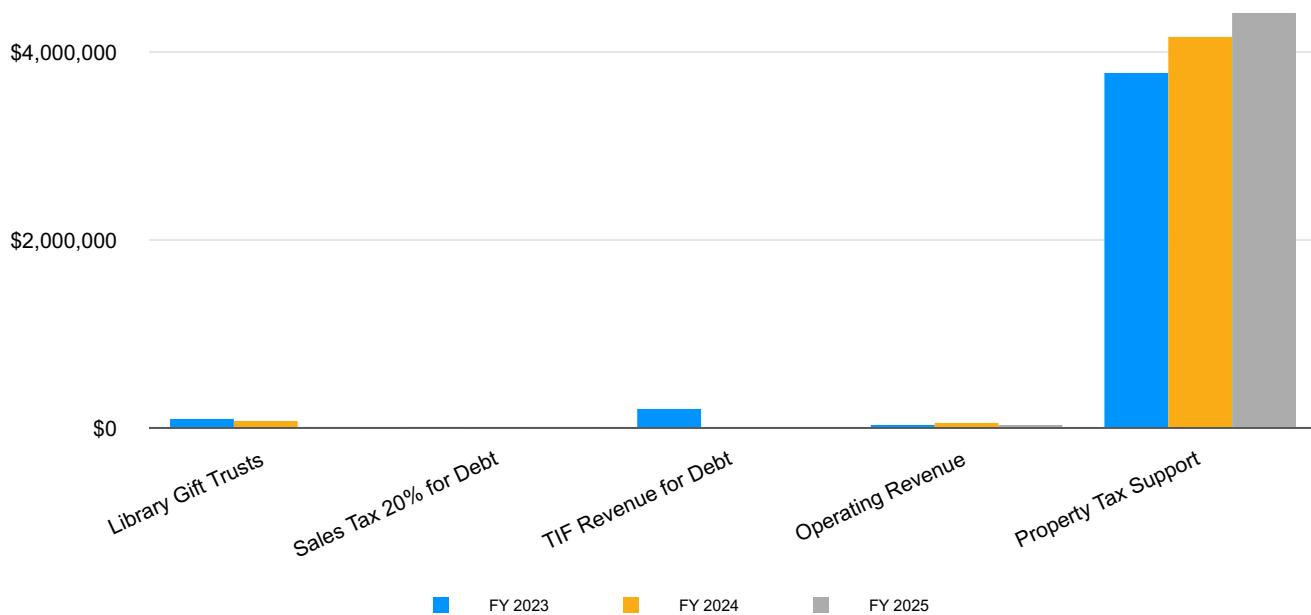
### Partnerships:

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

# CARNEGIE-STOUT PUBLIC LIBRARY

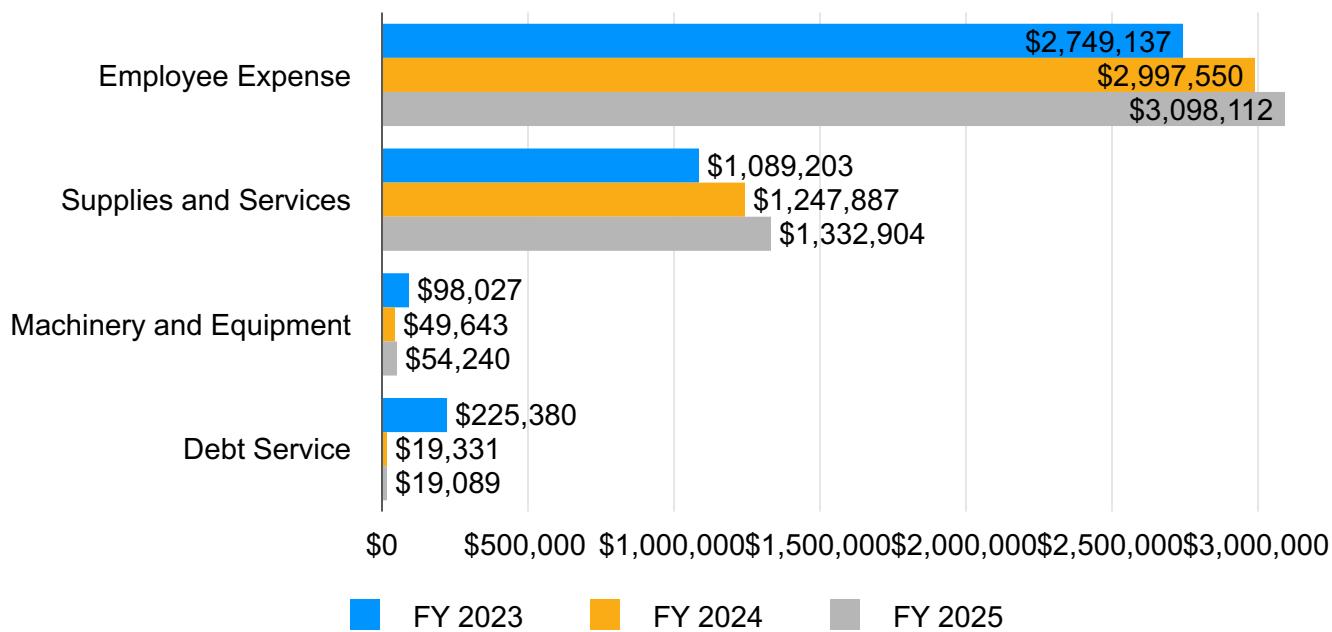
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	35.15	35.52	35.52

## Revenue and Property Tax Support



The Carnegie-Stout Public Library is supported by 35.52 full-time equivalent employees, which accounts for 68.78% of the department expense as seen below. Overall, the department expenses are expected to increase by 4.40% in FY 2025 compared to FY 2024.

## Expenditures by Category by Fiscal Year



# CARNEGIE-STOUT PUBLIC LIBRARY

## Adult Services

### Mission & Services

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

Adult Services Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$1,756,681	\$1,908,443	\$1,985,504
Resources	\$1,599	\$5,298	\$2,383

Adult Services Position Summary	
	FY 2025
Librarian I - FT	4.00
Librarian I - PT	0.07
Library Director	1.00
Librarian II	1.00
Library Aide - FT	4.00
Library Aide - PT	1.00
Administrative Assistant	1.00
Library Clerk	0.38
Clerical Assistant	0.25
Confidential Account Clerk	0.63
<b>Total FT Equivalent Employees</b>	<b>13.33</b>

### Performance Measures-

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

1	Activity Objective: Provide users with convenient access to information, services, and entertainment through technology.					
Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
# of electronic informational resources accessed	170,000	236,586	186,710	169,985	175,000	Goal Met
Total internet and wireless use	105,000	77,847	83,125	97,310	120,000	Goal Met

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

2	Activity Objective: Provide materials that are relevant to the needs and interests of library users and the community + a wide range of informational/recreational programs to interest adults.					
# of check outs of digital materials (e-books, e-audio, streaming video, music)	115,000	118,621	118,659	120,045	125,000	Goal Met
# of attendees to programs	3000	999	1,935	2,719	2,500	Goal Not Met
# of programs held for adults	100	57	107	85	90	Goal In Progress

# CARNEGIE-STOUT PUBLIC LIBRARY

## Children Services

### Mission & Services

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

Youth Services Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$648,968	\$729,023	\$768,695
Resources	\$0	\$1,122	\$0

Youth Services Position Summary	
	FY 2025
Librarian II	1.00
Library Aide - FT	3.00
Library Aide - PT	0.69
Library Clerk	2.57
<b>Total FT Equivalent Employees</b>	<b>7.26</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
# of children's items checked out	150,000	147,217	154,574	153,551	155,000	Goal Met
# of young adult materials checked out	13,500	12,968	13,912	14,978	14,000	Goal Met

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

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

# of programs provided to area child care centers through AmeriCorps	120	108	117	135	100	Goal Not Met
# of programs delivered for Leadership Enrichment After-School Program (LEAP)	12	0	12	12	12	Goal Met

# CARNEGIE-STOUT PUBLIC LIBRARY

## Materials Check-Out and Distribution

### Mission & Services

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

Materials Check-Out Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$933,376	\$1,016,889	\$1,156,442
Resources	\$45,671	\$47,873	\$44,307

Materials Check-Out Position Summary	
	FY 2025
Circulation Manager	1.00
Library Lead Assistant	1.00
Custodian - FT	1.00
Custodian - PT	0.13
Maintenance Worker	1.00
Library Assistant- PT	6.30
Library Clerk	1.00
<b>Total FT Equivalent Employees</b>	<b>11.43</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
# of items available for library users	205,000	205,605	205,781	200,440	205,000	Goal Met
# of registered borrowers (as % of population)	41,000 (71%)	40,152 (71%)	47,771 (82%)	44,178 (74%)	46,000 (78%)	Goal Met
% of checked out items returned late	20%	25%	22%	19%	20%	Goal Met

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

# of visits to nursing homes/residential care facilities	75	49	88	82	80	Goal Met
# of deliveries to home bound residents	340	247	334	351	340	Goal Met

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

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

# of items added to physical collection	16,500	18,207	16,480	17,150	17,000	Goal Met
# of issues of archived Telegraph Herald newspapers viewed	120,000	156,870	118,366	94,910	116,000	Goal In Progress

# CARNEGIE-STOUT PUBLIC LIBRARY

## Information Technology Services

### Mission & Services

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

Information Technology Services Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$465,999	\$538,996	\$518,756
Resources	\$0	\$0	\$0

Information Technology Services Position Summary	
	FY 2025
Lead Application Network Analyst	1.00
User Support Specialist	1.00
Library Lead Assistant	1.00
Information Services Intern	0.50
<b>Total FT Equivalent Employees</b>	<b>3.50</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
# of one-on-one training & technology-based programs offered	90	47	31	84	75	Goal Not Met
# Maker Space/Whisper Room Visits/Use	8,000	2,883	5,090	8,804	10,500	Goal Met

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

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

## Recommended Operating Revenue Budget - Department Total

### 36 - LIBRARY

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
45000 - Charges/Fees for Service	(9,837)	(10,043)	(9,837)	(10,042)
45045 - Interlibrary Loan Fees	(2,523)	(1,524)	(2,523)	(1,524)
45046 - Nonresident Fees	(19,515)	(18,522)	(19,515)	(18,521)
45047 - Resident Fees	(698)	(773)	(698)	(773)
45048 - Reservation Fees	(2)	0	0	0
45450 - Meeting Room Fee	(3,255)	(3,125)	(3,255)	(3,125)
45500 - Miscellaneous Chg for Svcs	(334)	(157)	(334)	(157)
47100 - Reimbursements	(3,456)	0	(3,455)	0
47150 - Refunds	(998)	(558)	(998)	(1,234)
47650 - Fines	(10,178)	(7,814)	(10,178)	(7,814)
<b>4A - Charges for Services Total</b>	<b>(50,796)</b>	<b>(42,515)</b>	<b>(50,793)</b>	<b>(43,190)</b>
<b>4B - Grants/Contrib</b>				
44700 - Library Service	0	(4,755)	(3,500)	(3,500)
<b>4B - Grants/Contrib Total</b>	<b>0</b>	<b>(4,755)</b>	<b>(3,500)</b>	<b>(3,500)</b>
<b>170 - Library Gifts Expendable</b>				
<b>4A - Charges for Services</b>				
45042 - Registration/Entry Fee Taxable	(7,576)	(18,744)	(7,576)	(18,745)
47150 - Refunds	(95,655)	(65,109)	(95,655)	(32,572)
<b>4A - Charges for Services Total</b>	<b>(103,231)</b>	<b>(83,854)</b>	<b>(103,231)</b>	<b>(51,317)</b>
<b>4B - Grants/Contrib</b>				
47000 - Contrib - Public Sources	10	0	10	0
<b>4B - Grants/Contrib Total</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>
<b>4K - Unrest Invest Earn</b>				
43000 - Interest	(3,330)	(14,538)	(21,743)	(14,538)
<b>4K - Unrest Invest Earn Total</b>	<b>(3,330)</b>	<b>(14,538)</b>	<b>(21,743)</b>	<b>(14,538)</b>
<b>200 - Debt Service</b>				
<b>4N - Transfers</b>				
49126 - Transfer in GDTIF	(206,850)	(206,000)	0	0
49304 - Transfer in Sales Tax 20%	(19,754)	(19,380)	(19,331)	(19,089)
<b>4N - Transfers Total</b>	<b>(226,604)</b>	<b>(225,380)</b>	<b>(19,331)</b>	<b>(19,089)</b>
<b>4O - Eliminated for GW</b>				
48200 - Proceeds from GO Debt	0	0	0	0
48205 - Bond Discount/Premium	0	0	0	0
<b>4O - Eliminated for GW Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>501 - Library Gifts Trust</b>				
<b>4A - Charges for Services</b>				
47150 - Refunds	(12)	(3)	0	(247)
<b>4A - Charges for Services Total</b>	<b>(12)</b>	<b>(3)</b>	<b>0</b>	<b>(247)</b>
<b>LIBRARY - Total</b>	<b>(383,962)</b>	<b>(371,044)</b>	<b>(198,588)</b>	<b>(131,881)</b>

# Recommended Operating Expenditure Budget - Department Total

## 36 - LIBRARY

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	1,332,164	1,470,089	1,640,408	1,759,329
60200 - Salaries - Regular Part Time	541,011	545,270	593,094	612,388
60300 - Hourly Wages - Temp/Seasonal	11,736	46,334	0	0
60400 - Overtime	1,705	223	27,299	7,730
60620 - Special Pay - Holiday	0	0	0	0
60630 - Special Pay Sick Lv Payout Ret	0	0	0	0
60635 - Special Pay Sick Lv Payout 50%	3,786	8,165	4,695	8,573
60640 - Special Pay - Vacation Payout	23,886	5,690	0	0
60710 - Special Pay - Parental Leave	334	3,951	0	0
60720 - Spec Pay - Meals No Overnight	15	40	0	0
<b>170 - Library Gifts Expendable</b>				
60100 - Salaries-Regular Full Time	0	61	0	0
60200 - Salaries - Regular Part Time	28,217	30,913	34,689	0
<b>6A - Salaries &amp; Wages Total</b>	<b>1,942,853</b>	<b>2,110,736</b>	<b>2,300,185</b>	<b>2,388,020</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	139,976	150,075	172,952	182,623
61300 - IPERS - City Contribution	177,625	189,579	210,155	221,045
61510 - Health Insurance	260,640	281,492	295,715	295,306
61540 - Life Insurance	918	960	1,012	1,012
61600 - Workers' Compensation	8,440	9,102	8,454	10,036
61700 - Unemployment Compensation	0	0	0	0
61992 - Physicals	3,148	1,877	3,148	0
<b>170 - Library Gifts Expendable</b>				
61100 - FICA - City Contribution	2,159	2,369	2,654	0
61300 - IPERS - City Contribution	2,664	2,890	3,275	0
61600 - Workers' Compensation	66	56	0	70
61992 - Physicals	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>595,636</b>	<b>638,402</b>	<b>697,365</b>	<b>710,092</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	3,907	3,807	4,269	4,480
62325 - Mileage	202	367	897	897
62400 - Meetings & Conferences	13,932	11,371	20,352	21,383
62500 - Education Reimbursement	13,155	8,929	13,425	12,156
<b>170 - Library Gifts Expendable</b>				
62500 - Education Reimbursement	0	249	0	0
<b>6C - Staff Development Total</b>	<b>31,197</b>	<b>24,722</b>	<b>38,943</b>	<b>38,916</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63100 - Building Maintenance	32,955	38,135	32,955	38,135
63312 - Vehicle Ops - Gasoline	1,016	1,040	947	947
63320 - Vehicle Repair - Internal	277	385	283	393
63400 - Equipment Maint/Repair	3,856	3,603	5,135	3,841
63710 - Electricity	87,842	98,912	87,842	108,605
63711 - Natural Gas	34,235	43,964	34,235	43,963
63730 - Telecommunications	4,042	4,889	4,042	5,514
63742 - Stormwater	486	494	518	574
<b>170 - Library Gifts Expendable</b>				

## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
63100 - Building Maintenance	0	0	0	0
63400 - Equipment Maint/Repair	99	0	101	0
<b>501 - Library Gifts Trust</b>				
63100 - Building Maintenance	0	0	0	0
<b>6D - Repair/Maint/Util Total</b>	<b>164,807</b>	<b>191,422</b>	<b>166,058</b>	<b>201,972</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	19,476	17,092	19,417	18,701
64030 - Outsourced Labor	2,550	408	36,800	36,800
64040 - Collections	0	0	0	0
64062 - Refunds	74	155	74	155
64080 - Insurance - Property	30,775	36,418	39,471	59,247
64081 - Insurance - Liability	11,255	21,256	20,724	30,970
64083 - Insurance - Other	0	0	0	0
64140 - Printing	13,656	5,836	9,820	8,483
64145 - Copying	10,023	12,714	10,280	12,713
64146 - Book Binding	0	0	937	1,000
64147 - Interlibrary Loan	0	0	769	769
64150 - Rental - Equipment	863	647	897	650
64160 - Rental - Land/Bldgs/Parking	462	9,534	462	12,600
64185 - License/Permit/Fees	1,182	1,375	2,182	2,182
64190 - Technology Services	42,755	36,511	41,491	41,595
64191 - IT Recharges	0	0	0	0
64195 - Credit Card Charge	1,474	1,965	1,474	1,965
64860 - Speakers	16,332	19,455	18,585	18,585
64865 - Elevator Service	2,427	2,427	2,427	2,427
64870 - HVAC Services	22,836	20,376	20,376	19,800
64880 - Custodial Services	3,815	1,494	3,317	3,317
64900 - Other Professional Service	9,783	5,166	11,677	8,677
64975 - Equip Maint Cont	4,642	4,672	4,642	4,672
64980 - Technology Equip Maint Cont	84,770	98,471	104,561	103,547
<b>170 - Library Gifts Expendable</b>				
64020 - Advertising	1,092	1,038	1,092	1,000
64062 - Refunds	0	0	0	0
64140 - Printing	891	2,784	1,072	850
64145 - Copying	0	0	0	0
64180 - Sales Tax Expense	175	467	175	467
64860 - Speakers	18,027	26,100	8,000	8,000
64900 - Other Professional Service	604	6,927	2,000	2,000
64980 - Technology Equip Maint Cont	4,105	0	0	0
64990 - Other Contractual Service	0	0	0	0
<b>200 - Debt Service</b>				
64110 - Legal	0	0	0	0
64900 - Other Professional Service	0	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>304,044</b>	<b>333,288</b>	<b>362,722</b>	<b>401,172</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65020 - Library Materials	487,061	467,276	582,049	606,506
65040 - Small Tools & Equipment	1,199	0	0	0
65045 - Technology Equipment	27,409	47,140	30,843	33,075
65050 - Other Equipment	16,333	7,156	3,510	4,830

## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
65060 - Office Supplies	17,375	20,970	17,757	23,371
65070 - Operating Supplies	13,923	11,371	32,199	16,096
65080 - Postage/Shipping	19,538	17,451	20,515	18,325
65925 - Uniform Purchase	265	289	200	280
65940 - Gift Cards	25	200	0	0
65944 - Carts	3,000	1,400	2,400	3,600
65965 - Janitorial	3,280	8,556	3,280	8,556
65999 - Cash Over and Short	10	(3)	0	0
<b>170 - Library Gifts Expendable</b>				
65020 - Library Materials	<b>16,069</b>	<b>3,239</b>	<b>7,000</b>	<b>7,000</b>
65025 - Program Materials	10,158	9,869	10,158	10,158
65045 - Technology Equipment	3,976	5,400	0	0
65050 - Other Equipment	0	493	0	0
65060 - Office Supplies	7,006	552	7,006	552
65940 - Gift Cards	0	0	0	0
<b>6F - Commodities Total</b>	<b>626,628</b>	<b>601,359</b>	<b>716,917</b>	<b>732,349</b>
<b>6G - Capital Outlay</b>				
100 - General				
67100 - Vehicles	0	0	0	0
67210 - Furniture/Fixtures	18,693	15,809	9,290	9,290
67250 - Office Equipment	480	6,695	3,100	3,445
67500 - Buildings	458	0	500	0
<b>170 - Library Gifts Expendable</b>				
67210 - Furniture/Fixtures	6,154	14,138	0	0
67250 - Office Equipment	1,636	-204	0	0
67500 - Buildings	15,000	0	0	0
<b>501 - Library Gifts Trust</b>				
67210 - Furniture/Fixtures	0	0	0	0
<b>6G - Capital Outlay Total</b>	<b>42,421</b>	<b>36,438</b>	<b>12,890</b>	<b>12,735</b>
<b>6H - Debt Service</b>				
<b>200 - Debt Service</b>				
68010 - Principal Payment	212,076	217,074	17,399	17,539
68020 - Interest Payments	14,528	8,306	1,932	1,550
68980 - Financial Consultant	0	0	0	0
68990 - Paying Agent Fees	0	0	0	0
<b>6H - Debt Service Total</b>	<b>226,604</b>	<b>225,380</b>	<b>19,331</b>	<b>19,089</b>
<b>LIBRARY - Total</b>	<b>3,934,191</b>	<b>4,161,747</b>	<b>4,314,411</b>	<b>4,504,345</b>

