

# **City Attorney's Office**

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## CITY ATTORNEY'S OFFICE

<b>Budget Highlights</b>	<b>FY 2024 Actual</b>	<b>FY 2025 Budget</b>	<b>FY 2026 Requested</b>	<b>% Change From FY 2025 Budget</b>
<b>Expenses</b>				
Employee Expense	\$ 866,009	\$ 868,759	\$ 907,284	4.4 %
Supplies and Services	\$ 383,978	\$ 237,459	\$ 271,677	14.4 %
Machinery and Equipment	\$ 31	\$ —	\$ 2,500	0.0 %
Total	\$1,250,018	\$1,106,218	\$1,181,461	6.8 %
<b>Resources</b>				
Administrative Overhead Recharges	\$ 690,126	\$ 849,376	\$ 896,712	5.6 %
Section 8 -Legal Services	\$ —	\$ —	\$ —	0.0 %
Cable TV -Legal Services	\$ —	\$ —	\$ —	0.0 %
Reimbursements	\$ —	\$ —	\$ —	0.0 %
County Revenue	\$ 5,560	\$ 3,800	\$ 5,560	46.3 %
Total	\$ 695,686	\$ 853,176	\$ 902,272	5.8 %
Property Tax Support	\$ 554,332	\$ 253,042	\$ 279,189	\$ 26,147
Percent Increase (Decrease)				10.3 %
<b>Personnel - Authorized FTE</b>	<b>5.62</b>	<b>5.62</b>	<b>5.62</b>	

### Improvement Package Summary

#### **1 of 1**

This improvement package request is for the creation of a full-time Assistant City Attorney I position (1.00 FTE, GE-37) within the City Attorney's Office. Under the supervision and direction of the City Attorney, this position conducts legal activities of the City including providing legal services to the City Manager, City Council, and boards and commissions. Creation of this position will facilitate a succession plan for the individual to become familiar with the organization and processes in the City. The goal is to grow and develop the individual hired to take on more responsibility and duties, allowing for efficiencies and reduced response times and better balanced workload for the City Attorney's Office.

The City Attorney's Office is an administrative department within the organization acting in a support role for all departments. The City Attorney Office's work directly impacts the ability of other departments to meet the goals and priorities as set by the City Council. The addition of this position would aid in the City of Dubuque's goal of a financially responsible, high-performance city organization: sustainable, equitable, and effective service delivery.

Related Cost:	\$ 5,590	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Cost:	\$ 131,484	Tax Funds	Recurring	
Related Revenue:	\$ 101,322	Administrative Overhead	Recurring	
Related Revenue:	\$ 4,308	Administrative Overhead	Non-Recurring	
<b>Net Property Tax Cost:</b>	<b><u>\$ 31,444</u></b>			
Property Tax Impact:	\$ 0.0124	0.87%		
Activity: Administration				

### **Significant Line Items**

#### **Employee Expense**

1. FY 2026 employee expense reflects a 3.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from the FY 2025 City contribution of 9.44%. The employee contribution of 6.29% is unchanged from FY 2025.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2025 to \$1,119 in FY 2026 per month, per contract, which results in annual cost unchanged of \$6,711 or 0.00%.
4. Overtime expense is unchanged from \$1,000 in FY 2025 to \$1,000 in FY 2026. FY 2024 Actual was \$89.
5. Five-Year Retiree Sick Leave Payout decreased from \$5,493 in FY 2025 to \$4,420 in FY 2026.

#### **Supplies & Services**

6. Subscriptions is unchanged from \$15,000 in FY 2025 to \$15,000 in FY 2026. FY 2024 Actual was \$16,303.
7. Damage Claims increased from \$101,319 in FY 2025 to \$137,044 in FY 2026 based on a three-year average of actual claims paid (FY 24 \$163,082, FY 23 \$106,656, FY 22 \$141,394). Last year's budget would have included FY21 actuals of \$55,908 in the calculation, which was an abnormally low year. The City reimburses Iowa Communities Assurance Pool (ICAP) up to \$20,000 per claim.
8. Meetings & Conferences increased from \$23,993 in FY 2025 to \$30,000 in FY 2026 due to transferring all the Education Reimbursement line item budget to this account code for more accurate coding. Conferences budgeted include: International Municipal Lawyers Association Conference (Orlando, FL); International Municipal Lawyers Association Mid-Year Seminar (Washington, DC); Iowa Public Information Board Meeting (Des Moines, IA); Upper Midwest Employment Law Institute (St. Paul, MN); International Municipal Attorneys Association (Johnston, IA); Growing Sustainable Communities (Dubuque, IA); Iowa Women's Leadership Conference (Dubuque, IA).
9. Education Reimbursement decreased from \$8,000 in FY 2025 to \$0 in FY 2026 due to transferring all these line item budgets to the Meetings & Conferences account code more accurate coding.

