

FISCAL YEAR 2025
Recommended
Policy And Narrative Budget
TABLE OF CONTENTS

March 27, 2024

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| <u>DEPARTMENT/DIVISION</u> | <u>OPERATING BUDGET PAGE</u> | <u>CIP PAGE</u> |
|---|----------------------------------|---------------------|
| Health Services | 1 | — |
| Library | 25 | — |
| Airport | 51 | 89 |
| Office of Shared Prosperity and Neighborhood Support | 75 | — |
| Office of Equity and Human Rights | 91 | — |
| Finance | 107 | — |

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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

| Budget Highlights | FY 2023 Actual | FY 2024 Budget | FY 2025 Requested | % Change From FY 2024 Budget |
|-----------------------------|-------------------|-------------------|----------------------|------------------------------------|
| 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 | 984,162 | 1,220,368 | 1,317,396 | 8.0 % |
| Operating Revenue | 458,827 | 440,418 | 449,499 | 2.1 % |
| State Grant | 11,010 | 8,802 | 10,000 | 13.6 % |
| Total | 469,837 | 449,220 | 459,499 | 2.3 % |
| Property Tax Support | 514,325 | 771,148 | 857,897 | 86,749 |
| Percent Increase (Decrease) | | | | 11.2 % |
| Personnel - Authorized FTE | 7.14 | 7.14 | 7.14 | |

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 + MFPRSI \$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 | Recommend - No |
| 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 | Recommend - No |
| 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 | Recommend - Yes |
| 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 | Recommend - Yes |
| Property Tax Impact: | \$ 0.0012 | 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 | Recommend - Yes |
| Property Tax Impact: | \$ 0.0006 | 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: | \$ 700 | Tax Funds | Non-Recurring | Recommend - Yes |
| Related Revenue: | <u>\$ 480</u> | | Recurring | |
| Net Property Tax Cost: | \$ 220 | | | |
| Property Tax Impact: | \$ 0.0001 | —% | | |
| 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: | <u>\$ 5,000</u> | Tax Funds | Recurring | Recommend - No |
| 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):

| | | |
|---------------------------------------|-----------|-----------------------|
| Health Machinery and Equipment | | |
| <u>Health Administration</u> | | |
| Smart Phone and Case | \$ | 350 |
| <u>Animal Control</u> | | |
| Truck with Kennel | \$ | 52,575 |
| <u>Inspections</u> | | |
| Smart Phone and Case (2) | \$ | 700 |
| 2 Vehicles | \$ | 52,000 |
| Recommended Improvements | \$ | 463 |
| Total Equipment | \$ | <u>109,088</u> |

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.

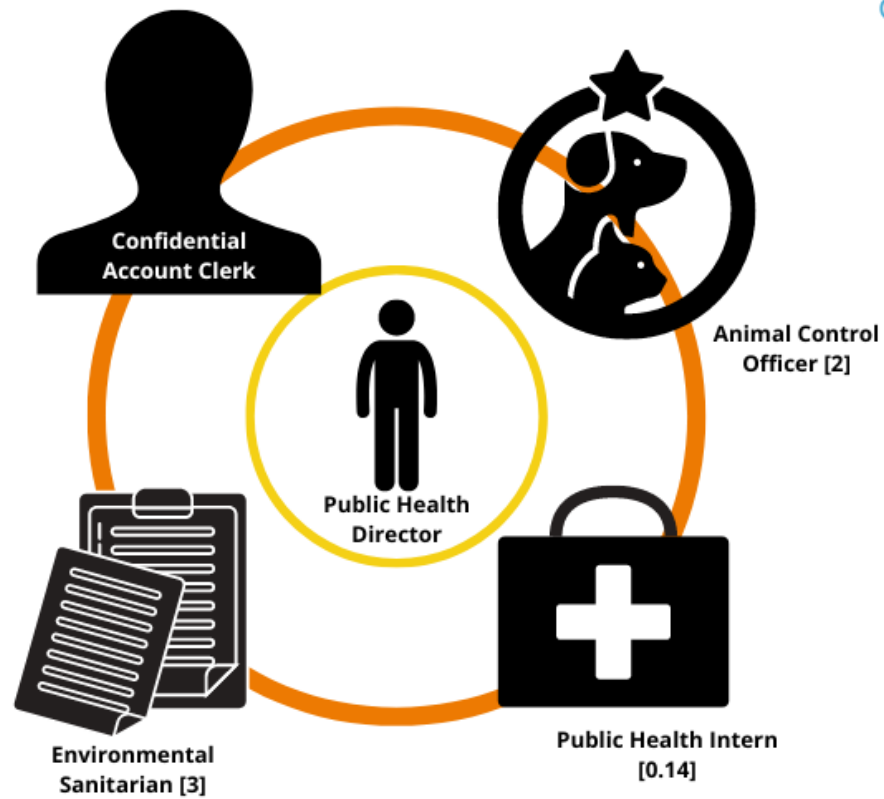
13. Swimming pool inspection revenue is unchanged from \$10,000 in FY 2024 to \$10,000 in FY 2025. This is based on FY 2024 budget due to a decreased number of opened pools that impacted FY 2023 actual revenue.

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



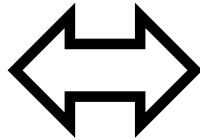
HEALTH SERVICES

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.



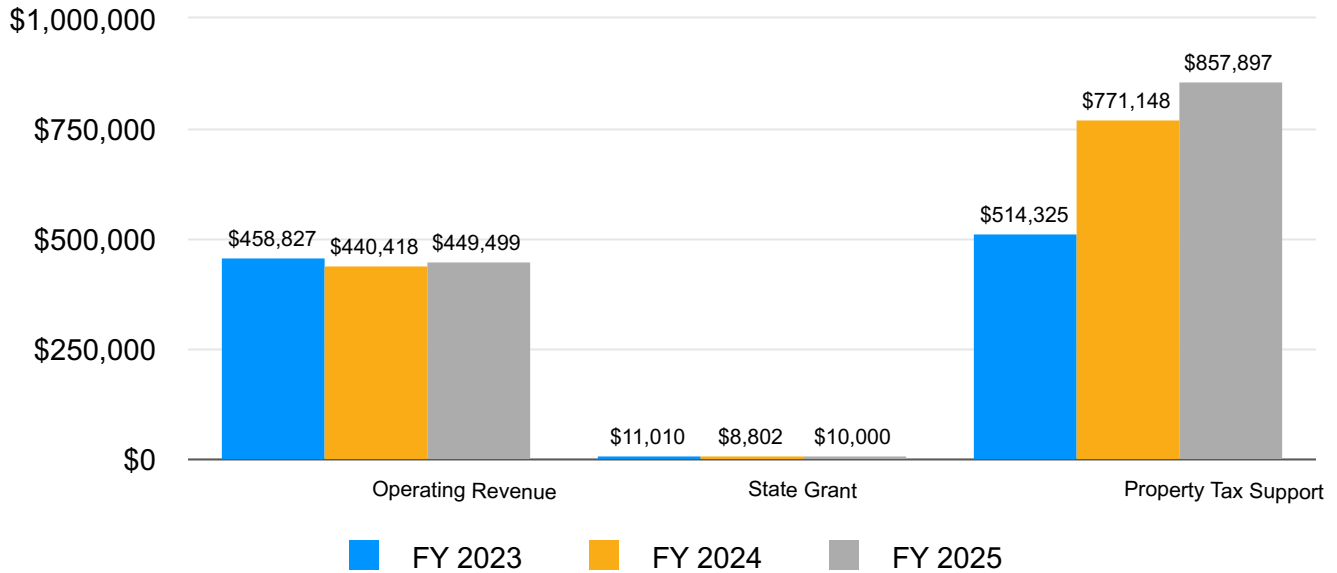
Partnerships

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

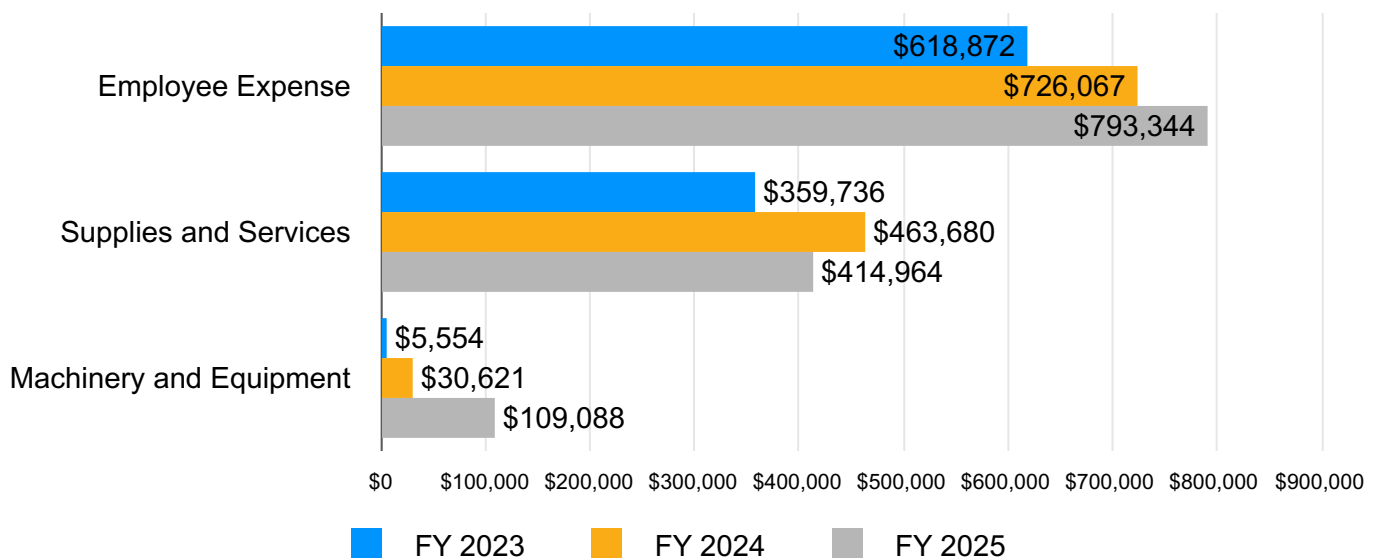
| | FY 2023 | FY 2024 | FY 2025 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 7.14 | 7.14 | 7.14 |

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 |
|--|-----------------------------|-----------------------|-----------------------|-----------------------|----------|

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 |
| Total Full-Time Equivalent Employees | 3.00 |

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 |
|---|----|----|----|----|----------|

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 |
| Total Full-Time Equivalent Employees | 2.00 |

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 |
|-------------------|------|-----|-----|-----|--------------|

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 |
|---|----------------|---------------|----------------|----------------|----------|

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 |
|--|---------------------|---------------------|---------------------|----------------------|
| 100 - General | | | | |
| 4A - Charges for Services | | | | |
| 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) |
| 4A - Charges for Services Total | (423,927) | (452,333) | (438,924) | (448,005) |
| 4B - Grants/Contrib | | | | |
| 44000 - Federal Grants | (1,049) | (6,294) | (1,494) | (1,494) |
| 44400 - State Grants | (8,808) | (11,210) | (8,802) | (10,000) |
| 4B - Grants/Contrib Total | (9,858) | (17,504) | (10,296) | (11,494) |
| HEALTH SERVICES - Total | (433,784) | (469,837) | (449,220) | (459,499) |

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 |
|--|------------------------|------------------------|------------------------|--------------------------|
| 6A - Salaries & Wages | | | | |
| 100 - General | | | | |
| 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 |
| 180 - Community Development | | | | |
| 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 |
| 6A - Salaries & Wages Total | 389,659 | 449,602 | 540,975 | 594,973 |
| 6B - Employee Benefits | | | | |
| 100 - General | | | | |
| 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 |
| 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 |
| 6B - Employee Benefits Total | 143,351 | 169,270 | 185,092 | 198,371 |
| 6C - Staff Development | | | | |
| 100 - General | | | | |
| 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 |
| 6C - Staff Development Total | 9,997 | 19,946 | 35,034 | 26,615 |
| 6D - Repair/Maint/Util | | | | |
| 100 - General | | | | |
| 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 |
| 6D - Repair/Maint/Util Total | 10,311 | 10,490 | 13,116 | 14,714 |
| 6E - Contractual Svcs | | | | |
| 100 - General | | | | |
| 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 |
| 180 - Community Development | | | | |
| 64081 - Insurance - Liability | 0 | 0 | 0 | 0 |
| 6E - Contractual Svcs Total | 355,411 | 318,467 | 401,537 | 360,480 |
| 6F - Commodities | | | | |
| 100 - General | | | | |
| 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 |
| 180 - Community Development | | | | |
| 65025 - Program Materials | 0 | 0 | 0 | 0 |
| 6F - Commodities Total | 10,585 | 12,148 | 19,151 | 14,205 |
| 6G - Capital Outlay | | | | |
| 100 - General | | | | |

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 |
| 6G - Capital Outlay Total | 0 | 4,238 | 25,463 | 108,038 |
| HEALTH SERVICES - Total | 919,315 | 984,161 | 1,220,368 | 1,317,396 |

