

FISCAL YEAR 2025
Recommended
Policy And Narrative Budget
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April 8, 2024

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HOW TO USE THIS POLICY BUDGET DOCUMENT

PURPOSE

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

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

FORMAT

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

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

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

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

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

- 4) **Department/Division's Highlights of Prior Year's Accomplishments and Future Initiatives:** This is a written narrative that highlights the Department's prior year accomplishments and what Departments plan on accomplishing in the near future.
- 5) **Department/Division's Goals and Performance Measures by Activity:** This is a written activity statement and a matrix for each activity which includes activity objectives, relationship to City Council Goals & Priorities, and key performance indicators (KPIs). Performance measures are included for each activity to evaluate activities and ensure that the approved levels of funding yield the expected results. Icons for each KPI visually indicate how well an objective is doing and represent the following:

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

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

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

Information Technology

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INFORMATION TECHNOLOGY DEPARTMENT

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	1,019,068	1,408,386	1,517,753	7.8 %
Supplies and Services	646,470	731,664	1,133,685	54.9 %
Machinery and Equipment	1,955	47,735	46,750	(2.1)%
Total	1,667,493	2,187,785	2,698,188	23.3 %
<u>Resources</u>				
Operating Revenue	612,807	756,465	860,093	13.7 %
Total	612,807	756,465	860,093	13.7 %
Property Tax Support	1,054,686	1,431,320	1,838,095	406,775
Percent Increase (Decrease)				28.4 %
Personnel - Authorized FTE	12.00	13.00	13.00	

Improvement Package Summary

1 of 9

This improvement package is for the creation of a new User Technology Specialist under the Information Technology (IT) department (1.00 FTE, GE-29). As the City organization continues to grow, so does the demand for IT infrastructure and support services. Timely and effective technical support is crucial to maintain productivity and minimize disruptions. As the Information Technology department has grown over the past few years, functional areas have been created within the department, but with this growth it has also created gaps. The structure has gone from having six technicians, to two within the ticketing system and multiple deploy technicians, to not having any within that role. To provide the best service needed, moving forward this position would help fill the gaps in the ticketing system and will be used as the deploy technician. The importance of this position also coincides with the Information Technology department moving to a new location in 2024. The goal is to keep the Helpdesk positions in-house to provide great customer service through the ticketing and phone systems and the User Technology Specialist would be the on-site technician to resolve issues, deploy new computers and asset management. The other areas this position would help in are patch management, computer installations and the overflow issues that arise with the Tyler ERP system. This improvement package responds to the council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 78,036	Tax Funds	Recurring	Recommend - No
Related Cost:	3,300		Non-Recurring	
Net Cost:	<u>\$ 81,336</u>			
Property Tax Impact:	\$ 0.032	0.36 %		
Activity: Administration				

2 of 9

This improvement package request is an alternative proposal to improvement package request 1 of 9. In the event that improvement package request 1 of 9 cannot be funded, this alternative proposal seeks to upgrade a current Help Desk Support Technician position (1.00 FTE, GE-27) with a new User Technology Specialist position (1.00 FTE, GE-29), resulting in no change in FTEs to the Information Technology Department. As the City organization continues to grow, so does the demand for IT infrastructure and support services. Timely and effective technical support is crucial to maintain productivity and minimize disruptions. As the Information Technology department has grown over the past few years, functional areas have been created within the department, but with this growth it has also created gaps. The structure has gone from having six technicians, to two within the ticketing system and multiple deploy technicians, to not having any within that role. To provide the best service needed, moving forward this position would help fill the gaps in the ticketing system and will be used as the deploy technician. The importance of this position also coincides with the Information Technology department moving to a new location in 2024. The goal is to keep the Helpdesk positions in-house to provide great customer service through the ticketing and phone systems and the User Technology Specialist would be the on-site technician to resolve issues, deploy new computers and asset management. The other areas this position would help in are patch management, computer installations and the overflow issues that arise with the Tyler ERP system. This improvement package responds to the council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	<u>\$ 8,117</u>	Tax Funds	Recurring	Recommend - No
Net Cost:	<u>\$ 8,117</u>			
Property Tax Impact:	\$ 0.0032	0.04 %		
Activity: Administration				

3 of 9

This improvement package will be used for the new office that the Information Technology department is moving to in 2024. This package aims to enhance employee well-being and increase productivity by providing ergonomically designed chairs and standing desks to the staff. The health and comfort of our employees are paramount to the city's success. Prolonged sitting and poor posture at work can lead to discomfort, decreased productivity, and long-term health issues. Ergonomically designed furniture is proven to mitigate these risks and improve overall well-being. This improvement package responds to the council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	<u>\$ 20,000</u>	Tax Funds	Non-Recurring	Recommend - Yes
Net Cost:	<u>\$ 20,000</u>			
Property Tax Impact:	\$ 0.0079	0.09 %		
Activity: Administration				

4 of 9

This improvement package will bring together several pieces of software that we currently use under one umbrella: Asset Management, Patch Management, Software Deployment, App Management, Data Loss Prevention, Ransomware Protection, Mobile Device Management, BitLocker Management, Remote Access and Troubleshooting, OS Imaging and Deployment, as well as others. This new software includes advanced security features to protect our data, safeguard against cyber threats, and ensure compliance with industry standards. It automates routine tasks such as software updates, patch management, and device provisioning, reducing manual workload and minimizing downtime. With a centralized dashboard, we can easily monitor and manage all our devices, regardless of their location, ensuring consistency and control. The software enables remote troubleshooting and support, allowing us to resolve issues quickly and efficiently, even for remote or off-site devices. We currently spend \$20,000 + on software that covers some

of the list above. This new software would cover everything we currently have in place, plus add in automation, secure remote access, security tools and a more complete system overall. This improvement package responds to the council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 27,000	Tax Funds	Recurring	Recommend - No
Related Savings:	\$ 21,200	Tax Funds	Recurring	
Net Cost:	<u>\$ 5,800</u>			
Property Tax Impact:	\$ 0.0023		0.03 %	
Activity: Administration				

5 of 9

This improvement package request would provide for ongoing training and education budget for the Senior Network/System Administrator and the Chief Information Technology Security Officer. Investing in the education and training of staff is essential for the ongoing security and resilience of our organization. This proposed budget allocation will not only enhance our cybersecurity capabilities, but also ensure compliance, effective leadership, and the ability to respond swiftly to security incidents. This investment is a strategic imperative to safeguarding our digital assets and maintaining our organization's reputation in the face of evolving cyber threats. This allocation could be used for training classes, conferences, or other education needs to keep our staff and organization at the forefront of industry developments. This improvement item responds to the council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 20,000	Tax Funds	Recurring	Recommend - No
Net Cost:	<u>\$ 20,000</u>			
Property Tax Impact:	\$ 0.0079		0.09 %	
Activity: Administration				

6 of 9

This improvement package request is to send the Lead Application/Network Analyst from the Information Technology (IT) department to the International Association of Chiefs of Police Conference. The Chief of Police, who has attended this conference in the past, has recommend the Lead Application/Network Analyst attend this conference due to the conference's emphasis on technology related content. The three tenets of the conference are training, networking, and exhibit hall education. Technology plays an increasingly important role in the daily work of officers on the street, equipping officers with tools that have the potential to increase safety, efficiency, and effectiveness. While these technological advancements have their benefits, they can also present new challenges for law enforcement. New technologies such as body cameras, updated CAD/RMS software, digital evidence, automated license plate readers and camera technologies drive the need to attend a conference from the perspective of IT. This improvement item responds to the council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 2,100	Tax Funds	Recurring	Recommend - No
Net Cost:	<u>\$ 2,100</u>			
Property Tax Impact:	\$ 0.0008		0.01 %	
Activity: Administration				

7 of 9

This improvement package request would provide for ongoing training and education for the Enterprise Applications Team. As technology rapidly evolves, it is essential for us to stay up to date with the latest trends, tools, and skills to provide innovation and the best possible service to the city staff and ultimately the public. This package is to attend the Tyler Conference, which encompasses many ERP related workflows within the city along with training and education for the Help Desk for support of hardware and software.

This improvement package responds to the council goal of Financially Responsible, High-Performance City Organization.

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

8 of 9

This improvement package request would replace the old model emergency radio in the Information Technology (IT) department that is at the end of it's useful life with the current model that is being used by Police and Fire. This replacement would also allow for the latest encryption technology. This replacement would switch the device from OnCall to use for Emergency Operations Center events, and the device would be programmed to get all needed channels. This replacement would allow the IT department user to be accessible during events in case cell phone services are out of use during an emergency. This improvement package responds to the council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	<u>\$ 5,110</u>	Tax Funds	Non-recurring	Recommend - Yes
Net Cost:	<u><u>\$ 5,110</u></u>			
Property Tax Impact:	\$ 0.002		0.02 %	
Activity:	Administration			

9 of 9

This improvement package is for a city-wide audio/visual (A/V) maintenance contract. As we move into the future, we continue to rely on A/V technology for presentations, interviews, and daily operations, maintaining the functionality and reliability of our A/V equipment is of paramount importance. Regular maintenance is crucial to prevent downtime, ensure optimal performance, and extend the lifespan of our valuable A/V assets. With this contract, we will be able to have regular inspections of our A/V equipment to identify any issues or potential problems, scheduled maintenance tasks, including cleaning firmware/software updates, and system calibration, to prevent issues before they occur, and it would allow us to have first line of defense service for deployment techs to resolve issues. We currently pay \$100 an hour for any services that need to happen on any of our A/V setups, but not having a contract also creates delays and system outages, as we have seen in the past. This would eliminate those delays and would allow for better system up-time. This improvement package responds to the council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	<u>\$ 20,000</u>	Tax Funds	Recurring	Recommend - No
Net Cost:	<u><u>\$ 20,000</u></u>			
Property Tax Impact:	\$ 0.0079		0.09 %	
Activity:	Administration			

Significant Line Items

Employee Expense

1. FY 2025 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2024. The employee contribution of 6.29% is unchanged from FY 2024.

3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in an annual cost unchanged of \$— or 0.00%.
4. Overtime is unchanged from \$3,513 in FY 2024 to \$3,513 in FY 2025. The FY 2023 Actual was \$222.
5. 50% Sick Leave Payout decreased from \$4,736 in FY 2024 to \$4,397 in FY 2025 based on FY 2023 Actual of \$4,187 . 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.
6. The Information Technology department 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 Information Technology. 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

7. Lease expense is increased from \$3,690 FY 2024 to \$81,714 in FY 2025. This line item represents the portion of Information Technology's property lease at 7900 Chavenelle Rd both the lease agreement amount for square footage and utilities charge per square footage as well as some parking costs for staff during the transition to the new facility. Previously this line item had only included parking costs for department staff in the downtown area.
8. Technology Services is increased from \$626,302 in FY 2024 to \$940,217 in FY 2025. This line item represents the cost of all enterprise software in the City. The City-wide software licenses budgeted for FY 2025 are based on FY 2024 actual expenses. Software renewal costs vary each year, and the cost of renewal tends to increase over time. Some software products renew every year, while others renew on a multi-year schedule. Many contracts are set up as multi-year contracts to capture savings.
 - a. The changes from FY 2024 to FY 2025 are largely due to the following software: Azure, Fresh Service, Laserfiche, Microsoft 365 (M365), Sophos, Superna, Windows Server & SQL and Knowb4. Fresh Service, Laserfiche Support and M365 costs increased due to an increased number of users under these services. Azure is no longer a software cost as these services are now part of the M365 costs. Windows Server & SQL is due to be renewed in FY2025. This is a five year license. Knowb4 is also due to be renewed in FY 2025. This is now a three year license instead of the one year license it had been previously. Superna was renewed in FY 2024 and is not due for renewal until FY 2029.
 - b. During Fiscal Year 2024, City Council approved a software, multi site selection for backup software for \$210,000. This was done to ensure a secure storage solution to address current storage needs, address current shortcomings in the system and implements a secure technological solution. These costs for the backup software are for three years.

FY 2025 budget includes the following software:

Software & Data Service	FY 2024 Budget	FY 2025 Requested
Achieve IT	\$ —	\$ 24,930
ARIN	\$ —	\$ 500
Aristotle Insight	\$ 1,510	\$ 15,061
Azure Premium 1	\$ 52,000	\$ —
Battery & Environment Monitoring	\$ 861	\$ 6,862
Cartegraph Licensing	\$ 15,780	\$ 18,850
Chronicall	\$ 889	\$ 938
Deep Freeze	\$ —	\$ 74
Domain Renewals	\$ 1,705	\$ 985
Envisionware	\$ —	\$ 583
FreshService Licensing	\$ 15,000	\$ 23,374
GIS Annual Support	\$ 63,000	\$ 63,375
GitHub Maintenance	\$ 306	\$ —
GoToAssist	\$ 2,123	\$ —
GoToMeeting	\$ 14,014	\$ 14,014
GoToMyPC	\$ 11,424	\$ 11,424
Knowb4 (renewed 2025, 3 year license)	\$ 23,660	\$ 60,000
Laserfiche Support	\$ 51,739	\$ 54,890
LastPass Manager	\$ —	\$ 17,136
M365	\$ 152,026	\$ 253,760
Microfocus Email Archive (formerly Retain Email Archive)	\$ 38,000	\$ 38,000
Mitel Maintenance	\$ 10,241	\$ 10,240
Novus Agenda	\$ 5,800	\$ 5,840
Open Finance/Open Budget used Tyler Data previously)	\$ —	\$ 31,333
Open Text Online Fax (formerly Rightfax)	\$ 2,900	\$ 1,936
Path Solutions	\$ 5,700	\$ 2,966
PDQ Inventory and Update	\$ 7,875	\$ 9,563
Pluralsight	\$ —	\$ 1,200
Print Audit Annual maintenance	\$ 8,070	\$ 11,744
Ruckus Watchdog Support	\$ 2,348	\$ 2,349
Sharefile FTP	\$ 5,232	\$ 7,306
Smartphone Data Plan (IT dept only)	\$ 1,629	\$ 1,629
Solstice Pod	\$ —	\$ 2,700
Sophos Licensing & Maintenance	\$ 33,877	\$ 20,000
Spam Filter	\$ 7,778	\$ —
SSL Certificates	\$ 495	\$ 495
Superna- 5 yr 2024	\$ 33,000	\$ —
Tyler Data & Insights	\$ 29,000	\$ —
VMWare	\$ 23,120	\$ 26,160
Windows Server & SQL Licensing	\$ —	\$ 200,000
Total	\$ 621,102	\$ 940,217

Machinery & Equipment

9. Equipment replacement items include (\$46,750):

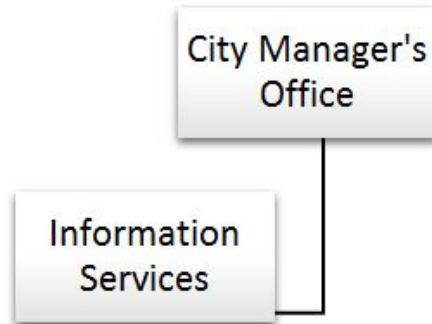
Information Services Machinery and Equipment	
Smart Phones and Case (5)	\$ 1,750
Desk Phones (100)	\$ 25,000
Recommended Improvement Packages	\$ 20,000
Total Equipment	\$ 46,750

Revenue

10. Specialized Services revenue related to department contracts and maintenance recharges is increased from \$327,447 in FY 2024 to \$381,750 in FY 2025. Information Technology uses a recharging system for help desk support, PC set-up, troubleshooting, and repair using service agreements with departments. Recharges are for labor and enterprise software costs allocated based on the number of users, the number of devices, and the number of licenses consumed. Any increase in licensing includes an increase in Specialized Services revenue.
11. Central IT Processing is increased from \$429,018 in FY 2024 to \$478,343 in FY 2025. Information Technology uses a recharging system for help desk support, PC set-up, troubleshooting, and repair using service agreements with departments. Recharges are for labor and enterprise software costs allocated based on the number of users, the number of devices, and the number of licenses consumed. Any increase in licensing includes an increase in Central IT Processing revenue.

INFORMATION TECHNOLOGY

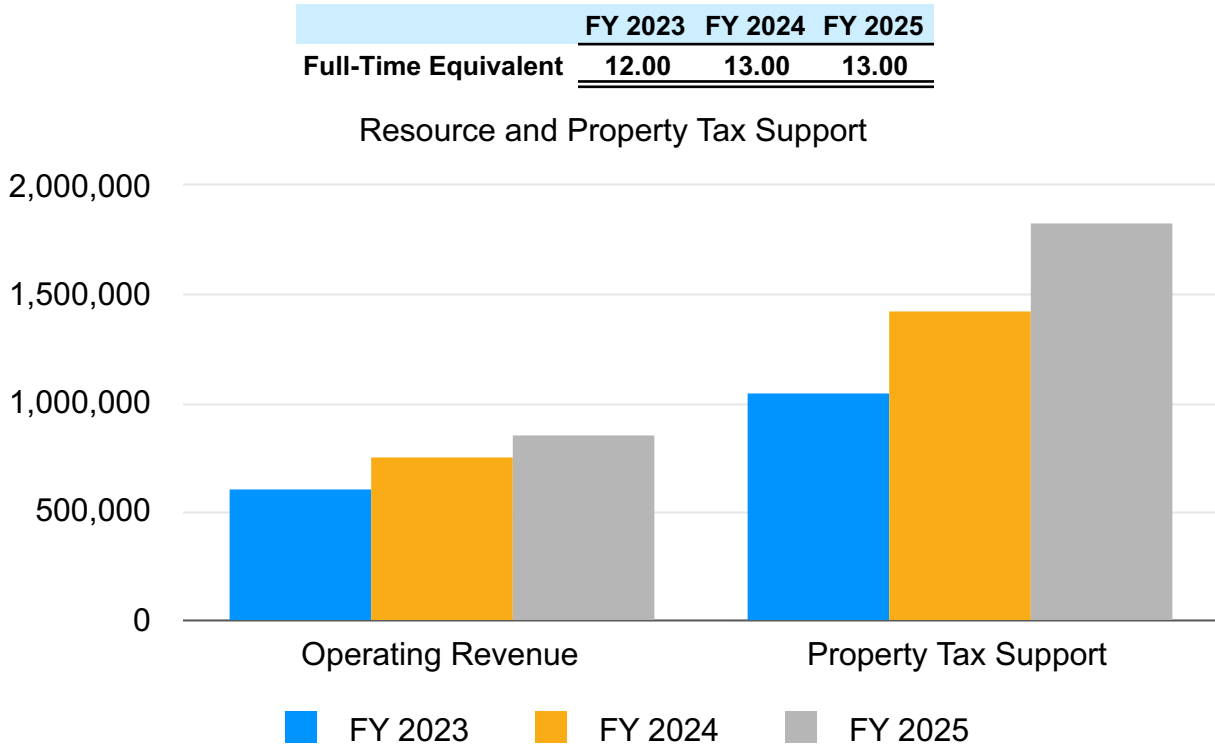
Information Technology is committed to enhancing and supporting high performance government through the effective application of technology, resilient and reliable infrastructure and demonstration of quality of services to our users.



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

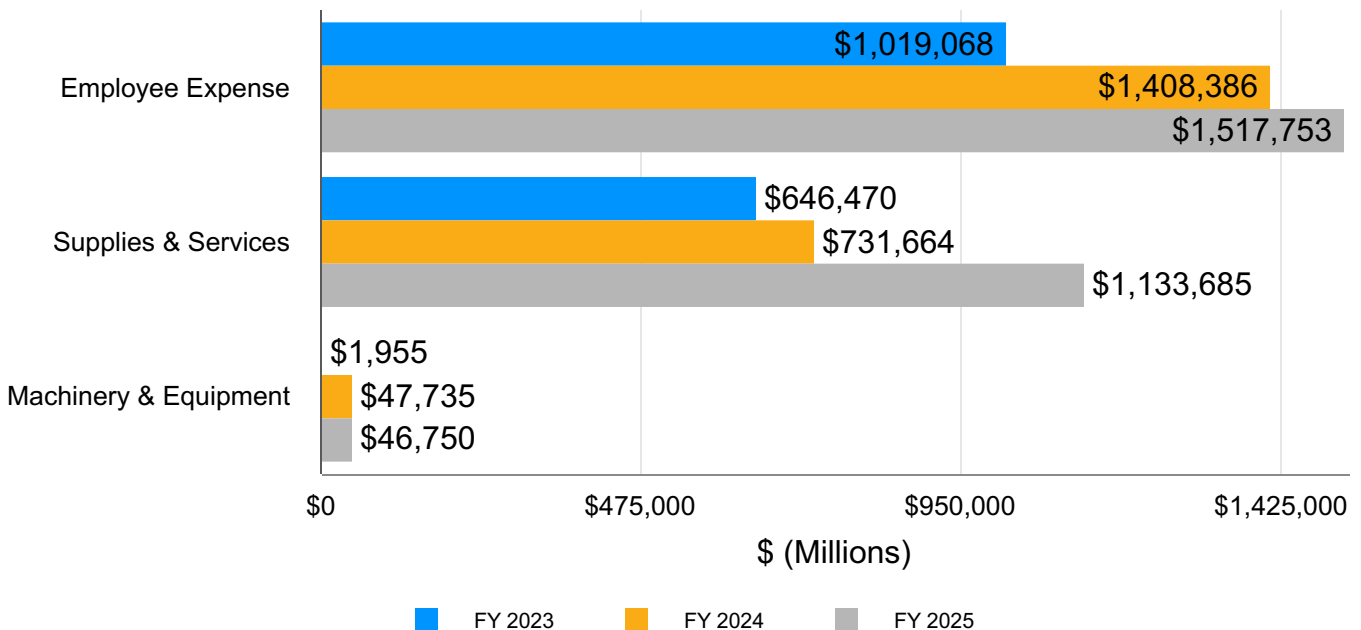


INFORMATION TECHNOLOGY



Information Technology is supported by 13.00 full-time equivalent employees, which accounts for 56.25% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 23.33% in FY 2025 compared to FY 2024.