10. Administrative Judge is unchanged from \$14,724 in FY 2025 to \$14,724 in FY 2026. This line item represents the cost for human rights complaint investigations including the public hearing expense for an administrative law judge. A portion of this line item will be used to cover the administrative judge expense associated with a pilot program sending text messages to citizens with past due animal licenses prior to court in an attempt to achieve better compliance and avoid court with its high costs. This process will make it more equitable and less financially-burdensome on citizens.

11. Rental of Space unchanged from \$30,134 in FY 2025 to \$30,134 in FY 2026. This line item includes parking for the City Attorney, Assistant City Attorney, Senior Counsel, Paralegal, and Civil Rights Specialist (\$2,784) and office rent (\$27,350).

### **Machinery & Equipment**

12. Equipment replacement includes (\$2,500):

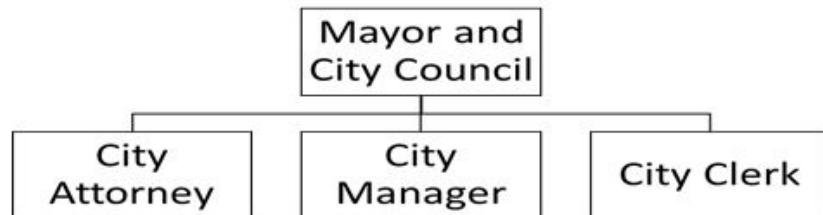
<b>City Attorney</b>	<b>Machinery and Equipment</b>
<b><u>Administration</u></b>	
2 Chairs & 4 Floor Mats	\$ 900
Smartphones (4)	\$ 1,600
Recommended Improvement Package	\$ —
<b>Total Equipment</b>	<b><u>\$ 2,500</u></b>

### **Revenue**

13. Revenue received from Enterprise Funds for administrative overhead charges increased from \$849,376 in FY 2025 to \$896,712 in FY 2026.

# CITY ATTORNEY'S OFFICE

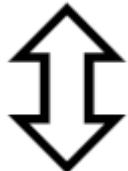
The mission of the City Attorney's Office is to provide legal counsel to the City Council, City Manager, and all officials and departments of the City in matters relating to their official duties so that the City delivers excellent municipal services that support urban living and a sustainable City plan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



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

### People

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



### Planning

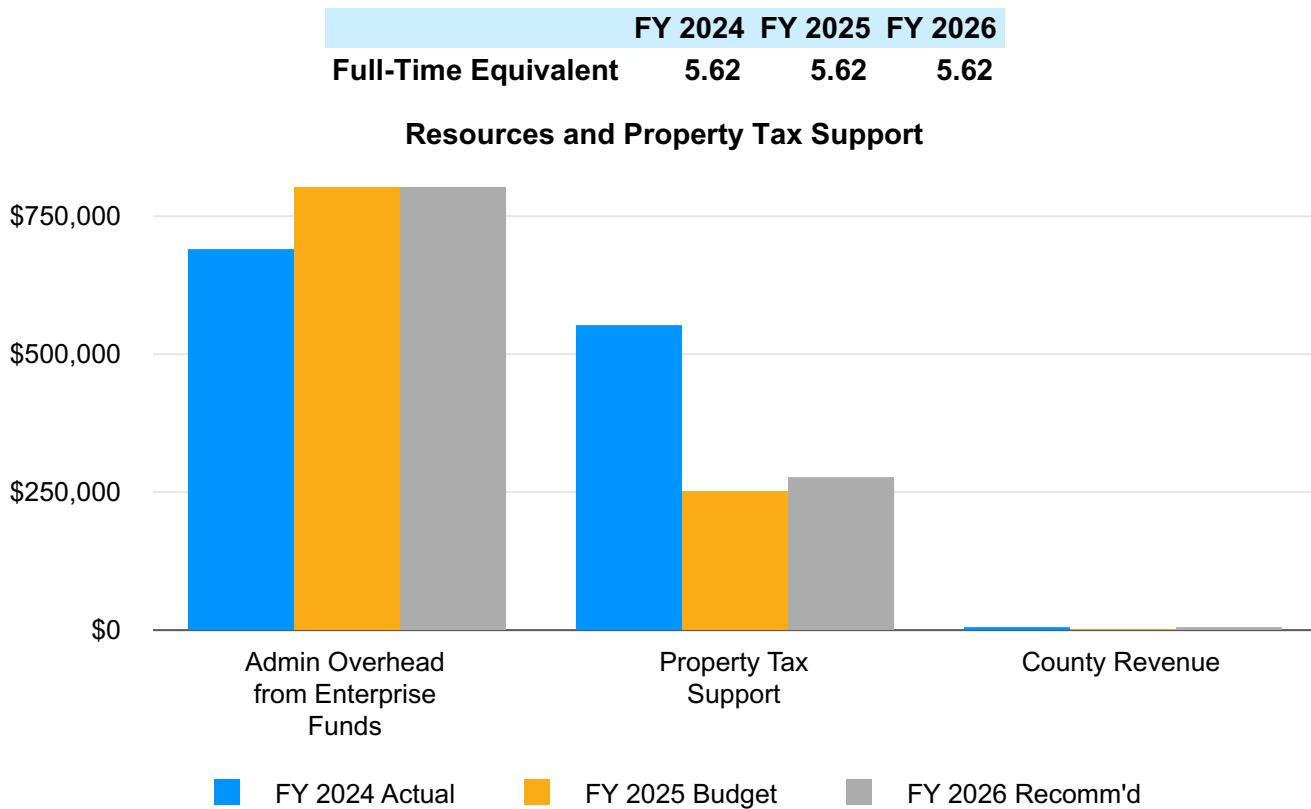
The City Attorney's Office provides counsel and direction to all City departments so that they may perform duties and responsibilities to ensure economic prosperity, environmental/ecological integrity, and social/cultural vibrancy throughout the community.