Recommended Expenditure Budget Report by Activity & Funding Source

17 - HEALTH SERVICES

| Fund/Activity | FY23 Actual Expense | FY24 Adopted Budget | FY25 Recomm'd Budget |
|--|---------------------|---------------------|----------------------|
| 1701 - Administration | | | |
| 100 - General | | | |
| 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 |
| 1701 - Administration Total | 168,352 | 170,769 | 186,645 |
| 1702 - Animal Control | | | |
| 100 - General | | | |
| 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 |
| 1702 - Animal Control Total | 413,797 | 487,320 | 528,410 |
| 1703 - Inspections - Food | | | |
| 100 - General | | | |
| 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 |
| 1703 - Inspections - Food Total | 274,930 | 416,108 | 444,640 |
| 1704 - Community Health Service | | | |
| 100 - General | | | |
| 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 |
| 1704 - Community Health Service Total | 119,622 | 134,221 | 144,460 |
| 1750 - Grants | | | |
| 100 - General | | | |

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 |
| 180 - Community Development | | | |
| 6A - Salaries & Wages | 0 | 0 | 0 |
| 6B - Employee Benefits | 0 | 0 | 0 |
| 6E - Contractual Svcs | 0 | 0 | 0 |
| 6F - Commodities | 0 | 0 | 0 |
| 1750 - Grants Total | 7,461 | 11,950 | 13,241 |
| 1799 - Pcard Clearing | | | |
| 100 - General | | | |
| 6F - Commodities | 0 | 0 | 0 |
| 1799 - Pcard Clearing Total | 0 | 0 | 0 |
| HEALTH SERVICES TOTAL | 984,161 | 1,220,368 | 1,317,396 |

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 |
| 61010 Full Time Employee Expense | | | | | | | | | |
| 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 |
| TOTAL FULL TIME EMPLOYEES | | | | 7.00 | 473,054 | 7.00 | 526,263 | 7.00 | 573,737 |
| 61030 Seasonal Employee Expense | | | | | | | | | |
| 100 | | | PUBLIC HEALTH INTERN | 0.14 | 3,470 | 0.14 | 3,631 | 0.14 | 3,644 |
| TOTAL SEASONAL EMPLOYEES | | | | 0.14 | 3,470 | 0.14 | 3,631 | 0.14 | 3,644 |
| TOTAL HEALTH SERVICES | | | | 7.14 | 476,524 | 7.14 | 529,894 | 7.14 | 577,381 |

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 | |
| Health Services Administration-General Fund | | | | | | | | | | | |
| 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 |
| Total | | | | | | 1.50 | \$ 102,656 | 1.50 | \$ 114,209 | 1.50 | \$123,889 |
| Community Health Services - FT General Fund | | | | | | | | | | | |
| 10017400 | 61010 | 100 | 7700 | GE-37 | PUBLIC HEALTH SPECIALIST | 0.50 | \$ 51,291 | 0.50 | \$ 60,483 | 0.50 | \$ 67,259 |
| Total | | | | | | 0.50 | \$ 51,291 | 0.50 | \$ 60,483 | 0.50 | \$ 67,259 |
| Community Health Services - Seasonal General Fund | | | | | | | | | | | |
| 10017400 | 61030 | 100 | | NA-10 | ENVIRONMENTAL SANITARIAN ASSISTANT INTERN | 0.14 | \$ 3,470 | 0.14 | \$ 3,631 | 0.14 | \$ 3,644 |
| Total | | | | | | 0.14 | \$ 3,470 | 0.14 | \$ 3,631 | 0.14 | \$ 3,644 |
| Inspection of Food Est./Environmental - FT General Fund | | | | | | | | | | | |
| 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 | — | | — | | — | |
| Total | | | | | | 3.00 | \$ 192,577 | 3.00 | \$ 218,653 | 3.00 | \$253,532 |
| Animal Control-FT General Fund | | | | | | | | | | | |
| 10017200 | 61010 | 100 | 7400 | GE-29 | ANIMAL CONTROL OFFICER | 2.00 | \$ 126,530 | 2.00 | \$ 132,918 | 2.00 | \$129,057 |
| Total | | | | | | 2.00 | \$ 126,530 | 2.00 | \$ 132,918 | 2.00 | \$129,057 |
| TOTAL HEALTH SERVICES DEPT. | | | | | | 7.14 | \$ 476,524 | 7.14 | \$ 529,894 | 7.14 | \$577,381 |

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Library

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LIBRARY DEPARTMENT

| Budget Highlights | FY 2023 Actual | FY 2024 Budget | FY 2025 Requested | % Change From FY 2024 Budget |
|-----------------------------------|---------------------------|---------------------------|------------------------------|---|
| <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 % | |
| Personnel - Authorized FTE | 35.15 | 35.52 | 35.52 | |

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 | Recommend - No |
| Net Cost: | <u>\$ 6,000</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: | <u>\$ 13,000</u> | Tax Funds | Non-Recurring | Recommend - Yes |
| 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 | Recommend - No |
| Related Savings: | \$ 18,149 | | Recurring | |
| Net Cost: | <u>\$ 10,076</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 | Recommend - No |
| Related Savings: | \$ 38,918 | Library Gifts | Recurring | |
| Net Cost: | <u>\$ —</u> | | | |
| Property Tax Impact: | <u>\$ 0.0153</u> | 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 |
| Recommended Improvement Packages | \$ 13,000 |
| Total Equipment | \$ 54,240 |

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.

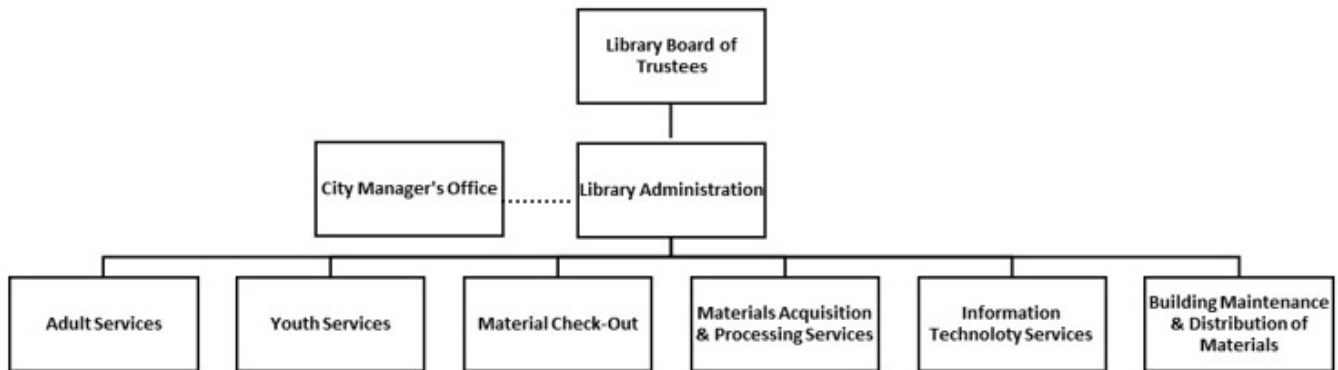
21. Library Service revenue is unchanged from \$3,500 in FY 2024 to \$3,500 in FY 2025. This line item represents proceeds from the 28E agreement with Dubuque County. The agreement provides library services to communities in Dubuque County that do not have libraries and are not covered by the Dubuque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

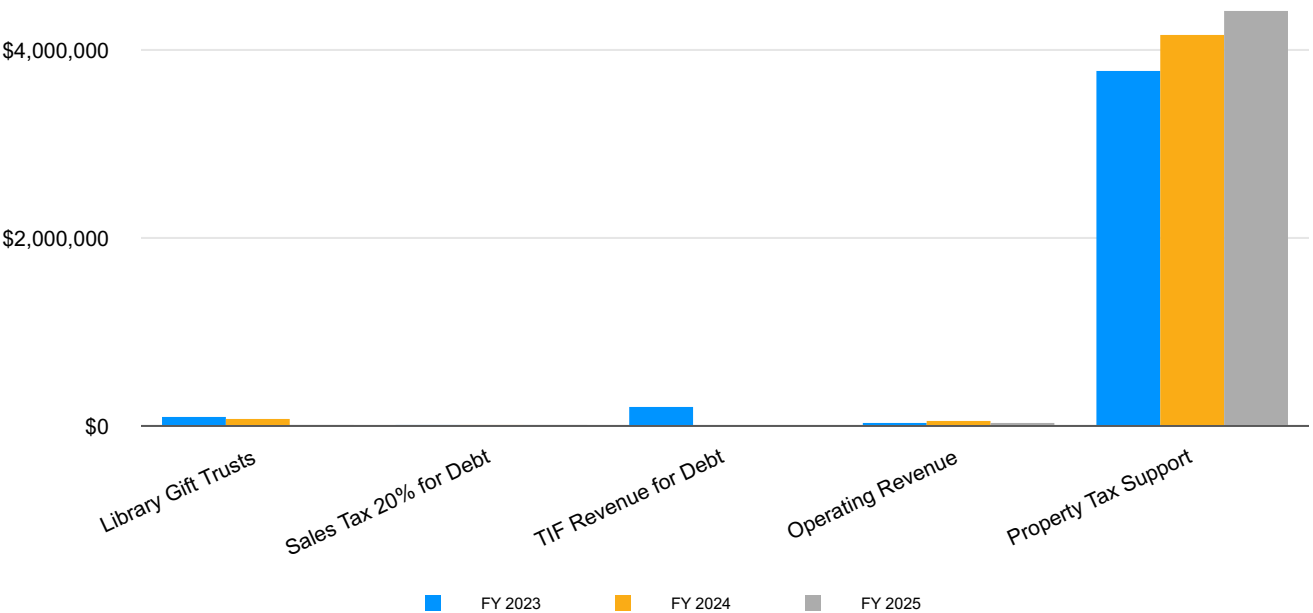
Partnerships:

- 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

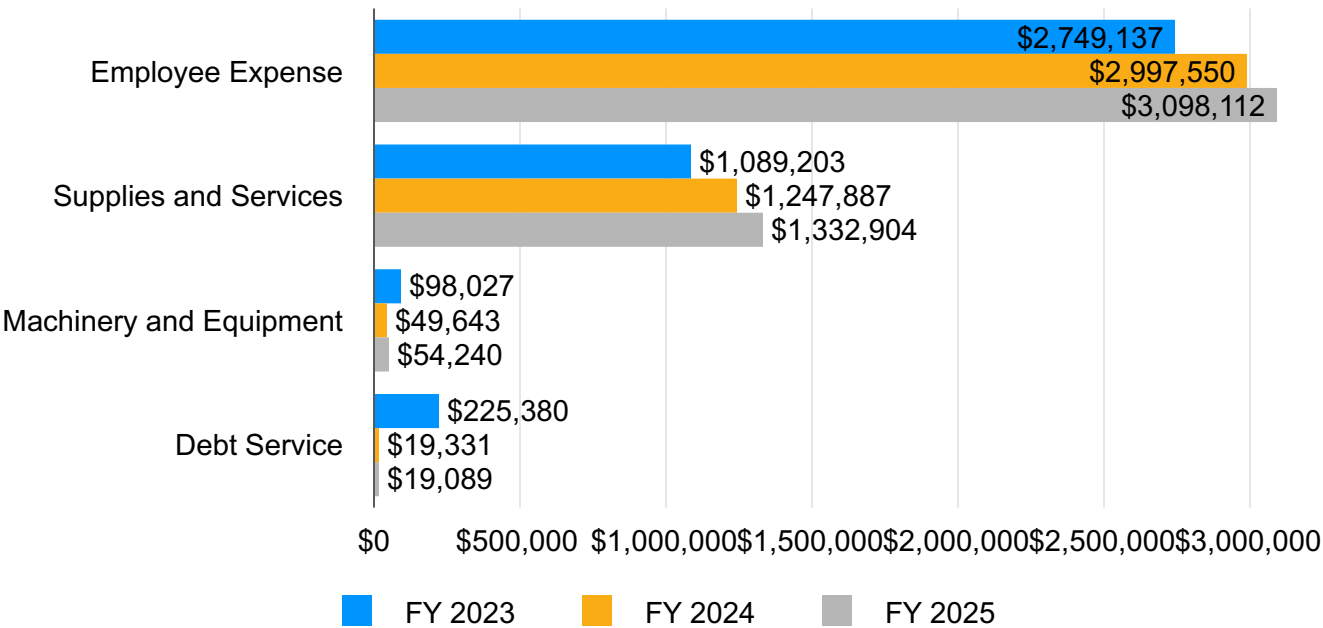
| | FY 2023 | FY 2024 | FY 2025 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 35.15 | 35.52 | 35.52 |

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 |
| Total FT Equivalent Employees | 13.33 |

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 |
| Total FT Equivalent Employees | 7.26 |

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 |
| Total FT Equivalent Employees | 11.43 |

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 |
| Total FT Equivalent Employees | 3.50 |