Recommended Expenditure Budget Report by Activity & Funding Source			
36 - LIBRARY			
Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
<b>3601 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	260,918	317,679	327,852
6B - Employee Benefits	84,118	94,714	96,931
6C - Staff Development	7,139	8,849	10,119
6D - Repair/Maint/Util	4,509	3,731	5,133
6E - Contractual Svcs	19,179	27,078	19,187
6F - Commodities	20,055	24,271	22,893
6G - Capital Outlay	899	—	—
<b>3601 - Administration Total</b>	<b>396,817</b>	<b>476,322</b>	<b>482,115</b>
<b>3602 - Adult Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	698,430	698,702	738,265
6B - Employee Benefits	225,316	228,452	234,732
6C - Staff Development	8,862	12,827	12,894
6D - Repair/Maint/Util	1,449	4,012	1,450
6E - Contractual Svcs	34,077	35,017	45,253
6F - Commodities	384,798	453,111	470,795
6G - Capital Outlay	6,930	—	—
<b>3602 - Adult Services Total</b>	<b>1,359,864</b>	<b>1,432,121</b>	<b>1,503,389</b>
<b>3603 - Children Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	410,504	421,356	451,929
6B - Employee Benefits	117,823	125,033	128,373
6C - Staff Development	2,957	7,254	5,890
6D - Repair/Maint/Util	71	47	71
6E - Contractual Svcs	21,837	58,996	60,457
6F - Commodities	94,349	116,337	121,975
6G - Capital Outlay	1,426	—	—
<b>3603 - Children Services Total</b>	<b>648,968</b>	<b>729,023</b>	<b>768,695</b>
<b>3604 - Circulation Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	361,869	465,503	493,881
6B - Employee Benefits	76,130	108,701	112,275
6C - Staff Development	1,162	3,848	3,848
6D - Repair/Maint/Util	1,061	1,249	1,273
6E - Contractual Svcs	5,963	7,006	8,582
6F - Commodities	8,412	9,785	22,583
6G - Capital Outlay	—	—	—
<b>3604 - Circulation Services Total</b>	<b>454,597</b>	<b>596,092</b>	<b>642,442</b>
<b>3605 - Maintenance Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	135,479	122,068	135,396
6B - Employee Benefits	54,831	52,685	55,692
6D - Repair/Maint/Util	184,213	156,839	193,926

Recommended Expenditure Budget Report by Activity & Funding Source			
36 - LIBRARY			
Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6E - Contractual Svcs	76,695	72,425	104,648
6F - Commodities	16,988	6,990	15,048
6G - Capital Outlay	10,574	9,790	9,290
<b>3605 - Maintenance Services Total</b>	<b>478,779</b>	<b>420,797</b>	<b>514,000</b>
<b>3606 - Youth Services</b>			
<b>100 - General</b>			
6E - Contractual Svcs	2,851	4,562	4,562
6F - Commodities	21,044	19,945	21,200
<b>3606 - Youth Services Total</b>	<b>23,895</b>	<b>24,507</b>	<b>25,762</b>
<b>3607 - Information Technology</b>			
<b>100 - General</b>			
6A - Salaries & Wages	212,562	240,188	240,697
6B - Employee Benefits	74,868	81,851	82,019
6C - Staff Development	2,240	3,200	3,200
6D - Repair/Maint/Util	119	79	119
6E - Contractual Svcs	105,331	109,718	108,410
6F - Commodities	24,648	42,068	26,404
6G - Capital Outlay	2,675	3,100	3,445
<b>3607 - Information Technology Total</b>	<b>422,443</b>	<b>480,204</b>	<b>464,294</b>
<b>3608 - Technical Services</b>			
<b>100 - General</b>			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	0	0	0
6C - Staff Development	2,113	2,965	2,965
6E - Contractual Svcs	30,040	35,581	37,756
6F - Commodities	11,404	20,246	13,741
<b>3608 - Technical Services Total</b>	<b>43,556</b>	<b>58,792</b>	<b>54,462</b>
<b>3660 - Permanent Gift Trust</b>			
<b>170 - Library Gifts Expendable</b>			
6D - Repair/Maint/Util	0	0	0
<b>501 - Library Gifts Trust</b>			
6D - Repair/Maint/Util	0	0	0
6G - Capital Outlay	0	0	0
<b>3660 - Permanent Gift Trust Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3661 - General Gift Trust</b>			
<b>170 - Library Gifts Expendable</b>			
6A - Salaries & Wages	30,973	34,689	0
6B - Employee Benefits	5,316	5,929	70
6C - Staff Development	249	0	0
6D - Repair/Maint/Util	0	101	0
6E - Contractual Svcs	37,316	12,339	12,317
6F - Commodities	19,553	24,164	17,710
6G - Capital Outlay	13,933	0	0
<b>3661 - General Gift Trust Total</b>	<b>107,341</b>	<b>77,222</b>	<b>30,097</b>
<b>3680 - Debt Service</b>			

## Recommended Expenditure Budget Report by Activity & Funding Source

### 36 - LIBRARY

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
<b>200 - Debt Service</b>			
6E - Contractual Svcs	0	0	0
6H - Debt Service	225,380	19,331	19,089
<b>3680 - Debt Service Total</b>	<b>225,380</b>	<b>19,331</b>	<b>19,089</b>
<b>3699 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	107	0	0
<b>3699 - Pcard Clearing Total</b>	<b>107</b>	<b>0</b>	<b>0</b>
<b>Library TOTAL</b>	<b>4,161,747</b>	<b>4,314,411</b>	<b>4,504,345</b>

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

**36 LIBRARY DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 115,337	1.00	\$ 126,606	1.00	\$ 133,451
100	8100	GE-34	LIBRARIAN II	2.00	\$ 169,614	2.00	\$ 177,412	2.00	\$ 186,994
100		GE-33	LEAD APPL/NETWORK ANALY	1.00	\$ 79,653	1.00	\$ 83,315	1.00	\$ 87,821
100	8020	GE-32	LIBRARIAN I	4.00	\$ 301,602	4.00	\$ 318,813	4.00	\$ 336,152
100		GE-33	CIRCULATION MANAGER	1.00	\$ 80,441	1.00	\$ 84,140	1.00	\$ 88,690
100	7900	GE-30	LIBRARY AIDE	7.00	\$ 453,817	7.00	\$ 485,010	7.00	\$ 526,806
100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 69,792	1.00	\$ 73,002	1.00	\$ 76,954
100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 58,334	1.00	\$ 67,788	1.00	\$ 71,448
100		GE-27	MAKERSPACE ASSISTANT	1.00	\$ 58,334	—	\$ —	—	\$ —
100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 42,122	1.00	\$ 46,407	1.00	\$ 54,514
100		GE-27	LEAD LIBRARY ASSISTANT	—	\$ —	2.00	\$ 122,097	2.00	\$ 129,259
100	3345	GE-29	USER SUPPORT SPECIALIST	1.00	\$ 54,836	1.00	\$ 60,509	1.00	\$ 67,240
<b>TOTAL FULL TIME EMPLOYEES</b>				21.00	\$ 1,483,882	22.00	\$ 1,645,099	22.00	\$ 1,759,329
<b>61020 Part Time Employee Expense</b>									
100	8020	GE-32	LIBRARIAN I	0.07	\$ 4,114	0.07	\$ 4,303	0.07	\$ 4,374
100	7900	GE-30	LIBRARY AIDE	1.69	\$ 99,031	1.69	\$ 98,707	1.69	\$ 105,528
100	1400	GE-25	CUSTODIAN-LIBRARY	0.13	\$ 6,464	0.13	\$ 6,984	0.13	\$ 7,362
100		GE-27	LEAD LIBRARY ASSISTANT	0.63	\$ 34,805	—	\$ —	—	\$ —
100	7850	GE-25	LIBRARY ASSISTANT	6.30	\$ 282,263	6.30	\$ 285,428	6.30	\$ 306,653
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.63	\$ 29,270	0.63	\$ 27,042	0.63	\$ 28,812
100	NA-38		INFORMATION SERVICES INTERN	0.50	\$ 14,376	0.50	\$ 29,910	0.50	\$ 15,852
100		NA-28	CLERICAL ASSISTANT	0.25	\$ 7,031	0.25	\$ 7,355	0.25	\$ 7,750
100	7750	NA-24	LIBRARY CLERK	3.95	\$ 89,964	3.95	\$ 130,395	3.95	\$ 136,057
<b>TOTAL PART TIME EMPLOYEES</b>				14.15	\$ 567,318	13.52	\$ 590,124	13.52	\$ 612,388
<b>TOTAL LIBRARY</b>				<b>35.15 \$2,051,200 35.52 \$2,235,223 35.52 \$2,371,717</b>					

**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	
<b>Library Administration-FT</b>											
10036100	61010	100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 115,337	1.00	\$ 126,606	1.00	\$ 133,451
10036100	61010	100		GE-30	LIBRARY AIDE	1.00	\$ 70,463	1.00	\$ 73,704	1.00	\$ 77,694
10036100	61010	100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 69,792	1.00	\$ 73,002	1.00	\$ 76,954
				<b>Total</b>		3.00	\$ 255,592	3.00	\$ 273,312	3.00	\$ 288,099
<b>Library Administration-PT</b>											
10036100	61020	100	3,300	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.63	\$ 29,270	0.63	\$ 27,042	0.63	\$ 28,812
10036100	61020			NA-28	CLERICAL ASSISTANT	0.25	\$ 7,031	0.25	\$ 7,355	0.25	\$ 7,750
				<b>Total</b>		0.88	\$ 36,301	0.88	\$ 34,397	0.88	\$ 36,562
<b>Adult Services-FT</b>											
10036200	61010	100	7900	GE-30	LIBRARY AIDE	3.00	\$ 199,301	3.00	\$ 211,847	3.00	\$ 227,162
10036200	61010	100	8020	GE-32	LIBRARIAN I	4.00	\$ 301,602	4.00	\$ 318,813	4.00	\$ 336,152
10036200	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 84,807	1.00	\$ 88,706	1.00	\$ 93,497
				<b>Total</b>		8.00	\$ 585,710	8.00	\$ 619,366	8.00	\$ 656,811
<b>Adult Services-PT</b>											
10036200	61020	100	8070	GE-32	LIBRARIAN I	0.07	\$ 4,114	0.07	\$ 4,303	0.07	\$ 4,374
10036200	61020	100		NA-24	LIBRARY CLERK	0.38	\$ 8,807	0.38	\$ 12,051	0.38	\$ 13,400
10036200	61020	100	7900	GE-30	LIBRARY AIDE	1.00	\$ 58,539	1.00	\$ 54,801	1.00	\$ 57,479
				<b>Total</b>		1.45	\$ 71,460	1.45	\$ 71,155	1.45	\$ 75,253
<b>Youth Services-FT</b>											
10036210	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 84,807	1.00	\$ 88,706	1.00	\$ 93,497
10036210	61010	100	7900	GE-30	LIBRARY AIDE	3.00	\$ 184,053	3.00	\$ 199,459	3.00	\$ 221,950
				<b>Total</b>		4.00	\$ 268,860	4.00	\$ 288,165	4.00	\$ 315,447
<b>Youth Services-PT</b>											
10036210	61020	100	7900	GE-30	LIBRARY AIDE	0.69	\$ 40,492	0.69	\$ 43,906	0.69	\$ 48,049
10036210	61020	100	7750	NA-24	LIBRARY CLERK	2.57	\$ 58,477	2.57	\$ 85,977	2.57	\$ 88,433
				<b>Total</b>		3.26	\$ 98,969	3.26	\$ 129,883	3.26	\$ 136,482
<b>Circulation Services-FT</b>											
10036220	61010	100		GE-33	CIRCULATION MANAGER	1.00	\$ 80,441	1.00	\$ 84,140	1.00	\$ 88,690
				<b>Total</b>		1.00	\$ 80,441	1.00	\$ 84,140	1.00	\$ 88,690
<b>Circulation Services-PT</b>											
10036220	61020	100	7750	NA-24	LIBRARY CLERK	1.00	\$ 22,680	1.00	\$ 32,367	1.00	\$ 34,224
10036220	61010	100		GE-27	LEAD LIBRARY ASSISTANT	0.63	\$ 34,805	1.00	\$ 60,482	1.00	\$ 64,314
10036220	61020	100	7850	GE-25	LIBRARY ASSISTANT	6.30	\$ 282,263	6.30	\$ 285,428	6.30	\$ 306,653
				<b>Total</b>		7.93	\$ 339,748	8.30	\$ 378,277	8.30	\$ 405,191
<b>Information Technology-FT</b>											
10036440	61010	100		GE-33	LEAD APPL/NETWORK ANALY	1.00	\$ 79,653	1.00	\$ 83,315	1.00	\$ 87,821
10036440	61010	100		GE-27	LEAD LIBRARY ASSISTANT			1.00	\$ 61,615	1.00	\$ 64,945
10036440	61010	100		GE-27	MAKERSPACE ASSISTANT	1.00	\$ 58,334	—	\$ —	—	\$ —
				<b>Total</b>		2.00	\$ 137,987	2.00	\$ 144,930	2.00	\$ 152,766
<b>Information Technology-PT</b>											
10036440	61020	100		NA-38	INFORMATION SERVICES INTERN	0.50	\$ 14,376	0.50	\$ 29,910	0.50	\$ 15,852
10036440	61010	100		GE-29	USER SUPPORT SPECIALIST	1.00	\$ 54,836	1.00	\$ 60,509	1.00	\$ 67,240
				<b>Total</b>		1.50	\$ 69,212	1.50	\$ 90,419	1.50	\$ 83,092
<b>Maintenance-FT</b>											
10036300	61010	100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 58,334	1.00	\$ 67,788	1.00	\$ 71,448
10036300	61010	100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 42,122	1.00	\$ 46,407	1.00	\$ 54,514
				<b>Total</b>		2.00	\$ 100,456	2.00	\$ 114,195	2.00	\$ 125,962

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	
<b>Maintenance-PT</b>											
10036300	61020	100	1400	GE-25	CUSTODIAN-LIBRARY	0.13	\$ 6,464	0.13	\$ 6,984	0.13	\$ 7,362
					<b>Total</b>	0.13	\$ 6,464	0.13	\$ 6,984	0.13	\$ 7,362
<b>TOTAL LIBRARY DEPARTMENT</b>											
						<b>35.15</b>	<b>\$ 2,051,200</b>	<b>35.52</b>	<b>\$ 2,235,223</b>	<b>35.52</b>	<b>\$ 2,371,717</b>

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# **Airport**

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## AIRPORT DEPARTMENT

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<b>Budget Highlights</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Requested</b>	<b>% Change From FY 2024 Budget</b>
<u>Expenses</u>				
Employee Expense	1,565,567	1,755,105	1,784,111	1.7 %
Supplies and Services	3,535,517	2,763,022	3,424,732	23.9 %
Machinery and Equipment	51,519	161,518	136,620	(15.4)%
Total	5,152,603	4,679,645	5,345,463	14.2 %
Abated Debt	266,820	265,300	273,857	3.2 %
Total Expense	5,419,423	4,944,945	5,619,320	13.6 %
<u>Resources</u>				
Passenger Facility Charge	181,054	179,669	181,366	0.9 %
Federal Relief Grants	—	238,771	206,384	(13.6)%
Operating Revenue	5,212,321	4,174,822	5,083,086	21.8 %
Total Revenue	5,393,375	4,593,262	5,478,473	19.3 %
Total Property Tax Support	26,048	351,683	140,847	(210,836)
Percent Increase				(60.0)%
Percent Self Supporting	100.0 %	93.5 %	95.5 %	
<b>Personnel - Authorized FTE</b>	<b>19.77</b>	<b>20.4</b>	<b>19.7</b>	

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### Improvement Package Summary

#### **1 of 2**

This improvement package request is for an additional \$10,000 for advertising expenses. Currently, only \$60,000 is budgeted to this line item, which all goes towards the State of Iowa Air Service Grant expenses. This grant is an 80/20 match, so \$48,000 will be reimbursed. We are asking an additional \$10,000 to cover the general advertising costs of the Airport for the whole year. This money is especially needed now with all the recent service changes. Historically, the advertising budget had been much larger but was lowered to help in the efforts of budgetary cuts in the City as a whole. We are asking for the budget for this line item to not go back to the level it was, but to be increased enough to keep up with current advertising costs.

This request will help achieve one of the City Council's 2023 -2025 top priorities of Air Service: Future Strategy & Action Plan.

Related Cost:	\$ 10,000	Tax Funds	Recurring	<b>Recommend - No</b>
Net Cost:	\$ 10,000			
Property Tax Impact:	\$ 0.0039	0.04%		
Activity: Administration				

## **2 of 2**

This improvement package request is for purchasing an additional two aircraft baggage carts. These carts are used by Dubuque Jet Center ground handling staff for loading and unloading luggage from aircraft. We presently have five baggage carts to service 737 aircraft from Avelo Airlines and Sun Country Airlines. These aircrafts transport up to 189 passengers on each flight.

Due to the current scheduled flight times, if there was a delay in the first flight's aircraft departure, staff would need to unload the carts from the first flight and load the bags from the second flight in preparation for its departure. The purchase of two additional carts would prevent the unloading and reloading of bags.

This request will help achieve one of the City Council's 2023 -2025 top priorities of Air Service: Future Strategy & Action Plan.

Related Cost:	\$ 15,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0059	0.07%		
Activity:	FBO Operation			

### **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 \$113,274 in FY 2024 to \$113,274 in FY 2025 based on FY 2024 budget. The FY 2023 actual was \$113,136.
5. In FY 2024, a part-time Marketing Coordinator position in the Airport Department (0.70 FTE) was eliminated and then 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, 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. The cost will no longer be shared and will be solely funded through the Public Information Office's budget. The annual cost savings to the Airport is \$46,416.

#### **Supplies & Services**

6. Electricity decreased from \$121,299 in FY 2024 to \$118,125 in FY 2025 based on FY 2023 actual of \$107,582 and the 9.8% increase in fees from Alliant Energy.
7. General Liability Insurance increased from \$121,312 in FY 2024 to \$160,346 in FY 2025.

8. Motor Vehicle Fuel expense decreased from \$259,491 in FY 2024 to \$196,031 in FY 2025. FY 2023 actual was \$126,787. Motor Vehicle Fuel expense includes both fuel purchased for airport vehicle usage and fuel sales to airport tenants. In FY 2023, there was a net loss of \$52,526. In FY 2024, there is a projected net loss of \$842. In FY 2025, there is a projected net loss of \$37,259. FY 2025 estimated usage is as follows: Airport Administration is 154 gallons, Operations and Maintenance is 5,811 gallons and Fixed Base Operations (FBO) is 53,506 gallons (includes fuel sold to airport tenants). The FBO currently is not selling diesel fuel to any airport tenants, so the amount of revenue has dropped dramatically.
9. Aviation Fuel expense increased from \$1,542,303 in FY 2024 to \$2,145,895 in FY 2025. FY 2025 is based on FY 2024 actual annualized. This line item represents aviation fuel purchased by the airport and sold to corporate and business aircraft. The purchase of Aviation Fuel is offset by Aviation Fuel Sales. FY 2023 actual Aviation Fuel Expense was \$2,393,217, Fuel sales were \$3,707,011 with a net revenue of \$1,313,794; FY 2024 budgeted Aviation Fuel Expense was \$1,542,303, Fuel Sales are \$2,381,444 with a net revenue of \$839,141; FY 2025 budgeted Aviation Fuel Expense is \$2,145,895, Fuel Sales is \$3,223,093 with projected net revenue of \$1,077,198.
10. Aviation Fuel Flow expense increased from \$152,716 in FY 2024 to \$181,051 in FY 2025. FY 2023 actual was \$0 (but should be \$195,853 due to a coding error). FY 2025 is based on a 2-year average of aviation fuel sold. This line item is offset by Fuel Flow revenue.
11. Advertising decreased from \$93,554 in FY 2024 to \$61,581 in FY 2025. FY 2023 actual was \$111,732, and the FY 2024 revised budget is \$113,467. The decrease is due to the consultant fees being budgeted under the Other Professional Services line item; however, there is a current improvement package to spend an additional \$10,000 in this line item. The current budget only covers the advertising partially funded through the State of Iowa Air Service grant, but this is not enough funding to effectively increase services. This line item represents commercial airline marketing and promotion and is a top City Council priority. Advertising for the Fixed Base Operations activity is unchanged from \$1,496 in FY 2024 to \$1,496 in FY 2025 based on FY 2023 actual of \$1,030. Advertising for the Airport Operations activity is unchanged from \$85 in FY 2024 to \$85 in FY 2025 based on FY 2023 actual of \$340.

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

Fiscal Year	Property Tax	Air Service Development Program*	Total Budgeted Promotion
2025 **	\$ 61,581	\$ 48,000	\$ 109,581
2024	\$ 91,973	\$ 48,000	\$ 139,973
2023	\$ 91,973	\$ 48,000	\$ 139,973
2022	\$ 91,973	—	\$ 91,973
2021	\$ 91,973	—	\$ 91,973
2020*	\$ 91,793	\$ 35,000	\$ 126,793
2019	\$ 75,151	\$ 15,000	\$ 90,151
2018	\$ 115,960	\$ 28,000	\$ 143,960
2017	\$ 95,250	\$ 25,000	\$ 120,250
2016	\$ 92,990	—	\$ 92,990

Fiscal Year	Property Tax	Air Service Development Program*	Total Budgeted Promotion
2015	\$ 115,730	\$ —	\$ 115,730
2014	\$ 119,669	\$ —	\$ 119,669
2013	\$ 105,026	\$ —	\$ 105,026
2012	\$ 130,090	\$ —	\$ 130,090
2011	\$ 134,147	\$ 20,000	\$ 154,147
<b>Total Promotion</b>	<b>\$ 1,351,725</b>	<b>\$ 123,000</b>	<b>\$ 1,522,725</b>

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

\*\* In FY 2025, there is an additional \$50,000 in the Other Professional Services line item for marketing costs. In the past, this service has been included in the Advertising budget.