Expenditures by Category by Fiscal Year



INFORMATION TECHNOLOGY

Mission & Services

Information Technology advances productivity and equitable resident responsiveness of department staff by saving time and money through the effective use of technology, supporting resilient and reliable infrastructure and providing high quality services.

- **Network Administration** : Providing secure, effective and efficient use of technology infrastructure and resources.
- **User and Application Management and Support:** Providing high quality, responsive technical support to the City's 800 users of technology and enterprise application management.
- **Security:** Sustaining security and protection of the City's data assets using state-of-the art threat protection/response and cybersecurity best practices.
- **Consultation and Project Management:** Providing consultation and project management to new and updated technology projects and initiatives.

Position Summary	
	FY 2025
CHIEF INFORMATION OFFICER	1.00
SENIOR NETWORK/SYSTEMS ADMIN	1.00
LEAD APPLICATIONS/NETWORK	4.00
HELP DESK TECHNICAL SUPPORT	3.00
CHIEF SECURITY OFFICER	1.00
USER TECHNOLOGY SPECIALIST	1.00
INTERN-SEASONAL	1.00
LAW ENFORCEMENT USER SUPPORT	1.00
Total FT Equivalent Employees	13.00

Performance Measures

City Council Goal: Financially Responsible, High-Performing Government

1 Dept. Objective: Provide high-quality technical solutions and support services to all users.

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
% Virtual Servers Updated (% updated of total 99 servers)	100%	N/A	95%	99%	Goal in Progress
% Overall Up-Time	99% +	N/A	99.99%	99.99%	Goal Met

2 Dept. Objective: Provide solutions & services that maximize the investment in technology assets.

% storage growth	N/A	N/A	N/A	N/A	N/A
# Training sessions/education provided for employees by IT staff	75	N/A	62	80	Goal Met
# Hours planned "down-time" for network maintenance	75	NA	75	75	Goal Met

3 Dept. Objective: Data assets are safe and continuity of business is insured.

% of total inbound intrusions that were blocked	100%	99%	100%	100%	Goal Met
% of total inbound viruses that were blocked	100%	100%	100%	100%	Goal Met

Recommended Operating Revenue Budget - Department Total

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Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
45500 - Miscellaneous Chg for Svcs	(285)	0	0	0
47100 - Reimbursements	(300)	0	0	0
47150 - Refunds	0	0	0	0
47820 - Specialized Services	(371,171)	(369,340)	(327,447)	(381,750)
47880 - Central IT Processing	(247,673)	(243,467)	(429,018)	(478,343)
4A - Charges for Services Total	(619,429)	(612,807)	(756,465)	(860,093)
INFORMATION TECHNOLOGY - Total	(619,429)	(612,807)	(756,465)	(860,093)

Recommended Operating Expenditure Budget - Department Total

77 - INFORMATION TECHNOLOGY

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	652,580	703,495	1,007,821	1,110,342
60200 - Salaries - Regular Part Time	0	208	0	0
60300 - Hourly Wages - Temp/Seasonal	0	15,508	31,602	33,302
60400 - Overtime	3,332	222	3,513	3,513
60630 - Special Pay Sick Lv Payout Ret	5,227	5,880	5,658	5,662
60635 - Special Pay Sick Lv Payout 50%	3,539	4,187	4,736	4,397
60640 - Special Pay - Vacation Payout	7,426	0	0	0
60710 - Special Pay - Parental Leave	0	17,800	0	0
6A - Salaries & Wages Total	672,103	747,299	1,053,330	1,157,216
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	48,928	54,142	79,783	88,527
61300 - IPERS - City Contribution	63,585	68,151	98,456	108,293
61510 - Health Insurance	104,256	147,708	174,499	161,076
61540 - Life Insurance	342	384	598	552
61600 - Workers' Compensation	1,195	1,383	1,720	2,089
61700 - Unemployment Compensation	0	0	0	0
61992 - Physicals	0	0	0	0
6B - Employee Benefits Total	218,306	271,769	355,056	360,537
6C - Staff Development				
100 - General				
62100 - Association Dues	0	0	966	966
62325 - Mileage	77	202	630	630
62400 - Meetings & Conferences	2,594	2,210	14,470	5,980
62500 - Education Reimbursement	3,305	7,627	12,560	21,050
6C - Staff Development Total	5,976	10,039	28,626	28,626
6D - Repair/Maint/Util				
100 - General				
63400 - Equipment Maint/Repair	45,483	47,110	51,240	51,240
63730 - Telecommunications	7,111	7,138	7,111	12,248
6D - Repair/Maint/Util Total	52,594	54,248	58,351	63,488
6E - Contractual Svcs				
100 - General				
64004 - Internal Service Charge	0	0	0	0
64020 - Advertising	411	1,600	411	411
64080 - Insurance - Property	0	0	0	0
64081 - Insurance - Liability	4,306	5,929	6,894	10,295
64140 - Printing	0	42	58	43
64145 - Copying	53	72	172	72
64160 - Rental - Land/Bldgs/Parking	3,690	4,365	3,690	81,714
64190 - Technology Services	601,543	544,519	626,302	940,217
64900 - Other Professional Service	4,450	21,395	5,500	5,500
6E - Contractual Svcs Total	614,452	577,922	643,027	1,038,252
6F - Commodities				

Recommended Operating Expenditure Budget - Department Total

77 - INFORMATION TECHNOLOGY

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
100 - General				
65040 - Small Tools & Equipment	0	0	0	0
65045 - Technology Equipment	7,329	1,955	47,735	26,750
65060 - Office Supplies	1,660	4,261	1,660	3,319
65080 - Postage/Shipping	0	0	0	0
65925 - Uniform Purchase	502	0	0	0
190 - CableTV				
65080 - Postage/Shipping	0	0	0	0
6F - Commodities Total	9,491	6,216	49,395	30,069
6G - Capital Outlay				
100 - General				
67210 - Furniture/Fixtures	0	0	0	20,000
67500 - Buildings	0	0	0	0
6G - Capital Outlay Total	0	0	0	20,000
INFORMATION SERVICES - TOTAL	1,572,922	1,667,493	2,187,785	2,698,188

Recommended Expenditure Budget Report by Activity & Funding Source

77 - INFORMATION TECHNOLOGY

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
7701 - Administration			
100 - General			
6A - Salaries & Wages	747,299	1,053,330	1,157,216
6B - Employee Benefits	271,769	355,056	360,537
6C - Staff Development	10,039	28,626	28,626
6D - Repair/Maint/Util	54,248	58,351	63,488
6E - Contractual Svcs	577,922	643,027	1,038,252
6F - Commodities	5,274	49,395	30,069
6G - Capital Outlay	—	—	20,000
190 - CableTV			
6F - Commodities	—	—	—
7701 - Administration Total	1,666,551	2,187,785	2,698,188
7799 - Pcard Clearing			
100 - General			
6F - Commodities	942	—	—
7799 - Pcard Clearing Total	942	—	—
INFORMATION SERVICES TOTAL	1,667,493	2,187,785	2,698,188

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

77 INFORMATION TECHNOLOGY DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9400	GE-44	CHIEF INFORMATION OFFICER	1.00	\$149,237	1.00	\$156,098	1.00	\$ 164,526
100	8650	GE-37	SENIOR NETWORK/SYSTEMS ADMIN	1.00	\$100,629	1.00	\$105,255	1.00	\$ 107,713
100	8600	GE-35	LEAD APPLICATIONS/NETWORK	4.00	\$347,424	4.00	\$368,779	4.00	\$ 404,078
100	8500	GE-30	INFORMATION TECH SPECIALIST	—	\$ —	—	\$ —	—	\$ —
100		GE-27	HELP DESK TECHNICAL SUPPORT	3.00	\$150,184	3.00	\$151,292	3.00	\$ 172,654
100		GE-39	CHIEF SECURITY OFFICER	1.00	\$ 85,390	1.00	\$ 99,033	1.00	\$ 123,725
100	490	GE-29	USER TECHNOLOGY SPECIALIST	1.00	\$ 51,365	1.00	\$ 59,576	1.00	\$ 66,198
100		GE-29	LAW ENFORCEMENT USER SUPPORT SPECIALIST	—	\$ —	1.00	\$ 67,788	1.00	\$ 71,448
TOTAL FULL TIME EMPLOYEES				11.00	\$884,229	12.00	\$1,007,82	12.00	\$1,110,342
61030 Seasonal Employee Expense									
100	650	NA-38	INTERN-SEASONAL	1.00	\$ 28,752	1.00	\$ 31,602	1.00	\$ 33,302
TOTAL SEASONAL EMPLOYEES				1.00	\$ 28,752	1.00	\$ 31,602	1.00	\$ 33,302
TOTAL INFORMATION TECHNOLOGY				12.00	\$912,981	13.00	\$1,039,42	13.00	\$1,143,644

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	
Information Technology - General Fund											
10077100	61010	100	9400	GE-44	CHIEF INFORMATION OFFICER	1.00	\$ 149,237	1.00	\$ 156,098	1.00	\$ 164,526
10077100	61010	100	8650	GE-37	SENIOR NETWORK/SYSTEMS ADMIN	1.00	\$ 100,629	1.00	\$ 105,255	2.00	\$ 218,657
10077100	61010	100	8600	GE-35	LEAD APP/NETWORK ANALYST	4.00	\$ 347,424	4.00	\$ 368,779	3.00	\$ 293,134
10077100	61010	100	8500	GE-30	INFO TECHNOLOGY SPECIALIST	—	\$ —	—	\$ —	—	\$ —
10077100	61010	100		GE-27	HELP DESK TECHNICAL SUPPORT	3.00	\$ 150,184	3.00	\$ 151,292	3.00	\$ 172,654
10077100	61010	100		GE-39	CHIEF SECURITY OFFICER	1.00	\$ 85,390	1.00	\$ 99,033	1.00	\$ 123,725
10077100	61010	100	490	GE-29	USER TECHNOLOGY SPECIALIST	1.00	\$ 51,365	1.00	\$ 59,576	1.00	\$ 66,198
10077100	61010	100		GE-29	LAW ENFORCEMENT USER SUPPORT SPECIALIST					1.00	\$ 71,448
Total						11.00	\$ 884,229	12.00	\$ 1,007,827	12.00	\$ 1,110,342
Information Technology - General Fund											
10077100	61030	100	650	NA-38	INTERN-SEASONAL	1.00	\$ 28,752	1.00	\$ 31,602	1.00	\$ 33,302
Total						1.00	\$ 28,752	1.00	\$ 31,602	1.00	\$ 33,302
TOTAL INFORMATION TECHNOLOGY DIVISION						12.00	\$ 912,981	13.00	\$ 1,039,429	13.00	\$ 1,143,644

Capital Improvement Projects by Department/Division					
INFORMATION TECHNOLOGY					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 25 Recomm'd Budget
7769900002	City-wide comp/printer replac	Information Technology	671	65045	2,800
7769900002	City-wide comp/printer replac	Information Technology	611	65045	43,560
7769900002	City-wide comp/printer replac	Information Technology	301	65045	10,158
7769900002	City-wide comp/printer replac	Information Technology	190	65045	2,800
7769900002	City-wide comp/printer replac	Information Technology	621	65045	8,828
7769900002	City-wide comp/printer replac	Information Technology	950	65045	32,720
7769900002	City-wide comp/printer replac	Information Technology	304	65045	300,595
7769900002	City-wide comp/printer replac	Information Technology	811	65045	5,800
7769900017	Network Switch Replacement	Information Technology	304	65045	120,000
INFORMATION SERVICES TOTAL					527,261

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	PAGE
INFORMATION TECHNOLOGY								
Business Type								
	City-Wide Computer and Printer Replacements- Business	\$ 93,708	\$ 72,150	\$ 102,604	\$ 166,959	\$ 46,970	\$ 482,391	287
General Government								
	City-Wide Computer and Printer Replacements - General Gov	\$ 313,553	\$ 571,760	\$ 400,596	\$ 950,454	\$ 1,295,865	\$3,532,228	288
	Network Security Risk Assessment	\$ —	\$ —	\$ —	\$ 15,000	\$ —	\$ 15,000	289
	Network Switch Replacement	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ 120,000	290
							\$ —	304
	TOTAL	\$ 527,261	\$ 643,910	\$ 503,200	\$1,132,413	\$ 1,342,835	\$4,149,619	

Water Department

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WATER DEPARTMENT

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	2,556,045	2,700,384	2,826,257	4.7 %
Supplies and Services	3,228,326	3,548,883	3,821,759	7.7 %
Machinery and Equipment	605,117	788,130	776,600	(1.5)%
Administrative Overhead Recharges	452,767	1,369,331	2,005,611	46.5 %
Engineering Water Maintenance Charges	56,268	50,182	64,109	27.8 %
Payment in Lieu of Taxes	142,884	142,884	142,884	— %
Payment to Construction Fund	1,000,000	1,000,000	60,000	(94.0)%
Debt Service	2,499,952	2,689,548	3,001,623	11.6 %
Total Expenses	10,541,359	12,289,342	12,698,843	3.3 %
<u>Resources</u>				
Operating Revenue	11,276,960	12,336,834	12,678,637	2.8 %
General Fund - Rate Subsidy	21,687	25,000	24,593	(1.6)%
Total Resources	11,298,647	12,361,834	12,703,230	2.8 %
Net Operating Surplus (Deficit)	757,288	72,492	4,387	-68,105
Personnel - Authorized FTE	26.07	27.07	27.07	
Water User Fee Rate Increase	5 %	8 %	12 %	
Revenue 1% Rate Increase Generates			\$ 98,689	

Improvement Package Summary

1 of 1

This improvement level decision package request is for a vehicle for the use of the maintenance and administrative staff at the Eagle Point Water Treatment Plant. Use and benefits of the vehicle would be in maintenance at the Pump Stations, including but not limited to, delivering bulk sodium hypochlorite liquid, changing reagents for the chlorine analyzers, well sampling and measurement, distribution system sampling, safety and security inspections at the tanks, towers, and delivering parts as necessary to each of the nineteen (19) remote facilities of the treatment and pumping operations. A third vehicle will reduce the wait and response time for maintenance and administrative staff to perform their work and improve overall efficiency within the group. Based on the current prices provided by the Fleet Maintenance Supervisor, this vehicle is estimated at \$78,000. This decision package directly relates to the City Council Goals: Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	<u>\$78,000</u>	Water User Fees	Non-Recurring	Recommend - No
Net Cost:	<u>\$78,000</u>			
Water Rate Impact:	0.93 %			
Activity: Plant Operations				

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 \$33,148 or 0.0%.
4. Overtime is unchanged from \$94,040 in FY 2024 to \$94,040 in FY 2025 . FY 2023 actual was \$143,304.
5. Five-Year Retiree Sick leave payout is increased from \$11,094 in FY 2024 to \$15,928 in FY 2025.
6. 50% Sick Leave Payout increased from \$3,585 in FY 2024 to \$4,072 in FY 2025 based on FY 2024 actual to-date. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.

Supplies & Services

7. Electricity increased from \$969,299 in FY 2024 to \$973,564 in FY 2025 based on FY 2023 actual of \$886,670 plus 9.8%. This increase is due to rate increases for non-residential services from electrical providers. Alliant Energy has notified the City of an 11.5% rate increase that will take effect starting partway through FY 2025 in October of 2024.
8. Sales Tax Expense decreased from \$545,649 in FY 2024 to \$510,804 in FY 2025 based on FY 2023 actual expense of \$450,444 plus an increase in water rates of 8% in FY 2024 and 12% in FY 2025. This expense is directly offset by sales tax revenue.
9. Chemicals increased from \$622,500 in FY 2024 to \$666,500 in FY 2025 based on expected cost increases from vendors and recent chemical contract costs. Chlorine is unchanged from \$90,000 in FY 2024 to \$90,000 in FY 2025. Lime increased from \$400,000 in FY 2024 to \$425,000 in FY 2025. Carbon dioxide increased from \$30,000 in FY 2024 to \$38,000 in FY 2025. Fluoride is unchanged from \$15,000 in FY 2024 to \$15,000 in FY 2025. Phosphate increased from \$75,000 in FY 2024 to \$86,000 in FY 2025. Polymer is unchanged from \$12,500 to \$12,500 in FY 2025.
10. Hauling Contract increased from \$330,000 in FY 2024 to \$350,000 in FY 2025 based on FY 2024 actual price per ton of \$12.80. The FY 2023 actual price per ton was \$11.60. The amount of hauled tons of lime sludge is highly variable from year to year and is estimated to be approximately 27,000 tons in FY 2025. The FY 2023 actual expense was \$279,050.
11. Other Professional Services is unchanged from \$145,200 in FY 2024 to \$145,200 in FY 2025. This line item includes consulting services for staff training (\$35,000), environmental testing fees (\$37,200), fire hydrant painting (\$5,000), service line assistance (\$35,000), the water leak survey (\$18,000), and water storage tank inspections (\$15,000).
12. Technology Services decreased from \$104,832 in FY 2024 to \$104,342 in FY 2025 due to Water Distribution no longer using an AutoCAD software. In FY 2025, this line item includes the following items:

Software	FY 2025
Water Administration	
Laserfiche License	282
Water Meters	
Tokay Software	10,000
WaterSmart	32,000
Neptune360 (50%)	24,000
Computer Tablet Internet Service (2)	720
Water Plant Operations	
SCADA Tech Support For Rockwell Software	4,900
Hach Wims And Access Technologies	31,000
Water Distribution	
Computer Tablet Internet Service (3)	1,440
Total Software	\$104,342

13. Valves/Fittings increased from \$142,266 in FY 2024 to \$225,447 in FY 2025 based on FY 2023 actual. This line item represents the purchase of water pipe, special fitting, and tapping materials for the water distribution system. This line item varies each year due to uncontrollable factors such as the number of emergency water main repairs. There is associated revenue budgeted in Taps (\$48,823) and Connection Fees - Large Service (\$21,853) that covers these expenses. This line item represents the material costs only for valves in the distribution system and ongoing valve replacement and maintenance internally in the plant. The overall increase is due in part to industry-wide price increases for supplies and parts. The FY 2023 actual expense of \$225,447 reflects those cost increases.
14. Property Insurance increased from \$104,741 in FY 2024 to \$168,147 in FY 2025 based on information received from Iowa Communities Assurance Pool (ICAP).

Machinery & Equipment

15. Equipment replacement items at the maintenance level include (\$776,600):

Water Machinery and Equipment	
Water Distribution System	
Hydrants	\$ 96,000
Gas Generator	\$ 2,400
Tapping Machine	\$ 8,000
R2 GPS	\$ 8,000
Shop Vac	\$ 1,000
Whacker Compactor	\$ 4,700
Air Hammer/Drill	\$ 3,500
Annual Maintenance Projects	
Pump Replace Vacuum Filter	\$ 15,000
Annual Maintenance Programs	\$ 638,000
Total Equipment	\$ 776,600

Debt Service

16. Annual debt service reflects repayment to (\$3,001,623):

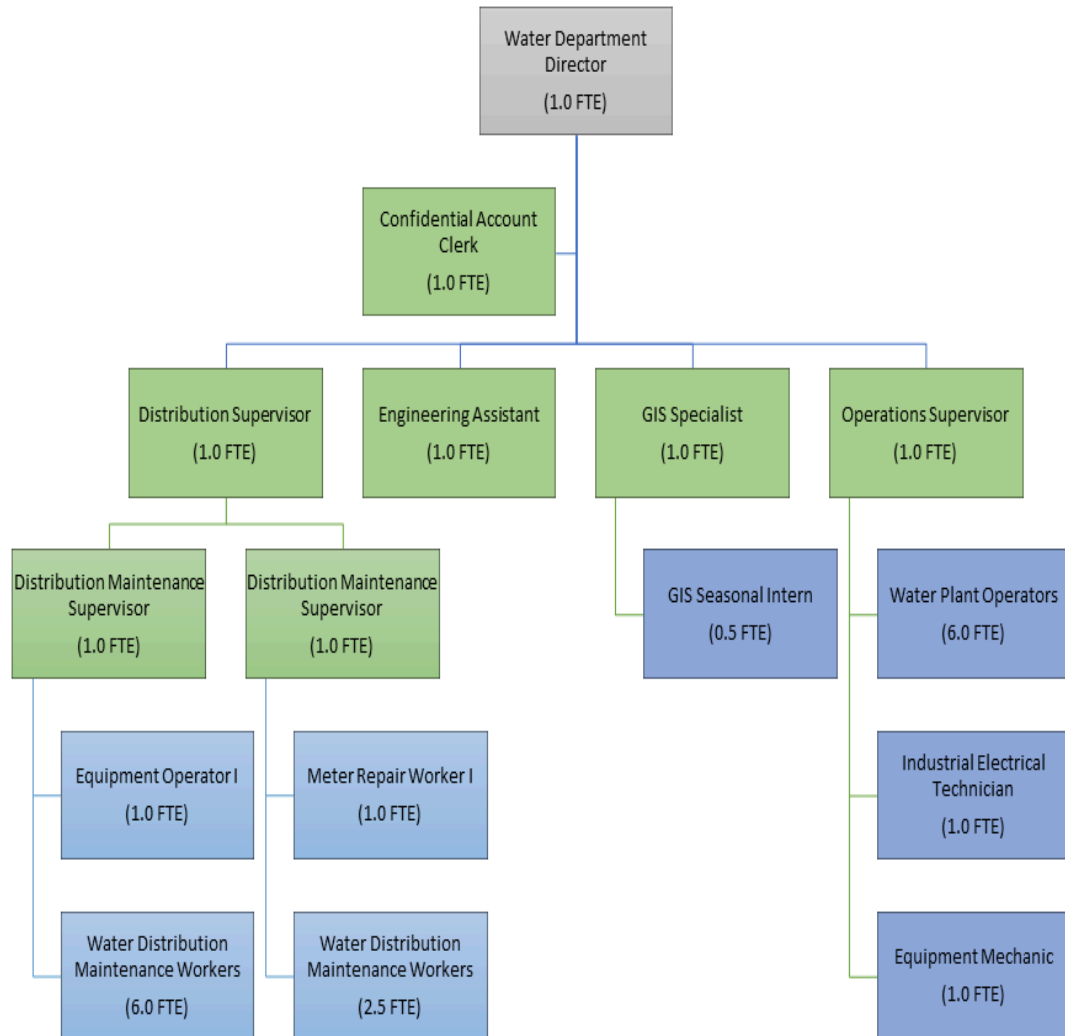
Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 59,640	SRF 2007A	Water Fees	Clear Wells	2028	
\$ 217,745	SRF Series 2009	Water Fees	Meter Change-Out	2031	
\$ 428,700	Revenue 2021C	Water Fees	Water Improvements	2030	2028
\$ 108,236	G.O. 2018A	Water Fees	Water Improvements	2031	2026
\$ 37,899	G.O. 2021A	Water Fees	Water Improvements	2032	2028
\$ 137,343	G.O. 2021A	Water Fees	Water Improvements	2033	2026
\$ 653,300	G.O. 20121A	Water Fees	Water Improvements	2032	2028
\$ 41,688	G.O. 2016C	Water Fees	Water Improvements	2033	2024
\$ 673,960	SRF 2017	Water Fees	CIWA Purchase/Imp	2036	
\$ 269,080	SRF 2019	Water Fees	Roosevelt Water Tower	2038	
\$ 105,826	SRF 2021	Water Fees	Water Improvements	2041	
\$ 268,206	FY25 Planned Debt	Water Fees	Water Improvements	2045	
<u>\$3,001,623</u>	Total Water Annual Debt Service				

Revenue

17. Water User Fees increased from \$10,996,706 in FY 2024 to \$11,191,345 in FY 2025 based on FY 2023 actual of \$9,868,911 plus an increase in water rates of 8% in FY 2024 and 12% in FY 2025.
18. Flat Rates decreased from \$57,706 in FY 2024 to \$34,490 in FY 2025. FY 2023 actual was \$34,490. This charge is for customers purchasing bulk water. Rates are set by City ordinance.
19. Fire Protection Rates increased from \$196,324 in FY 2024 to \$207,151 in FY 2025 based on FY 2023 actual of \$207,151. This fee is the demand charge for fire sprinkler head connection. The rates are set by City ordinance.
20. Taps revenue is increased from \$33,147 in FY 2024 to \$48,823 in FY 2025. FY 2023 actual was \$15,702. This fee is charged to customers for 3/4" to 1" taps and represents the cost of labor and materials. The rates are set by City ordinance, and the projections were calculated as a three year average.
21. Tap Service increased from \$9,246 in FY 2024 to \$21,853 in FY 2025. FY 2023 actual was \$36,082. This fee is charged to customers for 2" taps and represents the actual cost of labor and materials. The rates are set by City ordinance, and the projections are calculated by a three year average.
22. Connection Charge Front Footage is decreased from \$77,788 in FY 2024 to \$67,860 in FY 2025. This is based on FY 2023 actual of \$67,860. This fee is charged to a new user when a connection is made to the City water supply. This represents the user share of the cost of the installation of the water main. Rates are set by City ordinance.
23. Backflow Prevention Administrative Fees increased from \$75,832 in FY 2024 to \$76,643 in FY 2025 based on actual number of accounts. FY 2023 actual was \$76,643. This includes the \$25 annual fee charged to all customers with a backflow device.