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 |
|--|---------------------|---------------------|---------------------|----------------------|
| 100 - General | | | | |
| 4A - Charges for Services | | | | |
| 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) |
| 4A - Charges for Services Total | (50,796) | (42,515) | (50,793) | (43,190) |
| 4B - Grants/Contrib | | | | |
| 44700 - Library Service | 0 | (4,755) | (3,500) | (3,500) |
| 4B - Grants/Contrib Total | 0 | (4,755) | (3,500) | (3,500) |
| 170 - Library Gifts Expendable | | | | |
| 4A - Charges for Services | | | | |
| 45042 - Registration/Entry Fee Taxable | (7,576) | (18,744) | (7,576) | (18,745) |
| 47150 - Refunds | (95,655) | (65,109) | (95,655) | (32,572) |
| 4A - Charges for Services Total | (103,231) | (83,854) | (103,231) | (51,317) |
| 4B - Grants/Contrib | | | | |
| 47000 - Contrib - Public Sources | 10 | 0 | 10 | 0 |
| 4B - Grants/Contrib Total | 10 | 0 | 10 | 0 |
| 4K - Unrest Invest Earn | | | | |
| 43000 - Interest | (3,330) | (14,538) | (21,743) | (14,538) |
| 4K - Unrest Invest Earn Total | (3,330) | (14,538) | (21,743) | (14,538) |
| 200 - Debt Service | | | | |
| 4N - Transfers | | | | |
| 49126 - Transfer in GDTIF | (206,850) | (206,000) | 0 | 0 |
| 49304 - Transfer in Sales Tax 20% | (19,754) | (19,380) | (19,331) | (19,089) |
| 4N - Transfers Total | (226,604) | (225,380) | (19,331) | (19,089) |
| 4O - Eliminated for GW | | | | |
| 48200 - Proceeds from GO Debt | 0 | 0 | 0 | 0 |
| 48205 - Bond Discount/Premium | 0 | 0 | 0 | 0 |
| 4O - Eliminated for GW Total | 0 | 0 | 0 | 0 |
| 501 - Library Gifts Trust | | | | |
| 4A - Charges for Services | | | | |
| 47150 - Refunds | (12) | (3) | 0 | (247) |
| 4A - Charges for Services Total | (12) | (3) | 0 | (247) |
| LIBRARY - Total | (383,962) | (371,044) | (198,588) | (131,881) |

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 |
|--|------------------------|------------------------|------------------------|--------------------------|
| 6A - Salaries & Wages | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 60100 - Salaries-Regular Full Time | 0 | 61 | 0 | 0 |
| 60200 - Salaries - Regular Part Time | 28,217 | 30,913 | 34,689 | 0 |
| 6A - Salaries & Wages Total | 1,942,853 | 2,110,736 | 2,300,185 | 2,388,020 |
| 6B - Employee Benefits | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 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 |
| 6B - Employee Benefits Total | 595,636 | 638,402 | 697,365 | 710,092 |
| 6C - Staff Development | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 62500 - Education Reimbursement | 0 | 249 | 0 | 0 |
| 6C - Staff Development Total | 31,197 | 24,722 | 38,943 | 38,916 |
| 6D - Repair/Maint/Util | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |

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 |
| 501 - Library Gifts Trust | | | | |
| 63100 - Building Maintenance | 0 | 0 | 0 | 0 |
| 6D - Repair/Maint/Util Total | 164,807 | 191,422 | 166,058 | 201,972 |
| 6E - Contractual Svcs | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 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 |
| 200 - Debt Service | | | | |
| 64110 - Legal | 0 | 0 | 0 | 0 |
| 64900 - Other Professional Service | 0 | 0 | 0 | 0 |
| 6E - Contractual Svcs Total | 304,044 | 333,288 | 362,722 | 401,172 |
| 6F - Commodities | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 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 |
| 6F - Commodities Total | 626,628 | 601,359 | 716,917 | 732,349 |
| 6G - Capital Outlay | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 67210 - Furniture/Fixtures | 6,154 | 14,138 | 0 | 0 |
| 67250 - Office Equipment | 1,636 | -204 | 0 | 0 |
| 67500 - Buildings | 15,000 | 0 | 0 | 0 |
| 501 - Library Gifts Trust | | | | |
| 67210 - Furniture/Fixtures | 0 | 0 | 0 | 0 |
| 6G - Capital Outlay Total | 42,421 | 36,438 | 12,890 | 12,735 |
| 6H - Debt Service | | | | |
| 200 - Debt Service | | | | |
| 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 |
| 6H - Debt Service Total | 226,604 | 225,380 | 19,331 | 19,089 |
| LIBRARY - Total | 3,934,191 | 4,161,747 | 4,314,411 | 4,504,345 |

Recommended Expenditure Budget Report by Activity & Funding Source

36 - LIBRARY

| Fund/Activity | FY23 Actual Expense | FY24 Adopted Budget | FY25 Recomm'd Budget |
|--|---------------------|---------------------|----------------------|
| 3601 - Administration | | | |
| 100 - General | | | |
| 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 | — | — |
| 3601 - Administration Total | 396,817 | 476,322 | 482,115 |
| 3602 - Adult Services | | | |
| 100 - General | | | |
| 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 | — | — |
| 3602 - Adult Services Total | 1,359,864 | 1,432,121 | 1,503,389 |
| 3603 - Children Services | | | |
| 100 - General | | | |
| 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 | — | — |
| 3603 - Children Services Total | 648,968 | 729,023 | 768,695 |
| 3604 - Circulation Services | | | |
| 100 - General | | | |
| 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 | — | — | — |
| 3604 - Circulation Services Total | 454,597 | 596,092 | 642,442 |
| 3605 - Maintenance Services | | | |
| 100 - General | | | |
| 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 |
| 3605 - Maintenance Services Total | 478,779 | 420,797 | 514,000 |
| 3606 - Youth Services | | | |
| 100 - General | | | |
| 6E - Contractual Svcs | 2,851 | 4,562 | 4,562 |
| 6F - Commodities | 21,044 | 19,945 | 21,200 |
| 3606 - Youth Services Total | 23,895 | 24,507 | 25,762 |
| 3607 - Information Technology | | | |
| 100 - General | | | |
| 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 |
| 3607 - Information Technology Total | 422,443 | 480,204 | 464,294 |
| 3608 - Technical Services | | | |
| 100 - General | | | |
| 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 |
| 3608 - Technical Services Total | 43,556 | 58,792 | 54,462 |
| 3660 - Permanent Gift Trust | | | |
| 170 - Library Gifts Expendable | | | |
| 6D - Repair/Maint/Util | 0 | 0 | 0 |
| 501 - Library Gifts Trust | | | |
| 6D - Repair/Maint/Util | 0 | 0 | 0 |
| 6G - Capital Outlay | 0 | 0 | 0 |
| 3660 - Permanent Gift Trust Total | 0 | 0 | 0 |
| 3661 - General Gift Trust | | | |
| 170 - Library Gifts Expendable | | | |
| 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 |
| 3661 - General Gift Trust Total | 107,341 | 77,222 | 30,097 |
| 3680 - Debt Service | | | |

Recommended Expenditure Budget Report by Activity & Funding Source

36 - LIBRARY

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

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 |
| 61010 Full Time Employee Expense | | | | | | | | | |
| 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 |
| TOTAL FULL TIME EMPLOYEES | | | | 21.00 | \$1,483,882 | 22.00 | \$1,645,099 | 22.00 | \$1,759,329 |
| 61020 Part Time Employee Expense | | | | | | | | | |
| 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 |
| TOTAL PART TIME EMPLOYEES | | | | 14.15 | \$ 567,318 | 13.52 | \$ 590,124 | 13.52 | \$ 612,388 |
| TOTAL LIBRARY | | | | 35.15 | \$2,051,200 | 35.52 | \$2,235,223 | 35.52 | \$2,371,717 |

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 | |
| Library Administration-FT | | | | | | | | | | | |
| 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 |
| Total | | | | | | 3.00 | \$ 255,592 | 3.00 | \$ 273,312 | 3.00 | \$ 288,099 |
| Library Administration-PT | | | | | | | | | | | |
| 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 |
| Total | | | | | | 0.88 | \$ 36,301 | 0.88 | \$ 34,397 | 0.88 | \$ 36,562 |
| Adult Services-FT | | | | | | | | | | | |
| 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 |
| Total | | | | | | 8.00 | \$ 585,710 | 8.00 | \$ 619,366 | 8.00 | \$ 656,811 |
| Adult Services-PT | | | | | | | | | | | |
| 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 |
| Total | | | | | | 1.45 | \$ 71,460 | 1.45 | \$ 71,155 | 1.45 | \$ 75,253 |
| Youth Services-FT | | | | | | | | | | | |
| 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 |
| Total | | | | | | 4.00 | \$ 268,860 | 4.00 | \$ 288,165 | 4.00 | \$ 315,447 |
| Youth Services-PT | | | | | | | | | | | |
| 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 |
| Total | | | | | | 3.26 | \$ 98,969 | 3.26 | \$ 129,883 | 3.26 | \$ 136,482 |
| Circulation Services-FT | | | | | | | | | | | |
| 10036220 | 61010 | 100 | | GE-33 | CIRCULATION MANAGER | 1.00 | \$ 80,441 | 1.00 | \$ 84,140 | 1.00 | \$ 88,690 |
| Total | | | | | | 1.00 | \$ 80,441 | 1.00 | \$ 84,140 | 1.00 | \$ 88,690 |
| Circulation Services-PT | | | | | | | | | | | |
| 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 |
| Total | | | | | | 7.93 | \$ 339,748 | 8.30 | \$ 378,277 | 8.30 | \$ 405,191 |
| Information Technology-FT | | | | | | | | | | | |
| 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 | — | \$ — | — | \$ — |
| Total | | | | | | 2.00 | \$ 137,987 | 2.00 | \$ 144,930 | 2.00 | \$ 152,766 |
| Information Technology-PT | | | | | | | | | | | |
| 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 |
| Total | | | | | | 1.50 | \$ 69,212 | 1.50 | \$ 90,419 | 1.50 | \$ 83,092 |
| Maintenance-FT | | | | | | | | | | | |
| 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 |
| Total | | | | | | 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 | |
| Maintenance-PT | | | | | | | | | | | |
| 10036300 | 61020 | 100 | 1400 | GE-25 | CUSTODIAN-LIBRARY | 0.13 | \$ 6,464 | 0.13 | \$ 6,984 | 0.13 | \$ 7,362 |
| Total | | | | | | 0.13 | \$ 6,464 | 0.13 | \$ 6,984 | 0.13 | \$ 7,362 |
| TOTAL LIBRARY DEPARTMENT | | | | | | 35.15 | \$ 2,051,200 | 35.52 | \$ 2,235,223 | 35.52 | \$ 2,371,717 |

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Airport

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AIRPORT DEPARTMENT

| Budget Highlights | FY 2023 Actual | FY 2024 Budget | FY 2025 Requested | % Change From FY 2024 Budget |
|-----------------------------------|-------------------|-------------------|----------------------|------------------------------------|
| <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 % | |
| Personnel - Authorized FTE | 19.77 | 20.4 | 19.7 | |

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: | <u>\$ 10,000</u> | Tax Funds | Recurring | Recommend - No |
| Net Cost: | <u>\$ 10,000</u> | | | |
| 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 | Recommend - Yes |
| 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 |
| Total Promotion | \$ 1,351,725 | \$ 123,000 | \$ 1,522,725 |

*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):

| | |
|--|-------------------|
| Airport Machinery and Equipment | |
| Airport Administration | |
| Smart Phone (3) | \$ 1,050 |
| Fixed Base Operations | |
| Smart Phone (2) | \$ 700 |
| Fuel Truck Refurbished | \$ 70,000 |
| Handheld Radios | \$ 600 |
| Aircraft Towbars | \$ 1,500 |
| Safety Equipment - Miscellaneous First Aid | \$ 220 |
| Airport Operations | |
| 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 |
| Recommended Improvement Packages | \$ 15,000 |
| Total Equipment | \$ 136,620 |

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 | | |
| <u>\$ 273,857</u> | Total Airport Annual Debt Service | | | | |

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.

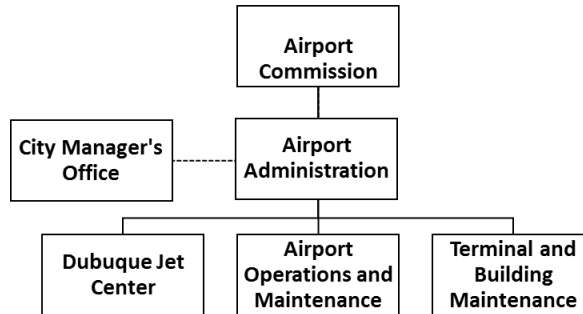
21. Aviation Fuel Flow revenue increased from \$152,716 in FY 2024 to \$181,051 in FY 2025. This line item represents revenue received from aviation fuel sales in the Fixed Based Operations activity. Fuel Flow increased in FY 2025 based on aviation fuel sold. FY 2023 actual was \$195,390, and FY 2022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

Miscellaneous

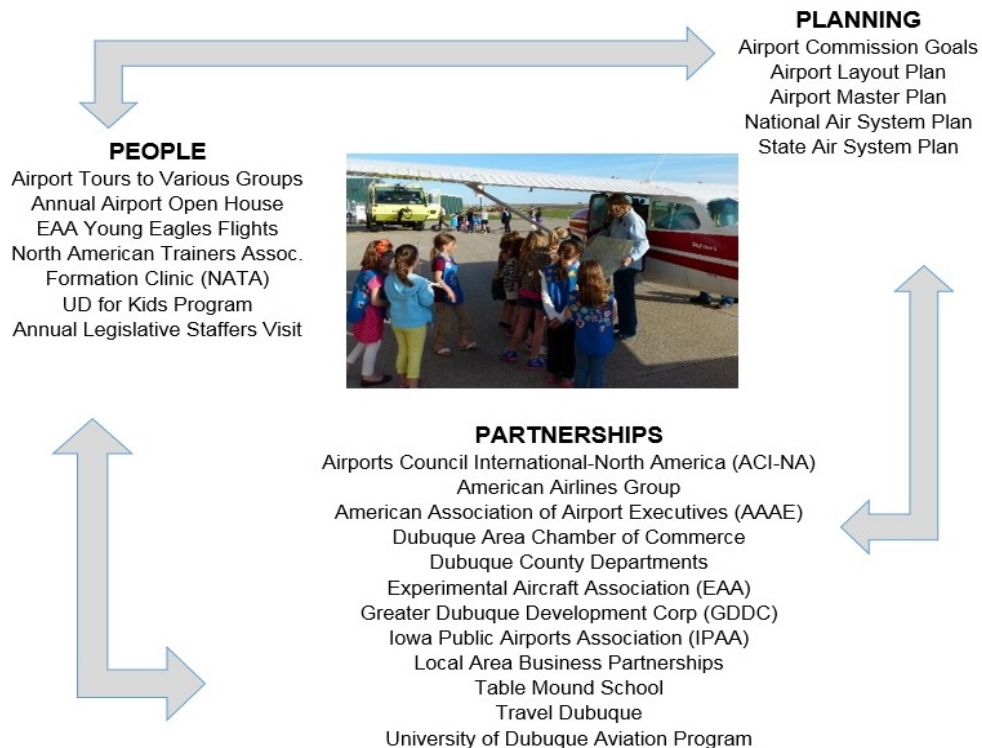
22. The Airport Department budget with abated debt is 96% self-supporting in FY 2025 versus 94% self-supporting in FY 2024.
23. Starting in FY 2024, Avelo has changed their services from year-round to seasonal, only offering flights from November through April. Ground handling fee revenue will be most 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.