## Machinery & Equipment

12. Equipment Replacements for FY 2025 includes (\$136,620):

<b>Airport Machinery and Equipment</b>	
<b><u>Airport Administration</u></b>	
Smart Phone (3)	\$ 1,050
<b><u>Fixed Base Operations</u></b>	
Smart Phone (2)	\$ 700
Fuel Truck Refurbished	\$ 70,000
Handheld Radios	\$ 600
Aircraft Towbars	\$ 1,500
Safety Equipment - Miscellaneous First Aid	\$ 220
<b><u>Airport Operations</u></b>	
Smartphones (3)	\$ 1,050
Airfield Signage	\$ 8,500
Safety Equipment - Miscellaneous First Aid	\$ 1,000
Firefighter SCBA	\$ 25,000
Handheld Radios	\$ 1,500
Security Cameras and Terminal Monitors	\$ 10,500
<b>Recommended Improvement Packages</b>	<b>\$ 15,000</b>
<b>Total Equipment \$ <u>136,620</u></b>	

13. FY 2025 annual debt service includes the following (\$273,857), which will be paid for with General Fund offset by Federal Relief Grants:

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 42,700	2021A	PFC	New Terminal PFC (2014B)	2034	2028

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 29,018	2017A	Sales Tax 20%	Refunding Airports	2030	2025
\$ 138,666	2021B	PFC	New Terminal (2012C)	2032	2028
\$ 7,294	2021A	Sales Tax 20%	Airport ST 20% 10 Yr (2014B)	2034	2028
\$ 5,252	2021A	Sales Tax 20%	Airport ST 20% 15 Yr (2014B)	2034	2028
\$ 43,289	2016C	Sales Tax 20%	Roads/Apron/Parking	2036	2024
\$ 7,638		Sales Tax 20%	Reconstruct Taxiway Alpha		
<b>\$ 273,857</b>		<b>Total Airport Annual Debt Service</b>			

## Revenue

14. Building/Land Leases increased from \$175,550 in FY 2024 to \$176,900 in FY 2025 based on lease agreement terms. This line item includes lease agreements for Car Rentals (\$46,000), TSA Rent (\$50,000), Army Reserve Center (\$62,400 and includes a new 5-year lease agreement), and Commercial Land Rent (\$18,500). Car rental revenues continue to be at a reduced rate due to the loss of daily commercial air service. The overall increase is due to the terms of the commercial land rent agreement, which includes an annual CPI adjustment.
15. Airline Lease decreased from \$16,978 in FY 2024 to \$14,523 in FY 2025 due to American Airlines canceling service effective September 2022. The FY 2025 budget is based on rent, landing fees, and designated ramp observer fees for 26 weeks of one destination, two days per week, flights from Avelo Airlines. New service started in January 2023, and these fees are waived for the first 2 years of the service.
16. Aircraft Service Fees increased from \$80,000 in FY 2024 to \$120,000 in FY 2025. This line item represents ground handling and other special event services provided by the Fixed Based Operations. FY 2023 actual was \$139,315 and includes fees received from the Field of Dreams major league baseball game. There is no game scheduled in FY 2025.
17. Aviation Fuel Sales increased from \$2,381,444 in FY 2024 to \$3,223,093 in FY 2025. This line item represents aviation fuel purchased by corporate and business aircraft as well as the University of Dubuque. FY 2025 is based on FY 2024 actual annualized. FY 2023 actual was \$3,707,011, and FY 2022 actual was \$2,739,175. Aviation Fuel is the expense line item used for purchasing this fuel for resale.
18. Motor Vehicle Fuel Sales decreased from \$258,649 in FY 2024 to \$158,772 in FY 2025. FY 2025 is based on a 2 year average. FY 2023 actual was \$74,261, and FY 2022 actual was \$243,282. This line item represents motor vehicle fuel sales to tenants located at the airport. Motor Vehicle Fuel is the expense line item used for purchasing this fuel.
19. Farm Land Rent is unchanged from \$194,130 in FY 2024 to \$194,130 in FY 2025 based on lease agreement terms. This line item represents grassland and tillable acres owned by the airport and leased to local farming operators. FY 2023 actual was \$194,130. In FY 2022, the airport bid this out and the three year contract increased. This is based on a 3 year contract which expires in FY 2025.
20. Corporate Hangar Lease increased from \$339,675 in FY 2024 to \$454,776 in FY 2025 based on seven corporate hangars leased to tenants and one additional large, corporate hangar that was

constructed in the fall of 2023. The revenue estimation has increased based on additional revenue from now 8 versus 7 leases. The University of Dubuque lease increased from \$165,397 in FY 2024 to \$278,072 in FY 2025 due to the lease of an additional hangar as well as the annual CPI adjustment per the lease agreement.

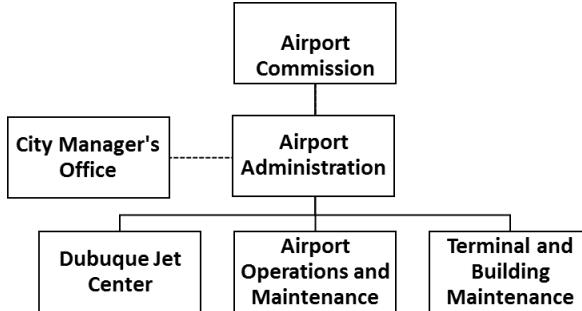
21. Aviation Fuel Flow revenue increased from \$152,716 in FY 2024 to \$181,051 in FY 2025. This line item represents revenue received from aviation fuel sales in the Fixed Based Operations activity. Fuel Flow increased in FY 2025 based on aviation fuel sold. FY 2023 actual was \$195,390, and FY 2022 actual was \$166,711. This line item is offset by Aviation Fuel Flow expense.

#### **Miscellaneous**

22. The Airport Department budget with abated debt is 96% self-supporting in FY 2025 versus 94% self-supporting in FY 2024.
23. Starting in FY 2024, Avelo has changed their services from year-round to seasonal, only offering flights from November through April. Ground handling fee revenue will be most impacted, with a predicted loss of approximately \$36,400 per year. There is a slight decrease in airline rent, going from a projected \$16,978 in FY 2024 revenue to \$14,523 in FY 2025. No other major impacts are expected to the operating budget in FY 2025 due to this change.

# DUBUQUE REGIONAL AIRPORT

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



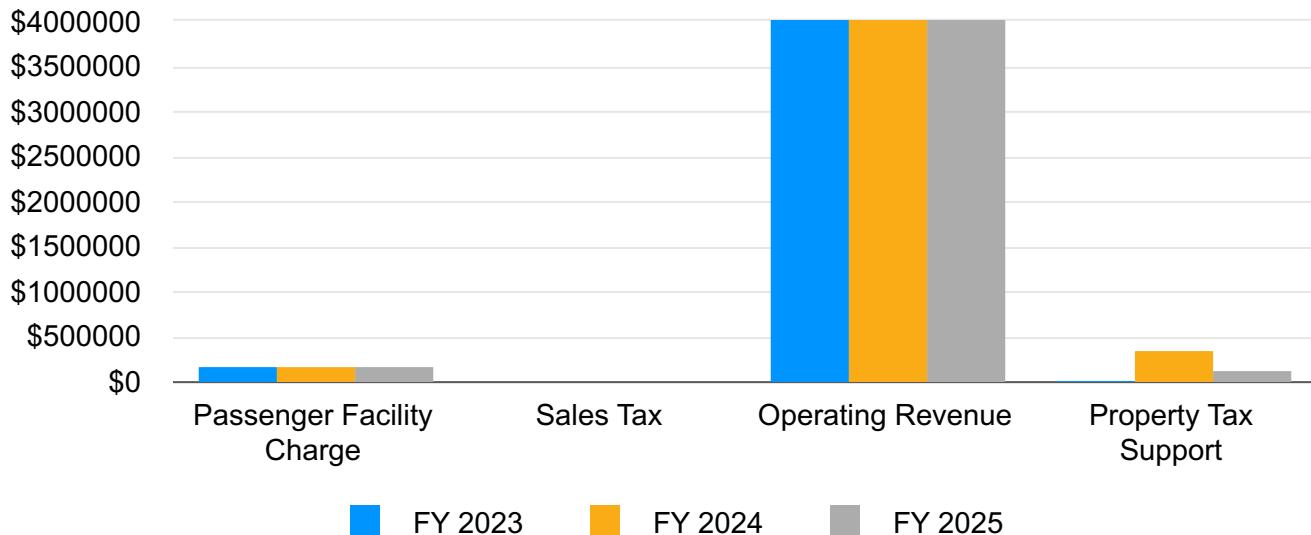
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# DUBUQUE REGIONAL AIRPORT

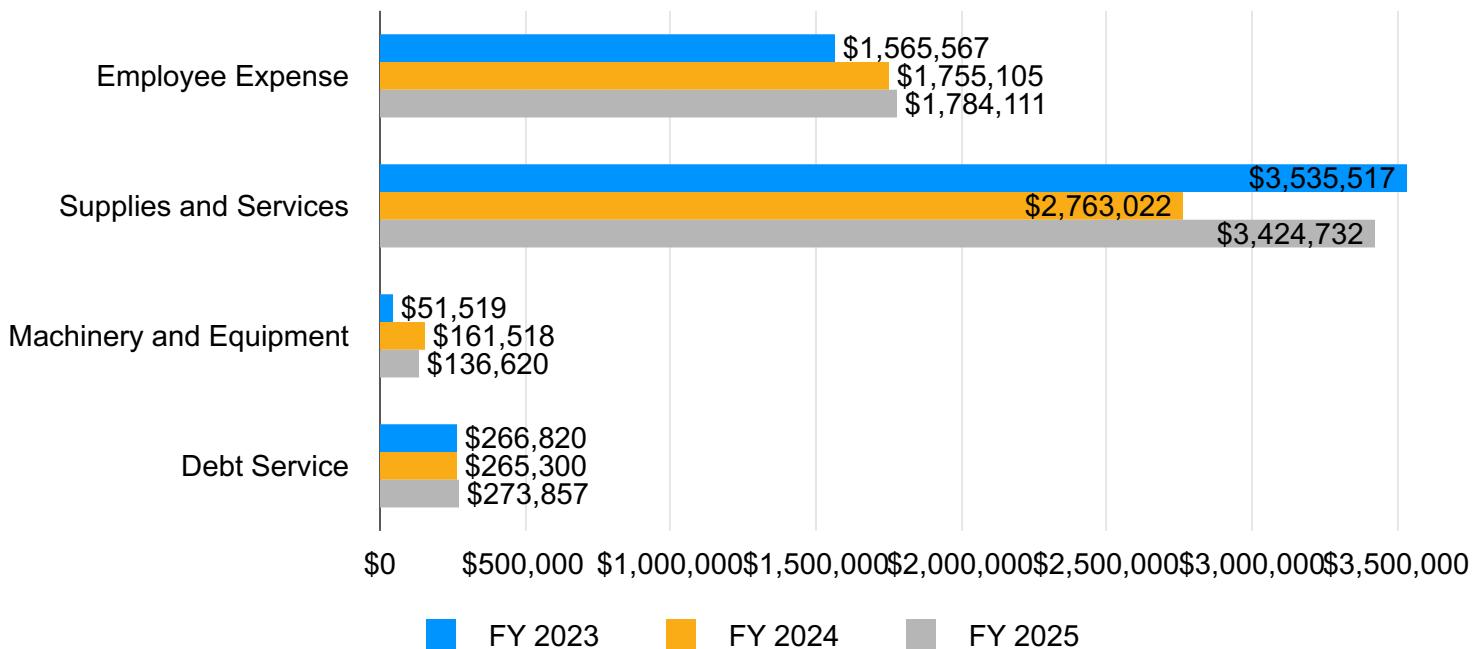
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	19.77	20.40	19.70

## Resources and Property Tax Support



The Airport is supported by 19.70 full-time equivalent employees, which accounts for only 31.75% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 13.64% in FY 2025 compared to FY 2024.

## Expenditures by Category by Fiscal Year



# DUBUQUE REGIONAL AIRPORT

## Airport Administration

### Mission & Services

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

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

Administration Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$579,927	\$582,413	\$580,858
Resources	\$824,057	\$932,458	\$1,082,867

Administration Position Summary	
	FY 2025
Airport Director	1.00
Assistant Airport Director	1.00
Accountant	0.75
Marketing Coordinator	0.00
<b>Total Full-Time Equivalent Employee's</b>	<b>2.75</b>

### Performance Measures

#### City Council Goal: Connected Community: Equitable Transportation, Technology Infrastructure, and Mobility

Activity Objective: Promote high-quality airport services and expand the number of airport outreach events to large groups. Continue to stabilize and expand commercial airline service and corporate and business aircraft facilities.

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
# of Attendees at Open House/July 3rd Aircraft Viewing (Weather Dependent)	2,000	2,000	Cancelled	2,000	Goal Met
# of Commercial Airline Passenger Enplanements	10,001	26,895	8,466	11,000	Goal Met
# of Large Corporate Hangars	14	14	14	17	Goal Met

# DUBUQUE REGIONAL AIRPORT

## Dubuque Jet Center

### Mission & Services

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

Dubuque Jet Center Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$3,340,383	\$2,833,259	\$3,399,390
Resources	\$4,058,439	\$2,940,103	\$3,690,336
Dubuque Jet Center Position Summary			
		FY 2025	
Fixed Base Operations Supervisor		1.00	
Asst. Fixed Base Operations Supervisor		2.00	
Accountant		0.25	
Line Service Worker		4.29	
Customer Service Rep		1.50	
<b>Total Full-Time Equivalent Employees</b>		<b>9.04</b>	

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
Gallons of Aviation Fuel Sold	Increase 10%>	538,134	781,560	659,847	<b>Goal Not Met</b>

# DUBUQUE REGIONAL AIRPORT

## Airport Operations and Maintenance

### Overview

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

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

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

Operations and Maintenance Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$978,612	\$1,020,742	\$1,111,873
Resources	\$243,757	\$455,401	\$431,414

Operations and Maintenance Position Summary	
	FY 2025
Airport Operations Specialist	3.00
Mechanic	1.00
Maintenance Worker	3.00
Custodian	0.68
Laborer	0.23
<b>Total FT Equivalent Employees</b>	<b>7.91</b>

### Performance Measures

#### City Council Goal: Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable

1 Activity Objective: Promote the high-quality airport services and expand the number of airport facilities tours to the Tri-State area preschools, schools, Boy/Girl Scouts and other groups

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
# of Airport Tours Given	>10	15	10	15	Goal Met

<b>Recommended Operating Revenue Budget - Department Total</b>				
<b>51 - AIRPORT</b>				
<b>Fund/Account/Account Title</b>	<b>FY22 Actual Revenue</b>	<b>FY23 Actual Revenue</b>	<b>FY24 Adopted Budget</b>	<b>FY25 Recomm'd Budget</b>
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
43100 - Leases - Building/Land	(179,799)	(169,105)	(175,550)	(176,900)
43120 - Leases - Other	(2,860)	(2,420)	(2,640)	(2,640)
43125 - Lease - Farmland	(190,768)	(194,130)	(194,130)	(194,130)
43127 - Lease - Maint Hangar	(20,903)	(22,607)	(22,610)	(23,600)
43129 - Lease - General Aviation	(100,009)	(206,726)	(134,529)	(152,327)
43130 - Lease - Airport T-Hangar	(81,884)	(83,372)	(81,720)	(85,000)
43132 - Lease - Corporate Hanagar	(221,049)	(152,481)	(339,675)	(454,776)
43133 - Lease - Airlines	(75,394)	(25,544)	(16,978)	(14,523)
43300 - Concessions Rent	(47,190)	(28,530)	(47,000)	(44,650)
45000 - Charges/Fees for Service	0	0	0	0
45020 - Credit Card Fee	20,120	25,309	20,120	25,309
45050 - Landing Fees	(3,948)	(5,285)	(3,200)	(3,200)
45051 - Security Fees	(79,800)	(26,600)	(3,600)	(29,900)
45052 - Aircraft Service Fee	(90,660)	(139,315)	(80,000)	(120,000)
45055 - Fuel Storage/Uplift Fee	(20,402)	(10,583)	(18,360)	0
45060 - Charter Ground Handling	(33,920)	(32,850)	(28,800)	(28,800)
45062 - Airline Ground Handling Fee	0	0	(87,360)	(72,800)
45300 - Forfeitures/Penalties	0	0	0	0
45431 - Parking Rental	0	0	0	0
45440 - Events	(1,060)	(130)	0	0
45500 - Miscellaneous Chg for Svcs	(210)	0	0	0
47100 - Reimbursements	(4,644)	(23,209)	(19,650)	(1,000)
47150 - Refunds	0	(1,618)	0	0
47350 - Fuel Tax Refunds	(7,015)	0	(7,000)	0
47504 - Oil Sales	(1,145)	(1,972)	(1,200)	(1,972)
47506 - Fuel Sales Gas	(243,282)	(74,261)	(258,649)	(158,772)
47507 - Fuel Flow	(166,711)	(195,390)	(152,716)	(181,051)
47508 - Fuel Sales Aviation	(2,739,175)	(3,707,011)	(2,381,444)	(3,223,093)
47550 - Concessions Other	0	0	0	0
47562 - Vending Machine Commissions	(5,934)	(6,657)	(4,500)	(6,408)
<b>4A - Charges for Services Total</b>	<b>(4,297,642)</b>	<b>(5,084,486)</b>	<b>(4,041,191)</b>	<b>(4,950,233)</b>
<b>4B - Grants/Contrib</b>				
44000 - Federal Grants	(532,822)	0	(238,771)	(206,384)
44400 - State Grants	0	(35,373)	(48,000)	(48,000)
<b>4B - Grants/Contrib Total</b>	<b>(532,822)</b>	<b>(35,373)</b>	<b>(286,771)</b>	<b>(254,384)</b>
<b>4M - Gain on Disposal</b>				
48100 - Sale of Personal Property	(2,550)	(6,695)	0	0
<b>4M - Gain on Disposal Total</b>	<b>(2,550)</b>	<b>(6,695)</b>	<b>0</b>	<b>0</b>
<b>200 - Debt Service</b>				
<b>4N - Transfers</b>				
49100 - Transfer In General Fund	(92,884)	(85,767)	(85,631)	(84,853)
49304 - Transfer in Sales Tax 20%	—	—	—	(7,638)
49309 - Transfer in PFC	(182,305)	(181,054)	(179,669)	(181,366)
<b>4N - Transfers Total</b>	<b>(275,189)</b>	<b>(266,820)</b>	<b>(265,300)</b>	<b>(273,857)</b>

<b>Recommended Operating Revenue Budget - Department Total</b>				
<b>51 - AIRPORT</b>				
<b>Fund/Account/Account Title</b>	<b>FY22 Actual Revenue</b>	<b>FY23 Actual Revenue</b>	<b>FY24 Adopted Budget</b>	<b>FY25 Recomm'd Budget</b>
<b>4O - Eliminated for GW</b>				
48200 - Proceeds from GO Debt	—	—	—	—
48205 - Bond Discount/Premium	—	—	—	—
<b>4O - Eliminated for GW Total</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>178 - Customer Facility Charge</b>				
<b>4A - Charges for Services</b>				
45065 - Rental Car Fee	(31,938)	(22,692)	(28,800)	(28,800)
<b>4A - Charges for Services Total</b>	<b>(31,938)</b>	<b>(22,692)</b>	<b>(28,800)</b>	<b>(28,800)</b>
<b>4K - Unrest Invest Earn</b>				
43000 - Interest	(782)	(3,317)	(3,886)	(3,317)
<b>4K - Unrest Invest Earn Total</b>	<b>(782)</b>	<b>(3,317)</b>	<b>(3,886)</b>	<b>(3,317)</b>
<b>AIRPORT - Total</b>	<b>(5,140,923)</b>	<b>(5,419,384)</b>	<b>(4,625,948)</b>	<b>(5,510,591)</b>

<b>Recommended Operating Expenditure Budget - Department Total</b>				
<b>51 - AIRPORT</b>				
<b>Fund/Account/Account Title</b>	<b>FY22 Actual Expense</b>	<b>FY23 Actual Expense</b>	<b>FY24 Adopted Budget</b>	<b>FY 25 Recomm'd Budget</b>
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	776,564	789,536	908,235	959,470
60200 - Salaries - Regular Part Time	230,015	242,458	282,410	251,944
60300 - Hourly Wages - Temp/Seasonal	0	0	8,252	9,132
60400 - Overtime	119,518	113,136	113,274	113,274
60410 - Overtime - Holiday	0	814	0	0
60630 - Special Pay Sick Lv Payout Ret	6,823	7,085	6,818	6,818
60635 - Special Pay Sick Lv Payout 50%	4,830	5,615	5,390	5,895
60640 - Special Pay - Vacation Payout	929	128	0	0
60710 - Special Pay - Parental Leave	0	3,983	0	0
60750 - Spec Pay - Tool Allowance	200	300	300	300
<b>6A - Salaries &amp; Wages Total</b>	<b>1,138,879</b>	<b>1,163,056</b>	<b>1,324,679</b>	<b>1,346,833</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	83,363	85,698	100,520	103,093
61300 - IPERS - City Contribution	106,093	108,519	124,036	126,080
61510 - Health Insurance	156,384	174,108	174,499	174,499
61540 - Life Insurance	545	556	643	597
61600 - Workers' Compensation	28,877	29,632	26,635	30,641
61810 - Uniform Allowance	0	1,575	0	0
61820 - Vehicle Allowance	1,807	1,807	1,800	1,800
61992 - Physicals	2,293	616	2,293	568
<b>6B - Employee Benefits Total</b>	<b>379,362</b>	<b>402,511</b>	<b>430,426</b>	<b>437,278</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	2,663	1,306	2,715	1,332
62200 - Subscriptions	3,468	3,879	3,560	3,957
62325 - Mileage	0	0	200	200
62400 - Meetings & Conferences	11,679	11,911	10,350	10,040
62500 - Education Reimbursement	13,136	4,232	21,750	7,000
<b>6C - Staff Development Total</b>	<b>30,945</b>	<b>21,328</b>	<b>38,575</b>	<b>22,529</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63100 - Building Maintenance	59,444	66,082	59,444	66,082
63312 - Vehicle Ops - Gasoline	257,673	126,787	259,491	196,031
63314 - Aviation Fuel	1,898,573	2,393,217	1,542,303	2,145,895
63315 - Aviation Fuel Flow	166,711	0	152,716	181,051
63316 - Aviation Fuel Storage	1,490	195,853	1,785	0
63320 - Vehicle Repair - Internal	26,212	13,499	25,870	13,769
63321 - Vehicle Repair - Outsourced	9,892	10,593	10,089	10,804
63400 - Equipment Maint/Repair	32,408	38,912	33,057	39,471
63440 - Uniform Maintenance	533	513	533	513
63710 - Electricity	121,298	107,582	121,299	118,125
63711 - Natural Gas	36,528	37,333	36,528	37,333
63720 - Refuse	4,994	4,219	5,114	4,603