24. Penalties for late payments increased from \$45,980 in FY 2024 to \$98,465 in FY 2025 based on FY 2023 actual of \$98,465.
25. Tower Monthly Rental increased from \$145,557 in FY 2024 to \$156,526 in FY 2025 based on water lease contract amounts. FY 2023 actual was \$156,526.
26. Sales Tax Collected decreased from \$545,649 in FY 2024 to \$510,804 in FY 2025 based on the rate increase of 12% for water fees from FY 2023 actuals and accounting for the rate increase in FY 2024 and proposed FY 2025 rate increase. This line item off-sets the sales tax expense.

Water Department Org Chart FY25 (27.07 FTE)



WATER DEPARTMENT

The Water Department ensures our community has high quality, safe, reliable and affordable drinking water.

SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

PEOPLE

Employees of the Water Department are provided training to ensure the maintenance of the appropriate licenses required by the Iowa Department of Natural Resources. Other job-related educational training is provided to broaden employee skills and increase productivity.

PLANNING

The Water Department is engaged in conscientious, strategic planning which allows for maintaining compliance with the state and federal regulatory agencies in order to provide the highest quality, safe and cost effective drinking water possible.



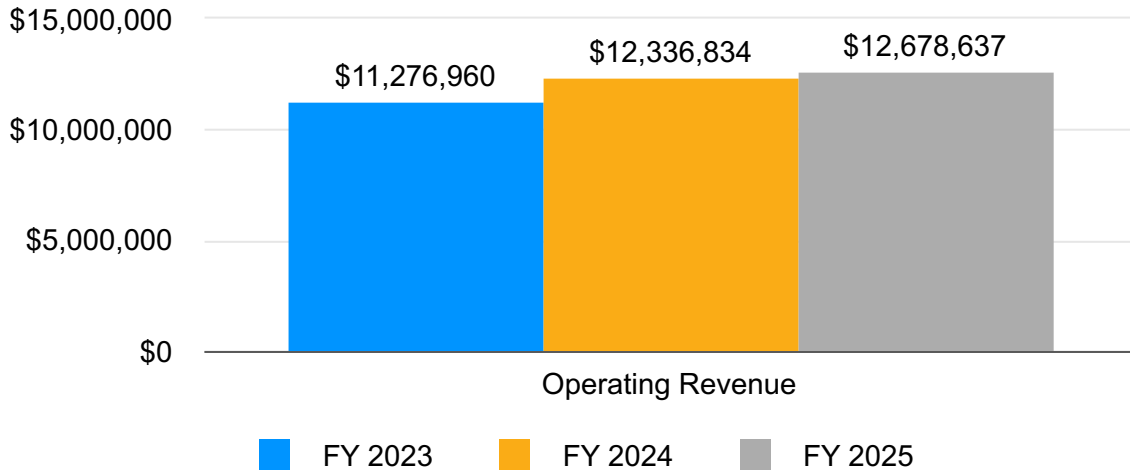
PARTNERSHIPS

The Water Department is involved in Community Activities/Partnerships/ Outreach programs such as Water Conservation Educational Program and the Smarter City Initiative. The Water Department provides tours of its Eagle Point Treatment Plant to local schools and organizations.

WATER DEPARTMENT

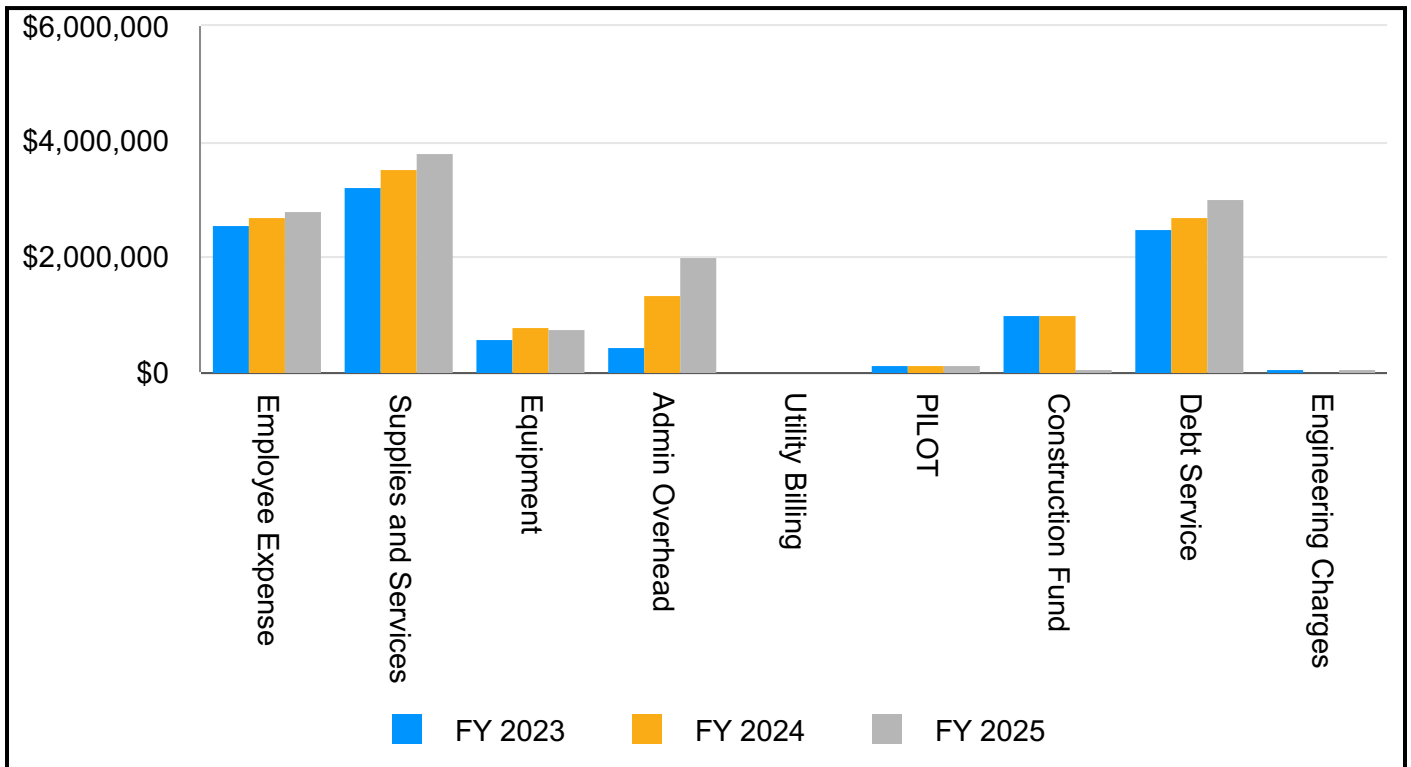
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	26.07	27.07	27.07

Resources Support



The Water Department is supported by 27.07 full-time equivalent employees, which accounts for 22.26% of the department expense as seen below. Overall, the department's expenses are expected to increase by 3.33% in FY 2025 compared to FY 2024.

Expenditures by Category by Fiscal Year



WATER DEPARTMENT

Administration

Mission & Services

The City of Dubuque Water Department is dedicated to producing and delivering drinking water that is in compliance with all state and federal drinking water standards. We continually strive to adopt new and better methods of delivering the best quality drinking water to the citizens of Dubuque in the most cost-effective manner. Water Department Administration is responsible for the preparation of operating and capital budgets, interacting with the state and federal regulatory agencies, evaluation and coordination of treatment facility operations and the water distribution system functions.

Water Administration Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$5,033,866	\$6,518,617	\$6,532,435
Resources	\$—	\$—	\$—

Water Administration Position Summary	
	FY 2025
Water Department Manager	1.00
Water Distribution Supervisor	1.00
Water Engineering Assistant	1.00
Water Operations Supervisor	1.00
Confidential Account Clerk	1.00
GIS Specialist	1.00
GIS Intern	0.50
Total FT Equivalent Employees	6.50

Performance Measures

City Council Goal: Financially Responsible, High-Performance Organization

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1 Activity Objective: Maintain a financially-viable water utility.					
# of hours that staff are completing annual training (hrs) to support CEUs and professional development in emergency response	20	35	37	35	Goal Met
Reduction of Water Quality Issues per 100 miles of Pipe	<20	15	16	15	Goal Met
% of lost/unaccounted for water	<18%	17.9%	25%	18%	Goal In Progress
% of projects completed within the program budget	100%	100%	100%	100%	Goal Met
Operating cost coverage for water (Total operational Revenue/Total Operating Cost)	≥ 1	1.3	0.8	1.0	Goal Met

WATER DEPARTMENT

Plant Operations and Maintenance

Overview

Plant Operations and Maintenance ensures that water used for domestic, commercial and industrial purposes is high quality and is supplied to meet the needs our community. We are responsible for the management of equipment and treatment process of the City's drinking water in compliance with all federal and state water quality standards.

Over 200 tests per day are performed by water treatment plant operators. In addition to these tests, the Dubuque W&RRC Laboratory performs over 60 bacteriological analysis of the drinking water on a monthly basis. Other compliance-related testing is performed by the University of Iowa Hygienic Laboratory. All of these analytical measures ensure the water reaching homes is of drinking-water quality.



Plant Operations and Maintenance Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$3,029,578	\$3,185,155	\$3,325,166
Resources	\$295	\$72	\$—

Plant Operations and Maintenance Position Summary	
	FY 2025
Industrial Electronic Technician	1.00
Equipment Mechanic	1.00
Plant Operator I	2.00
Plant Operator II	1.00
Plant Operator III & IV	1.00
Plant Operator IV	2.00
Total FT Equivalent Employees	8.00

Performance Measures

City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1	Activity Objective: Provide water treatment and distribute high-quality, clean drinking water that meets or exceeds drinking water regulations.					
	# of Regulatory Compliance as No Violations	0	0	0	0	Goal Met
	Water Plant Process Efficiency measured as Water Treated vs Produced(MGD Treated/MGD Produced)	1.10	0.94	1.03	1.00	Goal Not Met
	Cost Effectiveness of the Treatment Process (O&M Cost/MG, thousands)	≤ 1.00	0.94	1.07	1.00	Goal Met

The **2023 Water Quality Report** can be downloaded at: <https://www.cityofdubuque.org/waterquality>

WATER DEPARTMENT

Water Distribution

Mission & Services

The function of the Water Distribution Team is to safely transport potable water from the source to point of use. Distribution is also responsible for the machinery, equipment, materials and personnel required to repair main breaks; install water mains, control valves and fire hydrants and assist other sections of the Water Department. It is our goal to operate and maintain a water distribution system consistent with established procedures recognized by the American Water Works Association for efficient management practices and to meet Federal, State and local rules and regulations.

Water Distribution Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$1,521,671	\$1,263,173	\$1,460,222
Resources	\$11,170,268	\$12,225,628	\$12,518,422

Water Distribution Position Summary	
	FY 2025
Equipment Operator II	1.00
Water Distribution Maintenance Worker Supervisor	1.00
Water Distribution Maintenance Worker	6.00
Custodian I	0.07
Total FT Equivalent Employees	8.07

Performance Measures

City Council Goal: Financially Responsible, High-Performance Organization

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1 Activity Objective: Ensure the integrity of the distribution system piping system.					
# of breaks per 100 miles of pipe	<15	33	25.52	30	Goal Not Met
Operation of 10% of system valves annually	808	215	616	808	Goal Met
Hydrant effectiveness (out of service rate) <1% or 25FH	<1%	<1%	<1%	<1%	Goal Met
O&M costs for water per 100 miles of pipe (thousands per 100 miles)	<343**	403	457	379	Goal In Progress

** Based on 3 year running average

The Water Department's Distribution Crew is available 24/7/365 to repair water mains and reduce service outages, minimizing the time customers are without water.

DID YOU KNOW? The water distribution system is composed of 332.95 miles of public water mains ranging in diameter from 4" up to 30"; 8,078 control valves; and 2,646 fire hydrants.

WATER DEPARTMENT

Water Meters & Backflow Prevention

Mission & Services

The Water Meter Team provides dependable meter operations and maintenance. The work performed includes installation, testing, cleaning, repairing and and reassembling meters as required. The Meter Team also addresses pressure issues, performs water use investigations and manages the Backflow Prevention Program. The work is conducted in compliance with local, state and federal requirements.

Water Meters Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$374,562	\$536,215	\$568,343
Resources	\$128,084	\$132,184	\$184,808

Water Meters Position Summary	
	FY 2025
Water Meter Repair Worker I	2.00
Water Distribution Maintenance Worker	1.00
Water Distribution Maintenance Worker Supervisor	1.00
Water Distribution Maintenance Worker PT	0.50
Total Full-Time Equivalent Employee's	4.50

Performance Measures

City Council Goal: Sustainable Environment

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1 Activity Objective: Minimize the possibility of contamination in the distribution through the installation of backflow prevention devices.					
High and Low Hazard Containment Services, by definition, to participate in the backflow prevention program	100%	98%	99%	99%	Goal In Progress

City Council Goal: Financially Responsible, High-Performance Organization

1 Activity Objective: Respond to customer inquiries in a timely manner to maintain consumer confidence in the water utility.					
Respond to technical Meter Department service issues.	100%	100%	100%	100%	Goal Met
Enhanced meter reading accuracy, larger users: O&M on all large meters (>3") per AWWA standards (lg meter/yr)	5%	11%	15%	5%	Goal Met

Recommended Operating Revenue Budget - Department Total				
42 - WATER				
Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
600 - Water Operating				
4A - Charges for Services				
41380 - Water/Sewer Permit	(144,393)	(156,526)	(145,557)	(156,526)
45090 - Meter Rates	(9,464,186)	(9,868,911)	(10,996,706)	(11,191,345)
45095 - Fire Protection Rates	(191,821)	(207,151)	(196,324)	(207,151)
45100 - Flat Rates	(41,714)	(34,490)	(57,706)	(34,490)
45105 - Unapplied Credits	(23,071)	(4,620)	(23,071)	(4,620)
45125 - Meter Sales - Remotes	(13,609)	(10,993)	(13,609)	(10,993)
45126 - Meters - Sales	(28,917)	(26,134)	(28,917)	(82,858)
45127 - UFR Device - Sales	(2,938)	(2,648)	(2,938)	(2,648)
45128 - Meter Repair	(10,409)	(10,491)	(10,409)	(10,491)
45129 - Stop Box Parts	0	0	0	0
45234 - UB-Water Repair Grt Temp Hold	200	0	0	0
45300 - Forfeitures/Penalties	(45,980)	(98,465)	(45,980)	(98,465)
45325 - Meter Tampering Fee	(741)	(631)	(741)	(631)
45350 - Shut Off Penalties	(9,965)	(13,394)	(9,965)	(13,394)
45400 - Connect Fees	(75,832)	(76,643)	(75,832)	(76,643)
45410 - Connect Fee Large Svc	(15,340)	(36,082)	(9,246)	(21,853)
45415 - Connect Fee Front Footage	(63,417)	(67,860)	(77,788)	(67,860)
45420 - Taps	(63,850)	(15,702)	(33,147)	(48,823)
45500 - Miscellaneous Chg for Svcs	(8,978)	(10,959)	(8,978)	(10,959)
45520 - Customer Credits	0	0	0	0
47100 - Reimbursements	(4,000)	(2,673)	(4,000)	(50)
47150 - Refunds	(57)	(440)	0	0
47200 - Insurance Settlements	(13,834)	(16,010)	(13,466)	0
47450 - Sale of Salvage	(1,771)	(23,334)	(1,386)	(1,314)
4A - Charges for Services Total	(10,224,623)	(10,684,158)	(11,755,766)	(12,041,114)
4B - Grants/Contrib				
44400 - State Grants	—	—	—	—
4B - Grants/Contrib Total	—	—	—	—
4K - Unrest Invest Earn				
43000 - Interest	(25,600)	(126,719)	(35,419)	(126,719)
4K - Unrest Invest Earn Total	(25,600)	(126,719)	(35,419)	(126,719)
4N - Transfers				
49100 - Transfer In General Fund	(22,352)	(21,687)	(25,000)	(24,593)
4N - Transfers Total	(22,352)	(21,687)	(25,000)	(24,593)
4O - Eliminated for GW				
47115 - Sales Tax Collection	(494,920)	(466,083)	(545,649)	(510,804)
48200 - Proceeds from GO Debt	(3,505,000)	—	—	—
48205 - Bond Discount/Premium	(181,304)	—	—	—
48250 - Proceeds from SRF	(1,030,000)	—	—	—
4O - Eliminated for GW Total	(5,211,224)	(466,083)	(545,649)	(510,804)
WATER - Total	(15,483,799)	(11,298,647)	(12,361,834)	(12,703,230)

Recommended Operating Expenditure Budget - Department Total				
42 - WATER				
Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6A - Salaries & Wages				
600 - Water Operating				
60100 - Salaries-Regular Full Time	1,448,555	1,638,562	1,797,372	1,869,115
60200 - Salaries - Regular Part Time	16,368	17,690	31,726	32,073
60300 - Hourly Wages - Temp/Seasonal	710	3,438	16,784	17,693
60400 - Overtime	129,894	143,304	94,040	94,040
60410 - Overtime - Holiday	24,050	29,427	17,000	17,000
60630 - Special Pay Sick Lv Payout Ret	31,935	12,251	11,094	15,928
60635 - Special Pay Sick Lv Payout 50%	3,055	3,878	3,585	4,072
60640 - Special Pay - Vacation Payout	8,890	7,439	0	0
60710 - Special Pay - Parental Leave	0	13,049	0	0
60720 - Spec Pay - Meals No Overnight	82	33	50	0
60730 - Spec Pay - Safety Equipment	3,802	3,220	5,500	5,500
60740 - Spec Pay - Meal Allowance	1,055	649	2,000	1,200
60780 - Spec Pay - Tank Climb Pay	30	30	1,200	1,200
6A - Salaries & Wages Total	1,668,427	1,872,971	1,980,351	2,057,821
6B - Employee Benefits				
600 - Water Operating				
61100 - FICA - City Contribution	120,057	135,259	149,800	156,912
61300 - IPERS - City Contribution	152,637	173,953	184,845	191,737
61510 - Health Insurance	332,464	328,864	342,696	375,844
61540 - Life Insurance	964	1,174	1,196	1,334
61600 - Workers' Compensation	48,369	43,396	40,389	42,100
61992 - Physicals	1,107	428	1,107	509
6B - Employee Benefits Total	655,598	683,074	720,033	768,436
6C - Staff Development				
600 - Water Operating				
62100 - Association Dues	2,298	3,413	5,770	4,102
62200 - Subscriptions	0	484	540	300
62325 - Mileage	1,928	4,012	4,724	5,124
62400 - Meetings & Conferences	473	3,897	5,350	5,350
62500 - Education Reimbursement	20,345	12,988	20,797	18,750
6C - Staff Development Total	25,044	24,793	37,181	33,626
6D - Repair/Maint/Util				
600 - Water Operating				
63100 - Building Maintenance	49,910	58,089	49,910	96,773
63312 - Vehicle Ops - Gasoline	38,973	37,436	29,380	35,898
63320 - Vehicle Repair - Internal	40,678	30,861	45,625	44,764
63321 - Vehicle Repair - Outsourced	3,164	15,348	6,920	15,655
63322 - Vehicle Repair - Accident	0	0	0	0
63400 - Equipment Maint/Repair	57,990	61,830	61,918	78,067
63425 - Meter Maintenance	392	1,380	2,000	2,000
63430 - Instrument Maintenance	29,704	1,048	30,298	29,704
63710 - Electricity	768,106	886,670	969,299	973,564
63711 - Natural Gas	46,462	59,758	53,580	59,853
63730 - Telecommunications	22,048	23,398	25,798	14,352
63742 - Stormwater	1,460	1,490	1,557	1,702
63790 - Other Utility Expense	9,779	418	15,000	15,000
6D - Repair/Maint/Util Total	1,068,666	1,177,725	1,291,285	1,367,332
6E - Contractual Svcs				
600 - Water Operating				