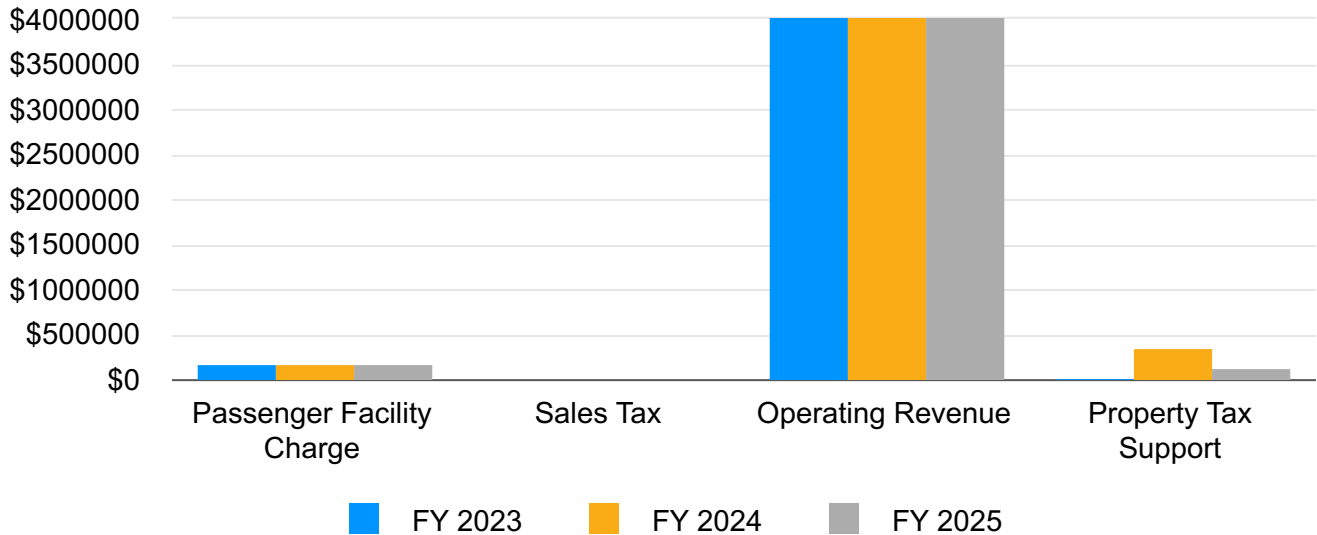
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



DUBUQUE REGIONAL AIRPORT

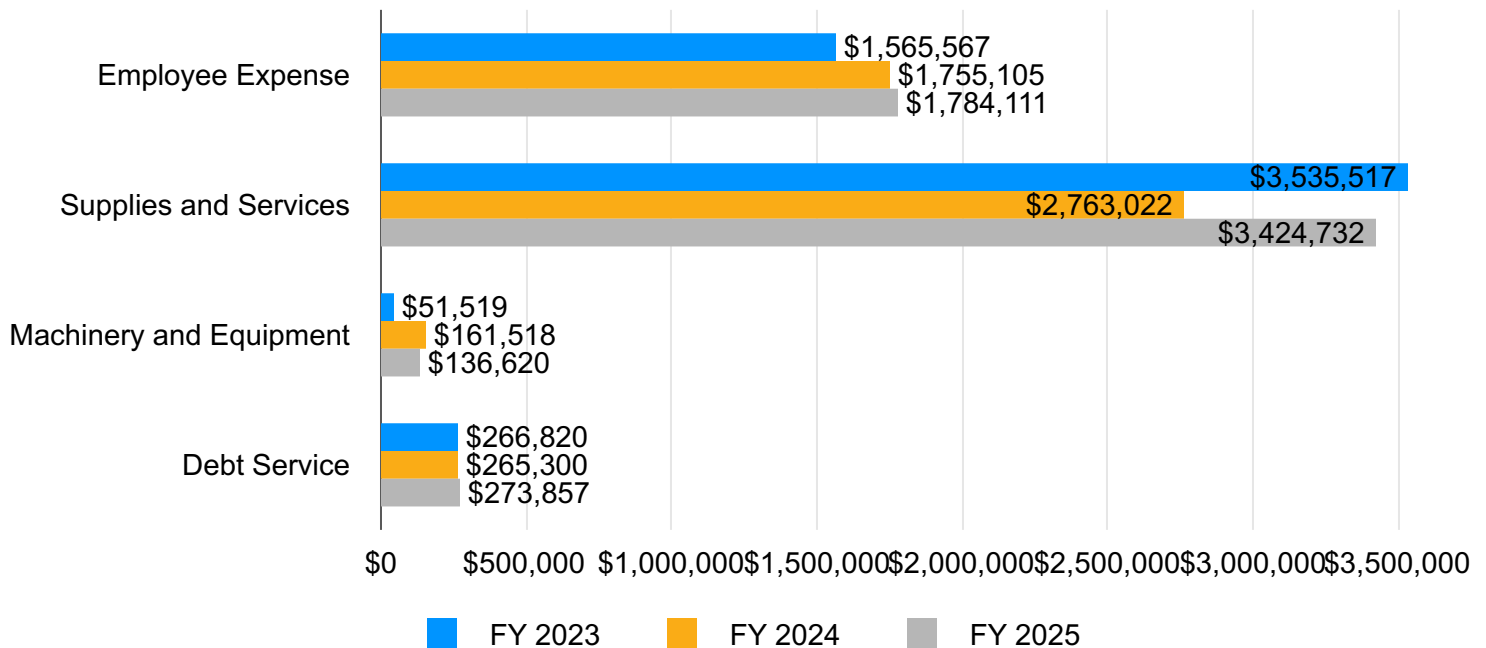
| | FY 2023 | FY 2024 | FY 2025 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 19.77 | 20.40 | 19.70 |

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 |
| Total Full-Time Equivalent Employee's | 2.75 |

Performance Measures

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

- 1 **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 |
| Total Full-Time Equivalent Employees | 9.04 |

Performance Measures

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

¹ 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 | Goal Not Met |

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 |
| Total FT Equivalent Employees | 7.91 |

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 |

| Recommended Operating Revenue Budget - Department Total | | | | |
|--|----------------------------|----------------------------|----------------------------|-----------------------------|
| 51 - AIRPORT | | | | |
| Fund/Account/Account Title | FY22 Actual Revenue | FY23 Actual Revenue | FY24 Adopted Budget | FY25 Recomm'd Budget |
| 100 - General | | | | |
| 4A - Charges for Services | | | | |
| 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 Hangar | (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) |
| 4A - Charges for Services Total | (4,297,642) | (5,084,486) | (4,041,191) | (4,950,233) |
| 4B - Grants/Contrib | | | | |
| 44000 - Federal Grants | (532,822) | 0 | (238,771) | (206,384) |
| 44400 - State Grants | 0 | (35,373) | (48,000) | (48,000) |
| 4B - Grants/Contrib Total | (532,822) | (35,373) | (286,771) | (254,384) |
| 4M - Gain on Disposal | | | | |
| 48100 - Sale of Personal Property | (2,550) | (6,695) | 0 | 0 |
| 4M - Gain on Disposal Total | (2,550) | (6,695) | 0 | 0 |
| 200 - Debt Service | | | | |
| 4N - Transfers | | | | |
| 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) |
| 4N - Transfers Total | (275,189) | (266,820) | (265,300) | (273,857) |

| Recommended Operating Revenue Budget - Department Total | | | | |
|--|----------------------------|----------------------------|----------------------------|-----------------------------|
| 51 - AIRPORT | | | | |
| Fund/Account/Account Title | FY22 Actual Revenue | FY23 Actual Revenue | FY24 Adopted Budget | FY25 Recomm'd Budget |
| 40 - Eliminated for GW | | | | |
| 48200 - Proceeds from GO Debt | — | — | — | — |
| 48205 - Bond Discount/Premium | — | — | — | — |
| 40 - Eliminated for GW Total | — | — | — | — |
| 178 - Customer Facility Charge | | | | |
| 4A - Charges for Services | | | | |
| 45065 - Rental Car Fee | (31,938) | (22,692) | (28,800) | (28,800) |
| 4A - Charges for Services Total | (31,938) | (22,692) | (28,800) | (28,800) |
| 4K - Unrest Invest Earn | | | | |
| 43000 - Interest | (782) | (3,317) | (3,886) | (3,317) |
| 4K - Unrest Invest Earn Total | (782) | (3,317) | (3,886) | (3,317) |
| AIRPORT - Total | (5,140,923) | (5,419,384) | (4,625,948) | (5,510,591) |

| 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 |
| 6A - Salaries & Wages | | | | |
| 100 - General | | | | |
| 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 |
| 6A - Salaries & Wages Total | 1,138,879 | 1,163,056 | 1,324,679 | 1,346,833 |
| 6B - Employee Benefits | | | | |
| 100 - General | | | | |
| 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 |
| 6B - Employee Benefits Total | 379,362 | 402,511 | 430,426 | 437,278 |
| 6C - Staff Development | | | | |
| 100 - General | | | | |
| 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 |
| 6C - Staff Development Total | 30,945 | 21,328 | 38,575 | 22,529 |
| 6D - Repair/Maint/Util | | | | |
| 100 - General | | | | |
| 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 |
| 6D - Repair/Maint/Util Total | 2,623,972 | 3,003,009 | 2,256,445 | 2,822,098 |
| 6E - Contractual Svcs | | | | |
| 100 - General | | | | |
| 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 |
| 200 - Debt Service | | | | |
| 64900 - Other Professional Service | 0 | 0 | 0 | 0 |
| 6E - Contractual Svcs Total | 330,924 | 476,053 | 400,745 | 515,394 |
| 6F - Commodities | | | | |
| 100 - General | | | | |
| 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 |

| 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 |
| 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 |
| 6F - Commodities Total | 113,919 | 71,056 | 75,777 | 131,331 |
| 6G - Capital Outlay | | | | |
| 100 - General | | | | |
| 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 |
| 6G - Capital Outlay Total | 191,414 | 15,590 | 152,998 | 70,000 |
| 6H - Debt Service | | | | |
| 200 - Debt Service | | | | |
| 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 |
| 6H - Debt Service Total | 275,189 | 266,820 | 265,300 | 273,857 |
| 6I - Transfers | | | | |
| 178 - Customer Facility Charge | | | | |
| 69308 - Transfers Out to Airport Const | 0 | 0 | 0 | 0 |
| 6I - Transfers Total | 0 | 0 | 0 | 0 |
| AIRPORT - Total | 5,084,606 | 5,419,423 | 4,944,945 | 5,619,320 |

Recommended Expenditure Budget Report by Activity & Funding Source

51 - AIRPORT

| Fund/Activity | FY23 Actual Expense | FY24 Adopted Budget | FY25 Recomm'd Budget |
|---|---------------------|---------------------|----------------------|
| 5101 - Administration | | | |
| 100 - General | | | |
| 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 | — | — | — |
| 5101 - Administration Total | 579,927 | 582,413 | 580,858 |
| 5102 - FBO Operation | | | |
| 100 - General | | | |
| 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 |
| 5102 - FBO Operation Total | 3,340,383 | 2,833,259 | 3,399,390 |
| 5103 - Airport Operations | | | |
| 100 - General | | | |
| 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 | — | — |
| 178 - Customer Facility Charge | | | |
| 6I - Transfers | — | — | — |
| 5103 - Airport Operations Total | 978,612 | 1,020,742 | 1,111,873 |
| 5104 - Terminal Building Maintenance | | | |
| 100 - General | | | |
| 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 |
| 5104 - Terminal Building Maintenance Total | 253,681 | 243,231 | 253,342 |
| 5180 - Debt Service | | | |
| 200 - Debt Service | | | |
| 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 |
| 5180 - Debt Service Total | 266,820 | 265,300 | 273,857 |
| 5199 - Pcard Clearing | | | |
| 100 - General | | | |
| 6F - Commodities | 0 | 0 | 0 |
| 5199 - Pcard Clearing Total | 0 | 0 | 0 |
| AIRPORT TOTAL | 5,419,423 | 4,944,945 | 5,619,320 |