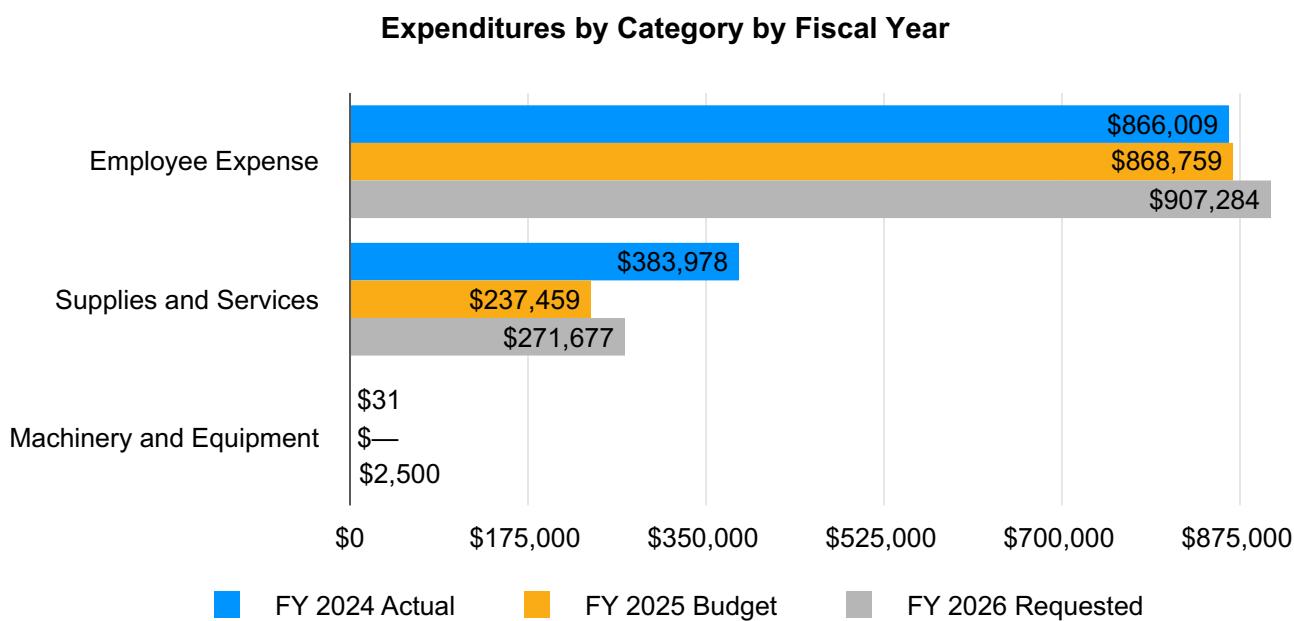
### Partnerships

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

# CITY ATTORNEY'S OFFICE



The City Attorney's Office is supported by 5.62 full-time equivalent employees. Overall, the department's expenses are expected to increase by 6.8% in FY 2026 compared to FY 2025.