Recommended Operating Expenditure Budget - Department Total				
42 - WATER				
Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64010 - Accounting & Auditing	3,800	8,250	3,800	8,250
64020 - Advertising	2,930	849	2,930	1,338
64030 - Outsourced Labor	0	0	0	0
64040 - Collections	1,452	2,197	1,452	2,197
64045 - Bad Debt Expense	0	0	0	0
64062 - Refunds	937	0	937	0
64080 - Insurance - Property	84,648	96,628	104,741	168,147
64081 - Insurance - Liability	25,199	33,169	28,064	42,422
64083 - Insurance - Other	0	0	0	0
64110 - Legal	27,713	0	0	0
64135 - Grants	795	2,301	10,000	10,000
64140 - Printing	1,982	177	1,270	1,914
64145 - Copying	1,625	1,494	3,509	1,493
64150 - Rental - Equipment	4,731	4,054	10,000	6,000
64160 - Rental - Land/Bldgs/Parking	660	660	660	660
64175 - Landfill Fees	67	788	152	2,288
64180 - Sales Tax Expense	488,525	450,444	545,649	510,804
64185 - License/Permit/Fees	6,860	6,921	6,860	6,921
64190 - Technology Services	48,675	69,358	104,832	104,342
64191 - IT Recharges	0	21,172	21,743	22,658
64820 - One Call	7,406	10,299	7,406	10,299
64825 - Fire Suppression	1,082	242	1,082	1,700
64865 - Elevator Service	2,473	2,441	2,410	2,410
64870 - HVAC Services	3,570	0	3,744	3,744
64880 - Custodial Services	0	0	0	0
64900 - Other Professional Service	71,132	115,146	145,200	145,200
64975 - Equip Maint Cont	1,944	1,823	1,944	1,823
64980 - Technology Equip Maint Cont	21,054	2,184	12,777	12,777
64985 - Hauling Contract	267,552	279,050	330,000	350,000
64990 - Other Contractual Service	0	0	6,000	6,000
6E - Contractual Svcs Total	1,076,811	1,109,648	1,357,162	1,423,387
6F - Commodities				
600 - Water Operating				
65010 - Chemicals	442,320	594,487	622,500	666,500
65040 - Small Tools & Equipment	10,403	16,595	14,379	14,679
65045 - Technology Equipment	5,541	16,859	4,830	0
65050 - Other Equipment	49,209	22,892	50,800	138,600
65054 - Safety Equipment	0	600	0	0
65060 - Office Supplies	1,867	7,345	3,101	6,819
65080 - Postage/Shipping	2,407	2,429	2,658	2,621
65100 - Safety Supplies	8,122	6,328	8,122	8,122
65925 - Uniform Purchase	19,687	19,064	27,000	27,000
65950 - Valves/Fittings	142,266	225,447	142,266	225,447
65960 - Repair Parts	4,730	7,251	4,829	3,844
65965 - Janitorial	4,998	4,630	5,188	5,014
65970 - Lab Supplies	21,830	15,494	21,830	21,830
65975 - Plumbing Supplies	67	1,220	70	70
65980 - Construction Supplies	817	203	926	2,650
65981 - Street Materials	0	12,568	0	12,568
65990 - Other Supplies	10,386	2,498	10,386	250
6F - Commodities Total	724,651	955,911	918,885	1,136,014

Recommended Operating Expenditure Budget - Department Total				
42 - WATER				
Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6G - Capital Outlay				
600 - Water Operating				
67100 - Vehicles	0	133	0	0
67210 - Furniture/Fixtures	0	0	1,500	0
67230 - Heavy Equipment	0	0	23,000	0
67250 - Office Equipment	0	0	0	0
67270 - Other Capital Equipment	0	7,898	18,000	18,000
67500 - Buildings	0	0	0	0
67809 - Water - Meters	97,088	22,440	0	0
67810 - Water - Large Meters	18,886	50,200	200,000	200,000
67815 - Water - Hydrants	30,877	91,456	70,000	0
67990 - Other Capital Outlay	379,271	392,640	420,000	420,000
6G - Capital Outlay Total	526,122	564,767	732,500	638,000
6H - Debt Service				
600 - Water Operating				
68010 - Principal Payment	6,824,142	1,959,654	2,112,595	2,358,616
68020 - Interest Payments	615,593	540,298	576,953	643,007
68980 - Financial Consultant	31,250	0	0	0
68990 - Paying Agent Fees	447	600	0	0
6H - Debt Service Total	7,471,433	2,500,552	2,689,548	3,001,623
6I - Transfers				
600 - Water Operating				
69100 - Transfers Out To General Fund	578,155	595,651	1,512,215	2,148,495
69601 - Transfers Out to Water Cap	400,000	1,000,000	1,000,000	60,000
6I - Transfers Total	978,155	1,595,651	2,512,215	2,208,495
WATER - Total	14,194,908	10,485,091	12,239,160	12,634,734

Recommended Expenditure Budget Report by Activity & Funding Source

42 - WATER

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
0000 - No Sub-Activity			
600 - Water Operating			
6E - Contractual Svcs	—	—	—
6I - Transfers	1,595,651	2,512,215	2,208,495
0000 - No Sub-Activity Total	1,595,651	2,512,215	2,208,495
4201 - Administration			
600 - Water Operating			
6A - Salaries & Wages	316,647	523,463	549,882
6B - Employee Benefits	107,471	170,659	174,825
6C - Staff Development	11,760	15,500	17,000
6D - Repair/Maint/Util	571	1,872	3,120
6E - Contractual Svcs	500,622	604,534	577,076
6F - Commodities	592	826	414
6G - Capital Outlay	—	—	—
6H - Debt Service	2,500,552	2,689,548	3,001,623
6I - Transfers	—	—	—
4201 - Administration Total	3,438,215	4,006,402	4,323,940
4202 - Meters			
600 - Water Operating			
6A - Salaries & Wages	204,636	310,200	315,267
6B - Employee Benefits	79,528	111,452	129,675
6C - Staff Development	3,266	5,678	5,805
6D - Repair/Maint/Util	28,188	24,226	31,415
6E - Contractual Svcs	53,026	73,289	75,761
6F - Commodities	7,256	11,370	10,420
6G - Capital Outlay	0	0	0
4202 - Meters Total	375,900	536,215	568,343
4203 - Plant Operations and Maint			
600 - Water Operating			
6A - Salaries & Wages	661,756	599,276	616,222
6B - Employee Benefits	250,075	226,074	229,006
6C - Staff Development	2,772	4,567	3,350
6D - Repair/Maint/Util	1,014,000	1,146,637	1,158,452
6E - Contractual Svcs	455,685	526,904	608,079
6F - Commodities	643,820	680,197	710,057
6G - Capital Outlay	133	1,500	0
4203 - Plant Operations and Maint Total	3,028,241	3,185,155	3,325,166
4204 - Distribution System			
600 - Water Operating			
6A - Salaries & Wages	689,932	547,412	576,450
6B - Employee Benefits	246,000	211,848	234,930
6C - Staff Development	6,995	11,436	7,471
6D - Repair/Maint/Util	134,966	118,550	174,345
6E - Contractual Svcs	51,014	69,435	79,471
6F - Commodities	291,108	211,492	387,555
6G - Capital Outlay	101,655	93,000	0
4204 - Distribution System Total	1,521,671	1,263,173	1,460,222
4220 - Storage Tank Inspection			

Recommended Expenditure Budget Report by Activity & Funding Source

42 - WATER

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
600 - Water Operating			
6E - Contractual Svcs	0	15,000	15,000
4220 - Storage Tank Inspection Total	0	15,000	15,000
4221 - Meter Reading System Maint			
600 - Water Operating			
6G - Capital Outlay	0	0	0
4221 - Meter Reading System Maint Total	0	0	0
4222 - Pump/Vacuum Filter Replace			
600 - Water Operating			
6F - Commodities	0	15,000	15,000
4222 - Pump/Vacuum Filter Replace Total	0	15,000	15,000
4224 - Fire Hydrant Painting			
600 - Water Operating			
6E - Contractual Svcs	0	5,000	5,000
4224 - Fire Hydrant Painting Total	0	5,000	5,000
4225 - GIS Maint/Updates			
600 - Water Operating			
6E - Contractual Svcs	0	0	0
4225 - GIS Maint/Updates Total	0	0	0
4226 - Service Line Assistance			
600 - Water Operating			
6E - Contractual Svcs	0	35,000	35,000
4226 - Service Line Assistance Total	0	35,000	35,000
4227 - Valve Replacement			
600 - Water Operating			
6G - Capital Outlay	0	20,000	20,000
4227 - Valve Replacement Total	0	20,000	20,000
4228 - Internal Lines Loan			
600 - Water Operating			
6G - Capital Outlay	0	0	0
4228 - Internal Lines Loan Total	0	0	0
4229 - Main Replacements			
600 - Water Operating			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	0	0	0
6F - Commodities	12,568	0	12,568
6G - Capital Outlay	341,469	350,000	350,000
4229 - Main Replacements Total	354,037	350,000	362,568
4230 - Meter Exchange			
600 - Water Operating			
6G - Capital Outlay	72,640	200,000	200,000
4230 - Meter Exchange Total	72,640	200,000	200,000
4231 - Leak Repair Grant			
600 - Water Operating			
6E - Contractual Svcs	1,471	5,000	5,000
4231 - Leak Repair Grant Total	1,471	5,000	5,000
4232 - Valve Box Maintenance			
600 - Water Operating			
6G - Capital Outlay	30,632	25,000	25,000

Recommended Expenditure Budget Report by Activity & Funding Source

42 - WATER

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
4232 - Valve Box Maintenance Total	30,632	25,000	25,000
4234 - Generator Maintenance			
600 - Water Operating			
6G - Capital Outlay	7,898	18,000	18,000
4234 - Generator Maintenance Total	7,898	18,000	18,000
4235 - County Water Assistance			
600 - Water Operating			
6E - Contractual Svcs	830	5,000	5,000
4235 - County Water Assistance Total	830	5,000	5,000
4236 - Water Meter Testing			
600 - Water Operating			
6G - Capital Outlay	10,340	25,000	25,000
4236 - Water Meter Testing Total	10,340	25,000	25,000
4237 - Water Leak Survey			
600 - Water Operating			
6E - Contractual Svcs	47,000	18,000	18,000
4237 - Water Leak Survey Total	47,000	18,000	18,000
4299 - Pcard Clearing			
600 - Water Operating			
6F - Commodities	566	0	0
4299 - Pcard Clearing Total	566	0	0
WATER TOTAL	10,485,091	12,239,160	12,634,734

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT
42 WATER DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
640	3275	GE-40	WATER DEPARTMENT MANAGER	1.00	\$ 100,347	1.00	\$ 110,672	1.00	\$ 123,030
640	3200	GE-36	WATER DISTRIBUTION SUPERVISOR	1.00	\$ 96,307	1.00	\$ 98,815	1.00	\$ 82,390
640	—	GE-36	WATER OPERATIONS SUPERVISOR	1.00	\$ 74,730	1.00	\$ 82,490	1.00	\$ 92,084
640	2950	GE-33	WATER ENGINEERING ASSISTANT	1.00	\$ 79,653	1.00	\$ 83,315	1.00	\$ 87,763
640	2650	GE-31	WATER METER FOREMAN	—	\$ —	1.00	\$ 75,563	1.00	\$ 79,655
640	2650	GE-31	FOREPERSON - WATER DISTR.	1.00	\$ 71,870	1.00	\$ 75,563	1.00	\$ 79,655
640	2610	GE-30	GIS SPECIALIST	1.00	\$ 68,450	1.00	\$ 71,598	1.00	\$ 75,474
640		GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 51,879	1.00	\$ 54,716	1.00	\$ 57,763
640	2400	OE-16	ELECTRONIC TECHNICIAN	1.00	\$ 69,105	1.00	\$ 80,844	1.00	\$ 85,208
640	2800	OE-14	EQUIPMENT MECHANIC	1.00	\$ 63,768	1.00	\$ 66,699	1.00	\$ 70,310
640	2550	OE-16	WATER PLANT OPR CERT GR III/IV	1.00	\$ 65,814	1.00	\$ 60,357	1.00	\$ 67,131
640		OE-11	WATER PLANT OPERATOR CRT GR I	1.00	\$ 56,355	1.00	\$ 61,283	2.00	\$ 122,081
640	2475	OE-12	WATER PLANT OPERATOR CRT GR II	1.00	\$ 61,179	1.00	\$ 63,992	1.00	\$ 67,564
640	2475	OE-16	WATER PLANT OPERATOR CRT GR IV	3.00	\$ 202,706	3.00	\$ 212,716	2.00	\$ 149,894
640	2305	OE-10	EQUIPMENT OPERATOR II	1.00	\$ 60,167	1.00	\$ 62,933	1.00	\$ 66,341
640	1775	OE-09	WATER METER REPAIR WORKER I	2.00	\$ 118,098	2.00	\$ 124,488	2.00	\$ 123,104
640		OE-14	WATER METER REPAIR WORKER II	1.00	\$ 64,537	—	\$ —	—	\$ —
640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	6.00	\$ 340,132	7.00	\$ 412,309	7.00	\$ 439,668
TOTAL FULL TIME EMPLOYEES				25.00	\$ 1,645,097	26.00	\$ 1,798,353	26.00	\$ 1,869,115
61020 Part-Time Employee Expense									
640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	0.50	\$ 26,434	0.50	\$ 28,326	0.50	\$ 28,490
640	2050	OE-03	CUSTODIAN I	0.07	\$ 3,251	0.07	\$ 3,400	0.07	\$ 3,583
TOTAL PART TIME EMPLOYEES				0.57	\$ 29,685	0.57	\$ 31,726	0.57	\$ 32,073
61030 Seasonal Employee Expense									
640		NA-37	GIS INTERN	0.50	\$ 16,046	0.50	\$ 16,784	0.50	\$ 17,693
TOTAL SEASONAL EMPLOYEES				0.50	\$ 16,046	0.50	\$ 16,784	0.50	\$ 17,693
TOTAL WATER DEPARTMENT				26.07	\$ 1,690,828	27.07	\$ 1,846,863	27.07	\$ 1,918,881

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	
Water Administration-FT											
64042100	61010	640	2610	GE-30	GIS SPECIALIST	1.00	\$ 68,450	1.00	\$ 71,598	1.00	\$ 75,474
64042100	61010	640	3275	GE-40	WATER DEPARTMENT MANAGER	1.00	\$ 100,347	1.00	\$ 110,672	1.00	\$ 123,030
64042100	61010	640		GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 51,879	1.00	\$ 54,716	1.00	\$ 57,763
64042100	61010	640	2950	GE-33	WATER ENGINEERING ASSISTANT	1.00	\$ 79,653	1.00	\$ 83,315	1.00	\$ 87,763
64042400	61010	640		GE-36	WATER OPERATIONS SUPERVISOR	—	\$ —	1.00	\$ 82,490	1.00	\$ 92,084
64042100	61010	640	3200	GE-37	WATER DISTRIBUTION SUPERVISOR	—	\$ —	1.00	\$ 98,815	1.00	\$ 82,390
Total						4.00	\$ 300,329	6.00	\$ 501,606	6.00	\$ 518,504
Water Administration-SEASONAL											
64042100	61030	640		NA-37	GIS INTERN	0.50	\$ 16,046	0.50	\$ 16,784	0.50	\$ 17,693
Total						0.50	\$ 16,046	0.50	\$ 16,784	0.50	\$ 17,693
Water Meters-FT											
64042300	61010	640	1775	OE-09	WATER METER REPAIR WORKER I	2.00	\$ 118,098	2.00	\$ 124,488	2.00	\$ 123,104
64042300	61010	640		OE-14	WATER METER FOREMAN			1.00	\$ 75,563	1.00	\$ 79,655
64042300	61010	640		OE-14	WATER METER REPAIR WORKER II	1.00	\$ 64,537	—	\$ —	—	\$ —
64042300	61010	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	—		1.00	\$ 60,431	1.00	\$ 64,326
Total						3.00	\$ 182,635	4.00	\$ 260,482	4.00	\$ 267,085
Water Meters-PT											
64042300	61020	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	—		0.50	\$ 28,326	0.50	\$ 28,490
Total						—	\$ —	0.50	\$ 28,326	0.50	\$ 28,490
Water Plant Operation-FT											
64042400	61010	640		OE-11	WATER PLANT OPERATOR CRT GR I	1.00	\$ 56,355	1.00	\$ 61,283	2.00	\$ 122,081
64042400	61010	640	2475	OE-12	WATER PLANT OPERATOR CRT GR II	1.00	\$ 61,179	1.00	\$ 63,992	1.00	\$ 67,564
64042400	61010	640	2550	OE-16	WATER PLANT OPR CERT GR III/IV	1.00	\$ 65,814	1.00	\$ 60,357	1.00	\$ 67,131
64042400	61010	640		OE-16	WATER PLANT OPERATOR CRT GR IV	3.00	\$ 202,706	3.00	\$ 212,716	2.00	\$ 149,894
64042400	61010	640		GE-36	WATER OPERATIONS SUPERVISOR	1.00	\$ 74,730	—	\$ —	—	\$ —
64042400	61010	640	2800	OE-16	ELECTRONIC TECHNICIAN	1.00	\$ 69,105	1.00	\$ 80,844	1.00	\$ 85,208
64042400	61010	640	3015	OE-14	EQUIPMENT MECHANIC	1.00	\$ 63,768	1.00	\$ 66,699	1.00	\$ 70,310
Total						9.00	\$ 593,657	8.00	\$ 545,891	8.00	\$ 562,188
Water Distribution-FT											
64042700	61010	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	6.00	\$ 340,132	6.00	\$ 351,878	6.00	\$ 375,342
64042700	61010	640	3200	GE-36	WATER DISTRIBUTION SUPERVISOR	1.00	\$ 96,307	—	\$ —	—	\$ —
64042700	61010	640	2305	OE-10	EQUIPMENT OPERATOR II	1.00	\$ 60,167	1.00	\$ 62,933	1.00	\$ 66,341
64042700	61010	640	2650	GE-31	FOREPERSON - WATER DISTR.	1.00	\$ 71,870	1.00	\$ 75,563	1.00	\$ 79,655
Total						9.00	\$ 568,476	8.00	\$ 490,374	8.00	\$ 521,338
Water Distribution - PT											
64042700	61020	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	0.50	\$ 26,434	—		—	
64042700	61020	640	2050	GD-03	CUSTODIAN I	0.07	\$ 3,251	0.07	\$ 3,400	0.07	\$ 3,583
Total						0.57	\$ 29,685	0.07	\$ 3,400	0.07	\$ 3,583
TOTAL WATER DEPARTMENT						26.07	\$ 1,690,828	27.07	\$ 1,846,863	27.07	\$ 1,918,881

Capital Improvement Projects by Department/Division					
WATER					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 25 Recomm'd Budget
4281000001	SCADA and Communications Imp	Water	601	64070	200,000
4281000013	Water Meter Replacement	Water	601	65050	406,600
4281000019	Mainten Public Water Mains	Water	601	67990	20,000
4281000022	Water main replc-Sewer prog	Water	601	67990	190,000
4281000022	Water main replc-Sewer prog	Water	601	64070	22,000
4281000024	Public lead line water replc	Water	601	64070	50,000
4281000024	Public lead line water replc	Water	601	67990	50,000
4281000026	Water Treatment Plant Plan	Water	601	64070	10,000
4281000050	Private Lead Line Replacement Prog	Water	601	67990	200,000
4281000050	Private Lead Line Replacement Prog	Water	601	64070	267,850
4281000051	Source Water PFAS Red - Deep Water	Water	601	67990	2,050,000
4281000051	Source Water PFAS Red - Deep Water	Water	601	64070	250,000
4281000053	Vehicle 4911 Tandem Dump Truck Repl	Water	601	67100	174,000
4281000056	Leak Detection Correlator Replaceme	Water	601	65050	25,000
4281000057	Water Treatment Boiler Replacements	Water	601	67990	225,000
4281000058	SWA Main Ext - HWY20 to English Mil	Water	601	67990	1,510,000
4281000058	SWA Main Ext - HWY20 to English Mil	Water	601	64070	108,527
WATER	TOTAL				5,758,977