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 |
| 61010 Full Time Employee Expense | | | | | | | | | |
| 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 |
| TOTAL FULL TIME EMPLOYEES | | | | 13.00 | \$861,085 | 13.00 | \$ 908,235 | 13.00 | \$ 964,535 |
| 61020 Part Time Employee Expense | | | | | | | | | |
| 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 |
| TOTAL PART TIME EMPLOYEES | | | | 6.54 | \$243,949 | 7.17 | \$ 282,289 | 6.47 | \$ 252,607 |
| 61030 Seasonal Employee Expense | | | | | | | | | |
| 100 | 896 | NA-27 | LABORER | 0.23 | \$ 8,284 | 0.23 | \$ 8,252 | 0.23 | \$ 9,132 |
| TOTAL SEASONAL EMPLOYEES | | | | 0.23 | \$ 8,284 | 0.23 | \$ 8,252 | 0.23 | \$ 9,132 |
| TOTAL AIRPORT | | | | 19.77 | \$1,113,311 | 20.40 | \$1,198,776 | 19.70 | \$1,226,274 |

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 | |
| Airport Administration-FT | | | | | | | | | | | |
| 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 |
| | | | | | Total | 2.75 | \$ 285,462 | 2.75 | \$ 298,586 | 2.75 | \$ 315,081 |
| Airport Administration-PT | | | | | | | | | | | |
| 10051100 | 61020 | 100 | 236 | GE-28 | MARKETING COORDINATOR | 0.70 | \$ 42,211 | 0.70 | \$ 44,152 | — | \$ — |
| | | | | | Total | 0.70 | \$ 42,211 | 0.70 | \$ 44,152 | — | \$ — |
| Airport Operations-FT | | | | | | | | | | | |
| 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 |
| | | | | | Total | 7.00 | \$ 363,569 | 7.00 | \$ 380,282 | 7.00 | \$ 401,750 |
| Airport Operations-Seasonal and Part-Time | | | | | | | | | | | |
| 10051400 | 61030 | 100 | 892 | NA-27 | LABORER | 0.23 | \$ 8,284 | 0.23 | \$ 8,252 | 0.23 | \$ 9,132 |
| | | | | | Total | 0.23 | \$ 8,284 | 0.23 | \$ 8,252 | 0.23 | \$ 9,132 |
| FBO Operation-FT | | | | | | | | | | | |
| 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 |
| | | | | | Total | 3.25 | \$ 212,054 | 3.25 | \$ 229,367 | 3.25 | \$ 247,704 |
| FBO Operation-PT | | | | | | | | | | | |
| 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 |
| | | | | | Total | 5.16 | \$ 167,023 | 5.79 | \$ 204,653 | 5.79 | \$ 217,796 |
| Terminal Maintenance-PT | | | | | | | | | | | |
| 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 |
| | | | | | Total | 0.68 | \$ 34,715 | 0.68 | \$ 33,484 | 0.68 | \$ 34,811 |
| TOTAL AIRPORT DEPARTMENT | | | | | | 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 | |
| AIRPORT | TOTAL | | | | 10,303,856 | |

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

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Office of Shared Prosperity and Neighborhood Support

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OFFICE OF SHARED PROSPERITY AND NEIGHBORHOOD SUPPORT

| Budget Highlights | FY 2023 Actual | FY 2024 Budget | FY 2025 Requested | % Change From FY 2024 Budget |
|-----------------------------------|---------------------------|---------------------------|------------------------------|---|
| <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 % |
| Personnel - Authorized FTE | 3.66 | 3.66 | 4.00 | |

Significant Line Items

Employee Expense

1. FY 2025 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from 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 educated 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.

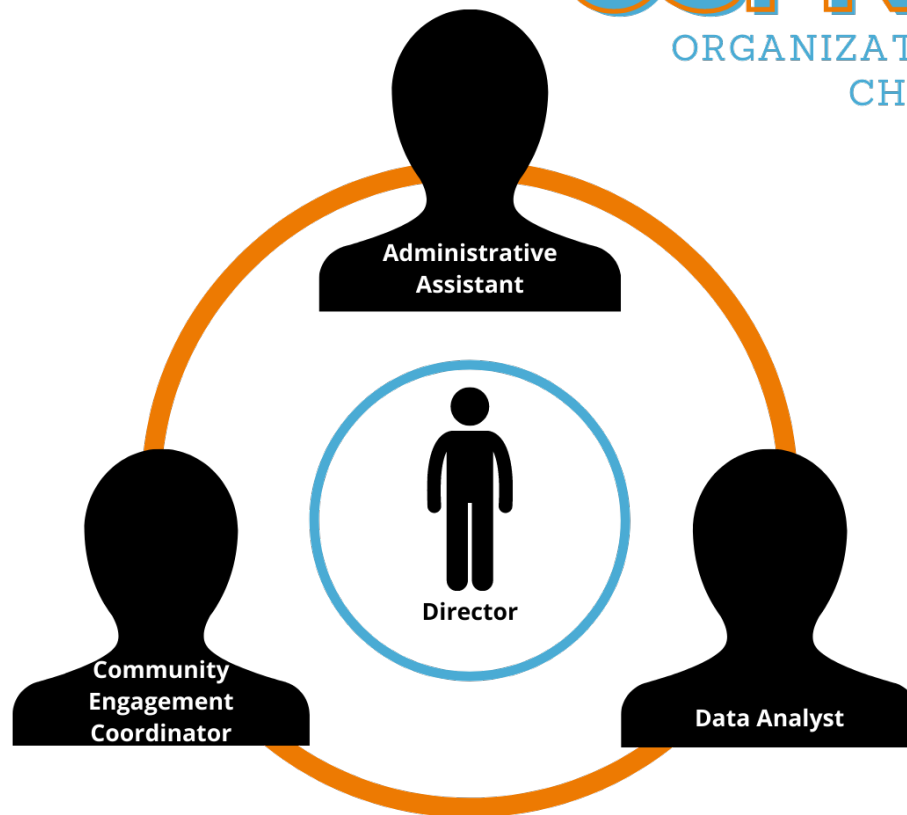
Machinery & Equipment

9. Equipment replacements includes (\$700):

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

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.

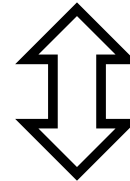
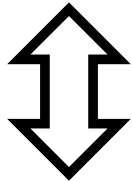
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS, AND PEOPLE LEADING TO OUTCOMES

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

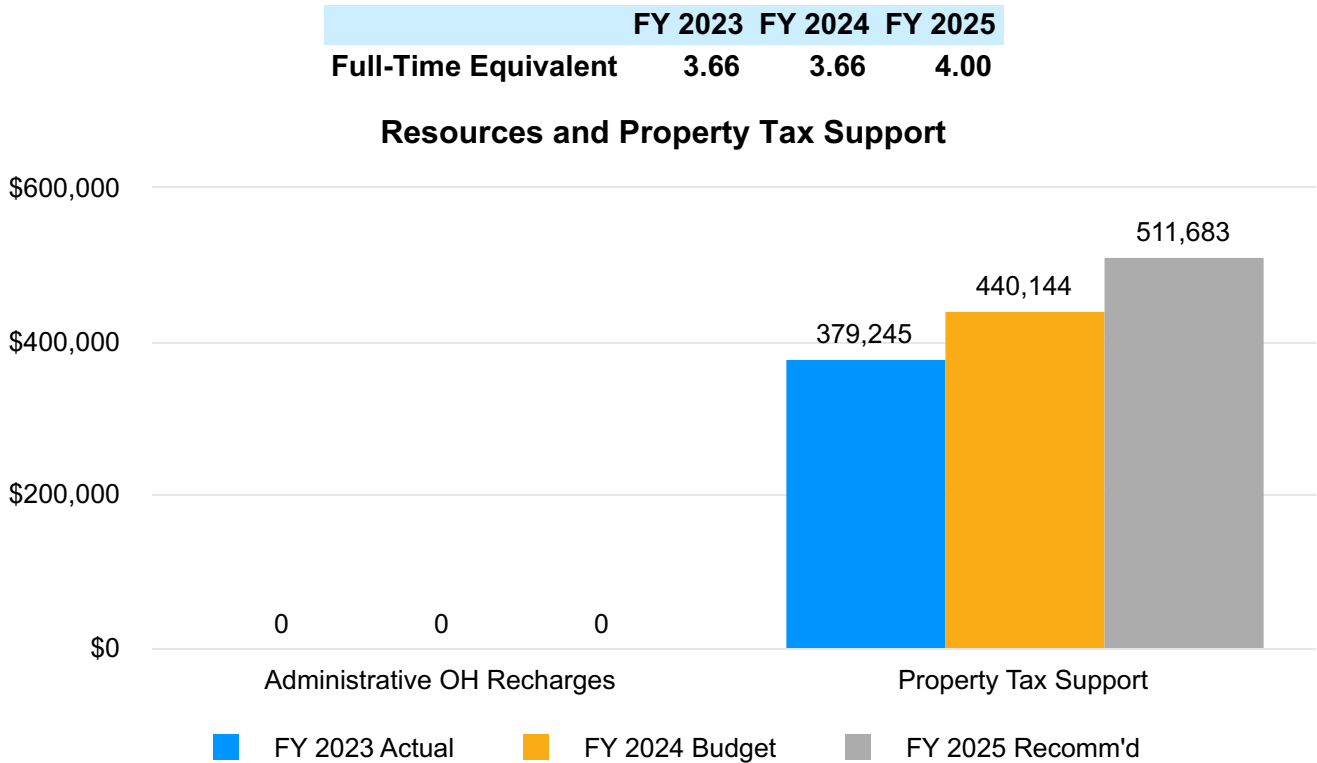
Through strategic partnerships and
collaboration, The Office of Shared
Prosperity and Neighborhood seeks
to address the widespread impact of
poverty among us through a
systematic approach to reverse
its course for the working poor.



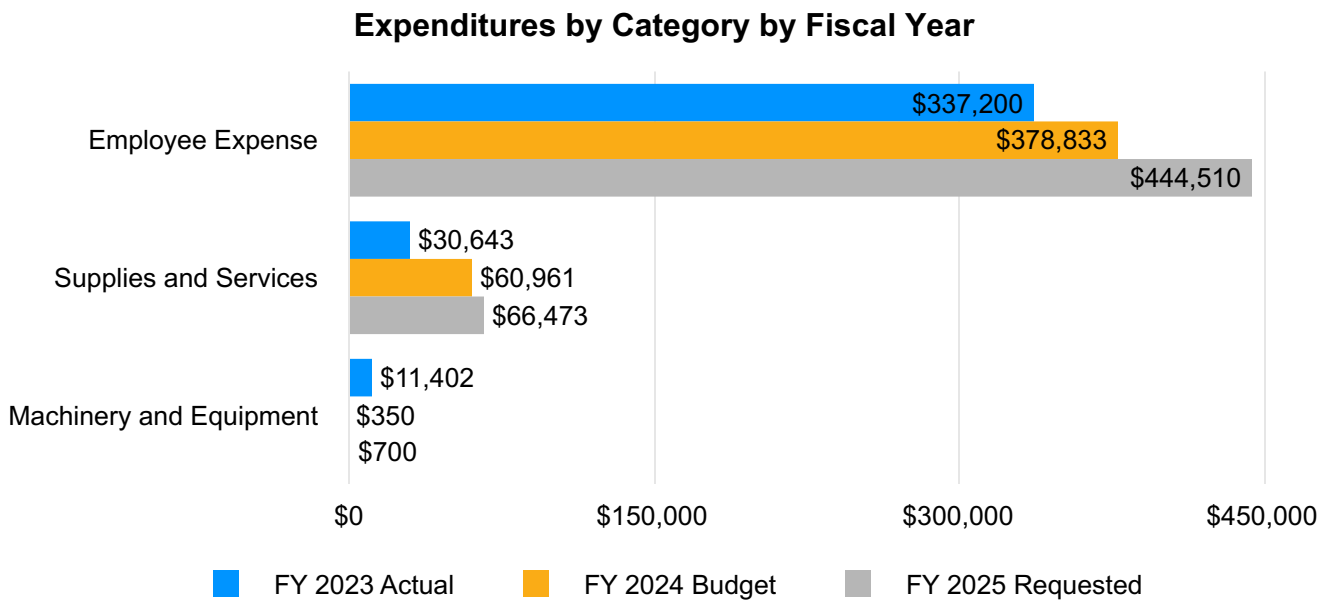
PARTNERSHIPS

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



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 |
| Total Full-Time Equivalent Employee's | 4.00 |