Recommended Operating Expenditure Budget - Department Total				
51 - AIRPORT				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
63730 - Telecommunications	8,216	8,421	8,216	8,421
<b>6D - Repair/Maint/Util Total</b>	<b>2,623,972</b>	<b>3,003,009</b>	<b>2,256,445</b>	<b>2,822,098</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64010 - Accounting & Auditing	3,000	10,000	3,000	10,000
64020 - Advertising	109,500	111,732	93,554	61,581
64040 - Collections	0	0	0	0
64050 - Recording Fees	0	0	0	0
64061 - Reimbursements	0	17,596	0	0
64062 - Refunds	0	0	0	0
64080 - Insurance - Property	31,670	36,974	41,806	65,900
64081 - Insurance - Liability	101,704	114,429	121,312	160,346
64110 - Legal	0	0	0	0
64115 - Special Events	2,837	5,080	2,500	2,500
64130 - Payments to Other Agencies	9,000	16,783	12,000	16,783
64140 - Printing	1,364	487	130	487
64145 - Copying	1,115	1,187	918	1,187
64150 - Rental - Equipment	5,454	420	420	420
64160 - Rental - Land/Bldgs/Parking	12,174	7,108	5,220	5,220
64175 - Landfill Fees	0	120	0	0
64182 - Property Tax	2,602	2,396	2,654	2,444
64185 - License/Permit/Fees	772	177	72	177
64190 - Technology Services	2,160	10,249	2,160	2,160
64191 - IT Recharges	0	4,816	5,303	6,399
64825 - Fire Suppression	4,221	3,878	4,220	3,878
64860 - Speakers	0	0	0	0
64880 - Custodial Services	0	0	3,500	3,500
64890 - Background Check	20	5,734	0	0
64900 - Other Professional Service	3,020	0	3,050	53,050
64975 - Equip Maint Cont	762	2,166	1,262	2,166
64980 - Technology Equip Maint Cont	17,049	15,014	12,664	17,196
64990 - Other Contractual Service	22,500	109,710	85,000	100,000
<b>200 - Debt Service</b>				
64900 - Other Professional Service	0	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>330,924</b>	<b>476,053</b>	<b>400,745</b>	<b>515,394</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65012 - De-Icing Product	36,807	10,224	31,377	31,377
65030 - Merchandise for Resale	0	0	0	0
65033 - Food Products	4,353	3,726	4,353	4,353
65036 - Beverage/Ice	3,583	3,477	3,583	3,583
65040 - Small Tools & Equipment	6,710	3,898	3,550	3,550
65045 - Technology Equipment	32,139	19,919	1,800	15,400
65050 - Other Equipment	0	5,901	0	16,500
65054 - Safety Equipment	2,879	1,425	1,220	26,220
65060 - Office Supplies	3	786	700	786

<b>Recommended Operating Expenditure Budget - Department Total</b>				
<b>51 - AIRPORT</b>				
<b>Fund/Account/Account Title</b>	<b>FY22 Actual Expense</b>	<b>FY23 Actual Expense</b>	<b>FY24 Adopted Budget</b>	<b>FY 25 Recomm'd Budget</b>
65070 - Operating Supplies	1,119	1,231	1,119	1,231
65080 - Postage/Shipping	624	264	350	277
65110 - Signage	5,671	8,683	5,500	8,500
65925 - Uniform Purchase	1,576	1,203	4,475	4,575
65930 - Flags	1,595	1,020	750	750
65955 - Ammunition	0	27	0	0
65965 - Janitorial	6,877	4,243	7,014	4,243
65990 - Other Supplies	9,986	5,028	9,986	9,986
<b>6F - Commodities Total</b>	<b>113,919</b>	<b>71,056</b>	<b>75,777</b>	<b>131,331</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67100 - Vehicles	58,994	0	152,998	70,000
67110 - Mowing Equipment	15,590	15,590	0	0
67210 - Furniture/Fixtures	3,340	0	0	0
67270 - Other Capital Equipment	113,490	0	0	0
<b>6G - Capital Outlay Total</b>	<b>191,414</b>	<b>15,590</b>	<b>152,998</b>	<b>70,000</b>
<b>6H - Debt Service</b>				
<b>200 - Debt Service</b>				
68010 - Principal Payment	217,562	213,517	216,494	224,143
68020 - Interest Payments	57,627	53,304	48,806	49,714
68980 - Financial Consultant	0	0	0	0
68990 - Paying Agent Fees	0	0	0	0
<b>6H - Debt Service Total</b>	<b>275,189</b>	<b>266,820</b>	<b>265,300</b>	<b>273,857</b>
<b>6I - Transfers</b>				
<b>178 - Customer Facility Charge</b>				
69308 - Transfers Out to Airport Const	0	0	0	0
<b>6I - Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>AIRPORT - Total</b>	<b>5,084,606</b>	<b>5,419,423</b>	<b>4,944,945</b>	<b>5,619,320</b>

# Recommended Expenditure Budget Report by Activity & Funding Source

## 51 - AIRPORT

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
<b>5101 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	328,690	348,838	322,276
6B - Employee Benefits	94,702	98,767	94,472
6C - Staff Development	14,085	16,029	15,338
6D - Repair/Maint/Util	3,850	3,614	3,511
6E - Contractual Svcs	138,219	114,815	143,530
6F - Commodities	381	350	1,731
6G - Capital Outlay	—	—	—
<b>5101 - Administration Total</b>	<b>579,927</b>	<b>582,413</b>	<b>580,858</b>
<b>5102 - FBO Operation</b>			
<b>100 - General</b>			
6A - Salaries & Wages	350,693	443,141	474,558
6B - Employee Benefits	111,635	129,643	136,745
6C - Staff Development	4,779	4,595	5,155
6D - Repair/Maint/Util	2,759,931	1,996,290	2,573,512
6E - Contractual Svcs	92,729	88,388	104,337
6F - Commodities	20,616	18,204	35,083
6G - Capital Outlay	—	152,998	70,000
<b>5102 - FBO Operation Total</b>	<b>3,340,383</b>	<b>2,833,259</b>	<b>3,399,390</b>
<b>5103 - Airport Operations</b>			
<b>100 - General</b>			
6A - Salaries & Wages	459,905	499,216	515,851
6B - Employee Benefits	192,066	196,228	200,158
6C - Staff Development	2,135	17,550	1,700
6D - Repair/Maint/Util	66,194	80,092	63,838
6E - Contractual Svcs	199,868	178,779	240,804
6F - Commodities	42,854	48,877	89,522
6G - Capital Outlay	15,590	—	—
<b>178 - Customer Facility Charge</b>			
6I - Transfers	—	—	—
<b>5103 - Airport Operations Total</b>	<b>978,612</b>	<b>1,020,742</b>	<b>1,111,873</b>
<b>5104 - Terminal Building Maintenance</b>			
<b>100 - General</b>			
6A - Salaries & Wages	23,767	33,484	34,148
6B - Employee Benefits	4,109	5,788	5,903
6C - Staff Development	329	401	336
6D - Repair/Maint/Util	173,034	176,449	181,237
6E - Contractual Svcs	45,237	18,763	26,723
6F - Commodities	7,204	8,346	4,995
<b>5104 - Terminal Building Maintenance Total</b>	<b>253,681</b>	<b>243,231</b>	<b>253,342</b>
<b>5180 - Debt Service</b>			
<b>200 - Debt Service</b>			
6E - Contractual Svcs	0	0	0

## Recommended Expenditure Budget Report by Activity & Funding Source

### 51 - AIRPORT

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6H - Debt Service	266,820	265,300	273,857
<b>5180 - Debt Service Total</b>	<b>266,820</b>	<b>265,300</b>	<b>273,857</b>
<b>5199 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	0	0	0
<b>5199 - Pcard Clearing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>AIRPORT TOTAL</b>	<b>5,419,423</b>	<b>4,944,945</b>	<b>5,619,320</b>

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

**51 AIRPORT DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	3250	GE-43	AIRPORT DIRECTOR	1.00	\$ 141,454	1.00	\$ 147,958	1.00	\$ 155,962
100	1995	GE-35	ASSISTANT AIRPORT DIRECTOR	1.00	\$ 91,160	1.00	\$ 95,351	1.00	\$ 100,851
100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 71,154	1.00	\$ 78,498	1.00	\$ 90,429
100		GE-30	ASSISTANT FBO SUPERVISOR	2.00	\$ 123,284	2.00	\$ 132,444	2.00	\$ 137,850
100	460	GE-30	ACCOUNTANT	1.00	\$ 70,464	1.00	\$ 73,702	1.00	\$ 77,693
100	2525	GD-10	MECHANIC	1.00	\$ 58,142	1.00	\$ 57,919	1.00	\$ 69,916
100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 177,753	3.00	\$ 186,492	3.00	\$ 195,998
100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 127,674	3.00	\$ 135,871	3.00	\$ 135,836
<b>TOTAL FULL TIME EMPLOYEES</b>				13.00	\$ 861,085	13.00	\$ 908,235	13.00	\$ 964,535
<b>61020 Part Time Employee Expense</b>									
100		GD-03	CUSTODIAN	0.68	\$ 34,715	0.68	\$ 33,484	0.68	\$ 34,811
100		NA-44	CUSTOMER SERVICE REP	1.50	\$ 55,677	1.50	\$ 59,132	1.50	\$ 62,936
100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 42,211	0.70	\$ 44,152	—	\$ —
100	1,927	NA-27	LINE SERVICE WORKER	3.66	\$ 111,346	4.29	\$ 145,521	4.29	\$ 154,860
<b>TOTAL PART TIME EMPLOYEES</b>				6.54	\$ 243,949	7.17	\$ 282,289	6.47	\$ 252,607
<b>61030 Seasonal Employee Expense</b>									
100	896	NA-27	LABORER	0.23	\$ 8,284	0.23	\$ 8,252	0.23	\$ 9,132
<b>TOTAL SEASONAL EMPLOYEES</b>				0.23	\$ 8,284	0.23	\$ 8,252	0.23	\$ 9,132
<b>TOTAL AIRPORT</b>				<b>19.77</b>	<b>\$1,113,311</b>	<b>20.40</b>	<b>\$1,198,776</b>	<b>19.70</b>	<b>\$1,226,274</b>

**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	
<b>Airport Administration-FT</b>											
10051100	61010	100	3250	GE-43	AIRPORT DIRECTOR	1.00	\$ 141,454	1.00	\$ 147,958	1.00	\$ 155,962
10051100	61010	100	460	GE-30	ACCOUNTANT	0.75	\$ 52,848	0.75	\$ 55,277	0.75	\$ 58,268
10051100	61010	100	1995	GE-35	ASSISTANT AIRPORT DIRECTOR	1.00	\$ 91,160	1.00	\$ 95,351	1.00	\$ 100,851
				<b>Total</b>		2.75	\$ 285,462	2.75	\$ 298,586	2.75	\$ 315,081
<b>Airport Administration-PT</b>											
10051100	61020	100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 42,211	0.70	\$ 44,152	—	\$ —
				<b>Total</b>		0.70	\$ 42,211	0.70	\$ 44,152	—	\$ —
<b>Airport Operations-FT</b>											
10051400	61010	100	2525	GD-10	MECHANIC	1.00	\$ 58,142	1.00	\$ 57,919	1.00	\$ 69,916
10051400	61010	100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 177,753	3.00	\$ 186,492	3.00	\$ 195,998
10051400	61010	100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 127,674	3.00	\$ 135,871	3.00	\$ 135,836
				<b>Total</b>		7.00	\$ 363,569	7.00	\$ 380,282	7.00	\$ 401,750
<b>Airport Operations-Seasonal and Part-Time</b>											
10051400	61030	100	892	NA-27	LABORER	0.23	\$ 8,284	0.23	\$ 8,252	0.23	\$ 9,132
				<b>Total</b>		0.23	\$ 8,284	0.23	\$ 8,252	0.23	\$ 9,132
<b>FBO Operation-FT</b>											
10051200	61010	100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 71,154	1.00	\$ 78,498	1.00	\$ 90,429
10051200	61010	100	460	GE-30	ACCOUNTANT	0.25	\$ 17,616	0.25	\$ 18,425	0.25	\$ 19,425
		100		GE-30	ASSISTANT FBO SUPERVISOR	2.00	\$ 123,284	2.00	\$ 132,444	2.00	\$ 137,850
				<b>Total</b>		3.25	\$ 212,054	3.25	\$ 229,367	3.25	\$ 247,704
<b>FBO Operation-PT</b>											
10051200	61020	100	1927	NA-27	LINE SERVICE WORKER	3.66	\$ 111,346	4.29	\$ 145,521	4.29	\$ 154,860
10051200	61020	100	2070	NA-44	CUSTOMER SERVICE REP	1.50	\$ 55,677	1.50	\$ 59,132	1.50	\$ 62,936
				<b>Total</b>		5.16	\$ 167,023	5.79	\$ 204,653	5.79	\$ 217,796
<b>Terminal Maintenance-PT</b>											
10051700	61020	100	1927	NA-27	LINE SERVICE WORKER	—	\$ —	—	\$ —	—	\$ —
10051700	61020	100		GD-03	CUSTODIAN	0.68	\$ 34,715	0.68	\$ 33,484	0.68	\$ 34,811
				<b>Total</b>		0.68	\$ 34,715	0.68	\$ 33,484	0.68	\$ 34,811
<b>TOTAL AIRPORT DEPARTMENT</b>											
						19.77	\$ 1,113,318	20.40	\$ 1,198,776	19.70	\$ 1,226,274

Capital Improvement Projects by Department/Division						
AIRPORT						
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 25 Recomm'd Budget	
5128000008	Reconstruct Taxiway Alpha	Airport	308	64070	713,790	
5128000008	Reconstruct Taxiway Alpha	Airport	308	67990	4,290,066	
5128000027	Terminal Building Exit Lane Modific	Airport	308	67990	225,000	
5128000027	Terminal Building Exit Lane Modific	Airport	308	64070	75,000	
5128000028	Terminal Building Modification	Airport	308	64070	750,000	
5128000028	Terminal Building Modification	Airport	308	67990	4,250,000	
<b>AIRPORT</b>	<b>TOTAL</b>					<b>10,303,856</b>

PROGRAM/DEPT	PROJECT DESCRIPTION	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	PAGE
<b>AIRPORT</b>								
<b>Public Works</b>								
	Reconstruct Taxiway A	\$5,003,856	\$8,181,480	\$7,548,346	\$1,784,380	\$—	<b>\$22,518,062</b>	89
	Terminal Building Modification	\$5,000,000	\$—	\$—	\$—	\$—	<b>\$ 5,000,000</b>	90
	Terminal Building Exit Lane Modification	\$ 300,000	\$—	\$—	\$—	\$—	<b>\$ 300,000</b>	91
	Update Airport Pavement Management System (APMS) (formerly Pavement Condition Study) (PCN)	\$—	\$—	\$—	\$100,000	\$—	<b>\$ 100,000</b>	92
	Westside Airfield Development (Environmental)	\$—	\$—	\$—	\$—	\$100,000	<b>\$ 100,000</b>	93
	Taxiway D Extension	\$—	\$—	\$—	\$—	\$2,940,000	<b>\$ 2,940,000</b>	94
	Asphalt Pavement Repair	\$—	\$475,000	\$—	\$475,000	\$—	<b>\$ 950,000</b>	95
	Corporate Hangar Facilities Maintenance	\$—	\$—	\$80,000	\$—	\$40,000	<b>\$ 120,000</b>	96
	Taxiway J Improvements	\$—	\$—	\$—	\$175,000	\$3,645,600	<b>\$ 3,820,600</b>	97
	Reconstruct General Aviation Apron	\$—	\$2,000,000	\$—	\$—	\$—	<b>\$ 2,000,000</b>	98
	Extend Runway 18/36	\$—	\$—	\$—	\$645,000	\$—	<b>\$ 645,000</b>	99
<b>TOTAL</b>		<b>\$10,303,856</b>	<b>\$10,656,480</b>	<b>\$7,728,346</b>	<b>\$6,119,380</b>	<b>\$ 3,685,600</b>	<b>\$38,493,662</b>	

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

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## OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

<b>Budget Highlights</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Requested</b>	<b>% Change From FY 2024 Budget</b>
<u>Expenses</u>				
Employee Expense	337,200	378,833	444,510	17.3 %
Supplies and Services	30,643	60,961	66,473	9.0 %
Machinery and Equipment	11,402	350	700	100.0 %
Total	379,245	440,144	511,683	16.3 %
Property Tax Support	379,245	440,144	511,683	71,539
Percent Increase (Decrease)				16.3 %
<b>Personnel - Authorized FTE</b>	<b>3.66</b>	<b>3.66</b>	<b>4.00</b>	

### 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 \$— or 0.00%.
4. During FY 2024, the following personnel changes were approved:
  - a. The Office of Shared Prosperity and Neighborhood Support (OSPNS) Administrative Assistant position was upgraded from part-time (GE-25, 0.66 FTE) to full-time (GE-25, 1.00 FTE). This resulted in a cost increase of \$41,814 in FY 2024. As part of this change, the OSPNS Administrative Assistant will continue work in the OSPNS, but they will also assist with streamlining administrative duties between the Information Technology (IT) department and the Office of Equity and Human Rights. Duties will include helping with monthly requisition processing, annual budget preparation, and other tasks as needed. Though this position will support the IT department and the Office of Equity and Human Rights, the position is entirely funded through the OSPNS budget and remains in the general fund. This change will optimize efficiency in each department and maximize available resources. It is estimated that the employee in this position will spend approximately 60% of their time on the OSPNS tasks, 20% on IT department tasks, and 20% on Equity and Human Rights tasks.

#### **Supplies & Services**

5. Grants expense is unchanged from \$24,560 in FY 2024 to \$24,560 in FY 2025. This line item represents grants distributed to Neighborhood Associations to support neighborhood clean-up and beautification, communications, neighborhood improvement projects, and community-building initiatives.

6. Meetings & Conferences increased from \$8,437 in FY 2024 to \$8,632 in FY 2025. The conferences budgeted for are the International City/County Management Association (ICMA) Leadership Conference, International Association for Public Participation Conference, varied data and analytics conferences, Growing Sustainable Communities Conference, and Iowa Women's Leadership Conference. Departments are approved to budget for the attendance of the Growing Sustainable Communities Conference for eligible staff. The Administrative Assistant position was previously omitted when budgeting for this conference. This was corrected for FY 2025, thus causing an increase from the FY 2024 budget.
7. Education Reimbursement decreased from \$8,270 in FY 2024 to \$8,220 in FY 2025. The training opportunities budgeted for are the Martin Luther King Breakfast, National Association for the Advancement of Colored People (NAACP) Banquet, Community Engagement training, and Diversity, Equity, and Inclusion training.
8. Speakers remains unchanged from \$7,958 in FY 2024 to \$7,958 in FY 2025. This line item represents expenses for the City Life Program, which is a six session program aimed to educate and engage residents with their local government. The City Life program is offered twice per year. Expenses include marketing, food, engagement materials, and interpretation services.