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	PAGE
WATER DEPARTMENT								
Business Type								
	Water Meter Replacement Program	\$ 406,600	\$ 406,600	\$ 137,550	\$ 130,950	\$ 130,950	\$ 1,212,650	55
	Water Main Upgrades during Street General Repairs	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 40,000	56
	Fire Hydrant Assembly Relocation/Replacement for the Sidewalk Program	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 40,000	57
	Water Main Replacement Consent	\$ 212,000	\$ 99,000	\$ —	\$ 660,000	\$ —	\$ 971,000	58
	Public Lead Line Water Main Replacement	\$ 100,000	\$ —	\$ —	\$ —	\$ —	\$ 100,000	59
	Wells, Well Field, & Well Transmission Piping Repair and Rehabilitation Program	\$ —	\$ 110,500	\$ 110,500	\$ 165,000	\$ 150,000	\$ 536,000	60
	Water Distribution Master Plan	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	61
	SCADA & Comms Improvements	\$ 200,000	\$ —	\$ —	\$ —	\$ —	\$ 200,000	62
	Generators-Park Hill & Mt. Carmel	\$ —	\$ 175,000	\$ —	\$ —	\$ —	\$ 175,000	63
	Water Main Replacements - Streets	\$ —	\$ 540,000	\$ —	\$ —	\$ —	\$ 540,000	58
	Private Lead Line Replacement	\$ 467,850	\$ —	\$ —	\$ —	\$ —	\$ 467,850	65
	Water Treatment Boiler Replacements	\$ 225,000	\$ —	\$ —	\$ —	\$ —	\$ 225,000	66
	Water Treatment Plant Roof Replacement	\$ —	\$ 21,750	\$ —	\$ 116,200	\$ 443,000	\$ 580,950	67
	Third Pressure Zone Connection (Tanzanite Drive to Olympic Heights)	\$ —	\$ —	\$ 2,000,000	\$ —	\$ —	\$ 2,000,000	68
	Source Water PFAS Reduction Project	\$ 2,300,000	\$ 750,000	\$ —	\$ —	\$ —	\$ 3,050,000	69
	Source Water PFAS Reduction Project - Granular Activated Carbon Filter Rehabilitation	\$ —	\$ —	\$ 1,750,000	\$ 1,750,000	\$ 3,000,000	\$ 6,500,000	70
	Cla-Val Link2 Valves Maintenance Program for Water Distributions	\$ —	\$ 29,887	\$ —	\$ —	\$ —	\$ 29,887	71
	Specialty Valves	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	
	Creek Crossing Restoration	\$ —	\$ —	\$ —	\$ 134,230	\$ —	\$ 134,230	72
	Leak Detection Correlator Replacement	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 25,000	73
	Maintenance of Public Water Mains During Stone Retaining Wall Repair	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ 60,000	74
	Southwest Arterial Water Main Extension - Highway 20 to English Mill Pump Station	\$ 1,618,527	\$ —	\$ —	\$ —	\$ —	\$ 1,618,527	75
	Vehicle 4904 Utility Truck with Crane Replacement	\$ —	\$ —	\$ —	\$ 90,000	\$ —	\$ 90,000	76
	Vehicle 4907 Truck with Tommy Gate and Snow Plow Replacement	\$ —	\$ —	\$ —	\$ 85,000	\$ —	\$ 85,000	77
	Vehicle 4911 Tandem Dump Truck Replacement	\$ 174,000	\$ —	\$ —	\$ —	\$ —	\$ 174,000	78
	Water Main Relocation for Sanitary Sewer Manhole Project	\$ —	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	79

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	PAGE
WATER DEPARTMENT								
Business Type								
	Water Storage Maintenance Program	\$ —	\$ —	\$1,204,000	\$ 296,000	\$ 1,000,000	\$ 2,500,000	80
	TOTAL	\$ 5,758,977	\$2,202,737	\$5,252,050	\$3,497,380	\$ 4,773,950	\$ 21,485,094	

Water & Resource Recovery Center

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WATER & RESOURCE RECOVERY CENTER DEPARTMENT

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	1,502,560	1,798,289	1,943,832	8.1 %
Supplies and Services	4,076,824	3,714,800	4,904,819	32.0 %
Payment to Construction Fund	1,796,419	1,800,000	1,600,000	(11.1)%
Machinery and Equipment	198,573	30,080	341,670	1,035.9 %
Engineering - Sewer Administration	414,504	423,683	460,926	8.8 %
Public Works Sewer Maintenance Charges	883,416	729,701	857,327	17.5 %
Administrative Overhead Recharge	1,694,233	1,837,404	2,115,508	15.1 %
Payment in Lieu of Taxes	142,884	142,884	142,884	— %
Debt Service	5,240,546	5,744,076	6,178,004	7.6 %
Total Expenses	15,949,959	16,220,917	18,544,970	14.3 %
<u>Resources</u>				
Operating Revenue	15,535,792	17,115,445	18,556,274	8.4 %
General Fund 50% Rate Reduction	31,008	32,000	32,000	— %
Total Resources	15,566,800	17,147,445	18,588,274	8.4 %
Net Operating Surplus (Deficit)	(383,159)	926,528	43,304	(883,224)
Personnel - Authorized FTE	15.00	17.00	17.25	
Sanitary User Fee Rate Increase	9.00 %	6.00 %	9.00 %	
Revenue 1% Rate Increase Generates			\$ 121,494	

Improvement Package Summary

1 of 9

This improvement package provides for increasing tipping fees charged for hauling and disposing high strength waste, septage, and FOG (fats, oils, and grease) at the Water Resource & Recovery Center (WRRRC). The fee increases will help offset the cost of providing the requisite infrastructure to handle and treat the waste without causing compliance issues with the Clean Water Act (CWA) permit requirements.

Of the hauled waste, 82.9% is high strength waste (HSW), 13.0% is septage, and 4.1% is FOG. Even though volume of waste hauled from offsite only makes up approximately 20% of the total waste by volume process in the anaerobic digesters, it has a much higher pollutant content than the other wastes. The higher pollutant loading demands more resources and has more potential to upset the biological balance within the anaerobic digesters.

Proposed improvements have been identified and recommended for funding in the proposed FY25 capital improvement program (CIP) budget. The improvements will add storage to equalize HSW and other hauled waste loadings to the blended sludge tank, resulting in more uniform feeding of the digesters and digester gas production, and lessening the potential to upset the digesters. It will allow for more consistent loading even when HSW deliveries are reduced during planned shutdowns. Finally, adding HSW storage will allow for the WRRRC to consider accepting additional HSW.

The WRRRC is not obligated to accept hauled waste (HSW, FOG, or septage). By doing so, the WRRRC provides a service to area businesses and homeowners; therefore, it would be prudent that the fees paid by HSW, FOG, and septage producers adequately reflect WRRRC costs associated with accepting, handling, treating, and disposing of hauled waste. Hauled waste increases facility costs related to biosolid disposal,

operations (labor), maintenance, chemical use, oxygen use, electricity, and equipment replacement. In addition to these costs, the proposed fees would cover the cost of providing the planned CIP improvements that will allow the WRRC to continue to accept hauled waste and comply with its federal Clean Water Act's National Pollution Discharge Elimination System (NPDES) permit provisions. Without the noted improvements, the WRRC would likely need to refuse deliveries of hauled waste.

HSW would increase to \$0.08 per gallon in FY25, \$0.105 per gallon in FY26, and \$0.13 per gallon in FY27. Septage would increase to \$0.09 per gallon in FY25, \$0.11 per gallon in FY26, and \$0.14 per gallon in FY27. FOG would increase to \$0.063 per gallon in FY25, \$0.08 per gallon in FY26, and \$0.105 per gallon in FY27. The improvement package will result in an estimated increase of revenue totaling \$347,000 in FY25, \$580,000 in FY26, and \$838,000 in FY27 and beyond over current fees collected. The need for increases beyond FY27 will be evaluated with the adoption of subsequent budgets, possibly increasing at the same rate as fees charged domestic sources.

This decision package is related to the City Council's 2023-2025 Goals & Priorities, Vibrant Community Management in Progress: Equitable Fines and Fees Reform.

Related Revenue:	<u>(\$346,956)</u>	Sanitary User Fee	Recurring	Recommend - Yes
Total Revenue:	(\$346,956)			
Sanitary User Fee Impact	(3.43)%			
Activity: Fats, Oils, Grease				

2 of 9

This improvement package provides for cleaning the four anaerobic digesters on a rolling basis, allowing each to be cleaned once every four years. Over time, inert materials such as grit, sand, and non-biodegradable solids can accumulate in the digesters. These materials can hinder the digestion process, reduce the effective volume of the digester, and lead to operational issues. Periodic cleaning of the anaerobic digesters is essential for preventing operational issues, maintaining efficiency, and ensuring compliance with environmental regulations. Regular maintenance helps extend the lifespan of the digesters, promotes consistent biogas production, and reduces the likelihood of undesirable side effects such as foaming and odors.

Related Cost:	<u>\$75,000</u>	Sanitary User Fee	Recurring	Recommend - Yes
Total Cost:	\$75,000			
Sanitary User Fee Impact	0.74 %			
Activity: Plant Operations				

3 of 9

This improvement package provides for the purchase of chemicals to be used at the Water Resource & Recovery Center to reduce odor emissions and the formation of struvite within the waste stream. An ongoing analysis determined that dosing the waste stream with hydrogen peroxide just before the primary clarifiers achieved a 50% reduction in hydrogen sulfide (H₂S), the most prevalent odor-causing compound in wastewater. It was also determined that dosing the waste stream with ferric chloride at two locations could both reduce H₂S and struvite within the waste stream between the aerobic biological treatment and anaerobic digesters. This decision package is related to the City Council's 2023-2025 Goals & Priorities, Management in Progress: Odor Reduction Analysis & Report.

Related Cost:	<u>\$462,000</u>	Sanitary User Fee	Recurring	Recommend - Yes
Total Cost:	\$462,000			
Sanitary User Fee Impact	4.57 %			

Activity: Plant Operations

4 of 9

This improvement package request is for the purchase and installation of 5 additional cameras and 4 additional viewing stations. The improvement provides additional coverage to areas of high activity, including the administration building entrance and lobby, the drying pad, and the alleyway between the maintenance shop and solids processing building. This improvement supports the City Council goal of "Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery" by improving the performance of the WRRC camera system.

Related Cost:	\$325	Sanitary User Fee	Recurring	Recommend - Yes
Related Cost:	<u>\$19,000</u>	Sanitary User Fee	Non-Recurring	
Total Cost:	\$19,325			
Sanitary User Fee Impact	0.19 %			

Activity: Plant Operations

5 of 9

This improvement package request is for the purchase of additional mobile devices (10 smart phones with data), desktop computers (3), and laptop computers (2). This improvement supports the City Council goal of "Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery" by improving staff connectivity and creating efficiencies in process and communication. The devices will allow staff to readily access e-mail, the WRRC Water Information Management system (WIMS), time entry application, and additional applications as necessary.

Related Cost:	\$6,240	Sanitary User Fee	Recurring	Recommend - Yes
Related Cost:	<u>\$16,340</u>	Sanitary User Fee	Non-Recurring	
Total Cost:	\$22,580			
Sanitary User Fee Impact	0.22 %			

Activity: Plant Operations & Environmental Monitoring

6 of 9

This improvement package request is aimed at transitioning from paper-based recordkeeping and data collection to digital solutions, involving both software and hardware components. The requested funding includes the provision of three tablet computers, a Wi-Fi router, and laboratory information management software. This improvement supports the City Council goal of "Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery" by streamlining laboratory operations, accelerating access to vital operational data, and improving responsiveness to clients, including the Water Department.

Related Cost:	\$2,380	Sanitary User Fee	Recurring	Recommend - Yes
Related Cost:	<u>\$17,000</u>	Sanitary User Fee	Non-Recurring	
Total Cost:	\$19,380			

Sanitary User Fee Impact 0.19 %
 Activity: Environmental Monitoring

7 of 9

This improvement package request is for the acquisition of two additional vehicles dedicated to conducting facility inspections for the City's Industrial Pretreatment and FOG (fats, oils, and grease) programs. The establishment of the new position of Industrial Pretreatment Coordinator requires an additional vehicle, which will facilitate inspections of industrial facilities and food establishments, as well as access to remote areas for environmental monitoring purposes. The position of Environmental Coordinator currently uses a vehicle that was scheduled to be traded in and was temporarily retained to meet transportation needs. These vehicles will serve as a means to transport portable sampling and compliance equipment necessary for these tasks. This improvement supports the City Council goal of "Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery" by providing additional transportation for conducting program compliance inspections and environmental monitoring activities.

Related Cost:	<u>\$75,000</u>	Sanitary User Fee	Non-Recurring	Recommend - Yes
Total Cost:	\$75,000			
Sanitary User Fee Impact	0.74 %			
Activity: Plant Operations				

8 of 9

This improvement package request is for the purchase of a compact track loader and attachments, including light materials bucket, pallet forks, angle broom, rotary cutter, and snow pusher. This improvement replaces an existing 1994 John Deere 410D backhoe/loader and provides increased functionality to the W&RRC, including moving snow, sweeping hard surfaces, mowing rough areas, and moving bulk materials and debris. This improvement supports the City Council goal of "Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery" by streamlining routine operations and maintenance activities and improving responsiveness to residents.

Related Cost:	<u>\$90,000</u>	Sanitary User Fee	Non-Recurring	Recommend - Yes
Total Cost:	\$90,000			
Sanitary User Fee Impact	0.89 %			
Activity: Plant Operations				

9 of 9

This improvement package request is for an electric scissors lift with a minimum platform height of 32 feet, intended to replace an existing single vertical mast boom lift. The inclusion of the scissors lift is aimed at eliminating the need for rental units and providing our plant staff with the means to easily conduct maintenance on rooftop HVAC units, yard lighting and cameras, as well as indoor lighting and ventilation equipment. This improvement supports the City Council goal of "Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery" by streamlining routine operations and maintenance activities. The improvement streamlines scheduling of maintenance activities by eliminating the need to coordinate rental equipment.

Related Cost:	\$30,000	Sanitary User Fee	Non-Recurring	Recommend - Yes
Total Cost:	\$30,000			
Sanitary User Fee Impact	0.30 %			
Activity: Plant Operations				

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 0.0%.
4. Overtime is unchanged from \$59,350 in FY 2024 to \$59,350 in FY 2025. FY 2023 actual was \$139,940 due to a staff shortage. The Water & Resource Recovery Center (WRRC) was short two operator positions.
5. Five-year retiree sick leave payout is increased from \$8,839 in FY 2024 to \$11,699 in FY 2025.
6. 50% sick leave payout is increased from \$1,892 in FY 2024 to \$2,787 in FY 2025 based on FY 2023 actual + 5%. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave that is over the cap to either vacation or to be paid out.
7. During Fiscal Year 2024, the following personnel changes were approved:
 - a. Department Manager/Plant Manger title is changed to WRRC Department Director (+0 FTE / +\$0)
 - b. Addition of Plant Manager and deletion of Assistant Plant Manager (+0 FTE/+\$20,319)
 - c. Addition of Lead Operator and deletion of Operations Supervisor (+0 FTE/ -\$7,077)
 - d. Addition of a part-time Maintenance Supervisor (+0.25 FTE/+\$26,832)

Supplies & Services

8. Sales Tax expense decreased from \$470,793 in FY 2024 to \$412,130 in FY 2025 based on FY 2023 actual of \$412,130. This expense is directly offset by Sales Tax revenue.
9. Electricity Utility expense increased from \$561,095 in FY 2024 to \$782,210 in FY 2025 due to a planned 9.8% increase to the large general service rate tariff. FY 2023 actual was \$712,395. This line item represents all electricity expenses at the Water Resource and Recovery Center. Electricity is used in the wastewater conveyance and treatment process, which includes lift stations located across the city.
10. Gas Utility expense increased from \$182,878 in FY 2024 to \$268,581 in FY 2025 based on FY 2023 actual of \$268,581. This line item includes natural gas expenses at the Water Resource and Recovery Center and is used primarily for space heating and water heating.

11. Lift Station Maintenance decreased from \$200,865 in FY 2024 to \$158,963 in FY 2025 based on FY 2023 actual of \$158,963. This line item includes expenses associated with the cleaning of lift stations, as well as routine maintenance and repairs to lift station components such as motors and pumps.
12. Hauling Service expense is unchanged from \$250,000 in FY 2024 to \$250,000 in FY 2025. This line item funds the land application of biosolids produced at the Water Resource and Recovery Center, including the associated storage and hauling.
13. Equipment Maintenance and Repair increased from \$468,229 in FY 2024 to \$620,447 in FY 2025 based on FY 2023 actual of \$534,752 plus 2%. The substantial rises in costs can be attributed to factors such as the aging of equipment, escalating prices of replacement parts, and challenges related to the availability of these components. This line item represents digester and mixer maintenance, plasma cutter operations, air compressor maintenance, maintenance supplies, chemical supplies, generator and genset maintenance, equipment parts and tools, valves, bolts, and nuts, HVAC equipment maintenance including freeze sensors and couplers, centrifuge and pump maintenance, forklift maintenance and material handling tasks, electrical and lighting work, painting supplies, and other miscellaneous maintenance supplies.
14. Chemicals increased from \$889,029 in FY 2024 to \$1,527,000 in FY 2025 based on FY 2023 actual of \$1,055,116. This line item represents chemicals used at the Water and Resource Recovery Center in the wastewater treatment process. Chemicals used include polymer, liquid oxygen, sodium hypochlorite, and hydrogen peroxide. The price of liquid oxygen has increased because of transportation and electricity costs. The budget includes tank rental and oxygen based on the expected usage of 80 million cubic feet. The price of polymer has increased due to supply chain issues. The use of hydrogen peroxide has increased due to odor control efforts.

Machinery & Equipment

15. Equipment replacement items include (\$341,670):

WRRC Machinery and Equipment	
<u>Administration</u>	
Server	\$ 10,000
Access Controller	\$ 15,000
<u>Plant Operations</u>	
1/2 Ton Pickup	\$ 107,000
Desk & Cell Phones	\$ 380
Standard Flip Phones (2)	\$ 60
Shoretel Desk Phones (10)	\$ 840
<u>Environmental Monitoring</u>	
Smart Phone	\$ 350
Refrigerated Samplers	\$ 8,000
Portable Samplers	\$ 3,500
Autoclave	\$ 15,000
ISE/pH/DO Probes	\$ 3,200
Analytical Balance	\$ 5,000
Recommended Improvement Packages	\$ 53,340
Total Equipment	\$ 341,670

Debt Service

16. Annual debt service payments for FY 2025 are as follows (\$6,178,004):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 60,200	G.O. 2017A	Sanitary Fees	Sanitary Sewer Improvements	2030	2025
\$ 96,446	G.O. 2018A	Sanitary Fees	Sanitary Sewer Improvements	2031	2026
\$ 38,550	G.O. 2021A	Sanitary Fees	Sanitary Force Main Repairs	2032	2028
\$ 116,717	G.O. 2019C	Sanitary Fees	Sanitary Sewer Improvements	2033	2026
\$ 384,500	G.O. 2021A	Sanitary Fees	Sanitary Sewer Improvements	2034	2028
\$ 164,006	G.O. 2016C	Sanitary Fees	Sanitary Sewer Improvements	2035	2024
\$ 62,952	SRF 2006	Sanitary Fees	Northfork Catfish Creek	2031	
\$ 217,745	SRF 2009	Sanitary Fees	Meter Change-Out	2031	
\$ 3,697,040	SRF 2010	Sanitary Fees	W&RRC Plant Upgrade	2039	
\$ 186,440	SRF 2013	Sanitary Fees	W&RRC Cogeneration	2033	
\$ 148,114	SRF 2018	Sanitary Fees	Kerper Boulevard Sanitary	2038	
\$ 731,363	Planned	Sanitary Fees	Sanitary Projects	2043	
\$ 273,931	Planned	Sanitary Fees	Sanitary Projects	2044	
<u>\$ 6,178,004</u>	Total Sanitary Annual Debt Service				

Revenue

17. Sewage Fees increased from \$12,943,529 in FY 2024 to \$13,210,047 in FY 2025 based on the recommended FY 2025 rate increase of 9%. This line item represents revenue received from sewer charges on utility bills and invoicing for hauled septic waste.
18. Late payment penalties increased from \$53,308 in FY 2024 to \$127,743 in FY 2025 based on FY 2023 actual of \$127,743. This line item represents the sewer portion of late fees received from past-due utility bills.
19. The Water and Resource Recovery Center's pre-treatment largest industrial customers projected changes in revenues as follows:
- Prairie Farms is projected to increase from the estimated amount of \$695,132 in FY 2024 to \$785,815 in FY 2025 based on FY 2023 Actual plus the FY 2024 rate of 6% and the FY 2025 recommended rate increase of 9%.
 - Inland Protein is projected to increase from the estimated amount of \$214,723 in FY 2024 to \$217,744 in FY 2025 based on FY 2023 Actual plus the FY 2024 rate of 6% and the FY 2025 recommended rate increase of 9%.
 - Rousselot is projected to increase from the estimated amount of \$1,051,325 in FY 2024 to \$1,393,244 in FY 2025 based on FY 2023 Actual plus the FY 2024 rate of 6% and the FY 2025 recommended rate increase of 9%.