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 |
|--|---------------------|---------------------|---------------------|----------------------|
| 100 - General | | | | |
| 4A - Charges for Services | | | | |
| 47100 - Reimbursements | 0 | 0 | 0 | 0 |
| 4A - Charges for Services Total | 0 | 0 | 0 | 0 |
| 4B - Grants/Contrib | | | | |
| 47050 - Contrib - Private Sources | 0 | 0 | 0 | 0 |
| 4B - Grants/Contrib Total | 0 | 0 | 0 | 0 |
| 4N - Transfers | | | | |
| 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 |
| 4N - Transfers Total | (37,139) | 0 | 0 | 0 |
| 180 - Community Development | | | | |
| 4A - Charges for Services | | | | |
| 47100 - Reimbursements | 0 | 0 | 0 | 0 |
| 4A - Charges for Services Total | 0 | 0 | 0 | 0 |
| OFFICE OF SHARED PROSPERITY - Total | (37,139) | 0 | 0 | 0 |

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 |
|--|------------------------|------------------------|------------------------|--------------------------|
| 6A - Salaries & Wages | | | | |
| 100 - General | | | | |
| 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 |
| 6A - Salaries & Wages Total | 146,428 | 254,793 | 289,748 | 333,786 |
| 6B - Employee Benefits | | | | |
| 100 - General | | | | |
| 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 |
| 6B - Employee Benefits Total | 65,912 | 82,408 | 89,085 | 110,724 |
| 6C - Staff Development | | | | |
| 100 - General | | | | |
| 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 |
| 180 - Community Development | | | | |
| 62325 - Mileage | 0 | 0 | 0 | 0 |
| 62400 - Meetings & Conferences | 0 | 0 | 0 | 0 |
| 62500 - Education Reimbursement | 0 | 0 | 0 | 0 |
| 6C - Staff Development Total | 3,193 | 9,794 | 17,007 | 17,768 |
| 6D - Repair/Maint/Util | | | | |
| 100 - General | | | | |
| 63730 - Telecommunications | 813 | 548 | 2,052 | 2,052 |
| 180 - Community Development | | | | |
| 63730 - Telecommunications | 0 | 0 | 0 | 0 |
| 6D - Repair/Maint/Util Total | 813 | 548 | 2,052 | 2,052 |
| 6E - Contractual Svcs | | | | |
| 100 - General | | | | |

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 |
| 180 - Community Development | | | | |
| 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 |
| 6E - Contractual Svcs Total | 22,259 | 19,341 | 40,902 | 45,653 |
| 6F - Commodities | | | | |
| 100 - General | | | | |
| 65045 - Technology Equipment | 690 | 11,402 | 350 | 700 |
| 65060 - Office Supplies | 121 | 960 | 1,000 | 1,000 |
| 65080 - Postage/Shipping | 0 | 0 | 0 | 0 |
| 180 - Community Development | | | | |
| 65045 - Technology Equipment | 0 | 0 | 0 | 0 |
| 65060 - Office Supplies | 0 | 0 | 0 | 0 |
| 65080 - Postage/Shipping | 0 | 0 | 0 | 0 |
| 6F - Commodities Total | 811 | 12,362 | 1,350 | 1,700 |
| 6G - Capital Outlay | | | | |
| 100 - General | | | | |
| 67210 - Furniture/Fixtures | 2,323 | 0 | 0 | 0 |
| 6G - Capital Outlay Total | 2,323 | 0 | 0 | 0 |
| OSPNS - Total | 241,739 | 379,245 | 440,144 | 511,683 |

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 |
|--|---------------------|---------------------|----------------------|
| 6801 - Administration | | | |
| 100 - General | | | |
| 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 | — | — | — |
| 180 - Community Development | | | |
| 6A - Salaries & Wages | — | — | — |
| 6B - Employee Benefits | — | — | — |
| 6C - Staff Development | — | — | — |
| 6D - Repair/Maint/Util | — | — | — |
| 6E - Contractual Svcs | — | — | — |
| 6F - Commodities | — | — | — |
| 6801 - Administration Total | 379,277 | 440,144 | 511,683 |
| 6899 - Pcard Clearing | | | |
| 100 - General | | | |
| 6F - Commodities | -32 | — | — |
| 6899 - Pcard Clearing Total | -32 | — | — |
| OFFICE OF SHARED PROSPERITY TOTAL | 379,245 | 440,144 | 511,683 |

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 |
| 61010 Full Time Employee Expense | | | | | | | | | |
| 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 |
| 61020 Part Time Employee Expense | | | | | | | | | |
| 100 | | GE-25 | SECRETARY | 0.66 | \$ 27,506 | 0.66 | \$ 35,459 | — | \$ — |
| | | | TOTAL PART TIME EMPLOYEES | 0.66 | \$ 27,506 | 0.66 | \$ 35,459 | — | \$ — |
| TOTAL OFFICE OF SHARED PROSPERITY | | | | 3.66 | \$242,348 | 3.66 | \$ 282,168 | 4.00 | \$ 335,702 |

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 |
| Office of Shared Prosperity and Neighborhood Support - FT General Fund | | | | | | | | | | |
| 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 |
| Total | | | | | 3.00 | \$ 214,842 | 3.00 | \$ 246,709 | 4.00 | \$ 325,702 |
| Office of Shared Prosperity and Neighborhood Support -PT General Fund | | | | | | | | | | |
| 10072800 | 61020 | 100 | GE-25 | SECRETARY | 0.66 | \$ 27,506 | 0.66 | \$ 35,459 | — | \$ — |
| Total | | | | | 0.66 | \$ 27,506 | 0.66 | \$ 35,459 | — | \$ — |
| TOTAL OFFICE OF SHARED PROSPERITY | | | | | 3.66 | \$ 242,348 | 3.66 | \$ 282,168 | 4.00 | \$ 325,702 |

Office of Equity and Human Rights

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OFFICE OF EQUITY AND HUMAN RIGHTS DEPARTMENT

| Budget Highlights | FY 2023 Actual | FY 2024 Budget | FY 2025 Requested | % Change From FY 2024 Budget |
|-----------------------------------|---------------------------|---------------------------|------------------------------|---|
| <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% |
| Personnel - Authorized FTE | 2.00 | 3.00 | 3.00 | |

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 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 | Recommend - No |
| Net Property Tax Cost: | \$ 8,750 | | | |
| 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 | Recommend - Yes |
| 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).

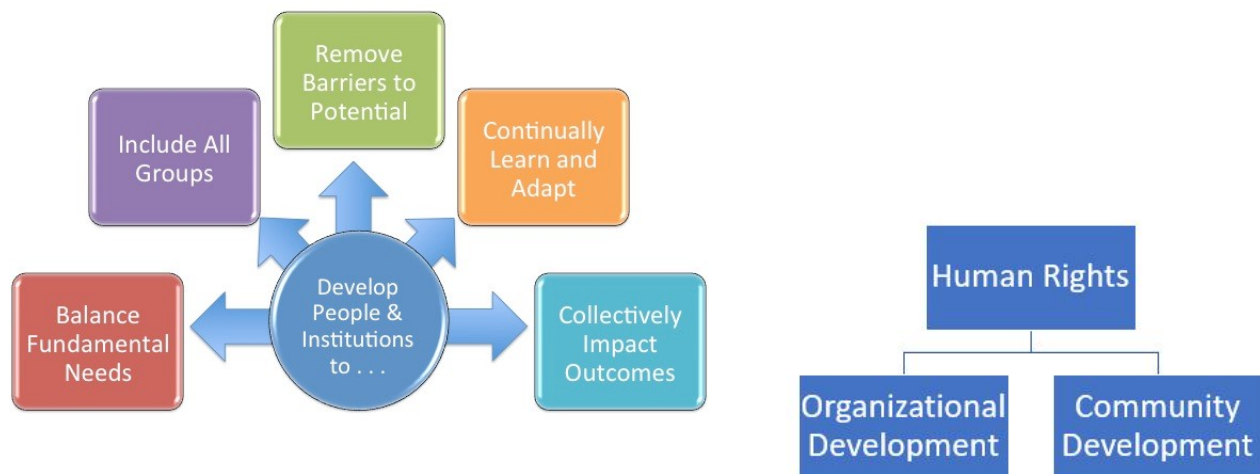
8. Pay to Other Agency is unchanged from \$22,000 in FY 2024 to 22,000 in FY 2025. This line item includes \$16,000 for Faces and Voices Human Relations Event that currently is the annual the Reverend Doctor Martin Luther King Breakfast, as well as racial equity community educational efforts, and \$6,000 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.



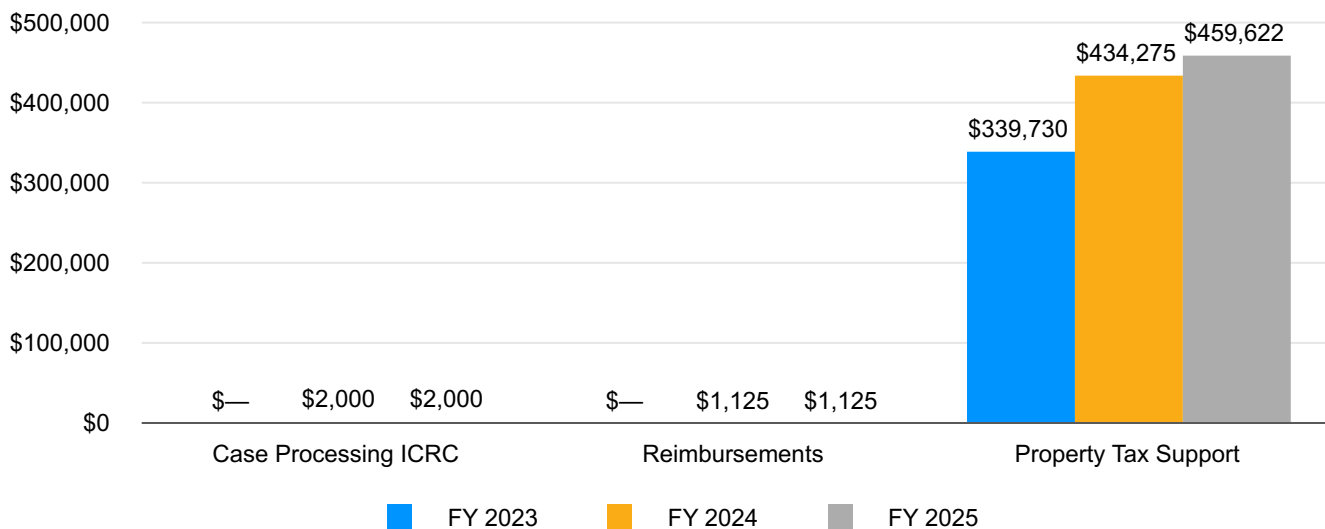
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



OFFICE OF EQUITY AND HUMAN RIGHTS

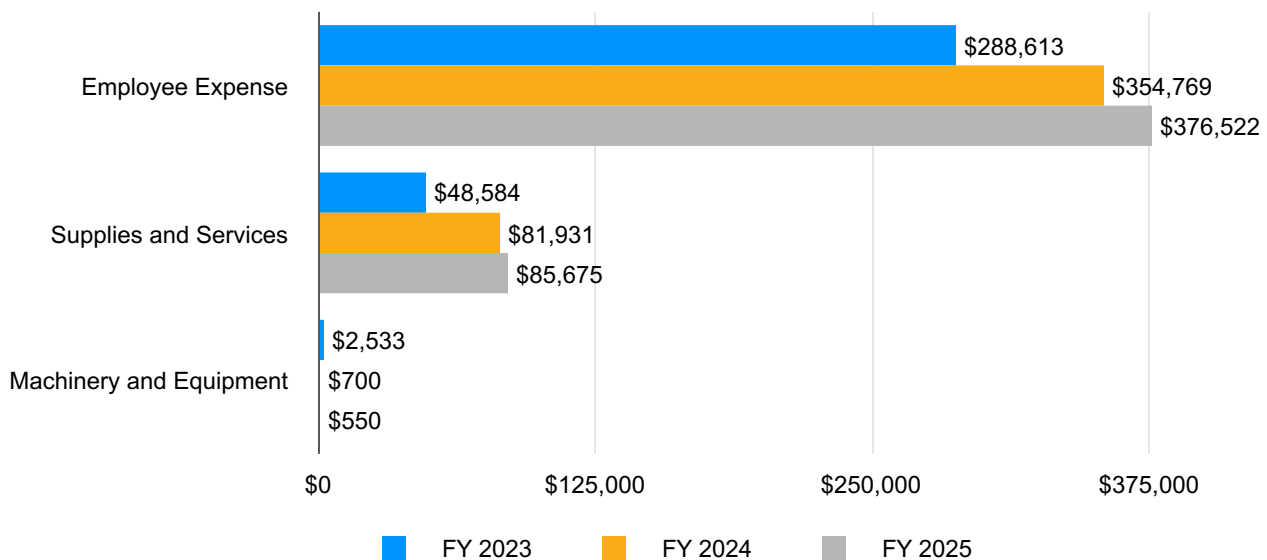
| | FY 2023 | FY 2024 | FY 2025 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 2.00 | 3.00 | 3.00 |

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

- 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 |

- 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 |
|---|-----|-----|-----|-----|----------|

Recommended Operating Revenue 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 |
|--|---------------------|---------------------|---------------------|----------------------|
| 100 - General | | | | |
| 4A - Charges for Services | | | | |
| 45010 - Case Processing | (900) | 0 | (2,000) | (2,000) |
| 47100 - Reimbursements | (2,475) | 0 | (1,125) | (1,125) |
| 47150 - Refunds | 0 | 0 | 0 | 0 |
| 4A - Charges for Services Total | (3,375) | 0 | (3,125) | (3,125) |
| OFFICE OF EQ. AND HUMAN RIGHTS -Total | (3,375) | 0 | (3,125) | (3,125) |