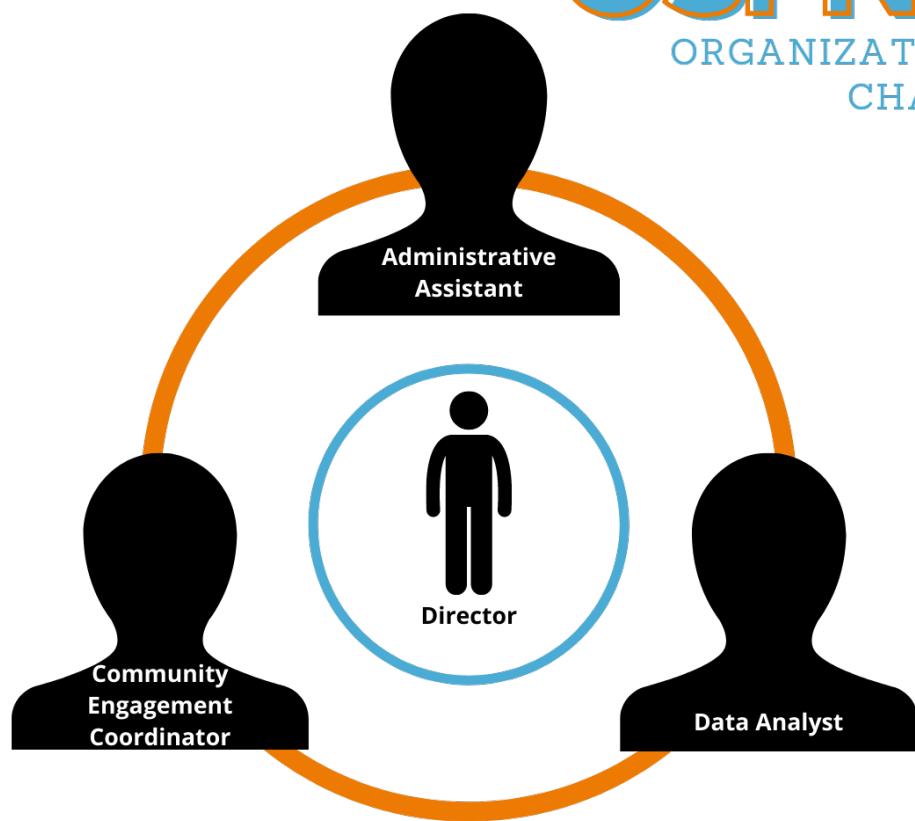
## **Machinery & Equipment**

9. Equipment replacements includes (\$700):

<b>Office of Shared Prosperity &amp; Neighborhood Support Equipment</b>		
<b>OSPNS Admin</b>		
Smart Phone and Case (2)	\$	700
<b>Total Equipment</b>	<b>\$</b>	<b><u>700</u></b>

# OSPNS

ORGANIZATION  
CHART



# OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

## Mission

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

## Vision

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

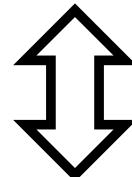
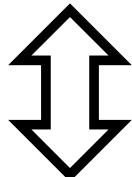
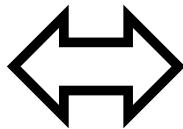
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS, AND PEOPLE LEADING TO OUTCOMES

### PEOPLE

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

### PLANNING

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

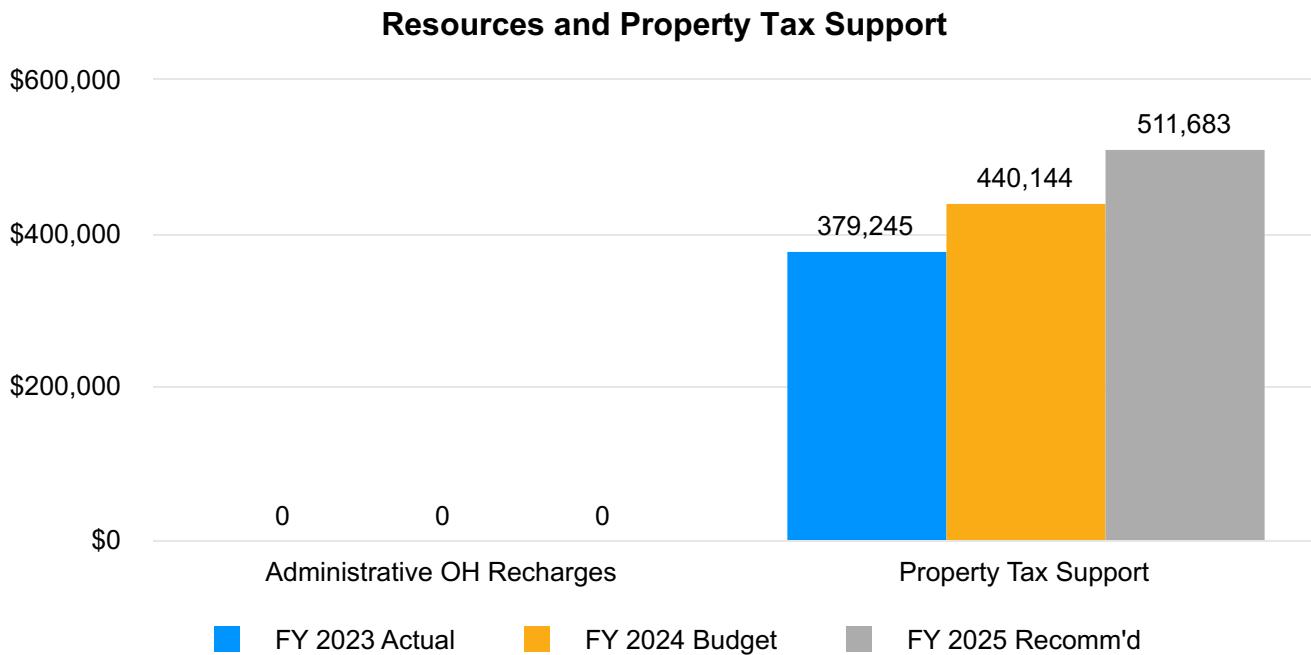


### PARTNERSHIPS

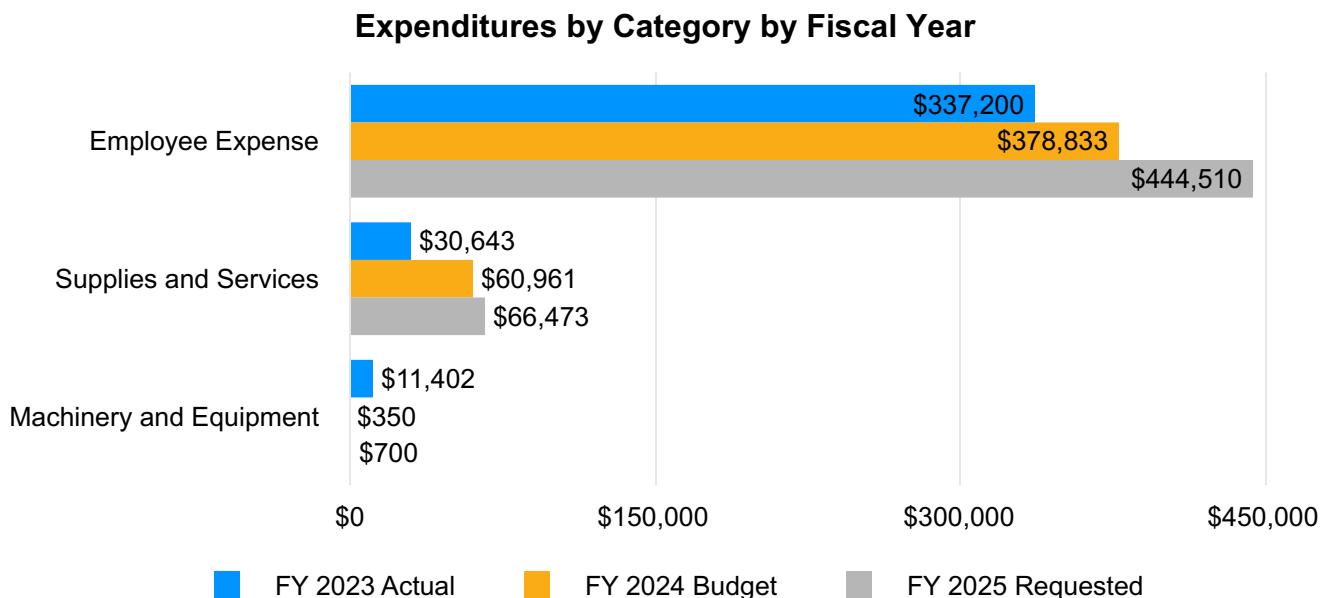
Taking on poverty is an all-hands-on-deck endeavor with every sector of the community including those with lived experience. We foster and support bringing all sectors together to achieve our vision and mission.

# OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	3.66	3.66	4.00



The Office of Shared Prosperity and Neighborhood Support is supported by 4.00 full-time equivalent employees. Overall, the department's expenses are expected to increase by 16.25% in FY 2025 compared to FY 2024.



# OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

Office of Prosperity and Neighborhood Support Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$379,245	\$440,144	\$511,683
Resources	\$0	\$0	\$0

Office of Prosperity and Neighborhood Support Position Summary	
	FY 2025
Director Office of Shared Prosperity & Neighborhood Support	1.00
Community Engagement Coordinator	1.00
Data Analyst	1.00
Administrative Assistant	1.00
<b>Total Full-Time Equivalent Employee's</b>	<b>4.00</b>

## Performance Measures

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

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

Performance Measure (KPI)	Target	2020	2021	2022	Performance Indicator
Population Level	N/A	13.2%	12.3%	13.0%	N/A
<i>change from previous year</i>			(6.8)%	5.7%	
White alone, not Hispanic or Latino	N/A	11.2%	10.8%	11.3%	N/A
<i>change from previous year</i>			(4)%	5%	
Black or African American	N/A	43.4%	29.6%	42.7%	N/A
<i>change from previous year</i>			(32)%	44%	
American Indian and Alaska Native	N/A	25.2%	N/A	N/A	N/A
<i>change from previous year</i>					
Asian	N/A	10.6%	8.2%	4.1%	N/A
<i>change from previous year</i>			(23)%	(50)%	

Native Hawaiian and Other Pacific Islander	N/A	66.8%	50.9%	38.7%	N/A
<i>change from previous year</i>			(24)%	(24)%	
Other races	N/A	35.6%	28.4%	18.0%	N/A
<i>change from previous year</i>			(20)%	(37)%	
Two or more races	N/A	22.0%	18.1%	17.6%	N/A
<i>change from previous year</i>			(18)%	(3)%	
Hispanic or Latino origin	N/A	13.0%	14.1%	13.0%	N/A
<i>change from previous year</i>			8%	(8)%	

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

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

Performance Measure (KPI)	Target	2019	2020	2021	Performance Indicator
White alone, not Hispanic or Latino	N/A	\$57,063	\$61,592	\$64,949	N/A
<i>change from previous year</i>			8%	5%	
Black or African American	N/A	N/A	\$35,294	\$38,262	N/A
<i>change from previous year</i>				8%	
American Indian and Alaska Native	N/A	\$17,452	N/A	N/A	N/A
<i>change from previous year</i>					
Asian	N/A	\$59,659	\$64,010	\$74,427	N/A
<i>change from previous year</i>			7%	16%	
Native Hawaiian and Other Pacific Islander	N/A	\$34,338	\$42,582	\$46,667	N/A
<i>change from previous year</i>			24%	10%	
Other races	N/A	\$82,958	\$85,946	\$93,721	N/A
<i>change from previous year</i>			4%	9%	
Two or more races	N/A	\$49,423	\$46,161	\$37,604	N/A
<i>change from previous year</i>			(7)%	(19)%	

Hispanic or Latino origin	N/A	\$60,250	\$71,429	\$93,140	N/A
<i>change from previous year</i>			19%	30%	

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

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
# of active neighborhood association	8	5	8	8	Goal Met
Total grant money awarded to neighborhood association and/or groups for community building & neighborhood improvement projects	\$24,560	\$8,400	\$9,245	\$9,245	Goal Not Met
# of residents participating in City Life* in the Fall and Spring session	50	22	68	50	Goal Met
# of students participating in Student City Life*	50	50	50	50	Goal Met

\*[City Life](#)/[Student City Life](#) is the City of Dubuque's fun, free, and interactive course on local government. By participating in City Life, you'll have the opportunity to learn more about City operations and services that make Dubuque a great place to live. Through presentations, tours, and conversations with neighbors you'll see taxpayer investments at work and be able to share your thoughts.

## Recommended Operating Revenue Budget - Department Total

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

Fund/Account/Account Title	FY22 Actual Revenue	FY24 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
47100 - Reimbursements	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4B - Grants/Contrib</b>				
47050 - Contrib - Private Sources	0	0	0	0
<b>4B - Grants/Contrib Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(1,970)	0	0	0
49610 - Transfer In Sanitary Op	(12,301)	0	0	0
49620 - Transfer in Storm Op	(3,689)	0	0	0
49650 - Transfer in Parking Op	(1,594)	0	0	0
49670 - Transfer in Refuse Op	(11,438)	0	0	0
49950 - Transfer in DMASWA Gen	(6,147)	0	0	0
<b>4N - Transfers Total</b>	<b>(37,139)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>180 - Community Development</b>				
<b>4A - Charges for Services</b>				
47100 - Reimbursements	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OFFICE OF SHARED PROSPERITY - Total</b>	<b>(37,139)</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Recommended Operating Expenditure Budget - Department Total

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

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	122,599	207,347	246,709	326,206
60200 - Salaries - Regular Part Time	10,646	39,539	35,459	0
60630 - Special Pay Sick Lv Payout Ret	7,586	7,878	7,580	7,580
60635 - Special Pay Sick Lv Payout 50%	0	0	0	0
60640 - Special Pay - Vacation Payout	0	0	0	0
60710 - Special Pay - Parental Leave	5,597	0	0	0
60720 - Spec Pay - Meals No Overnight	0	30	0	0
180 - Community Development				
60100 - Salaries-Regular Full Time	0	0	0	0
60635 - Special Pay Sick Lv Payout 50%	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>146,428</b>	<b>254,793</b>	<b>289,748</b>	<b>333,786</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	10,306	18,276	21,586	25,535
61300 - IPERS - City Contribution	13,107	23,256	26,637	30,747
61510 - Health Insurance	42,267	40,269	40,269	53,692
61540 - Life Insurance	71	124	138	184
61600 - Workers' Compensation	161	483	455	566
180 - Community Development				
61100 - FICA - City Contribution	0	0	0	0
61300 - IPERS - City Contribution	0	0	0	0
61510 - Health Insurance	0	0	0	0
61540 - Life Insurance	0	0	0	0
61600 - Workers' Compensation	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>65,912</b>	<b>82,408</b>	<b>89,085</b>	<b>110,724</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62200 - Subscriptions	0	604	0	616
62325 - Mileage	0	0	300	300
62400 - Meetings & Conferences	1,298	6,547	8,437	8,632
62500 - Education Reimbursement	1,895	2,643	8,270	8,220
<b>180 - Community Development</b>				
62325 - Mileage	0	0	0	0
62400 - Meetings & Conferences	0	0	0	0
62500 - Education Reimbursement	0	0	0	0
<b>6C - Staff Development Total</b>	<b>3,193</b>	<b>9,794</b>	<b>17,007</b>	<b>17,768</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63730 - Telecommunications	813	548	2,052	2,052
<b>180 - Community Development</b>				
63730 - Telecommunications	0	0	0	0
<b>6D - Repair/Maint/Util Total</b>	<b>813</b>	<b>548</b>	<b>2,052</b>	<b>2,052</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				

## Recommended Operating Expenditure Budget - Department Total

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

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
64081 - Insurance - Liability	0	0	2,102	3,140
64130 - Payments to Other Agencies	0	0	0	0
64135 - Grants	8,400	9,246	24,560	24,560
64140 - Printing	10	435	3,000	3,000
64145 - Copying	0	61	333	61
64160 - Rental - Land/Bldgs/Parking	693	990	1,344	1,344
64190 - Technology Services	437	833	438	438
64191 - IT Recharges	0	0	1,167	5,152
64860 - Speakers	4,009	7,777	7,958	7,958
<b>180 - Community Development</b>				
64005 - Services Other Depts	8,710	0	0	0
64130 - Payments to Other Agencies	0	0	0	0
64135 - Grants	0	0	0	0
64140 - Printing	0	0	0	0
64145 - Copying	0	0	0	0
64160 - Rental - Land/Bldgs/Parking	0	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>22,259</b>	<b>19,341</b>	<b>40,902</b>	<b>45,653</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65045 - Technology Equipment	690	11,402	350	700
65060 - Office Supplies	121	960	1,000	1,000
65080 - Postage/Shipping	0	0	0	0
<b>180 - Community Development</b>				
65045 - Technology Equipment	0	0	0	0
65060 - Office Supplies	0	0	0	0
65080 - Postage/Shipping	0	0	0	0
<b>6F - Commodities Total</b>	<b>811</b>	<b>12,362</b>	<b>1,350</b>	<b>1,700</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	2,323	0	0	0
<b>6G - Capital Outlay Total</b>	<b>2,323</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OSPNS - Total</b>	<b>241,739</b>	<b>379,245</b>	<b>440,144</b>	<b>511,683</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

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

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
<b>6801 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	254,793	289,748	333,786
6B - Employee Benefits	82,408	89,085	110,724
6C - Staff Development	9,794	17,007	17,768
6D - Repair/Maint/Util	548	2,052	2,052
6E - Contractual Svcs	19,341	40,902	45,653
6F - Commodities	12,394	1,350	1,700
6G - Capital Outlay	—	—	—
<b>180 - Community Development</b>			
6A - Salaries & Wages	—	—	—
6B - Employee Benefits	—	—	—
6C - Staff Development	—	—	—
6D - Repair/Maint/Util	—	—	—
6E - Contractual Svcs	—	—	—
6F - Commodities	—	—	—
<b>6801 - Administration Total</b>	<b>379,277</b>	<b>440,144</b>	<b>511,683</b>
<b>6899 - Pcard Clearing</b>			
100 - General			
6F - Commodities	-32	—	—
<b>6899 - Pcard Clearing Total</b>	<b>-32</b>	<b>—</b>	<b>—</b>
<b>OFFICE OF SHARED PROSPERITY TOTAL</b>	<b>379,245</b>	<b>440,144</b>	<b>511,683</b>

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

**68 Office of Shared Prosperity**

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	—	GE-35	DIR SHARED PROSP/NBHD SUPPORT	1.00	\$ 88,531	1.00	\$ 109,405	1.00	\$ 121,595
100	—	GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 72,620	1.00	\$ 80,128	1.00	\$ 96,951
100	—	GE-30	DATA ANALYST	1.00	\$ 53,691	1.00	\$ 57,176	1.00	\$ 60,526
100		GE-25	ADMINISTRATIVE ASSISTANT FT	—	\$ —	—	\$ —	1.00	\$ 56,630
			TOTAL FULL TIME EMPLOYEES	3.00	\$ 214,842	3.00	\$ 246,709	4.00	\$ 335,702
<b>61020 Part Time Employee Expense</b>									
100		GE-25	SECRETARY	0.66	\$ 27,506	0.66	\$ 35,459	—	\$ —
			TOTAL PART TIME EMPLOYEES	0.66	\$ 27,506	0.66	\$ 35,459	—	\$ —
<b>TOTAL OFFICE OF SHARED PROSPERITY</b>				<u>3.66</u>	<u>\$242,348</u>	<u>3.66</u>	<u>\$ 282,168</u>	<u>4.00</u>	<u>\$ 335,702</u>

**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	
<b>Office of Shared Prosperity and Neighborhood Support - FT General Fund</b>											
10072800	61010	100		GE-30	DATA ANALYST	1.00	\$ 53,691	1.00	\$ 57,176	1.00	\$ 60,526
10072800	61010	100		GE-35	DIR SHARED PROSP/ NBHD SUPPORT	1.00	\$ 88,531	1.00	\$ 109,405	1.00	\$ 121,595
10072800	61010	100		GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 72,620	1.00	\$ 80,128	1.00	\$ 86,951
10072800	61010	100		GE-25	ADMINISTRATIVE ASSISTANT	—	\$ —	—	\$ —	1.00	\$ 56,630
<b>Total</b>					3.00	\$ 214,842	3.00	\$ 246,709	4.00	\$ 325,702	
<b>Office of Shared Prosperity and Neighborhood Support -PT General Fund</b>											
10072800	61020	100		GE-25	SECRETARY	0.66	\$ 27,506	0.66	\$ 35,459	—	\$ —
<b>Total</b>					0.66	\$ 27,506	0.66	\$ 35,459	—	\$ —	
<b>TOTAL OFFICE OF SHARED PROSPERITY</b>					<b>3.66</b>	<b>\$ 242,348</b>	<b>3.66</b>	<b>\$ 282,168</b>	<b>4.00</b>	<b>\$ 325,702</b>	

# **Office of Equity and Human Rights**

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## OFFICE OF EQUITY AND HUMAN RIGHTS DEPARTMENT

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<b>Budget Highlights</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Requested</b>	<b>% Change From FY 2024 Budget</b>
<u>Expenses</u>				
Employee Expense	288,613	354,769	376,522	6.1%
Supplies and Services	48,584	81,931	85,675	4.6%
Machinery & Equipment	2,533	700	550	(21.4%)
Total	339,730	437,400	462,747	5.8%
<u>Resources</u>				
Case Processing ICRC	—	2,000	2,000	0.0%
Miscellaneous	—	1,125	1,125	0.0%
Total	—	3,125	3,125	0.0%
Property Tax Support	339,730	434,275	459,622	25,347
Percent Increase (Decrease)				5.8%
<b>Personnel - Authorized FTE</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	

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### Improvement Package Summary

#### **1 of 2**

This improvement package request is for a new program called "Bridge Building for an Inclusive Dubuque." The program will be open to the public and will consist of four, two-hour sessions offered twice a year in English, one time a year in Spanish, and one time a year in Marshallese. These sessions would include both a presentation and space for discussion. Sessions would be capped at 30 residents and would cover topics such as diversity, equity, inclusion, justice, knowing your rights, discrimination, emotional intelligence, and leadership. The financial allocation would be used towards meals, marketing, speaker fees and supplies.

This request supports the City Council's goal of building a Partnership for a Better Dubuque: Building Our Community That is Viable, Livable, and Equitable and aligns with the city's mission statement of making Dubuque a more equitable place.

Related Cost:	<u>\$ 8,750</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Net Property Tax Cost:	<u>\$ 8,750</u>			
Property Tax Impact:	\$ 0.0034	0.03%		
Activity: Office of Equity & Human Rights				

#### **2 of 2**

This improvement package request is for billboard rental in the North End that targets minority and low income residents. It will be used to advertise the existence of the Equity and Human Rights Department and how/why to file a complaint of discrimination.

There has been a 44% decrease in inquiries from before Covid in 2019 and the end of 2022 when Covid was mostly under control. Now that people are back at work, and federal protections on housing have been eliminated, it's important to remind the public that they have rights. A billboard would send a visual message to the community that Dubuque cares about equity and human rights for all residents. The

billboard would be displayed for four to six months. Data would be collected before, during, and after placement of the billboard to track its effectiveness which would be calculated based on the number of inquiries received from residents.