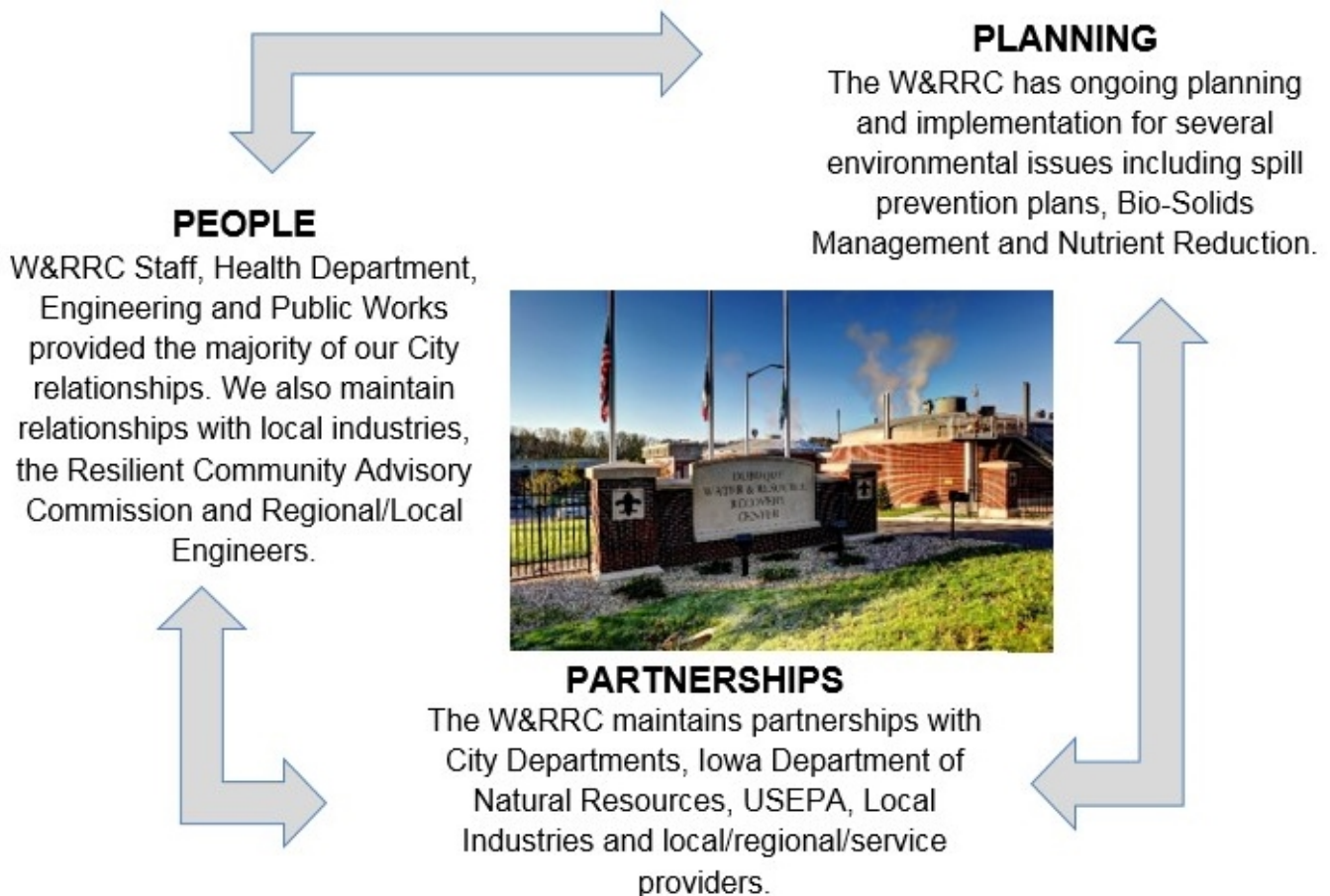
- Simmons is projected to increase from the estimated amount of \$413,097 in FY 2024 to \$586,859 in FY 2025 based on FY 2023 Actual plus the FY 2024 rate of 6% and the FY 2025 recommended rate increase of 9%.
20. High strength waste revenue increased from \$305,708 in FY 2024 to \$995,480 in FY 2025. FY 2023 Actual was \$345,240. This revenue represents other entities paying the City to take high strength waste which will be used in the anaerobic digesters to generate additional biogas, which is then upgraded to renewable natural gas.
 21. Other leases is unchanged from \$197,706 in FY 2024 to \$197,706 in FY 2025 based on FY 2023 actual revenue of \$197,706. This line item represents revenue received from BioResource Development, which operates a biogas upgrading system at the Water and Resource Recovery Center. The FY 2023 actual revenue represents one whole year of revenue, as BioResource Development is charged and pays on an annual basis. In FY 2023, actual revenue received reflects the following charges to BioResource Development per the agreement: 5% of the gross revenue received by BioResource Development (\$20,721), lease of the site (\$10,000), staff time reimbursement (\$6,000), reimbursement for natural gas (\$104,140), and reimbursement for electricity (\$56,845).
 22. Fats, oils and grease dumping fees increased from \$24,009 in FY 2024 to \$27,010 in FY 2025 based on FY 2023 actual of \$20,768. This revenue represents disposal fees for grease waste collected from local food establishments. The Water and Resource Recovery Center processes grease from local establishes to divert grease from the collection system.

WATER & RESOURCE RECOVERY CENTER

The Water & Resource Recovery Center uses mechanical, physical, and biochemical processes to clean the wastewater produced by the community before it is returned to the environment. The process provides opportunities to extract resources from the water for use within the Center and the surrounding community.



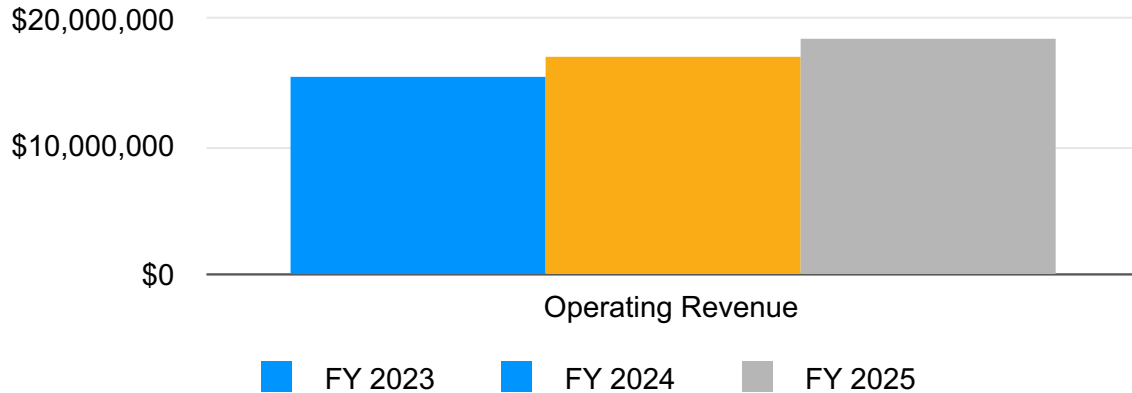
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



WATER & RESOURCE RECOVERY CENTER

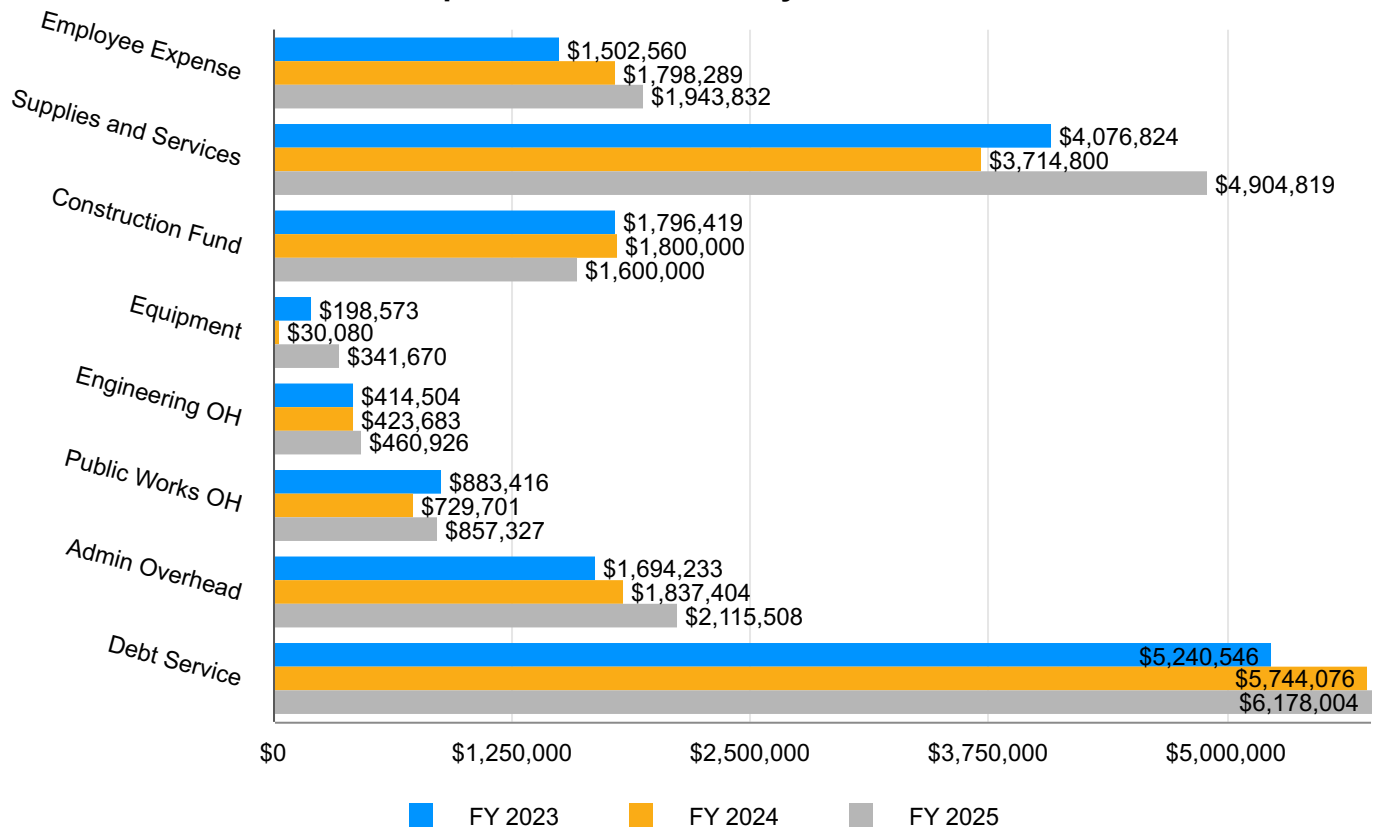
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	15.00	17.00	17.25

Resources



The Water Resource Recovery Center is supported by 17.25 full-time equivalent employees, which accounts for 22.11% of the department expense as seen below. Overall, the department's expenses are expected to increase by 9% in FY 2025 compared to FY 2024.

Expenditures and Debt by Fiscal Year



WATER & RESOURCE RECOVERY CENTER

Operations and Maintenance

Mission & Services

Operations and maintenance of the W&RRC consists of maintaining equipment and records necessary to collect, convey, treat and release the liquid wastes discharged into the sanitary sewer system as required by state and federal regulatory agencies at the lowest possible cost, while sustaining appropriate maintenance programs for plant reliability: operating and maintaining 28 pumping stations located throughout the City of Dubuque; repairing and maintaining all equipment required for the successful and efficient operation of the W&RRC; stocking essential spare parts and maintaining records for effective operation of the W&RRC.

Operations and Maintenance Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$10,559,090	\$10,681,648	\$12,697,385
Resources	\$15,352,923	\$16,719,504	\$18,123,815

Operations and Maintenance Position Summary	
	FY 2025
WRRRC DIRECTOR	1.00
WRRRC PLANT MANAGER	1.00
MAINTENANCE SUPERVISOR WWT	1.00
LEAD OPERATOR	1.00
EQUIPMENT MECHANIC - WWT	2.00
INDUSTRIAL ELECTRONICS TECH	1.00
WRRRC OPERATOR CERT GR I & II	3.00
PLANT OPERATOR GRADE III	1.00
MAINTENANCE SUPERVISOR	0.25
CONFIDENTIAL ACCOUNT CLERK	1.00
Total FT Equivalent Employees	12.25

Performance Measures

City Council Goal: Sustainable Environment: Preserving & Enhancing Natural Resources

	Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1	Activity Objective: Maintain proper operation and maintenance of pumping stations throughout the City to ensure untreated wastewater is not discharged to streets, storm sewers, or creeks/rivers.					
	# of avg. gallons of wastewater treated per day (in millions)	<7	9.17	8.73	6.61	Goal Met
	# of pumping station failures/outage incidents	0	4	3	1	Goal in Progress
	# of operators with at least Grade II Certification	5	4	4	4	Goal in Progress
3	Activity Objective: Increase energy production for use at the W&RRC.					
	% of electricity needs self-produced by the W&RRC	68.3	33.7	36.4	17.8	Goal Not Met

WATER & RESOURCE RECOVERY CENTER

Environmental Monitoring

Mission & Services

The Environmental Monitoring section performs the chemical, biological and bacterial sampling and analysis associated with the operations of the W&RRC and assists in the operations of additional city departments and the community by providing analytical services.

The function of the program is to eliminate those materials from industrial sources which may cause pass-through and/or interference with the operation of the City of Dubuque's publicly-owned treatment works. The program is aimed at eliminating sanitary sewer overflows caused by the discharge of excessive amount of fats, oils, and greases into the sanitary sewer system.

Environmental Monitoring Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$444,890	\$598,767	\$660,718
Resources	\$138,792	\$379,177	\$380,176

Environmental Monitoring Position Summary	
	FY 2025
Lab Supervisor	1.00
Lab Technician II	2.00
Environmental Coordinator	1.00
Industrial Pr-treatment Coordinator	1.00
Total FT Equivalent Employees	5.00

Performance Measures

City Council Goal: Sustainable Environment: Preserving & Enhancing Natural Resources

	Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY 2024 Estimated	Performance Indicator
1	Activity Objective: Maintain a Fats, Oil, and Grease (FOG) Program to protect the sanitary sewer system from blockages caused by excessive buildup, helping eliminate sanitary sewer overflows.					
	# of sanitary sewer overflows caused by fats, oils, and grease	0	0	1	1	Goal in Progress
2	Activity Objective: Ensure a safe water supply in support of the Water Department.					
	# of avg. water samples analyzed per month from various locations in the City (requirement increased from 60 to 70 in 2022)	70	60	60	70	Goal Met



Recommended Operating Revenue Budget - Department Total

43 - WATER & RESOURCE RECOVERY CENTER

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
610 - Sanitary Sewer Operating				
4A - Charges for Services				
41380 - Water/Sewer Permit	(31,475)	(39,545)	(121,475)	(121,475)
41820 - FOG Inspection Fee	0	0	0	0
41900 - Miscellaneous Licenses	0	0	0	0
43120 - Leases - Other	(85,235)	(197,706)	(197,706)	(197,706)
45110 - Sewage Fees	(11,143,200)	(11,461,681)	(12,943,529)	(13,210,047)
45115 - Pre-Treatment Customers	(2,231,511)	(2,685,576)	(2,759,072)	(3,203,246)
45120 - High Strength Waste	(285,314)	(345,240)	(305,708)	(995,480)
45122 - FOG Dumping Fee	(24,009)	(20,768)	(24,009)	(27,010)
45210 - Water Tests Outside	(26,324)	(34,580)	(60,324)	(60,324)
45211 - Water Tests Internal	(21,301)	(35,690)	(21,301)	(21,301)
45212 - Lab Test	(150)	(345)	(150)	(150)
45213 - Wastewater Sampling OS	(19,408)	(20,947)	(23,908)	(23,908)
45300 - Forfeitures/Penalties	(53,308)	(127,743)	(53,308)	(127,743)
45500 - Miscellaneous Chg for Svcs	0	0	0	0
45520 - Customer Credits	0	0	0	0
47100 - Reimbursements	(1,354)	0	0	0
47150 - Refunds	(2,442)	(1,668)	0	0
47350 - Fuel Tax Refunds	0	(227)	0	(227)
47450 - Sale of Salvage	(399)	(33)	(258)	0
4A - Charges for Services Total	(13,925,430)	(14,971,750)	(16,510,748)	(17,988,617)
4B - Grants/Contrib				
47050 - Contrib - Private Sources	0	0	0	0
4B - Grants/Contrib Total	0	0	0	0
4K - Unrest Invest Earn				
43000 - Interest	(14,780)	(71,246)	(85,140)	(71,246)
4K - Unrest Invest Earn Total	(14,780)	(71,246)	(85,140)	(71,246)
4N - Transfers				
49100 - Transfer In General Fund	(30,856)	(31,008)	(32,000)	(32,000)
4N - Transfers Total	(30,856)	(31,008)	(32,000)	(32,000)
4O - Eliminated for GW				
47115 - Sales Tax Collection	(396,249)	(417,711)	(470,793)	(412,128)
48200 - Proceeds from GO Debt	—	—	—	—
48205 - Bond Discount/Premium	—	—	—	—
4O - Eliminated for GW Total	(396,249)	(417,711)	(470,793)	(412,128)
WRRRC - Total	(14,367,315)	(15,491,715)	(17,098,681)	(18,503,991)

Recommended Operating Expenditure Budget - Department Total				
43 - WATER & RESOURCE RECOVERY CENTER				
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	0	0	0	0
60400 - Overtime	0	0	0	0
610 - Sanitary Sewer Operating				
60100 - Salaries-Regular Full Time	845,304	884,628	1,232,327	1,324,749
60200 - Salaries - Regular Part Time	0	108	0	22,916
60300 - Hourly Wages - Temp/Seasonal	14,933	14,962	0	0
60400 - Overtime	144,690	139,940	59,350	59,350
60410 - Overtime - Holiday	26,158	25,357	17,221	17,221
60630 - Special Pay Sick Lv Payout Ret	8,850	9,190	8,839	11,699
60635 - Special Pay Sick Lv Payout 50%	1,946	2,654	1,892	2,787
60640 - Special Pay - Vacation Payout	9,308	6,337	0	0
60710 - Special Pay - Parental Leave	6,284	0	0	0
60720 - Spec Pay - Meals No Overnight	64	0	64	0
60730 - Spec Pay - Safety Equipment	8,413	15,894	2,950	2,950
60740 - Spec Pay - Meal Allowance	0	0	2	0
6A - Salaries & Wages Total	1,065,951	1,099,073	1,322,645	1,441,672
6B - Employee Benefits				
100 - General				
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
610 - Sanitary Sewer Operating				
61100 - FICA - City Contribution	76,993	77,591	100,132	110,064
61300 - IPERS - City Contribution	97,928	100,501	123,560	134,446
61510 - Health Insurance	195,480	201,345	228,600	228,191
61540 - Life Insurance	550	596	782	781
61600 - Workers' Compensation	19,411	23,455	22,426	28,678
61992 - Physicals	144	0	144	0
6B - Employee Benefits Total	390,506	403,487	475,644	502,160
6C - Staff Development				
610 - Sanitary Sewer Operating				
62100 - Association Dues	160	349	1,004	520
62200 - Subscriptions	0	0	0	0
62400 - Meetings & Conferences	698	1,146	6,295	12,440
62500 - Education Reimbursement	7,040	10,413	9,250	10,450
6C - Staff Development Total	7,898	11,907	16,549	23,410
6D - Repair/Maint/Util				
610 - Sanitary Sewer Operating				
63100 - Building Maintenance	64,612	120,656	64,612	120,656
63220 - Landscaping	0	0	0	1,000
63311 - Vehicle Ops - Diesel	16	3,005	3,360	3,360
63312 - Vehicle Ops - Gasoline	15,567	11,999	9,295	9,295
63320 - Vehicle Repair - Internal	11,259	7,504	11,484	7,654

Recommended Operating Expenditure Budget - Department Total				
43 - WATER & RESOURCE RECOVERY CENTER				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
63321 - Vehicle Repair - Outsourced	1,986	2,044	2,026	2,085
63400 - Equipment Maint/Repair	459,048	534,752	468,229	620,447
63425 - Meter Maintenance	0	0	0	0
63430 - Instrument Maintenance	2,557	20,105	16,500	20,507
63435 - Lift Station Maintenance	196,927	118,895	200,865	158,963
63710 - Electricity	561,095	712,395	561,095	782,210
63711 - Natural Gas	182,878	268,581	182,878	268,581
63730 - Telecommunications	10,064	14,553	10,809	17,864
63740 - Water	50,813	46,830	55,894	52,918
63742 - Stormwater	8,072	8,227	8,612	9,552
6D - Repair/Maint/Util Total	1,564,893	1,869,546	1,595,659	2,075,092
6E - Contractual Svcs				
610 - Sanitary Sewer Operating				
64010 - Accounting & Auditing	2,800	5,750	2,800	5,750
64020 - Advertising	775	0	775	775
64030 - Outsourced Labor	0	0	20,000	20,000
64040 - Collections	1,425	2,755	1,425	2,755
64045 - Bad Debt Expense	0	0	0	0
64062 - Refunds	5,405	7,467	5,405	7,467
64070 - Engineering - Outsourced	0	0	0	0
64080 - Insurance - Property	95,942	113,587	121,471	184,538
64081 - Insurance - Liability	11,203	14,569	12,040	18,074
64110 - Legal	10,130	10,003	0	0
64130 - Payments to Other Agencies	1,880	5,319	2,134	1,900
64140 - Printing	1,406	482	3,901	481
64145 - Copying	167	157	223	156
64160 - Rental - Land/Bldgs/Parking	440	440	440	440
64175 - Landfill Fees	40,355	75,216	40,355	75,216
64180 - Sales Tax Expense	388,885	412,130	470,793	412,130
64190 - Technology Services	12,333	14,521	35,606	41,557
64191 - IT Recharges	0	11,223	10,980	11,360
64195 - Credit Card Charge	96	11	96	11
64825 - Fire Suppression	6,386	11,256	6,386	11,256
64850 - Consulting Engineers	0	0	0	0
64865 - Elevator Service	2,400	2,600	2,200	2,400
64870 - HVAC Services	15,151	16,290	8,689	15,720
64880 - Custodial Services	6,301	11,833	17,700	17,700
64900 - Other Professional Service	62,585	47,851	45,300	45,300
64975 - Equip Maint Cont	72,932	78,156	72,932	78,156
64976 - Instrument Maint	10,578	12,653	10,578	12,653
64980 - Technology Equip Maint Cont	11,141	0	10,920	10,920
64985 - Hauling Contract	275,450	220,661	250,000	250,000
64990 - Other Contractual Service	0	0	2,059	2,059
6E - Contractual Svcs Total	1,036,168	1,074,931	1,155,208	1,228,774
6F - Commodities				
610 - Sanitary Sewer Operating				