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 |
|---|---------------------|---------------------|---------------------|----------------------|
| 6A - Salaries & Wages | | | | |
| 100 - General | | | | |
| 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 |
| 60710 - Special Pay - Parental Leave | 1,743 | 0 | 0 | 0 |
| 180 - Community Development | | | | |
| 60100 - Salaries-Regular Full Time | 0 | 0 | 0 | 0 |
| 6A - Salaries & Wages Total | 191,564 | 213,568 | 268,103 | 287,404 |
| 6B - Employee Benefits | | | | |
| 100 - General | | | | |
| 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 |
| 6B - Employee Benefits Total | 74,801 | 75,044 | 86,666 | 89,118 |
| 6C - Staff Development | | | | |
| 100 - General | | | | |
| 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 |
| 6C - Staff Development Total | 14,148 | 14,253 | 26,428 | 26,086 |
| 6D - Repair/Maint/Util | | | | |
| 100 - General | | | | |
| 63730 - Telecommunications | 1,281 | 1,412 | 1,888 | 1,412 |
| 6D - Repair/Maint/Util Total | 1,281 | 1,412 | 1,888 | 1,412 |
| 6E - Contractual Svcs | | | | |
| 100 - General | | | | |
| 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 |
| 6E - Contractual Svcs Total | 17,484 | 30,924 | 51,941 | 57,777 |
| 6F - Commodities | | | | |
| 100 - General | | | | |
| 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 |
| 6F - Commodities Total | 1,089 | 4,529 | 2,374 | 750 |
| 6G - Capital Outlay | | | | |
| 100 - General | | | | |
| 67210 - Furniture/Fixtures | 0 | 0 | 0 | 200 |
| 6G - Capital Outlay Total | 0 | 0 | 0 | 200 |
| OFFICE EQUITY/HUMAN RIGHTS - Total | 300,368 | 339,730 | 437,400 | 462,747 |

Recommended Expenditure Budget Report by Activity & Funding Source

16 - OFFICE OF EQUITY AND HUMAN RIGHTS

| Fund/Activity | FY23 Actual Revenue | FY24 Adopted Budget | FY25 Recomm'd Budget |
|--|---------------------|---------------------|----------------------|
| 1601 - Off of Equity and Human Rights | | | |
| 100 - General | | | |
| 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 |
| 1601 - Off of Equity and Human Rights Total | 337,987 | 431,400 | 456,747 |
| 1602 - VISTA Cost Share | | | |
| 100 - General | | | |
| 6E - Contractual Svcs | 0 | 6,000 | 6,000 |
| 1602 - VISTA Cost Share Total | 0 | 6,000 | 6,000 |
| 1650 - Grants | | | |
| 100 - General | | | |
| 6C - Staff Development | 0 | 0 | 0 |
| 180 - Community Development | | | |
| 6A - Salaries & Wages | 0 | 0 | 0 |
| 6B - Employee Benefits | 0 | 0 | 0 |
| 1650 - Grants Total | 0 | 0 | 0 |
| 1699 - Pcard Clearing | | | |
| 100 - General | | | |
| 6F - Commodities | 1,744 | 0 | 0 |
| 1699 - Pcard Clearing Total | 1,744 | 0 | 0 |
| 7699 - Pcard Clearing Total | 136 | 0 | 0 |
| OFFICE OF EQUITY AND HUMAN RIGHTS TOTAL | 339,730 | 437,400 | 462,747 |

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 |
| 61010 Full Time Employee Expense | | | | | | | | | |
| 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 |
| | | TOTAL OFFICE OF EQUITY & HUMAN RIGHTS DEPT. | | 2.00 | \$ 165,482 | 3.00 | \$ 268,103 | 3.00 | \$ 281,877 |

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 | |
| Office of Equity & Human Rights-FT | | | | | | | | | | | |
| 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 | — | \$ — | — | \$ — |
| Total | | | | | | 3.00 | \$225,532 | 3.00 | \$ 268,103 | 3.00 | \$ 281,877 |
| TOTAL OFFICE OF EQUITY & HUMAN RIGHTS DEPARTMENT | | | | | | 3.00 | \$225,532 | 3.00 | \$ 268,103 | 3.00 | \$ 281,877 |

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Finance

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FINANCE DEPARTMENT

| Budget Highlights | FY 2023 Actual | FY 2024 Budget | FY 2025 Requested | % Change From FY 2024 Budget |
|--|---------------------------|---------------------------|------------------------------|---|
| <u>Expenses</u> | | | | |
| 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% |
| <u>Resources</u> | | | | |
| 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) |
| Personnel - Authorized FTE | 20.51 | 23.51 | 24.51 | |

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):

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

Debt Service

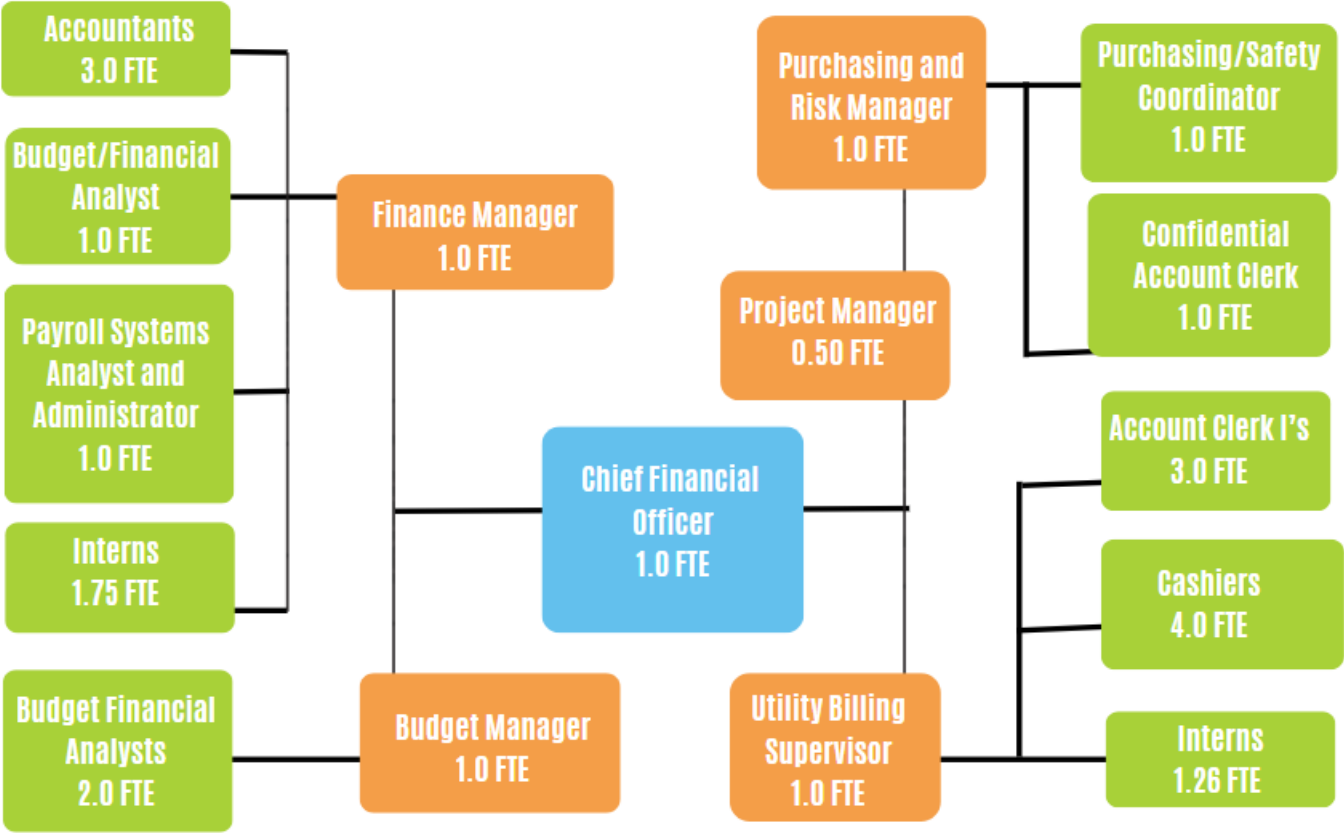
13. Annual debt service payment includes the following (\$249,606):

| 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 |
| <u>\$ 249,606</u> | Total Finance Debt Service | | | | |

Revenue

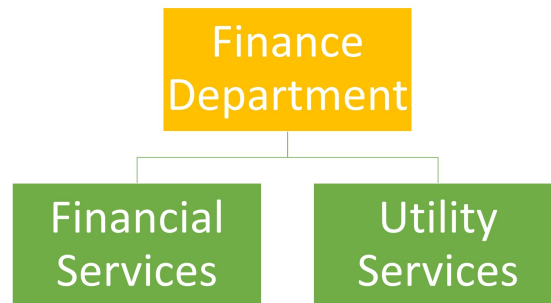
14. Franchise Fees increased from \$5,672,186 in FY 2024 to \$6,903,981 in FY 2025. FY 2023 actual was \$6,415,129. Electric Franchise Fee increased from \$3,914,860 in FY 2024 to \$4,924,839 in FY 2025 based on FY 2023 actual plus 9.8%. FY 2023 actual was \$4,493,631. Gas Franchise Fee increased from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

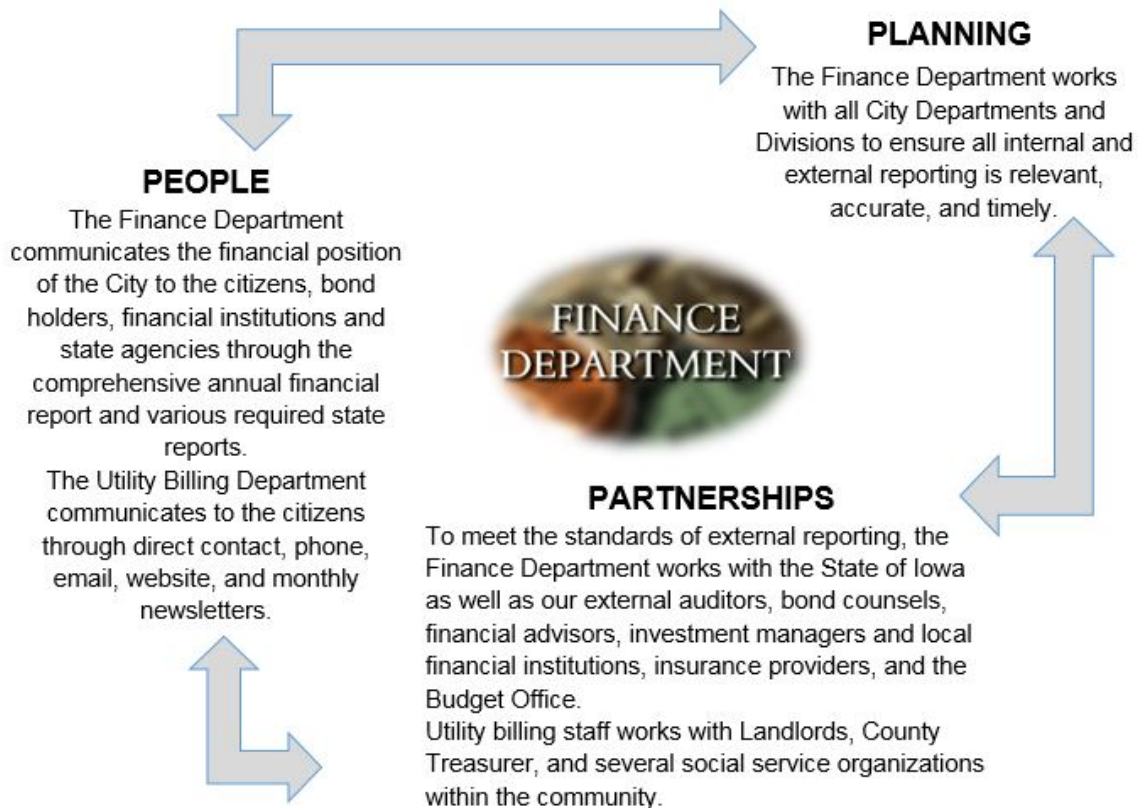


FINANCE DEPARTMENT

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.