This request supports the City Council's goal of building a Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable and aligns with the City's mission statement of making Dubuque a more equitable place.

Related Cost:	<u>\$ 5,800</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Net Property Tax Cost:	\$ 5,800			
Property Tax Impact:	\$ 0.0023	0.02%		
Activity:	Office of Equity & Human Rights			

### **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 unchanged of \$0 or 0.0%.
4. Personnel Changes:
  - a. The Office of Equity & Human Rights will be receiving part-time administrative support from the Office of Shared Prosperity & Neighborhood Support's Administrative Assistant going from part-time to full-time in FY 2024. This change will be solely funded through the OSPNS budget, and FTE's will not be reflected under Equity & Human Rights. It is estimated that the employee in this position will spend approximately 60% of their time on the OSPNS tasks, 20% on IT department tasks, and 20% on Equity and Human Rights tasks.

#### **Supplies & Services**

5. Education Reimbursement is decreased from \$12,752 in FY 2024 to \$12,447 in FY 2025. This line item represents training in the following areas: legal, commissioner, NAACP event, MLK Breakfast, Equity Core Team staff development, Des Moines Race Conference, and travel/ lodging for guest speakers.
6. Meetings & Conferences is increased from \$11,098 in FY 2024 to \$11,318 FY 2025. This line item represents attendance to GARE national and regional conferences, National League of Cities in Kansas City, League of Iowa Human Rights Agencies quarterly meetings, Des Moines Civil Rights Symposium and the Sustainable Communities Conference.
7. Speaker cost decreased from \$8,082 in FY 2024 to \$6,940 in FY 2025. This line item includes the dispute resolution center (\$600), interpreters for commission functions (\$340), and speaker stipends (\$6,000).

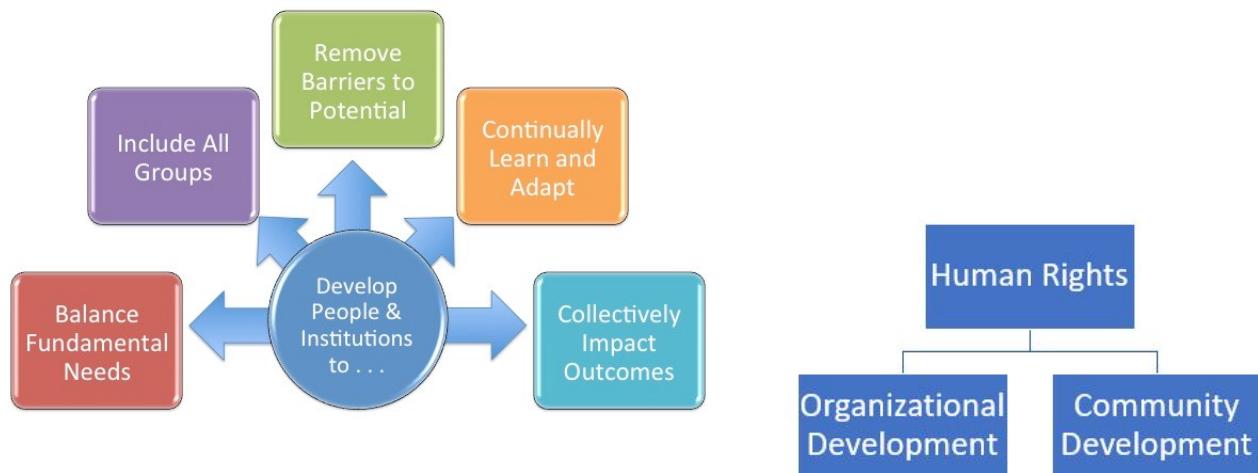
8. Pay to Other Agency is unchanged from \$22,000 in FY 2024 to 22,000 in FY 2025. This line item includes \$16,000 for Faces and Voices Human Relations Event that currently is the annual the Reverend Doctor Martin Luther King Breakfast, as well as racial equity community educational efforts, and \$6,000 for VISTA cost share. The VISTA cost share is unchanged from \$6,000 in FY 2024.
9. Printing is decreased from \$7,817 in FY 2024 to \$5,817 in FY 2025. This line item provides for the printing of the Annual Report, brochures, letterhead, envelopes, business cards, pens/pencils, and bags. Printing is based off FY23 Actual + 2%.
10. Other Contractual Services is unchanged from \$5,000 in FY 2024 to \$5,000 in FY 2025. This line item represents the student stipend under the REAL Program.
11. IT Recharges increased from \$4,589 in FY 2024 to \$4,797 in FY 2025. Departments receive recharges for maintenance agreement costs on citywide software based on the number of users in their department and the cost of the software.

#### **Revenue**

12. Case processing revenue in FY 2025 is based on 10 employment cases reimbursed at \$200 per case (\$2,000) by the Iowa Civil Rights Commission.
13. General reimbursement revenue is unchanged from \$1,125 in FY 2024 to \$1,125 in FY 2025 based on FY 2024 budget of \$1,125. This revenue line reflects the reimbursement for Intercultural Competency training materials for four-day workshops.

# OFFICE OF EQUITY AND HUMAN RIGHTS

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



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

### PEOPLE

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

### PLANNING

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

INCLUSIVE  
INCLUSIVE  
INCLUSIVE  
dubuque

Connecting People • Strengthening Community



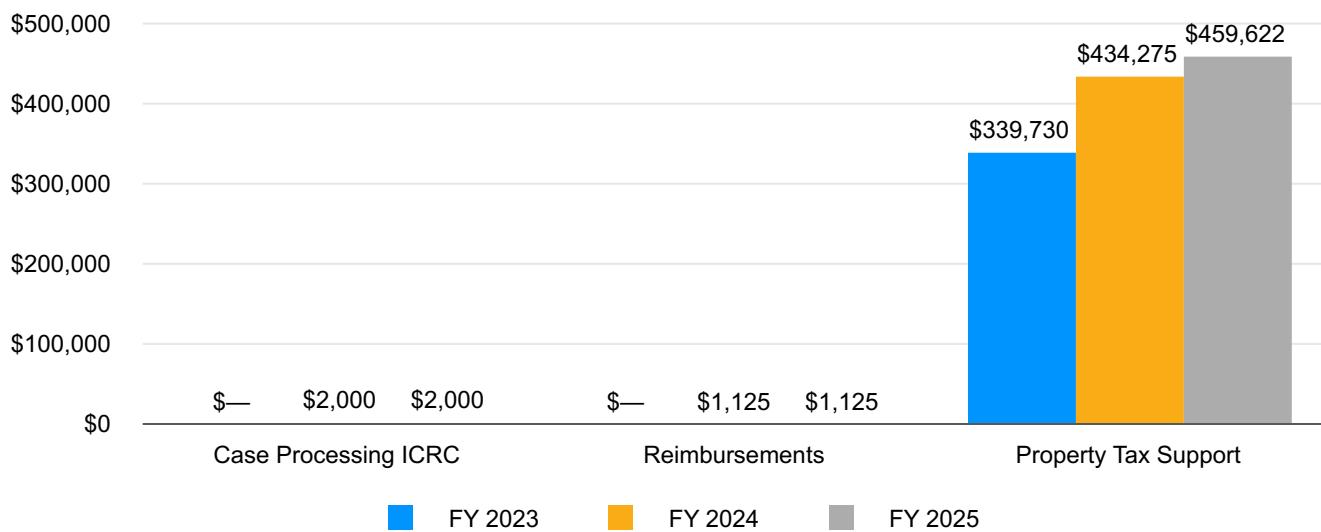
### PARTNERSHIPS

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

# OFFICE OF EQUITY AND HUMAN RIGHTS

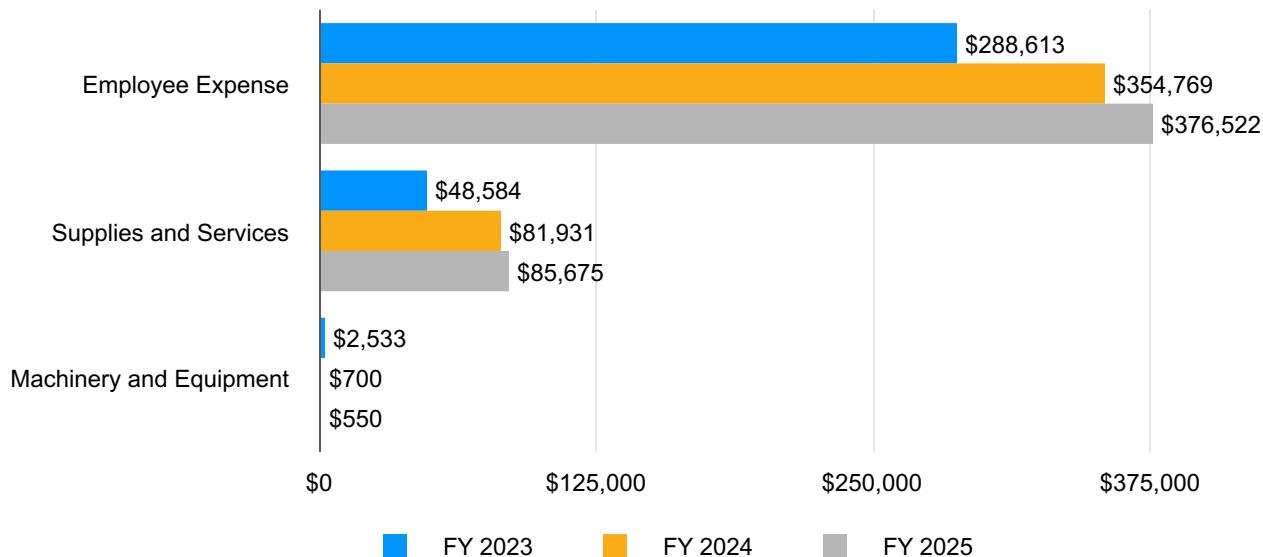
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	2.00	3.00	3.00

## Resources and Property Tax Support



The Office of Equity and Human Rights is supported by 3.00 full-time equivalent employees, which accounts for 81.37% of the department expense as seen below. Overall, the department's expenses are expected to increase by 5.79% in FY 2025 compared to FY 2024.

## Expenditures by Category by Fiscal Year



# OFFICE OF EQUITY AND HUMAN RIGHTS

## Organizational Development

### Mission & Services

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

Organization Development Funding Summary			
	FY23 Budget	FY24 Budget	FY 2025 Recomm'd
Expenditures	\$0	\$0	\$0
Resources	\$0	\$0	\$0

Organization Development Position Summary	
	FY 2025
Chief of Equity & Human Rights	0.50
Equity & Human Rights Specialists	1.50
Total FT Equivalent Employees	2.00

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
% of departments with equity goals	100%	70%	75%	85%	Goal in Progress

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

Provide monthly dialogue opportunities (total of 6) for current employees to enhance their understanding of the importance of intercultural skills, equity, justice, inclusion.	6	0	0	5	Goal in Progress
Provide one, 16-hour training seminar in the Spring for new employees to enhance their understanding of the importance of intercultural skills, equity, justice, and inclusion and how to integrate them into their new positions with the City.	1	0	0	1	Goal Met

# OFFICE OF EQUITY AND HUMAN RIGHTS

## Community Development

### Mission & Services

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

Community Development Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$337,987	\$437,400	\$462,747
Resources	\$0	\$3,125	\$3,125
Community Development Position Summary			
		FY 2025	
Equity & Human Rights Specialists		0.50	
Chief of Equity & Human Rights		0.50	
Total FT Equivalent Employee's		1.00	

### Performance Measures

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

1 **Activity Objective:** Educate the public, non-profit organizations, private businesses, and educational institutions in ways they can contribute towards advancing equity through the Imagine Dubuque plan.

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
Complete 5 speaking/presenting arrangements with non-profit organizations, private businesses, and educational institutions in ways they can contribute towards advancing equity through the Imagine Dubuque plan.	5	0	0	4	Goal in Progress
Participate in six community events to create awareness of the mission and vision of the Equity and Human Rights Department.	6	0	0	5	Goal in Progress

2 **Activity Objective:** Educate the public on knowing their rights for employment, housing, education and credit. Assist them in filing claims of discrimination in an effort to advance equity in our community.

% of viable complaints received from the community that are submitted for investigation	40%	n/a	n/a	40%	Goal Met
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## **Recommended Operating Revenue Budget - Department Total**

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

<b>Fund/Account/Account Title</b>	<b>FY22 Actual Revenue</b>	<b>FY23 Actual Revenue</b>	<b>FY24 Adopted Budget</b>	<b>FY25 Recomm'd Budget</b>
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
45010 - Case Processing	(900)	0	(2,000)	(2,000)
47100 - Reimbursements	(2,475)	0	(1,125)	(1,125)
47150 - Refunds	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>(3,375)</b>	<b>0</b>	<b>(3,125)</b>	<b>(3,125)</b>
<b>OFFICE OF EQ. AND HUMAN RIGHTS -Total</b>	<b>(3,375)</b>	<b>0</b>	<b>(3,125)</b>	<b>(3,125)</b>

## Recommended Operating Expenditure Budget - Department Total

### 16 - OFFICE OF EQUITY AND HUMAN RIGHTS

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recom'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	188,196	199,341	268,103	281,877
60300 - Hourly Wages - Temp/Seasonal	0	0	0	0
60400 - Overtime	47	0	0	0
60630 - Special Pay Sick Lv Payout Ret	0	3,846	0	5,263
60635 - Special Pay Sick Lv Payout 50%	1,578	251	0	264
60640 - Special Pay - Vacation Payout	0	10,131	0	0
<b>60710 - Special Pay - Parental Leave</b>	1,743	0	0	0
180 - Community Development				
<b>60100 - Salaries-Regular Full Time</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>6A - Salaries &amp; Wages Total</b>	<b>191,564</b>	<b>213,568</b>	<b>268,103</b>	<b>287,404</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	13,768	15,713	20,509	21,563
61300 - IPERS - City Contribution	17,906	18,445	25,309	26,610
61510 - Health Insurance	42,441	40,269	40,269	40,269
61540 - Life Insurance	129	104	138	138
61600 - Workers' Compensation	556	513	441	538
61992 - Physicals	0	0	0	0
180 - Community Development				
61100 - FICA - City Contribution	0	0	0	0
61300 - IPERS - City Contribution	0	0	0	0
61510 - Health Insurance	0	0	0	0
61540 - Life Insurance	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>74,801</b>	<b>75,044</b>	<b>86,666</b>	<b>89,118</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	1,380	1,200	1,500	1,500
62200 - Subscriptions	927	462	1,007	750
62300 - Training	0	0	0	0
62325 - Mileage	26	0	71	71
62400 - Meetings & Conferences	2,831	10,205	11,098	11,318
62500 - Education Reimbursement	8,984	2,386	12,752	12,447
<b>6C - Staff Development Total</b>	<b>14,148</b>	<b>14,253</b>	<b>26,428</b>	<b>26,086</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63730 - Telecommunications	1,281	1,412	1,888	1,412
<b>6D - Repair/Maint/Util Total</b>	<b>1,281</b>	<b>1,412</b>	<b>1,888</b>	<b>1,412</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	1,174	0	1,174	6,974
64081 - Insurance - Liability	2,152	2,869	1,824	2,725
64130 - Payments to Other Agencies	6,000	16,000	22,000	22,000
64140 - Printing	161	201	7,817	5,817
64145 - Copying	344	232	230	232

## Recommended Operating Expenditure Budget - Department Total

### 16 - OFFICE OF EQUITY AND HUMAN RIGHTS

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
64160 - Rental - Land/Bldgs/Parking	825	858	825	960
64190 - Technology Services	627	4,475	0	1,932
64191 - IT Recharges	0	4,716	4,589	4,797
64860 - Speakers	991	1,572	8,082	6,940
64890 - Background Check	0	0	400	400
64900 - Other Professional Service	0	0	0	0
64980 - Technology Equip Maint Cont	5,210	0	0	0
64989 - Participant Stipend	0	0	5,000	5,000
<b>6E - Contractual Svcs Total</b>	<b>17,484</b>	<b>30,924</b>	<b>51,941</b>	<b>57,777</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65025 - Program Materials	0	0	0	0
65045 - Technology Equipment	798	2,533	700	350
65060 - Office Supplies	207	1,887	1,586	286
65080 - Postage/Shipping	84	109	88	114
65925 - Uniform Purchase	0	0	0	0
<b>6F - Commodities Total</b>	<b>1,089</b>	<b>4,529</b>	<b>2,374</b>	<b>750</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	0	0	0	200
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>
<b>OFFICE EQUITY/HUMAN RIGHTS - Total</b>	<b>300,368</b>	<b>339,730</b>	<b>437,400</b>	<b>462,747</b>

<b>Recommended Expenditure Budget Report by Activity &amp; Funding Source</b>			
<b>16 - OFFICE OF EQUITY AND HUMAN RIGHTS</b>			
<b>Fund/Activity</b>	<b>FY23 Actual Revenue</b>	<b>FY24 Adopted Budget</b>	<b>FY25 Recomm'd Budget</b>
<b>1601 - Off of Equity and Human Rights</b>			
<b>100 - General</b>			
6A - Salaries & Wages	213,568	268,103	287,404
6B - Employee Benefits	75,044	86,666	89,118
6C - Staff Development	14,253	26,428	26,086
6D - Repair/Maint/Util	1,412	1,888	1,412
6E - Contractual Svcs	30,924	45,941	51,777
6F - Commodities	2,785	2,374	750
6G - Capital Outlay	—	—	200
<b>1601 - Off of Equity and Human Rights Total</b>	<b>337,987</b>	<b>431,400</b>	<b>456,747</b>
<b>1602 - VISTA Cost Share</b>			
<b>100 - General</b>			
6E - Contractual Svcs	0	6,000	6,000
<b>1602 - VISTA Cost Share Total</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>
<b>1650 - Grants</b>			
<b>100 - General</b>			
6C - Staff Development	0	0	0
<b>180 - Community Development</b>			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	0	0	0
<b>1650 - Grants Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1699 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	1,744	0	0
<b>1699 - Pcard Clearing Total</b>	<b>1,744</b>	<b>0</b>	<b>0</b>
<b>7699 - Pcard Clearing Total</b>	<b>136</b>	<b>0</b>	<b>0</b>
<b>OFFICE OF EQUITY AND HUMAN RIGHTS TOTAL</b>	<b>339,730</b>	<b>437,400</b>	<b>462,747</b>

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

**16 OFFICE OF EQUITY & HUMAN RIGHTS DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 90,119	1.00	\$ 110,544	1.00	\$ 122,382
100		GE-33	COMMUNITY ENGAGEMENT COORD	—	\$ —	2.00	\$ 157,559	2.00	\$ 159,495
100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 75,363	—	\$ —	—	\$ —
TOTAL FULL TIME EMPLOYEES				2.00	\$ 165,482	3.00	\$ 268,103	3.00	\$ 281,877
 <b>TOTAL OFFICE OF EQUITY &amp; HUMAN RIGHTS DEPT.</b>									
<u>2.00 \$ 165,482 3.00 \$ 268,103 3.00 \$ 281,877</u>									

**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		
<b>Office of Equity &amp; Human Rights-FT</b>												
10016100	61010	100	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 90,119	1.00	\$ 110,544	1.00	\$ 122,382	
10016100	61010	100	2680	GE-32	HUMAN RELATIONS SPECIALIST	—	\$ —	2.00	\$ 157,559	2.00	\$ 159,495	
10016100	61010	100	2372	GE-34	ORGANIZATIONAL EQUITY COORD	1.00	\$ 75,363	—	\$ —	—	\$ —	
10016100	61010	100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 60,050	—	\$ —	—	\$ —	
				<b>Total</b>			3.00	\$ 225,532	3.00	\$ 268,103	3.00	\$ 281,877
<b>TOTAL OFFICE OF EQUITY &amp; HUMAN RIGHTS DEPARTMENT</b>							<b>3.00</b>	<b>\$ 225,532</b>	<b>3.00</b>	<b>\$ 268,103</b>	<b>3.00</b>	<b>\$ 281,877</b>

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# **Finance**

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## FINANCE DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Requested</b>	<b>% Change From FY 2024 Budget</b>
<b>Expenses</b>				
Employee Expense	1,721,682	2,256,514	2,476,485	9.7%
Supplies and Services	1,068,772	1,023,667	1,086,681	6.2%
Electric and Gas Utility Franchise Fee Rebates	868,113	660,355	946,494	43.3%
Investment Manager and Custodial Service Fees	53,495	58,200	53,600	-7.9%
Machinery and Equipment	7,571	250	1,100	340.0%
Non-Expense Accounts	(15,125)	(8,200)	(8,200)	0.0%
Total	3,704,508	3,990,786	4,556,160	14.2%
Abated Debt - General Ledger Software	15,400	51,661	50,700	-1.9%
Abated Debt - Franchise Fee Litigation	215,889	196,706	198,906	1.1%
Total Expense	3,935,797	4,239,153	4,805,766	13.4%
<b>Resources</b>				
Miscellaneous Revenue	114,135	101,818	106,719	4.8%
Electric and Gas Utility Franchise Fees	1,084,002	857,061	1,145,400	33.6%
Sales Tax 20% for Debt Abatement	15,400	51,661	50,700	-1.9%
Overhead & Utility Billing Recharges to Enterprise Funds	1,899,293	2,201,359	2,932,998	33.2%
Total revenue	3,112,830	3,211,899	4,235,817	31.9%
Property Tax Support	822,967	1,027,254	569,949	(457,305)
<b>Personnel - Authorized FTE</b>	<b>20.51</b>	<b>23.51</b>	<b>24.51</b>	

### 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 is unchanged from \$7,950 in FY 2024 to \$7,950 in FY 2025. FY 2023 actual was \$4,365.
5. During Fiscal Year 2024, the following personnel changes were approved:
  - a. Finance Director was changed to Finance Manager and reclassified to GE-42 (+0 FTE / + \$8,229).
  - b. Budget Director was changed to Budget Manager and reclassified to GE-42 (+0 FTE / +\$7,232)
  - c. Elimination of Temporary Utility Billing Accountant (-1.0 FTE / -\$83,121)
  - d. Elimination of Budget/Financial Analyst (-1.0 FTE / -\$101,625)
  - e. Addition of Part-Time Project Manager (+0.50 FTE / +\$74,009)

- f. Addition of Payroll Systems Analyst and Administrator (+1.0 FTE / +\$88,847)
- g. Additional Temporary Intern Hours (+0.23 FTE / +\$10,893)

## **Supplies & Services**

- 6. Electric Franchise Fee Refund increased from \$581,855 in FY 2024 to \$845,095 in FY 2025. FY 2023 actual was \$769,667 plus 9.8%.
- 7. Gas Franchise Fee Refund increased from \$78,500 in FY 2024 to \$101,399 in FY 2025 based on FY 2023 actual of \$98,446.
- 8. Printing increased from \$130,222 in FY 2024 to \$137,949 in FY 2025. FY 2023 actual was \$137,640.
- 9. IT Recharges increased from \$103,352 in FY 2024 to \$126,461 in FY 2025. This line item represents the recharge of Information Technology staff time related to processing checks, system back-ups and daily production for the financial software.
- 10. Technology Services increased from \$538,742 in FY 2024 to \$576,065 in FY 2025. This line item includes Enterprise Resource Planning (ERP) software (\$357,575); document and data collaboration platform (\$99,007); Balancing Act (\$8,200), legacy financial software (\$40,000); lease accounting software (\$15,100), annual comprehensive financial reporting (ACFR) (\$3,200), digital scanning software (\$5,660), and Indirect Cost Software (\$10,000).
- 11. Credit Card Charge increased from \$41,000 in FY 2024 to \$48,197 in FY 2025. FY 2023 actual was \$48,197. The City is switching credit card vendors to Tyler payments related to the Enterprise Resource Planning system implementation. Previously, the online and phone payment credit card transaction fee of \$4.95 per transaction was passed directly to the utility billing customer and in person credit card transaction fee of \$4.95 was absorbed by the City. Under the new agreement with Tyler Payments, all credit card transactions (online, phone and in person) will have a 2.95% per transaction fee with a minimum fee of \$2.50, and a transaction cap of \$500. In addition, the City will continue to absorb the \$0.25 per e-check transaction for online and phone utility bill payments.