Recommended Operating Expenditure Budget - Department Total				
43 - WATER & RESOURCE RECOVERY CENTER				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
65010 - Chemicals	889,029	1,055,116	889,029	1,527,000
65025 - Program Materials	0	0	0	0
65040 - Small Tools & Equipment	2,041	3,182	14,300	10,000
65045 - Technology Equipment	268	431	30,080	114,670
65050 - Other Equipment	0	0	0	0
65060 - Office Supplies	990	6,345	990	2,045
65070 - Operating Supplies	1,563	741	1,563	741
65080 - Postage/Shipping	1,868	1,667	1,961	1,750
65100 - Safety Supplies	383	0	383	383
65925 - Uniform Purchase	2,272	3,011	2,406	2,406
65930 - Flags	229	150	0	0
65950 - Valves/Fittings	0	0	0	0
65965 - Janitorial	6,845	3,311	6,845	3,311
65970 - Lab Supplies	29,907	46,916	29,907	29,907
6F - Commodities Total	935,396	1,120,871	977,464	1,692,213
6G - Capital Outlay				
610 - Sanitary Sewer Operating				
67100 - Vehicles	0	158,371	0	107,000
67230 - Heavy Equipment	0	39,771	0	120,000
67500 - Buildings	0	0	0	0
6G - Capital Outlay Total	0	198,142	0	227,000
6H - Debt Service				
610 - Sanitary Sewer Operating				
68010 - Principal Payment	3,730,206	3,797,396	4,143,668	4,578,468
68020 - Interest Payments	1,523,160	1,443,150	1,600,408	1,599,536
68980 - Financial Consultant	0	0	0	0
68990 - Paying Agent Fees	0	0	0	0
6H - Debt Service Total	5,253,365	5,240,546	5,744,076	6,178,004
6I - Transfers				
610 - Sanitary Sewer Operating				
69100 - Transfers Out To General Fund	1,718,133	1,837,117	1,980,288	2,258,392
69611 - Transfers Out to Sanitary Cap	700,000	1,796,419	1,800,000	1,600,000
6I - Transfers Total	2,418,133	3,633,536	3,780,288	3,858,392
WRRC - Total	12,672,311	14,652,038	15,067,533	17,226,717

Recommended Expenditure Budget Report by Activity & Funding Source

43 - WATER & RESOURCE RECOVERY CENTER

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
0000 - No Sub-Activity			
610 - Sanitary Sewer Operating			
6E - Contractual Svcs	10,222	6,830	10,222
6H - Debt Service	—	—	—
6I - Transfers	3,633,536	3,780,288	3,858,392
0000 - No Sub-Activity Total	3,643,758	3,787,118	3,868,614
4301 - Administration			
610 - Sanitary Sewer Operating			
6A - Salaries & Wages	132,040	122,321	154,657
6B - Employee Benefits	35,647	34,594	42,840
6C - Staff Development	5,488	6,574	10,920
6D - Repair/Maint/Util	893	720	893
6E - Contractual Svcs	458,352	543,102	488,858
6F - Commodities	150	350	—
6H - Debt Service	5,240,546	5,744,076	6,178,004
4301 - Administration Total	5,873,116	6,451,737	6,876,172
4302 - Plant Operations			
610 - Sanitary Sewer Operating			
6A - Salaries & Wages	681,231	812,253	872,315
6B - Employee Benefits	256,111	297,291	307,771
6C - Staff Development	3,656	6,585	9,100
6D - Repair/Maint/Util	1,867,904	1,594,170	2,071,578
6E - Contractual Svcs	570,659	564,249	689,962
6F - Commodities	1,065,794	918,113	1,607,232
6G - Capital Outlay	198,142	0	227,000
4302 - Plant Operations Total	4,643,497	4,192,661	5,784,958
4303 - Fats Oils Grease			
610 - Sanitary Sewer Operating			
6A - Salaries & Wages	25,098	19,368	20,624
6B - Employee Benefits	9,321	8,438	8,681
6C - Staff Development	0	0	0
6E - Contractual Svcs	8,058	9,444	6,950
6F - Commodities	0	0	0
4303 - Fats Oils Grease Total	42,477	37,250	36,255
4305 - Environmental Monitoring			
610 - Sanitary Sewer Operating			
6A - Salaries & Wages	260,704	368,703	394,076
6B - Employee Benefits	102,409	135,321	142,868
6C - Staff Development	2,763	3,390	3,390
6D - Repair/Maint/Util	749	769	2,621
6E - Contractual Svcs	27,639	31,583	32,782
6F - Commodities	50,626	59,001	84,981
4305 - Environmental Monitoring Total	444,890	598,767	660,718

Recommended Expenditure Budget Report by Activity & Funding Source

43 - WATER & RESOURCE RECOVERY CENTER

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
4306 - Floodwall Operation			
100 - General			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	0	0	0
4306 - Floodwall Operation Total	0	0	0
4399 - Pcard Clearing			
610 - Sanitary Sewer Operating			
6F - Commodities	4,300	0	0
4399 - Pcard Clearing Total	4,300	0	0
WRRC TOTAL	14,652,038	15,067,533	17,226,717

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT
43 WATER AND RESOURCE RECOVERY CENTER

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
610	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 52,906	1.00	\$ 55,338	1.00	\$ 58,328
610	2800	OE-16	ELECTRONIC TECHNICIAN					1.00	\$ 72,568
610	2228	GE-31	ENVIRONMENTAL COORDINATOR	1.00	\$ 58,990	1.00	\$ 79,728	1.00	\$ 84,862
610	2400	OE-14	EQUIPMENT MECHANIC - W&RRC	2.00	\$ 130,086	2.00	\$ 136,066	2.00	\$ 144,135
610		GE-32	INDUSTRIAL PRE-TREAT COORD			1.00	\$ 68,312	1.00	\$ 70,047
610		GE-33	LAB SUPERVISOR	1.00	\$ 65,603	1.00	\$ 73,722	1.00	\$ 77,010
610	2100	GE-31	LAB TECHNICIAN II	2.00	\$ 139,991	2.00	\$ 132,216	2.00	\$ 150,579
610	2800	OE-16	MAINTENANCE ELECTRICIAN	1.00	\$ 65,814	1.00	\$ 68,840	—	\$ —
610	3030	GE-34	WPC MAINTENANCE SUPERVISOR	1.00	\$ 87,301	1.00	\$ 91,315	1.00	\$ 78,093
610	2500	OE-12	W&RRC OPERATOR GR I/II	2.00	\$ 119,985	3.00	\$ 185,979	3.00	\$ 191,210
610	3942	OE-13	W&RRC OPERATOR GR III	1.00	\$ 62,971	1.00	\$ 65,856	1.00	\$ 69,408
610		OE-16	W&RRC OPERATOR GR IV	1.00	\$ 67,343	—		—	\$ —
610	3300	GE-35	WRRC PLANT MANAGER	—	\$ —	1.00	\$ 74,081	1.00	\$ 115,927
610	3300	GE-40	WRRC DIRECTOR	1.00	\$ 116,945	1.00	\$ 122,321	1.00	\$ 131,471
610		GE-33	WRRC OPERATIONS SUPERVISOR	1.00	\$ 63,538	1.00	\$ 78,190	1.00	\$ 81,111
TOTAL FULL TIME EMPLOYEES				15.00	\$ 1,031,473	17.00	\$ 1,231,964	17.00	\$ 1,324,749
61020 PART-TIME EMPLOYEES									
610		GE-34	MAINTENANCE SUPERVISOR	—	\$ —	—	\$ —	0.25	\$ 22,916
TOTAL PART-TIME EMPLOYEES				—	\$ —	—	\$ —	0.25	\$ 22,916
TOTAL WATER & RESOURCE RECOVERY CENTER				15.00	\$ 1,031,473	17.00	\$ 1,231,964	17.25	\$ 1,347,665

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	
Water & Resource Recovery Center Administration											
61043100	61010	610	3300	GE-40	WRRC DIRECTOR	1.00	\$ 116,945	1.00	\$ 122,321	1.00	\$ 131,471
61043100	61010	610		GE-38	WRRC PLANT MANAGER	—	\$ —	—	\$ —	0.20	\$ 23,186
Total						1.00	\$ 116,945	1.00	\$ 122,321	1.20	\$ 154,657
Water & Resource Recovery Center Plant Operation											
61043100	61010	610	3300	GE-35	WRRC PLANT MANAGER	—	\$ —	1.00	\$ 74,081	0.80	\$ 92,741
61043400	61010	610	3030	GE-34	WPC MAINTENANCE SUPERVISOR	1.00	\$ 87,301	1.00	\$ 91,315	1.00	\$ 78,093
61043400	61010	610		GE-33	WRRC OPERATIONS SUPERVISOR	1.00	\$ 63,538	1.00	\$ 78,190	1.00	\$ 81,111
61043400	61010	610	2400	OE-14	EQUIPMENT MECHANIC - W&RRC	2.00	\$ 130,086	2.00	\$ 136,066	2.00	\$ 144,135
61043400	61010	610	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.65	\$ 34,389	0.65	\$ 35,970	0.65	\$ 37,913
61043400	61010	610	3942	OE-13	W&RRC OPERATOR GR III	1.00	\$ 62,971	1.00	\$ 65,856	1.00	\$ 69,408
61043400	61010	610		OE-16	W&RRC OPERATOR GR IV	1.00	\$ 67,343	—	—	—	—
61043400	61010	610	2500	OE-12	W&RRC OPERATOR GR I/II	2.00	\$ 119,985	3.00	\$ 185,979	3.00	\$ 191,210
61043400	61010	610			MAINTENANCE SUPERVISOR	—	\$ —	—	\$ —	0.25	\$ 22,916
61043400	61010	610	2800	OE-16	ELECTRONIC TECHNICIAN	1.00	\$ 65,814	1.00	\$ 68,840	1.00	\$ 72,568
Total						9.65	\$ 631,427	10.65	\$ 736,297	10.70	\$ 790,095
Environmental Monitoring Lab-FT											
61043700	61010	610		GE-33	LAB SUPERVISOR	1.00	\$ 65,603	1.00	\$ 73,722	1.00	\$ 77,010
61043700	61010	610	2100	GE-31	LAB TECHNICIAN II	2.00	\$ 139,991	2.00	\$ 132,216	2.00	\$ 150,579
61043700	61010	610		GE-32	INDUSTRIAL PRE-TREAT COORD			1.00	\$ 68,312	1.00	\$ 70,047
61043700	61010	610	2228	GE-31	ENVIRONMENTAL COORDINATOR	1.00	\$ 58,990	1.00	\$ 79,728	1.00	\$ 84,862
Total						4.00	\$ 264,584	5.00	\$ 353,978	5.00	\$ 382,498
Fat Oils and Grease-FT											
61043500	61010	610	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.35	\$ 18,517	0.35	\$ 19,368	0.35	\$ 20,415
						0.35	\$ 18,517	0.35	\$ 19,368	0.35	\$ 20,415
TOTAL WATER & RESOURCE RECOVERY DEPARTMENT						15.00	\$1,031,473	17.00	\$1,231,964	17.25	\$1,347,665

Capital Improvement Projects by Department/Division					
WATER & RESOURCE RECOVERY					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 25 Recomm'd Budget
4381500003	HS WASTE RECEIVE & STORE	Water & Resource Recovery	611	64070	260,100
4381500003	HS WASTE RECEIVE & STORE	Water & Resource Recovery	611	67990	5,951,000
4381500013	HVAC Replacement	Water & Resource Recovery	611	67500	250,000
4381500013	HVAC Replacement	Water & Resource Recovery	611	64070	50,000
4381500015	Bar Screen Replacement	Water & Resource Recovery	611	67990	270,000
4381500015	Bar Screen Replacement	Water & Resource Recovery	611	64070	30,000
4381500016	Facility Management Plan Update	Water & Resource Recovery	611	64075	15,000
4381500016	Facility Management Plan Update	Water & Resource Recovery	611	64070	300,000
4381500017	Industrial Controls Upgrade	Water & Resource Recovery	611	67990	750,000
4381500017	Industrial Controls Upgrade	Water & Resource Recovery	611	64070	350,000
WATER & RESOURCE RECOVERY TOTAL					8,226,100

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	PAGE
WATER & RESOURCE RECOVERY CENTER								
Business Type								
	Lift Station SCADA Upgrades	\$ —	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 250,000	81
	Bar Screen Replacement	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ 300,000	82
	HVAC Replacement	\$ 300,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000	83
	BOD Capacity Upgrades	\$ —	\$ —	\$ —	\$ —	\$ 1,150,000	\$ 1,150,000	84
	W&RRC Facility Management Plan Update	\$ 315,000	\$ —	\$ —	\$ —	\$ —	\$ 315,000	86
	High Strength Waste Receiving and Storage	\$ 6,211,100	\$ —	\$ —	\$ —	\$ —	\$ 6,211,100	87
	Industrial Controls Upgrade	\$ 1,100,000	\$ 900,000	\$ 1,000,000	\$ —	\$ —	\$ 3,000,000	88
	TOTAL	\$ 8,226,100	\$ 1,000,000	\$ 1,100,000	\$ 100,000	\$ 1,300,000	\$11,726,100	

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Planning Services

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PLANNING SERVICES DEPARTMENT SUMMARY

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	762,605	857,140	913,525	6.6 %
Supplies and Services	171,222	136,227	133,543	(2.0)%
Machinery and Equipment	720	1,000	3,100	210.0 %
Total	934,547	994,367	1,050,168	5.6 %
<u>Resources</u>				
Administrative Overhead Recharges	407,094	514,971	661,895	28.5 %
CDBG Charges	—	8,710	8,710	— %
Operating Revenue	64,921	81,067	76,621	(5.5)%
Total	472,015	604,748	747,226	23.6 %
Property Tax Support	462,532	380,909	294,232	(86,677)
Percent Increase (Decrease)				
Percent Self Supporting	50.5 %	60.8 %	71.2 %	
Personnel - Authorized FTE	8.38	8.38	8.38	

Improvement Package Summary

1 of 8

This improvement package request increase fees for flood plain permit, minor and simple site plans, sign permit reviews, temporary use permits, and zoning letters to accurately reflect the cost of service after deep analysis of current costs. These changes will create an additional \$1,380 in revenue each year. This improvement package furthers the City Council goals of Vibrant Community: Healthy and Safe and Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Revenue:	<u>\$ 1,380</u>	Tax Funds	Recurring	Recommend - Yes
Net Cost:	<u><u>\$(1,380)</u></u>			
Property Tax Impact:	<u>\$(0.0005)</u>	(0.01)%		
Activity: Development Services				

2 of 8

This improvement package request is for additional meeting room fees for the Development Review Team (DRT). The DRT has outgrown its space (Conference Room A) and needs a larger location. The request is to use the Jule Operating Training Center (JOTC). The JOTC has free parking, ADA accessibility, virtual meeting room capability, and a large space to conduct a meeting without being overcrowded. This request supports the following City Council goals: Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery; Robust Local

Economy: Diverse Businesses and Jobs with Economic Prosperity; Vibrant Community: Healthy and Safe; Livable Neighborhoods and Housing: Great Place to Live.

Related Cost:	\$ 1,200	Tax Funds	Recurring	Recommend - No
Related Revenue:	<u>\$ 677</u>	Administrative Overhead	Recurring	
Net Cost:	<u><u>\$ 523</u></u>			
Property Tax Impact:	\$0.0002	—%		
Activity: Development Services				

3 of 8

This improvement package request is for the purchase of an additional laptop for the Planning Services Department. Based on Section 9.12 of "Computers, Internet, Email, and Other Resources" within the Employee Handbook, the City does not allow the use of personal computers and personal mobile phones to access resources directly on the City's network. In addition, Section 9.12 notes that approved telecommuters will be provided the tools and applications for access to city technology resources. There are several times throughout the year when the laptop is needed. The laptop will be used by Planning Staff who need to work remotely for work because of illness/Covid, conference attendances, board/commission presentations, etc. This request helps meet the City Council's goal of being a Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 2,400	Tax Funds	Non-Recurring	Recommend - Yes
Related Revenue:	<u>\$ 400</u>	Administrative Overhead	Non-Recurring	
Net Cost:	<u><u>\$ 2,000</u></u>			
Property Tax Impact:	\$0.0008	0.01%		
Activity: Development Services				

4 of 8

This improvement package request is for four licenses of Bluebeam software. This software provides robust, user-definable markup tools and templates to improve the quality and consistency of interactions with developers, contractors and property owners. The software provides proven online collaboration tools which can be used to track, organize and output review comments for plan review documentation. The software is an industry leader, and most developers and contractors are familiar with it. Bluebeam software has many built-in integrations with other software for seamless utilization. This requested improvement package furthers the City Council Goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 1,300	Tax Funds	Recurring	Recommend - Yes
Related Revenue:	<u>\$ 217</u>	Administrative Overhead	Recurring	
Net Cost:	<u><u>\$ 1,083</u></u>			
Property Tax Impact:	\$0.0004	—%		
Activity: Development Services				

5 of 8

This improvement package request is for the purchase of a computer tablet with a case/keyboard and data plan to be used by the Planning Technician (PT). This will allow the PT to have access to necessary information while attending meetings. It will also reduce copying of meeting materials, thus, creating more sustainability and greater efficiency. The ability to take notes and use technology to streamline processes is a main goal. In addition, the computer tablet and data plan allow the PT to attend meetings remotely from either in the field, at home or out of the City. It also has a camera/video function that helps with documenting inspections for use in staff reports for the Zoning Board of Adjustment and Zoning Advisory Commission. This request helps meet the City Council's goal of being a Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 360	Tax Funds	Recurring	Recommend - No
Related Cost:	\$ 920	Tax Funds	Non-Recurring	
Related Revenue:	\$ 203	Administrative Overhead	Recurring	
Related Revenue:	\$ 519	Administrative Overhead	Non-Recurring	
Net Cost:	<u>558</u>			
Property Tax Impact:	<u>\$0.0002</u>	—%		
Activity: Development Services				

6 of 8

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

Related Cost:	\$ 480	Tax Funds	Non-Recurring	Recommend - Yes
Related Revenue:	\$ 80	Administrative Overhead	Non-Recurring	
Net Cost:	<u>400</u>			
Property Tax Impact:	<u>\$0.0002</u>	—%		
Activity: Development Services				

7 of 8

This improvement package request is for sending the Assistant Planner to Leadership Dubuque. The Planning Services Department is a public-facing department that works with residents, property owners, business owners, partners and many others. By participating in Leadership Dubuque, the Assistant Planner will learn more about our community resources, government, businesses, and educational

opportunities along with the impact of economic development on the community, enhance leadership skills, exchange ideas and experiences, both formally and informally, meet and build relationships with other leaders from many different segments of our society, and develop new business contacts within and through the group. Leadership Dubuque promotes civic responsibility by encouraging community involvement and is designed to develop and connect existing and emerging professional leaders with the goal of enhancing positive growth within our business community. This request supports the City Council goals of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Effective Service Delivery and Partnership for a Better Dubuque: Building Our Community that is Viable, Livable, and Equitable.

Related Cost:	\$ 1,525	Tax Funds	Recurring	Recommend - No
Related Revenue:	\$ 860	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 665</u>			
Property Tax Impact:	<u>\$0.0003</u>	—%		
Activity: Planning/Historic Preservation				

8 of 8

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

Related Cost:	\$ 2,350	Tax Funds	Non-Recurring	Recommend - No
Related Revenue:	\$ 1,326	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 1,024</u>			
Property Tax Impact:	<u>\$0.0004</u>	—%		
Activity: Development Services				

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 \$0 or 0.00%.

4. Five-Year Retiree Sick leave payout is decreased from \$21,749 in FY 2024 to \$13,919 in FY 2025. This is based on current retiree payouts.

Supplies & Services

5. Technology Services increased from \$17,419 in FY 2024 to \$19,949 in FY 2025. This line item covers Planning's share of the permitting software, Accela, as well as monthly computer tablet data charges.
6. Pay to Other Agency is increased from \$35,204 in FY 2024 to \$36,397 in FY 2025 for East Central Intergovernmental Association (ECIA) annual dues plus 3.4%.
7. Meetings & Conferences increased from \$14,386 in FY 2024 to \$20,448 in FY 2025. The increase is largely due to the National Alliance of Preservation Commissions (NAPC) conference being a biennial conference plus a few approved FY 2024 recurring improvement packages. In addition, the Planning Services Department has not previously budgeted to cover attendance or meal cost to attend various meetings. It was found that it is policy to not have partners cover the cost of meals/attendance, so Planning is budgeting \$200 for FY 2025. This allows the Planning Services Director to attend events hosted by the Dubuque Chamber of Commerce, Greater Dubuque Development Corporation (GDDC) Events, Dubuque Racing Association (DRA) Events, etc.). Other conferences budgeted include both the National and the Iowa American Planning Association Conferences, Iowa Floodplain & Stormwater Management Association Conference, Housing Iowa Conference, city business luncheon attendances, Growing Sustainable Communities Conference, Iowa Women's Leadership Conference, Iowa Bicycle Summit, room rental fees for Development Review Team meetings, NAPC Conference, and the Preservation Iowa Summit.
8. General Liability Insurance increased from \$5,373 in FY 2024 to \$8,044 in FY 2025 based on FY 2023 actual plus 5%.
9. Services Other Departments is unchanged from \$8,710 in FY 2024 to \$8,710 in FY 2025. This line accounts for services performed for the Office of Shared Prosperity and Neighborhood Support under Community Development and Block Grants (CDBG).
10. Education Reimbursement decreased from \$6,740 in FY 2024 to \$3,250 in FY 2025. The decrease is due to non-recurring Dale Carnegie and Leadership Dubuque trainings in FY 2024. Training includes various GIS workshops for Development Services staff as well as various Dubuque Historic Preservation Commission workshops.
11. IT Recharges is increased from \$11,531 in FY 2024 to \$12,132 in FY 2025. Departments receive recharges for maintenance agreement costs on city-wide software based on the number of users in their department.