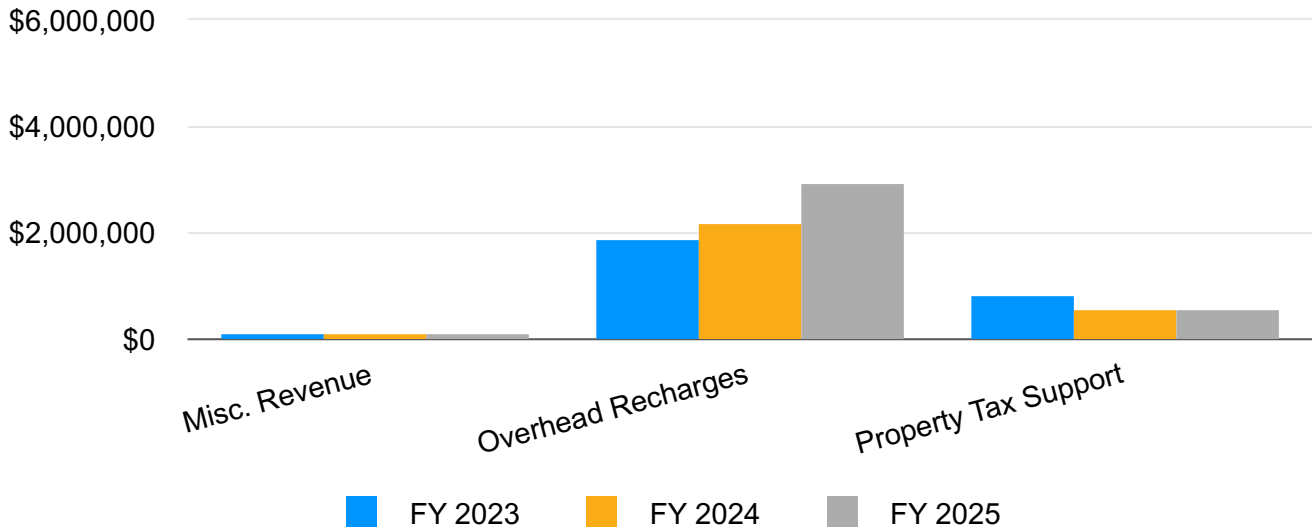
SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



FINANCE DEPARTMENT

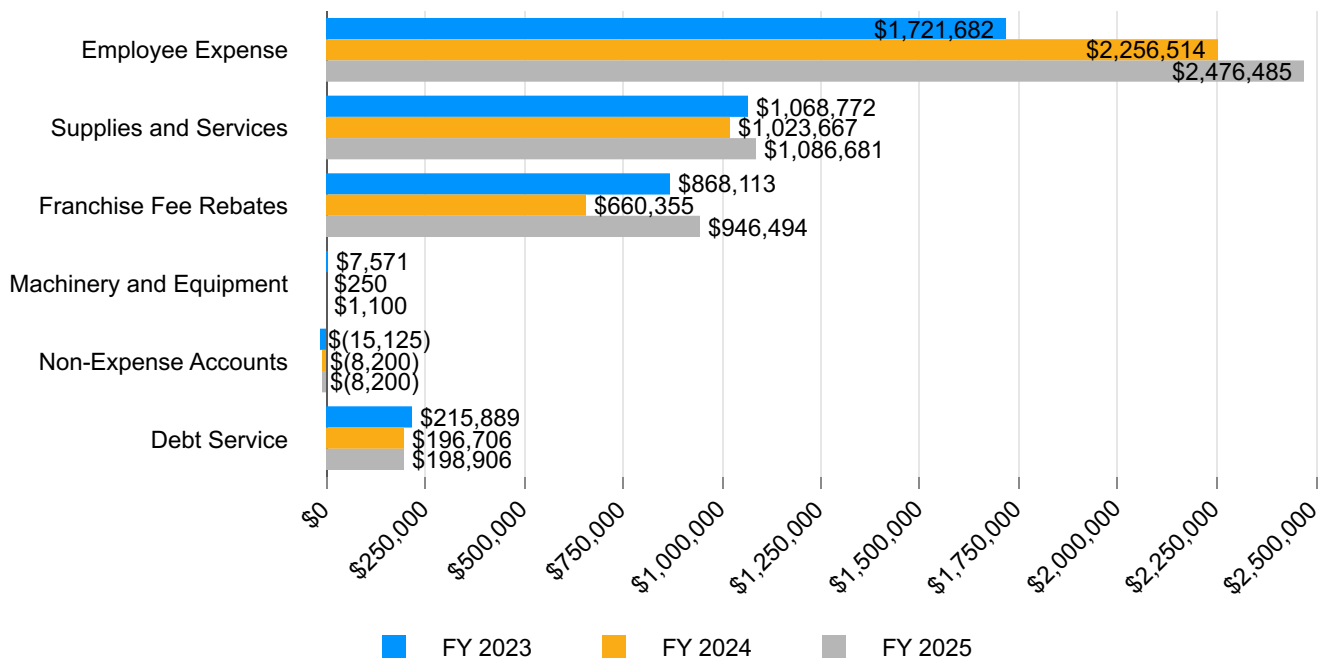
| | FY 2023 | FY 2024 | FY 2025 |
|----------------------|---------|---------|---------|
| Full-Time Equivalent | 20.51 | 23.51 | 24.51 |

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 |
| Total FT Equivalent Employees | 12.25 |

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 |
| Total FT Equivalent Employees | 9.26 |

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 |
| Total FT Equivalent Employees | 3.00 |

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 Balancing Act 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 |
|---|--------------|-----|-----|-----|----------|

*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 |
|--|---------------------|---------------------|---------------------|----------------------|
| 100 - General | | | | |
| 4A - Charges for Services | | | | |
| 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) |
| 4A - Charges for Services Total | (79,260) | (111,528) | (101,818) | (106,719) |
| 4N - Transfers | | | | |
| 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) |
| 4N - Transfers Total | (1,769,270) | (1,899,293) | (2,201,359) | (2,932,998) |
| 200 - Debt Service | | | | |
| 4N - Transfers | | | | |
| 49304 - Transfer in Sales Tax 20% | (14,293) | (15,400) | (51,661) | (50,700) |
| 4N - Transfers Total | (14,293) | (15,400) | (51,661) | (50,700) |
| 813 - Stores/Printing | | | | |
| 4A - Charges for Services | | | | |
| 47860 - Central Stores Services | 0 | (2,651) | 0 | 0 |
| 47880 - Central IT Processing | 0 | 0 | 0 | 0 |
| 4A - Charges for Services Total | 0 | (2,651) | 0 | 0 |
| 4K - Unrest Invest Earn | | | | |
| 43000 - Interest | 0 | 0 | 0 | 0 |
| 4K - Unrest Invest Earn Total | 0 | 0 | 0 | 0 |
| FINANCE DEPARTMENT - Total | (1,862,823) | (2,028,871) | (2,354,838) | (3,090,417) |

| Recommended Operating Expenditure Budget - Department Total | | | | |
|--|----------------------------|----------------------------|----------------------------|------------------------------|
| 74 - FINANCE DEPARTMENT | | | | |
| Fund/Account/Account Title | FY22 Actual Expense | FY23 Actual Expense | FY24 Adopted Budget | FY 25 Recomm'd Budget |
| 6A - Salaries & Wages | | | | |
| 100 - General | | | | |
| 60100 - Salaries-Regular Full Time | 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 |
| 170 - Library Gifts Expendable | | | | |
| 60100 - Salaries-Regular Full Time | 0 | 61 | 0 | 0 |
| 60200 - Salaries - Regular Part Time | 28,217 | 30,913 | 34,689 | 0 |
| 6A - Salaries & Wages Total | 1,942,853 | 2,110,736 | 2,300,185 | 2,388,020 |
| 6B - Employee Benefits | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 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 |
| 6B - Employee Benefits Total | 595,636 | 638,402 | 697,365 | 710,092 |
| 6C - Staff Development | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 62500 - Education Reimbursement | 0 | 249 | 0 | 0 |
| 6C - Staff Development Total | 31,197 | 24,722 | 38,943 | 38,916 |
| 6D - Repair/Maint/Util | | | | |
| 100 - General | | | | |
| 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 |

| Recommended Operating Expenditure Budget - Department Total | | | | |
|--|----------------------------|----------------------------|----------------------------|------------------------------|
| 74 - FINANCE DEPARTMENT | | | | |
| Fund/Account/Account Title | FY22 Actual Expense | FY23 Actual Expense | FY24 Adopted Budget | FY 25 Recomm'd Budget |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 63100 - Building Maintenance | 0 | 0 | 0 | 0 |
| 63400 - Equipment Maint/Repair | 99 | 0 | 101 | 0 |
| 501 - Library Gifts Trust | | | | |
| 63100 - Building Maintenance | 0 | 0 | 0 | 0 |
| 6D - Repair/Maint/Util Total | 164,807 | 191,422 | 166,058 | 201,972 |
| 6E - Contractual Svcs | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 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 |

| Recommended Operating Expenditure Budget - Department Total | | | | |
|--|----------------------------|----------------------------|----------------------------|------------------------------|
| 74 - FINANCE DEPARTMENT | | | | |
| Fund/Account/Account Title | FY22 Actual Expense | FY23 Actual Expense | FY24 Adopted Budget | FY 25 Recomm'd Budget |
| 200 - Debt Service | | | | |
| 64110 - Legal | 0 | 0 | 0 | 0 |
| 64900 - Other Professional Service | 0 | 0 | 0 | 0 |
| 6E - Contractual Svcs Total | 304,044 | 333,288 | 362,722 | 401,172 |
| 6F - Commodities | | | | |
| 100 - General | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 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 |
| 6F - Commodities Total | 626,628 | 601,359 | 716,917 | 732,349 |
| 6G - Capital Outlay | | | | |
| 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 |
| 170 - Library Gifts Expendable | | | | |
| 67210 - Furniture/Fixtures | 6,154 | 14,138 | 0 | 0 |
| 67250 - Office Equipment | 1,636 | -204 | 0 | 0 |
| 67500 - Buildings | 15,000 | 0 | 0 | 0 |
| 501 - Library Gifts Trust | | | | |
| 67210 - Furniture/Fixtures | 0 | 0 | 0 | 0 |
| 6G - Capital Outlay Total | 42,421 | 36,438 | 12,890 | 12,735 |
| 6H - Debt Service | | | | |
| 200 - Debt Service | | | | |
| 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 |

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

Recommended Expenditure Budget Report by Activity & Funding Source

74 - FINANCE DEPARTMENT

| Fund/Activity | FY23 Actual Expense | FY24 Adopted Budget | FY25 Recomm'd Budget |
|------------------------------------|---------------------|---------------------|----------------------|
| 7401 - Accounting | | | |
| 100 - General | | | |
| 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 |
| 200 - Debt Service | | | |
| 6H - Debt Service | 228,912 | — | — |
| 7401 - Accounting Total | 2,703,136 | 2,465,723 | 2,991,097 |
| 7402 - Budget | | | |
| 100 - General | | | |
| 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 |
| 180 - Community Development | | | |
| 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 |
| 7402 - Budget Total | 332,561 | 488,103 | 516,809 |
| 7403 - Utility Billing | | | |
| 100 - General | | | |
| 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 |
| 200 - Debt Service | | | |
| 6H - Debt Service | 2,376 | 0 | 0 |
| 201 - Bond Issues | | | |

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

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 |
| 61010 Full Time Employee Expense | | | | | | | | | |
| 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 |
| 100 | | GE-30 | 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 |
| TOTAL FULL TIME EMPLOYEES | | | | 19.00 | \$1,295,362 | 22.00 | \$1,606,556 | 21.00 | \$1,678,517 |
| 61020 Part Time Employee Expense | | | | | | | | | |
| 100 | | GE-40 | PROJECT MANAGER | — | \$ — | — | \$ — | 0.50 | \$ 63,207 |
| TOTAL PART TIME EMPLOYEES | | | | — | \$ — | — | \$ — | 0.50 | \$ 63,207 |
| 61030 Seasonal Employee Expense | | | | | | | | | |
| 100 | 2840 | NA-38 | FINANCE INTERN-SEASONAL | 1.51 | \$ 43,414 | 1.51 | \$ 57,943 | 3.01 | \$ 121,752 |
| TOTAL SEASONAL EMPLOYEES | | | | 1.51 | \$ 43,414 | 1.51 | \$ 57,943 | 3.01 | \$ 121,752 |
| TOTAL FINANCE DEPARTMENT | | | | 20.51 | \$ 1,338,776 | 23.51 | \$ 1,664,499 | 24.51 | \$ 1,863,476 |

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 | |
| Accounting/Payroll/Treasury-FT General Fund | | | | | | | | | | | |
| 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 | — | \$ — | — | \$ — |
| 10074100 | 61010 | 100 | | GE-30 | 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 |
| Total | | | | | | 9.00 | \$ 728,788 | 10.00 | \$ 843,379 | 10.00 | \$ 920,857 |
| Accounting/Payroll/Treasury-PT General Fund | | | | | | | | | | | |
| 10074100 | 61020 | 100 | | GE-40 | PROJECT MANAGER | — | \$ — | — | \$ — | 0.50 | \$ 63,207 |
| Total | | | | | | — | \$ — | — | \$ — | 0.50 | \$ 63,207 |
| Accounting/Payroll/Treasury-Seasonal General Fund | | | | | | | | | | | |
| 10074100 | 61030 | 100 | 2840 | NA-38 | FINANCE INTERN-SEASONAL | 1.00 | \$ 28,751 | 1.00 | \$ 38,373 | 1.75 | \$ 70,786 |
| Total | | | | | | 1.00 | \$ 28,751 | 1.00 | \$ 38,373 | 1.75 | \$ 70,786 |
| Budget-General Fund | | | | | | | | | | | |
| 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 |
| Total | | | | | | 2.00 | \$ 151,385 | 3.00 | \$ 267,667 | 3.00 | \$ 291,091 |
| Utility Billing/Parking Tickets- FT General Fund | | | | | | | | | | | |
| 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 |
| Total | | | | | | 8.00 | \$ 415,189 | 9.00 | \$ 495,510 | 8.00 | \$ 466,569 |
| Utility Billing/Parking Tickets- Seasonal General Fund | | | | | | | | | | | |
| 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 |
| TOTAL FINANCE DEPARTMENT | | | | | | 20.51 | \$1,338,776 | 23.51 | \$1,664,499 | 24.51 | \$ 1,863,476 |

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