## **Machinery & Equipment**

- 12. Equipment replacement items at the maintenance level include (\$1,100):

<b>Finance Machinery and Equipment</b>		
<b>Accounting/Payroll/Treasury</b>		
Tablet & case	\$	350
Desk Phone	\$	250
<b>Budget</b>		
Desk Phone	\$	250
<b>Utility Billing/Parking Tickets</b>		
Desk Phone	\$	250
<b>Total Equipment</b>		<b><u>\$ 1,100</u></b>

## Debt Service

13. Annual debt service payment includes the following (\$249,606):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 198,906	2016A G.O.	Debt Levy	Franchise Fee Settlement	2035	2024
\$ 14,974	2021A G.O.	Sales Tax	General Ledger Software	2041	2028
\$ 35,726	2022A G.O.	Sales Tax	General Ledger Software	2042	2029
<b>\$ 249,606</b>					<b>Total Finance Debt Service</b>

## Revenue

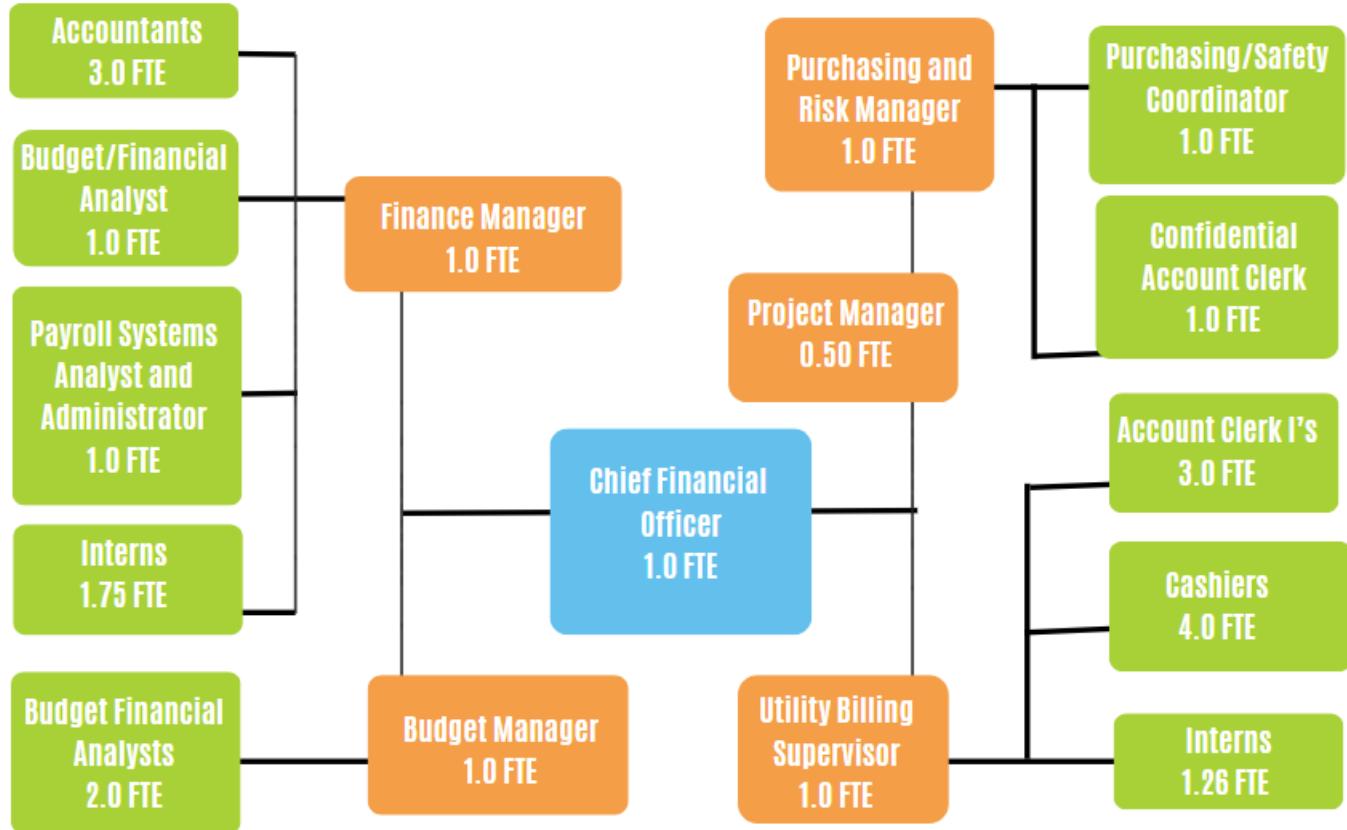
14. Franchise Fees increased from \$5,672,186 in FY 2024 to \$6,903,981 in FY 2025. FY 2023 actual was \$6,415,129. Electric Franchise Fee increased from \$3,914,860 in FY 2024 to \$4,924,839 in FY 2025 based on FY 2023 actual plus 9.8%. FY 2023 actual was \$4,493,631. Gas Franchise Fee increased from \$1,757,326 in FY 2024 to \$1,979,142 in FY 2025 based on FY 2023 actual.

15. Penalties increased from \$14,090 in FY 2024 to \$18,600 in FY 2025 based on a three-year average. This line item represents administrative collection fees and administrative fees for tax liens.

16. Reimbursements is unchanged from \$82,321 in FY 2024 to \$82,321 in FY 2025. This line item includes the rebate received on purchase cards and 1% of enrolled virtual card vendor spend as rebate revenue. A virtual card payment is equivalent to that of a credit card transaction. Suppliers that choose to participate in the virtual card program will receive an automated email notification for each processed payment from the Finance Department. This would replace a traditional check or ACH transaction pending vendor acceptance into the City's virtual card program and would capture additional transactions not typically paid using a purchasing card. These emails will contain a link to a secure web portal where the supplier will obtain the unique Visa credit card account number, the amount to charge, and the other pertinent details of the transaction needed to process and reconcile the payments using their Point-of-Sale device/software. The credit card account number will change with each payment so suppliers will not be required to keep this information on file. The standard processing fees administered by the supplier's acquiring bank will apply.

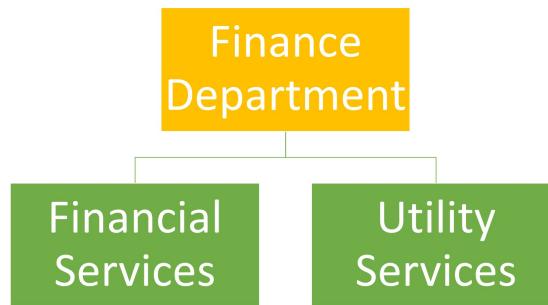
17. Revenue received from Enterprise Funds for Utility Billing and administrative overhead charges increased from \$2,201,359 in FY 2024 to \$2,932,998 in FY 2025.

# Finance Department Organization Chart

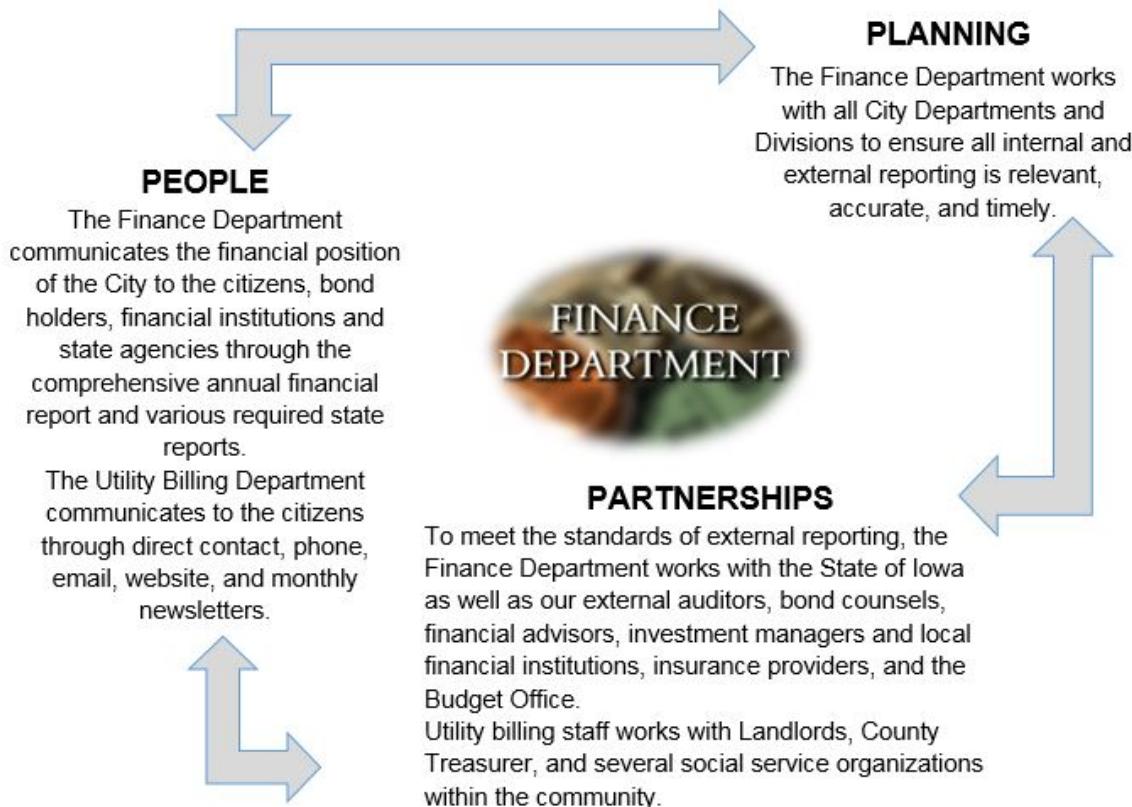


# FINANCE DEPARTMENT

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



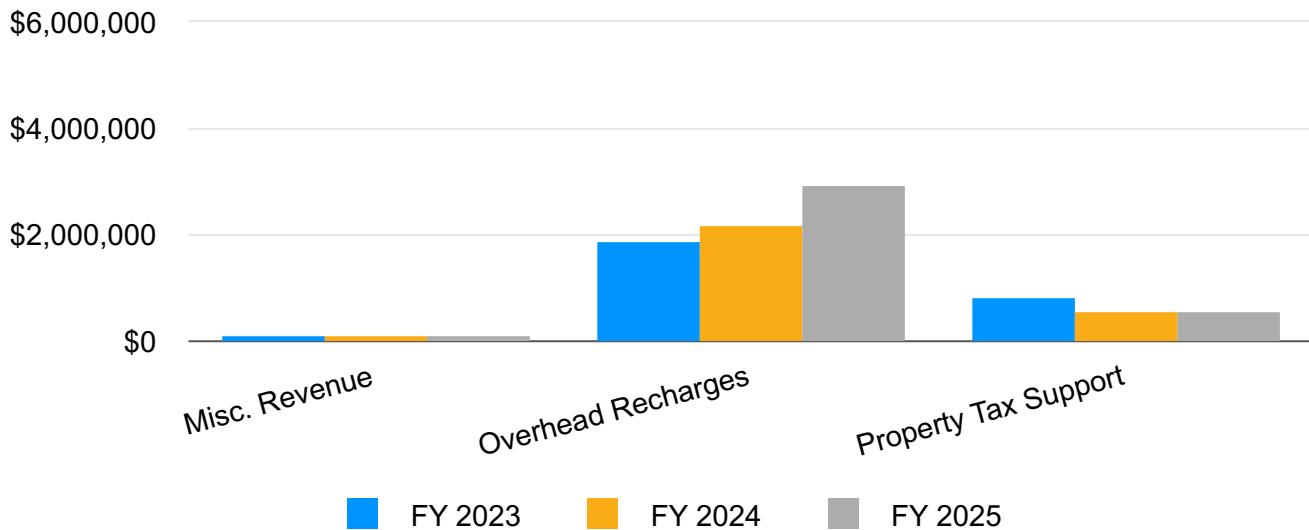
## SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



# FINANCE DEPARTMENT

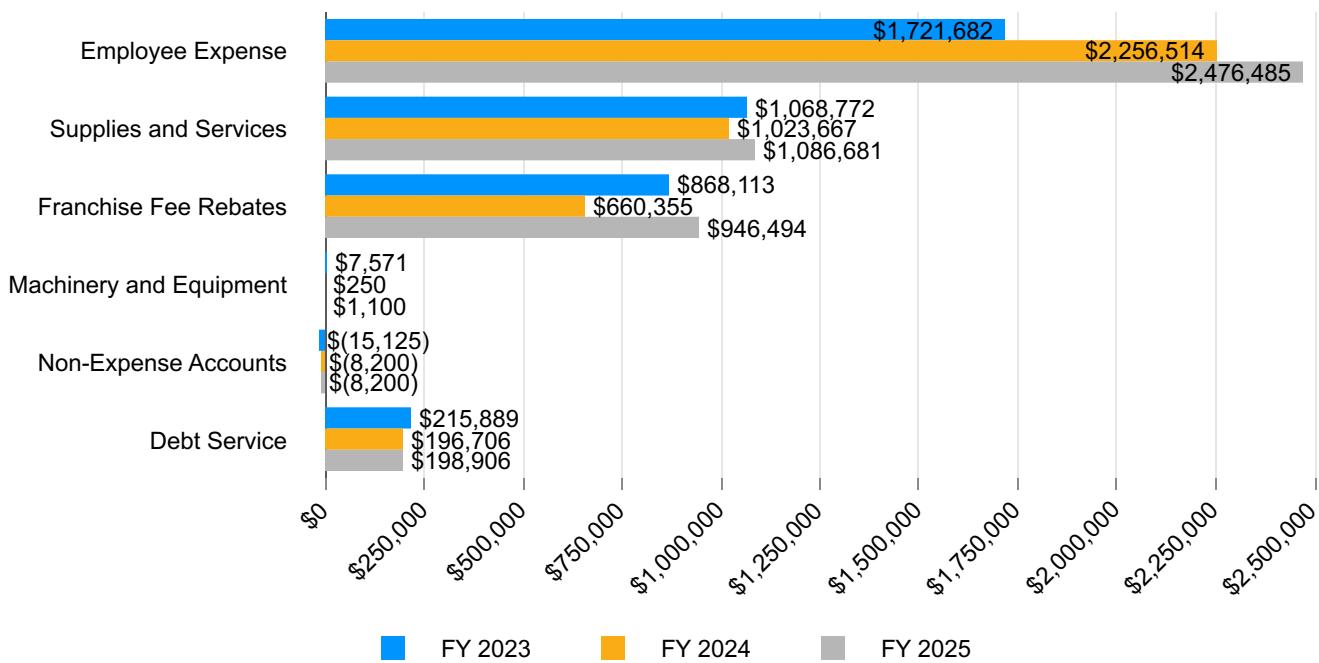
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	20.51	23.51	24.51

## Resources and Property Tax Support



The Finance Department is supported by 24.51 full-time equivalent employees, which accounts for 51.53% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 13.37% in FY 2025 compared to FY 2024.

## Expenditures by Category by Fiscal Year



# FINANCE DEPARTMENT

## Financial Service

### Mission & Services

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

Financial Service Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$2,474,224	\$2,465,723	\$2,991,097
Resources	\$1,096,378	\$1,176,049	\$1,595,858

Financial Service Position Summary	
	FY 2025
Chief Financial Officer	1.00
Finance Manager	1.00
Purchasing & Risk Manager	1.00
Confidential Account Clerk	1.00
Purchasing/Safety Coordinator	1.00
Budget/Financial Analyst	1.00
Senior Payroll Accountant	1.00
Payroll Systems Analyst	1.00
Accountant	2.00
Project Manager	0.50
Finance Intern	1.75
<b>Total FT Equivalent Employees</b>	<b>12.25</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
Receive the Certificate of Excellence in Financial Reporting	✓	✓	✓	✓	Goal Met

# FINANCE DEPARTMENT

## Utility Services

### Mission & Services

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

Utility Services Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$900,301	\$1,036,960	\$1,045,593
Resources	\$900,301	\$1,036,960	\$1,045,593

Utility Services Position Summary	
	FY 2025
Utility Billing Supervisor	1.00
Finance Intern	1.26
Account Clerk I	3.00
Cashier	4.00
<b>Total FT Equivalent Employees</b>	<b>9.26</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
% of City water customers using the online customer water portal	50%	40%	46%	40%	Goal in Progress
% of UB customers using e-billing	20%	13%	19%	20%	Goal in Progress
% of UB customers using direct payment (ACH)	30%	32%	35%	37%	Goal Met

# FINANCE DEPARTMENT

## Budget

### Mission & Services

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

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

Budget Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$332,561	\$488,103	\$516,809
Resources	\$0	\$0	\$0

Budget Position Summary	
	FY 2025
Budget/Financial Analyst	2.00
Budget Manager	1.00
<b>Total FT Equivalent Employees</b>	<b>3.00</b>

### Performance Measures

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

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
# of resident budgets submitted on <a href="#">Balancing Act</a> Budget Simulation*	100	7	8	8	Goal in Progress
# of individuals reached through budget public engagement sessions	+10 Annually	27	35	35	Goal in Progress

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

# page views: Balancing Act Budget Simulation Tool*	+2% Annually	220	252	252	Goal Met
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\*Balancing Act was launched in Fiscal Year 2019

## Recommended Operating Revenue Budget - Department Total

### 74 - FINANCE DEPARTMENT

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
45020 - Credit Card Fee	0	0	0	0
45300 - Forfeitures/Penalties	(9,375)	(18,600)	(14,090)	(18,600)
45305 - Collection Fees	0	0	0	0
45310 - AR Late Fee	0	0	0	0
45500 - Miscellaneous Chg for Svcs	(702)	(658)	(702)	(702)
47100 - Reimbursements	(64,478)	(87,700)	(82,321)	(82,321)
47150 - Refunds	0	(34)	0	0
47200 - Insurance Settlements	0	0	0	0
47820 - Specialized Services	(4,705)	(4,535)	(4,705)	(5,096)
<b>4A - Charges for Services Total</b>	<b>(79,260)</b>	<b>(111,528)</b>	<b>(101,818)</b>	<b>(106,719)</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(261,854)	(264,267)	(477,274)	(640,620)
49610 - Transfer In Sanitary Op	(491,431)	(516,108)	(516,315)	(651,128)
49620 - Transfer in Storm Op	(300,116)	(306,240)	(439,437)	(635,390)
49650 - Transfer in Parking Op	(106,917)	(110,362)	(111,831)	(151,069)
49670 - Transfer in Refuse Op	(472,300)	(552,411)	(516,315)	(648,694)
49950 - Transfer in DMASWA Gen	(136,652)	(149,905)	(140,187)	(206,097)
<b>4N - Transfers Total</b>	<b>(1,769,270)</b>	<b>(1,899,293)</b>	<b>(2,201,359)</b>	<b>(2,932,998)</b>
200 - Debt Service				
<b>4N - Transfers</b>				
49304 - Transfer in Sales Tax 20%	(14,293)	(15,400)	(51,661)	(50,700)
<b>4N - Transfers Total</b>	<b>(14,293)</b>	<b>(15,400)</b>	<b>(51,661)</b>	<b>(50,700)</b>
<b>813 - Stores/Printing</b>				
<b>4A - Charges for Services</b>				
47860 - Central Stores Services	0	(2,651)	0	0
47880 - Central IT Processing	0	0	0	0
<b>4A - Charges for Services Total</b>	<b>0</b>	<b>(2,651)</b>	<b>0</b>	<b>0</b>
<b>4K - Unrest Invest Earn</b>				
43000 - Interest	0	0	0	0
<b>4K - Unrest Invest Earn Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FINANCE DEPARTMENT - Total</b>	<b>(1,862,823)</b>	<b>(2,028,871)</b>	<b>(2,354,838)</b>	<b>(3,090,417)</b>