Machinery and Equipment

12. The total equipment requested is as follows (\$3,100):

Planning Machinery and Equipment	
<u>Administration</u>	
Smart Phone (25%)	\$ 88
<u>Development Services</u>	
Smart Phone	\$ 2,750
<u>City Planning/Historic Preservation</u>	
Smart Phone (75%)	\$ 262
Total Equipment <u>\$ 3,100</u>	

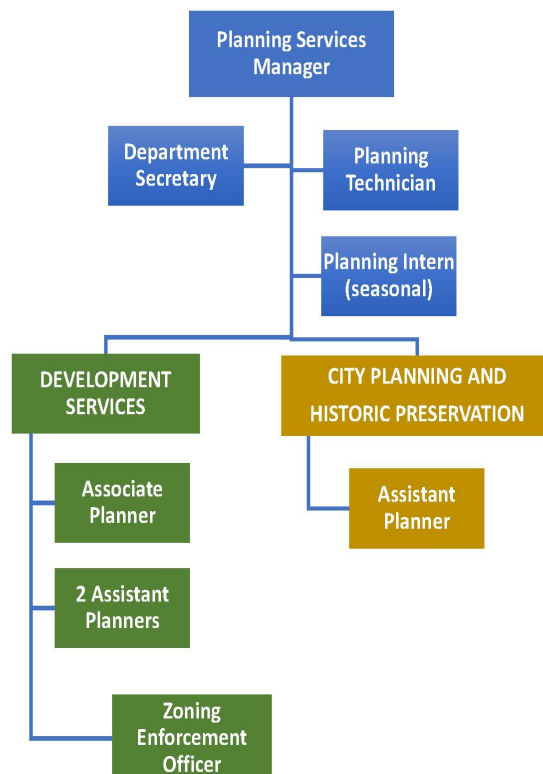
Revenue

13. Zoning Administrative Fees are increased from \$52,071 in FY 2024 to \$53,451 in FY 2025 based on FY 2024 budget. FY 2022 actual was \$36,571. Revenue is based on the number of applications received from development projects in the community.
14. Sub Plat Review Fees decreased from \$9,444 in FY 2024 to \$6,072 in FY 2025 based on FY 2023 actual of \$6,072. FY 2022 actual was \$6,644.
15. Billboard Inspection Fees are unchanged from \$10,236 in FY 2024 to \$10,236 in FY 2025 based on \$9,236 plus a FY 2024 fee increase of \$1,000. FY 2023 actual was \$10,640.
16. Revenue received from Enterprise Funds for administrative overhead charges increased from \$514,971 in FY 2024 to \$661,895 in FY 2025.

PLANNING SERVICES



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



PLANNING SERVICES

SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES

PEOPLE

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

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



PLANNING

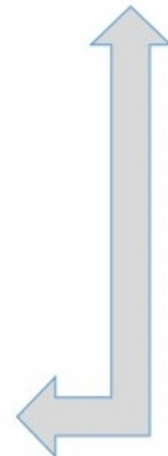
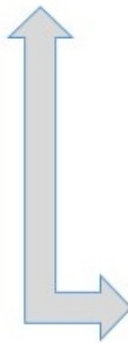
Planning Services staff works with the Long-Range Planning Advisory Commission to create a viable, livable, and equitable community and plan for a better future through the long-term Comprehensive Plan and strategic short-term plans for urban renewal and revitalization.

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



PARTNERSHIPS

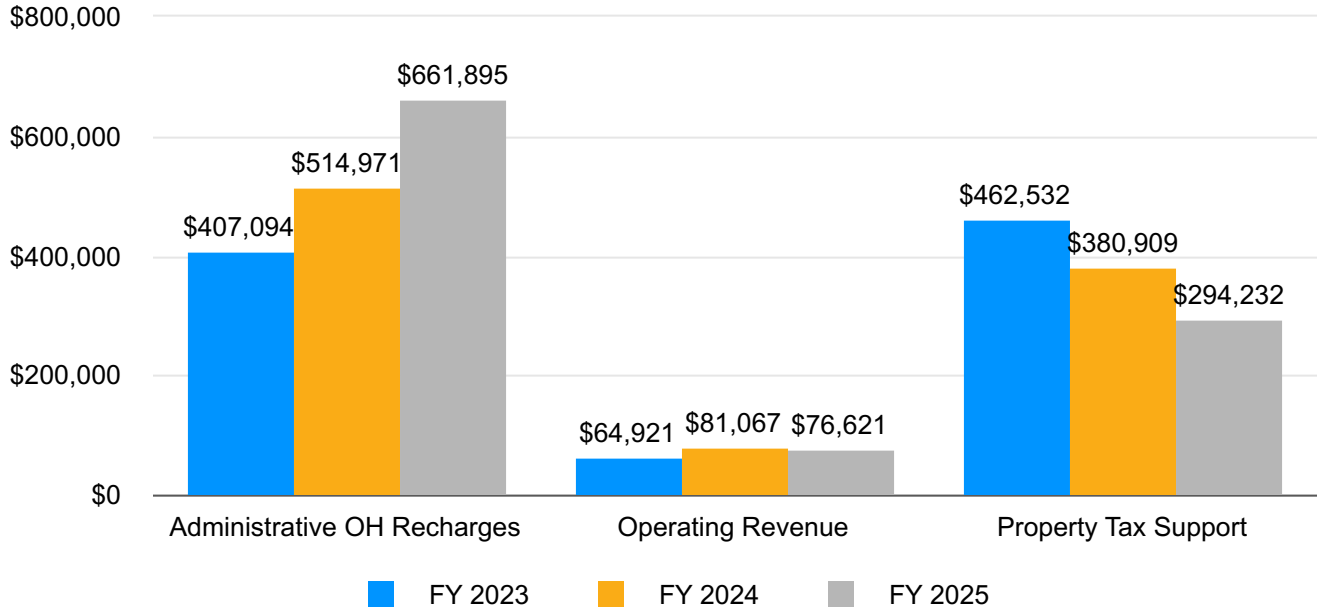
Planning Services staff collaborates with City departments; local, state and federal agencies; private sector and non-profits to facilitate development, enhance neighborhood quality, and support regional efforts. Major collaborations include: sustainability, annexation, riverfront development, downtown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



PLANNING SERVICES

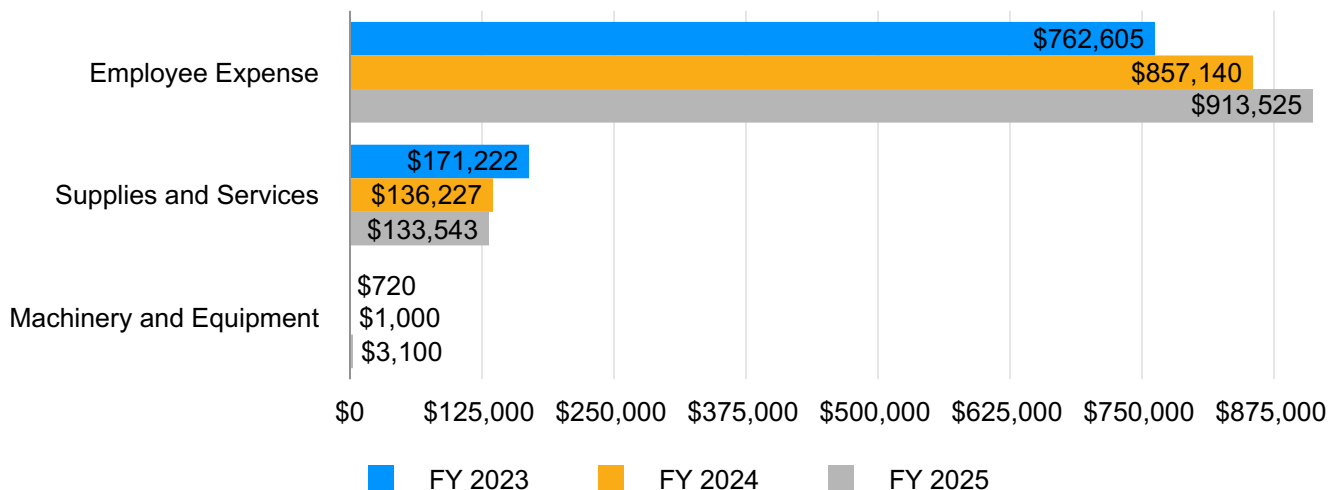
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	8.38	8.38	8.38

Resources and Property Tax Support



The Planning Services Department is supported by 8.38 full-time equivalent employees, which accounts for 86.99% of the department expense as seen below. Overall, the department's expenses are expected to increase by 5.61% in FY 2025 compared to FY 2024.

Expenditures by Category by Fiscal Year



PLANNING SERVICES

Development Services

Mission & Services

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

Development Service Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$467,427	\$514,423	\$540,374
Resources	\$62,071	\$87,177	\$82,731

Development Service Position Summary	
	FY 2025
Associate Planner	1.00
Assistant Planner	2.00
Zoning Enforcement Officer	1.00
Secretary	0.40
Total Full-Time Equivalent Employees	4.40

Performance Measures

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

Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY 2024 Estimated	Performance Indicator
1 Activity Objective: Provide effective customer service, knowledge of development regulations, and department efficiency to encourage voluntary compliance and effectively serve the community					
# of square feet of approved development (combined commercial, industrial, and institutional)	200,000	431,594	505,911	450,000	Goal Met
% average score (out of 100) awarded by customers via ongoing Planning Department customer service survey.	100%	98.8%	97.9%	99%	Goal in Progress
# of inspections conducted to bring properties into compliance	1,300	1,144	1,714	1,400	Goal Met

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

2 Activity Objective: Provide seamless communication to ensure the City Council, City Manager, Boards, Commissions, and residents remain informed about development activities within the City					
# Avg. days of review and approval from application deadline by Zoning Board of Adjustment	23.5	23.5	23.5	23.5	Goal Met
# Avg. days from application deadline to City Council for Zoning Advisory Commission	55	55	55	55	Goal Met

PLANNING SERVICES

City Planning & Historic Preservation

Mission & Services

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

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

City Planning & Historic Preservation Funding Summary			
	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested
Expenditures	\$458,247	\$471,234	\$501,084
Resources	\$409,944	\$517,571	\$664,495

City Planning & Historic Preservation Position Summary	
	FY 2025
Planning Services Director	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
Total Full-Time Equivalent Employees	3.98

Performance Measures: City Planning

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

Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY 2024 Estimated	Performance Indicator
1 Activity Objective: Implementation of the Imagine Dubuque 2037 Plan (underway)					
% Imagine Dubuque Recommendations On Track or Achieved	100%	73%	90%	95%	Goal in Progress

Performance Measures: Historic Preservation

City Council Goal: Vibrant Community: Healthy & Safe

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

Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY 2024 Estimated	Performance Indicator
# Avg. days Historic Preservation review and approval time from the application deadline	17.5	17.8	17.6	17.5	Goal Met
\$ investment in historic and downtown neighborhoods	\$3.0 million	\$5.8 million	\$9.1 million	\$5.0 million	Goal Met

Recommended Operating Revenue Budget - Department Total

62 - PLANNING SERVICES

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
41830 - Design Review Fee	(2,100)	(2,850)	(2,600)	(2,600)
41833 - Billboard Inspect	(9,236)	(10,640)	(10,236)	(10,236)
41834 - Temporary Use Fee	(3,096)	(1,652)	(5,696)	(2,374)
41835 - Sub Plat Review Fee	(6,644)	(6,072)	(9,444)	(6,072)
41840 - Zoning Admin Fees	(36,571)	(32,144)	(52,071)	(53,451)
45000 - Charges/Fees for Service	(302)	(377)	(302)	(302)
45440 - Events	0	0	0	0
45500 - Miscellaneous Chg for Svcs	0	0	0	0
47100 - Reimbursements	(23)	0	(23)	0
47150 - Refunds	0	0	0	0
47700 - District Court Fines	(695)	(2,476)	(695)	(1,586)
47820 - Specialized Services	(8,710)	(8,710)	(8,710)	(8,710)
4A - Charges for Services Total	(67,377)	(64,921)	(89,777)	(85,331)
4B - Grants/Contrib				
44000 - Federal Grants	0	0	0	0
44400 - State Grants	(15,000)	0	0	0
47050 - Contrib - Private Sources	0	0	0	0
4B - Grants/Contrib Total	(15,000)	0	0	0
4M - Gain on Disposal				
48100 - Sale of Personal Property	(6,287)	0	0	0
4M - Gain on Disposal Total	(6,287)	0	0	0
4N - Transfers				
49600 - Transfer in Water Op	(22,836)	(25,847)	(102,674)	(156,252)
49610 - Transfer In Sanitary Op	(142,716)	(161,545)	(151,876)	(161,037)
49620 - Transfer in Storm Op	(42,814)	(48,464)	(86,637)	(154,218)
49650 - Transfer in Parking Op	(18,551)	(21,001)	(21,908)	(30,995)
49670 - Transfer in Refuse Op	(132,726)	(150,237)	(151,876)	(159,393)
4N - Transfers Total	(359,643)	(407,094)	(514,971)	(661,895)
PLANNING SERVICES - Total	(448,307)	(472,015)	(604,748)	(747,226)

Recommended Operating Expenditure Budget - Department Total				
62 - PLANNING 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	481,913	529,349	609,093	662,261
60300 - Hourly Wages - Temp/Seasonal	4,410	3,368	11,428	12,047
60400 - Overtime	5	0	0	0
60620 - Special Pay - Holiday	0	0	0	0
60630 - Special Pay Sick Lv Payout Ret	20,485	22,603	21,749	13,919
60635 - Special Pay Sick Lv Payout 50%	335	0	0	0
60640 - Special Pay - Vacation Payout	3,553	3,994	0	0
60710 - Special Pay - Parental Leave	8,493	4,695	0	0
60720 - Spec Pay - Meals No Overnight	0	0	0	0
6A - Salaries & Wages Total	519,194	564,008	642,270	688,227
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	36,357	39,543	47,469	52,650
61300 - IPERS - City Contribution	46,348	50,238	58,578	63,654
61510 - Health Insurance	104,256	107,384	107,384	107,384
61540 - Life Insurance	353	353	366	366
61600 - Workers' Compensation	992	1,079	1,073	1,244
61992 - Physicals	0	0	0	0
6B - Employee Benefits Total	188,306	198,597	214,870	225,298
6C - Staff Development				
100 - General				
62100 - Association Dues	290	937	1,844	1,900
62200 - Subscriptions	104	57	1,256	350
62325 - Mileage	615	909	842	2,228
62400 - Meetings & Conferences	2,338	10,669	14,386	20,448
62500 - Education Reimbursement	3,285	5,250	6,740	3,250
6C - Staff Development Total	6,631	17,822	25,068	28,176
6D - Repair/Maint/Util				
100 - General				
63312 - Vehicle Ops - Gasoline	650	1,168	1,920	1,920
63320 - Vehicle Repair - Internal	791	878	806	896
63400 - Equipment Maint/Repair	342	9	349	9
63730 - Telecommunications	1,307	1,663	1,395	1,645
6D - Repair/Maint/Util Total	3,089	3,719	4,470	4,470
6E - Contractual Svcs				
100 - General				
64004 - Internal Service Charge	0	0	0	0
64020 - Advertising	2,605	2,469	13,561	2,469
64030 - Outsourced Labor	0	0	0	0
64050 - Recording Fees	3,583	2,355	3,583	2,355
64062 - Refunds	294	746	0	0
64080 - Insurance - Property	1,102	1,305	1,357	2,122
64081 - Insurance - Liability	4,735	6,466	5,373	8,044
64110 - Legal	2,126	40,693	0	0

Recommended Operating Expenditure Budget - Department Total				
62 - PLANNING SERVICES				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
64115 - Special Events	0	0	500	500
64130 - Payments to Other Agencies	31,700	34,010	35,204	36,397
64140 - Printing	97	263	635	441
64145 - Copying	1,747	1,699	1,858	1,698
64160 - Rental - Land/Bldgs/Parking	2,436	2,310	2,520	2,016
64190 - Technology Services	15,876	16,801	17,419	19,949
64191 - IT Recharges	0	10,698	11,531	12,132
64900 - Other Professional Service	499	18,686	500	500
64980 - Technology Equip Maint Cont	10,404	0	0	0
180 - Community Development				
64005 - Services Other Depts	0	8,710	8,710	8,710
6E - Contractual Svcs Total	77,203	147,211	102,751	97,333
6F - Commodities				
100 - General				
65030 - Merchandise for Resale	0	0	0	0
65045 - Technology Equipment	630	720	1,000	3,100
65060 - Office Supplies	1,965	1,238	1,965	1,300
65080 - Postage/Shipping	1,468	1,232	1,541	1,352
65925 - Uniform Purchase	102	0	432	912
65935 - Employee Recognition	0	0	0	0
65990 - Other Supplies	0	0	0	0
180 - Community Development				
65080 - Postage/Shipping	0	0	0	0
6F - Commodities Total	4,164	3,191	4,938	6,664
6G - Capital Outlay				
100 - General				
67100 - Vehicles	32,941	0	0	0
67210 - Furniture/Fixtures	3,076	0	0	0
6G - Capital Outlay Total	36,017	0	0	0
PLANNING SERVICES - Total	834,606	934,547	994,367	1,050,168

Recommended Expenditure Budget Report by Activity & Funding Source

62 - PLANNING SERVICES

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6201 - Administration			
100 - General			
6A - Salaries & Wages	25,328	28,771	32,105
6B - Employee Benefits	7,618	8,333	8,912
6C - Staff Development	4,209	5,868	6,781
6D - Repair/Maint/Util	510	497	624
6E - Contractual Svcs	43,894	3,621	4,710
6F - Commodities	23	149	219
6G - Capital Outlay	—	—	—
180 - Community Development			
6E - Contractual Svcs	8,710	8,710	8,710
6201 - Administration Total	90,291	55,949	62,061
6202 - Development Services			
100 - General			
6A - Salaries & Wages	309,505	335,618	364,807
6B - Employee Benefits	108,919	114,736	121,214
6C - Staff Development	7,541	8,860	5,188
6D - Repair/Maint/Util	2,845	3,731	3,481
6E - Contractual Svcs	35,752	47,575	39,887
6F - Commodities	2,866	3,903	5,797
6G - Capital Outlay	—	—	—
6202 - Development Services Total	467,427	514,423	540,374
6203 - Planning/Historic Preservation			
100 - General			
6A - Salaries & Wages	229,176	277,881	291,315
6B - Employee Benefits	82,060	91,801	95,172
6C - Staff Development	6,072	10,340	16,207
6D - Repair/Maint/Util	365	242	365
6E - Contractual Svcs	58,854	42,845	44,026
6F - Commodities	139	886	648
6G - Capital Outlay	—	—	—
180 - Community Development			
6E - Contractual Svcs	—	—	—
6F - Commodities	—	—	—
6203 - Planning/Historic Preservation Total	376,666	423,995	447,733
6299 - Pcard Clearing			
100 - General			
6F - Commodities	162	—	—
6299 - Pcard Clearing Total	162	0	0
PLANNING SERVICES TOTAL	934,547	994,367	1,050,168

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT
62 PLANNING SERVICES DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	5875	GE-40	MANAGER	1.00	\$ 104,326	1.00	\$ 115,085	1.00	\$ 128,423
100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 74,801	1.00	\$ 82,490	1.00	\$ 91,691
100	5275	GE-33	ASSISTANT PLANNER	3.00	\$ 213,000	3.00	\$ 230,617	3.00	\$ 253,724
100	5230	GE-31	OFFICER	1.00	\$ 62,469	1.00	\$ 68,908	1.00	\$ 76,669
100	5225	GE-30	PLANNING TECHNICIAN	1.00	\$ 53,927	1.00	\$ 57,347	1.00	\$ 63,800
100	225	GE-25	SECRETARY	1.00	\$ 51,878	1.00	\$ 54,646	1.00	\$ 47,954
TOTAL FULL TIME EMPLOYEES				8.00	\$ 560,401	8.00	\$ 609,093	8.00	\$ 662,261
61030 Seasonal Employee Expense									
100	5250	NA-38	PLANNING INTERN	0.38	\$ 10,926	0.38	\$ 11,428	0.38	\$ 12,047
TOTAL SEASONAL EMPLOYEES				0.38	\$ 10,926	0.38	\$ 11,428	0.38	\$ 12,047
TOTAL PLANNING SERVICES DEPT				8.38	\$ 571,327	8.38	\$ 620,521	8.38	\$ 674,308

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	
Planning Administration-FT General Fund											
10062100	61010	100	5875	GE-40	PLANNING SERVICES MANAGER	0.25	\$ 26,081	0.25	\$ 28,771	0.25	\$ 32,105
					Total	0.25	\$ 26,081	0.25	\$ 28,771	0.25	\$ 32,105
Development Services-FT General Fund											
10062400	61010	100	225	GE-25	SECRETARY	0.40	\$ 20,751	0.40	\$ 21,858	0.40	\$ 19,181
10062400	61010	100	5230	GE-27	CODE INSPECTOR	—	\$ —	—		—	
					ZONING ENFORCEMENT OFFICER						
10062400	61010	100		GE-31		1.00	\$ 62,469	1.00	\$ 68,908	1.00	\$ 76,669
10062400	61010	100	5275	GE-33	ASSISTANT PLANNER	2.00	\$ 134,136	2.00	\$ 148,127	2.00	\$ 166,258
10062400	61010	100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 74,801	1.00	\$ 82,490	1.00	\$ 91,691
					Total	4.40	\$ 292,157	4.40	\$ 321,383	4.40	\$ 353,799
City Planning/Historic Pres.-FT General Fund											
10062700	61010	100	225	GE-25	SECRETARY	0.60	\$ 31,127	0.60	\$ 32,788	0.60	\$ 28,773
					PLANNING SERVICES MANAGER						
10062700	61010	100	5875	GE-40		0.75	\$ 78,245	0.75	\$ 86,314	0.75	\$ 96,318
10062700	61010	100	5275	GE-33	ASSISTANT PLANNER	1.00	\$ 78,864	1.00	\$ 82,490	1.00	\$ 87,466
10062700	61010	100	5225	GE-30	PLANNING TECHNICIAN	1.00	\$ 53,927	1.00	\$ 57,347	1.00	\$ 63,800
					Total	3.35	\$ 242,163	3.35	\$ 258,939	3.35	\$ 276,357
City Planning/Historic Pres.-Seasonal General Fund											
10062700	61030	260	5250	NA-38	PLANNING INTERN	0.38	\$ 10,926	0.38	\$ 11,428	0.38	\$ 12,047
					Total	0.38	\$ 10,926	0.38	\$ 11,428	0.38	\$ 12,047
TOTAL PLANNING SERVICES DEPT.						8.38	\$ 571,327	8.38	\$ 620,521	8.38	\$ 674,308

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	PAGE
PLANNING SERVICES								
Community and Economic Development								
	Historic Preservation Technical Assistance Program	\$ 20,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 30,000	\$ 100,000	285
	TOTAL	\$ 20,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 30,000	\$ 100,000	

Capital Improvement Projects by Department/Division					
PLANNING SERVICES					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 25 Recomm'd Budget
6254000001	Hist Preservation Tech Assist	Planning	102	64900	20,000
PLANNING	TOTAL				20,000