<b>Recommended Operating Expenditure Budget - Department Total</b>				
<b>74 - FINANCE DEPARTMENT</b>				
<b>Fund/Account/Account Title</b>	<b>FY22 Actual Expense</b>	<b>FY23 Actual Expense</b>	<b>FY24 Adopted Budget</b>	<b>FY 25 Recomm'd Budget</b>
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	1,332,164	1,470,089	1,640,408	1,759,329
60200 - Salaries - Regular Part Time	541,011	545,270	593,094	612,388
60300 - Hourly Wages - Temp/Seasonal	11,736	46,334	0	0
60400 - Overtime	1,705	223	27,299	7,730
60620 - Special Pay - Holiday	0	0	0	0
60630 - Special Pay Sick Lv Payout Ret	0	0	0	0
60635 - Special Pay Sick Lv Payout 50%	3,786	8,165	4,695	8,573
60640 - Special Pay - Vacation Payout	23,886	5,690	0	0
60710 - Special Pay - Parental Leave	334	3,951	0	0
60720 - Spec Pay - Meals No Overnight	15	40	0	0
<b>170 - Library Gifts Expendable</b>				
60100 - Salaries-Regular Full Time	0	61	0	0
60200 - Salaries - Regular Part Time	28,217	30,913	34,689	0
<b>6A - Salaries &amp; Wages Total</b>	<b>1,942,853</b>	<b>2,110,736</b>	<b>2,300,185</b>	<b>2,388,020</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	139,976	150,075	172,952	182,623
61300 - IPERS - City Contribution	177,625	189,579	210,155	221,045
61510 - Health Insurance	260,640	281,492	295,715	295,306
61540 - Life Insurance	918	960	1,012	1,012
61600 - Workers' Compensation	8,440	9,102	8,454	10,036
61700 - Unemployment Compensation	0	0	0	0
61992 - Physicals	3,148	1,877	3,148	0
<b>170 - Library Gifts Expendable</b>				
61100 - FICA - City Contribution	2,159	2,369	2,654	0
61300 - IPERS - City Contribution	2,664	2,890	3,275	0
61600 - Workers' Compensation	66	56	0	70
61992 - Physicals	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>595,636</b>	<b>638,402</b>	<b>697,365</b>	<b>710,092</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	3,907	3,807	4,269	4,480
62325 - Mileage	202	367	897	897
62400 - Meetings & Conferences	13,932	11,371	20,352	21,383
62500 - Education Reimbursement	13,155	8,929	13,425	12,156
<b>170 - Library Gifts Expendable</b>				
62500 - Education Reimbursement	0	249	0	0
<b>6C - Staff Development Total</b>	<b>31,197</b>	<b>24,722</b>	<b>38,943</b>	<b>38,916</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63100 - Building Maintenance	32,955	38,135	32,955	38,135
63312 - Vehicle Ops - Gasoline	1,016	1,040	947	947
63320 - Vehicle Repair - Internal	277	385	283	393
63400 - Equipment Maint/Repair	3,856	3,603	5,135	3,841

<b>Recommended Operating Expenditure Budget - Department Total</b>				
<b>74 - FINANCE DEPARTMENT</b>				
<b>Fund/Account/Account Title</b>	<b>FY22 Actual Expense</b>	<b>FY23 Actual Expense</b>	<b>FY24 Adopted Budget</b>	<b>FY 25 Recomm'd Budget</b>
63710 - Electricity	87,842	98,912	87,842	108,605
63711 - Natural Gas	34,235	43,964	34,235	43,963
63730 - Telecommunications	4,042	4,889	4,042	5,514
63742 - Stormwater	486	494	518	574
<b>170 - Library Gifts Expendable</b>				
63100 - Building Maintenance	0	0	0	0
63400 - Equipment Maint/Repair	99	0	101	0
<b>501 - Library Gifts Trust</b>				
63100 - Building Maintenance	0	0	0	0
<b>6D - Repair/Maint/Util Total</b>	<b>164,807</b>	<b>191,422</b>	<b>166,058</b>	<b>201,972</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	19,476	17,092	19,417	18,701
64030 - Outsourced Labor	2,550	408	36,800	36,800
64040 - Collections	0	0	0	0
64062 - Refunds	74	155	74	155
64080 - Insurance - Property	30,775	36,418	39,471	59,247
64081 - Insurance - Liability	11,255	21,256	20,724	30,970
64083 - Insurance - Other	0	0	0	0
64140 - Printing	13,656	5,836	9,820	8,483
64145 - Copying	10,023	12,714	10,280	12,713
64146 - Book Binding	0	0	937	1,000
64147 - Interlibrary Loan	0	0	769	769
64150 - Rental - Equipment	863	647	897	650
64160 - Rental - Land/Bldgs/Parking	462	9,534	462	12,600
64185 - License/Permit/Fees	1,182	1,375	2,182	2,182
64190 - Technology Services	42,755	36,511	41,491	41,595
64191 - IT Recharges	0	0	0	0
64195 - Credit Card Charge	1,474	1,965	1,474	1,965
64860 - Speakers	16,332	19,455	18,585	18,585
64865 - Elevator Service	2,427	2,427	2,427	2,427
64870 - HVAC Services	22,836	20,376	20,376	19,800
64880 - Custodial Services	3,815	1,494	3,317	3,317
64900 - Other Professional Service	9,783	5,166	11,677	8,677
64975 - Equip Maint Cont	<b>4,642</b>	<b>4,672</b>	<b>4,642</b>	<b>4,672</b>
64980 - Technology Equip Maint Cont	84,770	98,471	104,561	103,547
<b>170 - Library Gifts Expendable</b>				
64020 - Advertising	1,092	1,038	1,092	1,000
64062 - Refunds	0	0	0	0
64140 - Printing	891	2,784	1,072	850
64145 - Copying	0	0	0	0
64180 - Sales Tax Expense	175	467	175	467
64860 - Speakers	18,027	26,100	8,000	8,000
64900 - Other Professional Service	604	6,927	2,000	2,000
64980 - Technology Equip Maint Cont	4,105	0	0	0
64990 - Other Contractual Service	0	0	0	0

<b>Recommended Operating Expenditure Budget - Department Total</b>				
<b>74 - FINANCE DEPARTMENT</b>				
<b>Fund/Account/Account Title</b>	<b>FY22 Actual Expense</b>	<b>FY23 Actual Expense</b>	<b>FY24 Adopted Budget</b>	<b>FY 25 Recomm'd Budget</b>
<b>200 - Debt Service</b>				
64110 - Legal	0	0	0	0
64900 - Other Professional Service	0	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>304,044</b>	<b>333,288</b>	<b>362,722</b>	<b>401,172</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65020 - Library Materials	487,061	467,276	582,049	606,506
65040 - Small Tools & Equipment	1,199	0	0	0
65045 - Technology Equipment	27,409	47,140	30,843	33,075
65050 - Other Equipment	16,333	7,156	3,510	4,830
65060 - Office Supplies	17,375	20,970	17,757	23,371
65070 - Operating Supplies	13,923	11,371	32,199	16,096
65080 - Postage/Shipping	19,538	17,451	20,515	18,325
65925 - Uniform Purchase	265	289	200	280
65940 - Gift Cards	25	200	0	0
65944 - Carts	3,000	1,400	2,400	3,600
65965 - Janitorial	3,280	8,556	3,280	8,556
65999 - Cash Over and Short	10	(3)	0	0
<b>170 - Library Gifts Expendable</b>				
65020 - Library Materials	16,069	3,239	7,000	7,000
65025 - Program Materials	10,158	9,869	10,158	10,158
65045 - Technology Equipment	3,976	5,400	0	0
65050 - Other Equipment	0	493	0	0
65060 - Office Supplies	7,006	552	7,006	552
65940 - Gift Cards	0	0	0	0
<b>6F - Commodities Total</b>	<b>626,628</b>	<b>601,359</b>	<b>716,917</b>	<b>732,349</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67100 - Vehicles	0	0	0	0
67210 - Furniture/Fixtures	18,693	15,809	9,290	9,290
67250 - Office Equipment	480	6,695	3,100	3,445
67500 - Buildings	458	0	500	0
<b>170 - Library Gifts Expendable</b>				
67210 - Furniture/Fixtures	6,154	14,138	0	0
67250 - Office Equipment	1,636	-204	0	0
67500 - Buildings	15,000	0	0	0
<b>501 - Library Gifts Trust</b>				
67210 - Furniture/Fixtures	0	0	0	0
<b>6G - Capital Outlay Total</b>	<b>42,421</b>	<b>36,438</b>	<b>12,890</b>	<b>12,735</b>
<b>6H - Debt Service</b>				
<b>200 - Debt Service</b>				
68010 - Principal Payment	212,076	217,074	17,399	17,539
68020 - Interest Payments	14,528	8,306	1,932	1,550
68980 - Financial Consultant	0	0	0	0
68990 - Paying Agent Fees	0	0	0	0

<b>Recommended Operating Expenditure Budget - Department Total</b>				
<b>74 - FINANCE DEPARTMENT</b>				
<b>Fund/Account/Account Title</b>	<b>FY22 Actual Expense</b>	<b>FY23 Actual Expense</b>	<b>FY24 Adopted Budget</b>	<b>FY 25 Recomm'd Budget</b>
6H - Debt Service Total	226,604	225,380	19,331	19,089
<b>FINANCE TOTAL</b>	<b>3,934,191</b>	<b>4,161,747</b>	<b>4,314,411</b>	<b>4,504,345</b>

<b>Recommended Expenditure Budget Report by Activity &amp; Funding Source</b>			
<b>74 - FINANCE DEPARTMENT</b>			
<b>Fund/Activity</b>	<b>FY23 Actual Expense</b>	<b>FY24 Adopted Budget</b>	<b>FY25 Recomm'd Budget</b>
<b>7401 - Accounting</b>			
<b>100 - General</b>			
6A - Salaries & Wages	689,881	884,752	1,057,850
6B - Employee Benefits	226,174	286,417	315,186
6C - Staff Development	21,909	25,667	25,142
6D - Repair/Maint/Util	1,105	453	1,105
6E - Contractual Svcs	1,512,270	1,262,089	1,576,639
6F - Commodities	7,382	5,145	6,975
6G - Capital Outlay	7,303	—	—
6H - Debt Service	8,200	1,200	8,200
<b>200 - Debt Service</b>			
6H - Debt Service	228,912	—	—
<b>7401 - Accounting Total</b>	<b>2,703,136</b>	<b>2,465,723</b>	<b>2,991,097</b>
<b>7402 - Budget</b>			
<b>100 - General</b>			
6A - Salaries & Wages	133,642	267,667	291,091
6B - Employee Benefits	50,387	86,437	90,691
6C - Staff Development	4,643	7,300	7,300
6D - Repair/Maint/Util	690	637	690
6E - Contractual Svcs	143,060	125,362	126,337
6F - Commodities	139	700	700
6G - Capital Outlay	0	0	0
<b>180 - Community Development</b>			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	0	0	0
6C - Staff Development	0	0	0
6D - Repair/Maint/Util	0	0	0
6E - Contractual Svcs	0	0	0
6F - Commodities	0	0	0
<b>7402 - Budget Total</b>	<b>332,561</b>	<b>488,103</b>	<b>516,809</b>
<b>7403 - Utility Billing</b>			
<b>100 - General</b>			
6A - Salaries & Wages	441,183	520,330	523,509
6B - Employee Benefits	180,416	210,911	198,158
6C - Staff Development	13,061	10,196	10,135
6D - Repair/Maint/Util	1,253	504	1,253
6E - Contractual Svcs	257,556	280,714	305,216
6F - Commodities	6,832	14,305	7,322
6G - Capital Outlay	0	0	0
6H - Debt Service	0	0	0
<b>200 - Debt Service</b>			
6H - Debt Service	2,376	0	0
<b>201 - Bond Issues</b>			

## Recommended Expenditure Budget Report by Activity & Funding Source

### 74 - FINANCE DEPARTMENT

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6H - Debt Service	0	0	0
<b>7403 - Utility Billing Total</b>	<b>902,677</b>	<b>1,036,960</b>	<b>1,045,593</b>
<b>7404 - Stores Inventory</b>			
<b>813 - Stores/Printing</b>			
6E - Contractual Svcs	-7,349	0	0
<b>7404 - Stores Inventory Total</b>	<b>-7,349</b>	<b>0</b>	<b>0</b>
<b>7405 - Centralized Multifunction</b>			
<b>813 - Stores/Printing</b>			
6D - Repair/Maint/Util	8,864	7,300	8,864
6E - Contractual Svcs	-3,159	-7,300	-6,203
<b>7405 - Centralized Multifunction Total</b>	<b>5,706</b>	<b>0</b>	<b>2,661</b>
<b>7406 - Centralized Phone</b>			
<b>813 - Stores/Printing</b>			
6E - Contractual Svcs	-2,577	0	0
<b>7406 - Centralized Phone Total</b>	<b>-2,577</b>	<b>0</b>	<b>0</b>
<b>7407 - Centralized Postage</b>			
<b>813 - Stores/Printing</b>			
6E - Contractual Svcs	0	0	0
<b>7407 - Centralized Postage Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>7480 - Debt Service</b>			
<b>200 - Debt Service</b>			
6H - Debt Service	0	248,367	249,606
<b>7480 - Debt Service Total</b>	<b>0</b>	<b>248,367</b>	<b>249,606</b>
<b>7499 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	1,686	0	0
<b>7499 - Pcard Clearing Total</b>	<b>1,686</b>	<b>0</b>	<b>0</b>
<b>FINANCE DEPARTMENT TOTAL</b>	<b>3,935,840</b>	<b>4,239,153</b>	<b>4,805,766</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

74 FINANCE DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	2379	GE-44	CHIEF FINANCIAL OFFICER	1.00	\$ 144,973	1.00	\$ 152,975	1.00	\$ 161,392
100	2380	GE-42	FINANCE DIRECTOR	—	\$ —	1.00	\$ 113,699	—	\$ —
100	9250	GE-42	BUDGET DIRECTOR	—	\$ —	1.00	\$ 107,824	—	\$ —
100		GE-39	FINANCE MANAGER	—	\$ —			1.00	\$ 133,317
100		GE-39	BUDGET MANAGER	—	\$ —			1.00	\$ 119,671
100	1360	GE-39	ASSISTANT FINANCE DIRECTOR	1.00	\$ 108,701			—	\$ —
100		GE-34	BUDGET/FINANCIAL ANALYST	3.00	\$ 220,971	4.00	\$ 307,984	3.00	\$ 256,449
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 51,879	1.00	\$ 50,500	1.00	\$ 56,146
100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 81,230	1.00	\$ 84,965	1.00	\$ 89,560
100	4160	GE-40	PURCHASING & RISK MANAGER	1.00	\$ 115,799	1.00	\$ 121,122	1.00	\$ 127,920
			PURCHASING/SAFETY COORDINATOR	—	\$ —	1.00	\$ 56,653	1.00	\$ 82,390
100	1060	GE-30	ACCOUNTANT	2.00	\$ 118,819	3.00	\$ 186,748	2.00	\$ 136,293
100		GE-30	SENIOR PAYROLL ACCOUNTANT	1.00	\$ 67,108	1.00	\$ 70,194	1.00	\$ 73,994
100		GE-30	PAYROLL SYSTEMS ANALYST	—	\$ —	—	\$ —	1.00	\$ 64,376
100	1020	OE-06	ACCOUNT CLERK I	4.00	\$ 201,923	3.00	\$ 157,889	3.00	\$ 167,885
100	1760	OE-05	CASHIER (FINANCE)	4.00	\$ 183,959	4.00	\$ 196,003	4.00	\$ 209,124
<b>TOTAL FULL TIME EMPLOYEES</b>				19.00	\$ 1,295,362	22.00	\$ 1,606,556	21.00	\$ 1,678,517
<b>61020 Part Time Employee Expense</b>									
100		GE-40	PROJECT MANAGER	—	\$ —	\$ —	0.50	\$ 63,207	
			<b>TOTAL PART TIME EMPLOYEES</b>	—	\$ —	—	0.50	\$ 63,207	
<b>61030 Seasonal Employee Expense</b>									
100	2840	NA-38	FINANCE INTERN-SEASONAL	1.51	\$ 43,414	1.51	\$ 57,943	3.01	\$ 121,752
			<b>TOTAL SEASONAL EMPLOYEES</b>	1.51	\$ 43,414	1.51	\$ 57,943	3.01	\$ 121,752
<b>TOTAL FINANCE DEPARTMENT</b>				<b>20.51</b>	<b>\$ 1,338,776</b>	<b>23.51</b>	<b>\$ 1,664,499</b>	<b>24.51</b>	<b>\$ 1,863,476</b>

**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	
<b>Accounting/Payroll/Treasury-FT General Fund</b>											
10074100	61010	100		GE-44	CHIEF FINANCIAL OFFICER	1.00	\$ 144,973	1.00	\$ 152,975	1.00	\$ 161,392
10074100	61010	100	2380	GE-42	FINANCE DIRECTOR	—	\$ —	1.00	\$ 113,699	—	\$ —
10074100	61010	100		GE-39	FINANCE MANAGER	—	\$ —	—	\$ —	1.00	\$ 133,317
10074100	61010	100	1360	GE-39	ASSISTANT FINANCE DIRECTOR	1.00	\$ 108,701	—	\$ —	—	\$ —
					PURCHASING/SAFETY COORDINATOR					1.00	\$ 82,390
10074100	61010	100	4160	GE-40	PURCHASING & RISK MANAGER	1.00	\$ 115,799	1.00	\$ 121,122	1.00	\$ 127,920
10074100	61010	100	1020	OE-06	ACCOUNT CLERK I	1.00	\$ 51,923	—	\$ —	—	\$ —
10074100	61010	100		GE-34	BUDGET/FINANCIAL ANALYST	1.00	\$ 69,586	2.00	\$ 148,141	1.00	\$ 85,029
10074100	61010	100		GE-30	SENIOR PAYROLL ACCOUNTANT	1.00	\$ 67,108	1.00	\$ 70,194	1.00	\$ 73,994
10074100	61010	100		GE-30	SENIOR PAYROLL ACCOUNTANT	1.00	\$ 67,108	1.00	\$ 70,194	1.00	\$ 73,994
10074100	61010	100	1060	GE-30	ACCOUNTANT	2.00	\$ 118,819	2.00	\$ 130,095	2.00	\$ 136,293
10074100	61010	100	4440	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 51,879	1.00	\$ 50,500	1.00	\$ 56,146
					<b>Total</b>						
						9.00	\$ 728,788	10.00	\$ 843,379	10.00	\$ 920,857
<b>Accounting/Payroll/Treasury-PT General Fund</b>											
10074100	61020	100		GE-40	PROJECT MANAGER	—	\$ —	—	\$ 0.50	\$ 63,207	
					<b>Total</b>						
						—	\$ —	—	\$ 0.50	\$ 63,207	
<b>Accounting/Payroll/Treasury-Seasonal General Fund</b>											
10074100	61030	100	2840	NA-38	FINANCE INTERN-SEASONAL	1.00	\$ 28,751	1.00	\$ 38,373	1.75	\$ 70,786
					<b>Total</b>						
						1.00	\$ 28,751	1.00	\$ 38,373	1.75	\$ 70,786
<b>Budget-General Fund</b>											
10074400	61010	100	9250	GE-42	BUDGET DIRECTOR	—	\$ —	1.00	\$ 107,824	—	\$ —
10074400	61010	100		GE-39	BUDGET MANAGER	—	\$ —	—	\$ —	1.00	\$ 119,671
10074400	61010	100		GE-34	BUDGET/FINANCIAL ANALYST	2.00	\$ 151,385	2.00	\$ 159,843	2.00	\$ 171,420
					<b>Total</b>						
						2.00	\$ 151,385	3.00	\$ 267,667	3.00	\$ 291,091
<b>Utility Billing/Parking Tickets- FT General Fund</b>											
10074700	61010	100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 81,230	1.00	\$ 84,965	1.00	\$ 89,560
10074700	61010	100	1060	GE-30	ACCOUNTANT	—	\$ —	1.00	\$ 56,653	—	\$ —
10074700	61010	100	1760	OE-05	CASHIER (FINANCE)	4.00	\$ 183,959	4.00	\$ 196,003	4.00	\$ 209,124
10074700	61010	100	1020	OE-06	ACCOUNT CLERK I	3.00	\$ 150,000	3.00	\$ 157,889	3.00	\$ 167,885
					<b>Total</b>						
						8.00	\$ 415,189	9.00	\$ 495,510	8.00	\$ 466,569
<b>Utility Billing/Parking Tickets- Seasonal General Fund</b>											
10074700	61030	100	2840	NA-38	FINANCE INTERN - SEASONAL	0.51	\$ 14,663	0.51	\$ 19,570	1.26	\$ 50,966
						0.51	\$ 14,663	0.51	\$ 19,570	1.26	\$ 50,966
						<b>20.51</b>	<b>\$ 1,338,776</b>	<b>23.51</b>	<b>\$ 1,664,499</b>	<b>24.51</b>	<b>\$ 1,863,476</b>
<b>TOTAL FINANCE DEPARTMENT</b>											

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