# CITY ATTORNEY'S OFFICE

## Mission & Services

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

Position Summary	
	FY 2026
Paralegal	1.00
Legal Admin Assistant	1.00
Assistant City Attorney II	1.00
City Attorney	1.00
Senior Counsel	0.62
Civil Rights Specialist	1.00
<b>Total FT Equivalent Employees</b>	<b>5.62</b>

## Performance Measures

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

<b>1</b> Dept. Objective: Provide timely, cost-efficient, quality services to residents and assist businesses and organizations with promoting workplace diversity.					
Performance Measure (KPI)	Target	CY 2024 Actual	CY 2025 Actual	CY 2026 Estimated	Performance Indicator
Human Rights Cases - % within case standards	90%	N/A	55%	60%	Goal In Progress
<b>2</b> Dept. Objective: Provide timely, cost-efficient, and quality counsel, legal assistance and representation, and protection of human rights within City departments and divisions.					
Performance Measure (KPI)	Target	CY 2024 Actual	CY 2025 Actual	CY 2026 Estimated	Performance Indicator
Continuing Legal Education - # annual hours attended	100	88	139	100	Goal Met
Petition Properties - within the year	NA	1	3	8	N/A
Petition Properties - since 2014*	NA	52	55	63	N/A
Development Agreements***	7	5	11	8	Goal Met
Tax Appeals - resolved through settlement	N/A	1	—	50%	N/A

\*Petition Properties -

City started using process as a mechanism in 2014.

\*\*\*Development Agreements -

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

FY24: Kinseth Hospitality Company, Inc. \$30,000,000 Capital Investment. Millwork Flats, L.L.C. \$17,500,000 Capital Investment. Chadwick Block, L.L.C. \$1,500,000 Capital Investment. 400 Ice Harbor Drive, LLC and Hodge Company \$4,755,000 Capital Investment. Vangaurd Enterprises, Inc. \$1,500,000 Capital Investment. Woodward Communication, Inc and WHKS & Co., Inc. \$5,500,000 Capital Investment.

**Recommended Operating Revenue Budget - Department Total**

**76 - CITY ATTORNEY**

<b>Fund/Account/Account Title</b>	<b>FY23 Actual Revenue</b>	<b>FY24 Actual Revenue</b>	<b>FY25 Adopted Budget</b>	<b>FY26 Recomm'd Budget</b>
<b>100 - General</b>				
<b>4A - Charges for Services</b>				
47100 - Reimbursements	\$ —	\$ —	\$ —	\$ —
47150 - Refunds	(130)	—	—	—
47700 - District Court Fines	—	—	—	—
<b>4A - Charges for Services Total</b>	<b>(130)</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>4B - Grants/Contrib</b>				
44650 - County Contributions	(2,900)	(5,560)	(3,800)	(5,560)
<b>4B - Grants/Contrib Total</b>	<b>(2,900)</b>	<b>(5,560)</b>	<b>(3,800)</b>	<b>(5,560)</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(27,071)	(119,394)	(179,015)	(188,993)
49610 - Transfer In Sanitary Op	(169,192)	(177,739)	(183,697)	(193,937)
49620 - Transfer in Storm Op	(50,758)	(100,746)	(176,684)	(186,532)
49650 - Transfer in Parking Op	(21,995)	(25,639)	(35,518)	(37,490)
49670 - Transfer in Refuse Op	(157,349)	(177,739)	(182,613)	(192,792)
49950 - Transfer in DMASWA Gen	(84,596)	(88,869)	(91,849)	(96,968)
<b>4N - Transfers Total</b>	<b>(510,961)</b>	<b>(690,126)</b>	<b>(849,376)</b>	<b>(896,712)</b>
<b>Grand Total</b>	<b>\$ (513,991)</b>	<b>\$ (695,686)</b>	<b>\$ (853,176)</b>	<b>\$ (902,272)</b>

**Recommended Operating Expenditure Budget - Department Total**  
**76 - CITY ATTORNEY**

Fund/Account/Account Title	FY23 Actual Expense	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	\$ 464,954	\$ 565,441	\$ 553,783	\$ 574,914
60200 - Salaries - Regular Part Time	125,838	94,120	122,472	133,865
60300 - Hourly Wages - Temp/Seasonal	0	3,784	0	0
60400 - Overtime	0	89	1,000	1,000
60620 - Special Pay - Holiday	0	0	0	0
60630 - Special Pay Sick Lv Payout Ret	5,709	5,603	5,493	4,420
60635 - Special Pay Sick Lv Payout 50%	1,919	2,489	2,015	2,564
60640 - Special Pay - Vacation Payout	0	0	0	0
60710 - Special Pay - Parental Leave	17,179	12,398	0	0
60720 - Spec Pay - Meals No Overnight	0	0	0	0
60730 - Spec Pay - Safety Equipment	0	0	0	0
<b>6A - Salaries &amp; Wages Total</b>	<b>615,598</b>	<b>683,925</b>	<b>684,763</b>	<b>716,763</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	44,124	49,545	50,467	54,832
61300 - IPERS - City Contribution	57,280	62,380	64,510	67,003
61510 - Health Insurance	60,404	61,833	60,404	67,115
61540 - Life Insurance	240	240	230	230
61600 - Workers' Compensation	1,229	1,196	1,263	1,341
61820 - Vehicle Allowance	6,342	6,890	7,122	0
61992 - Physicals	0	0	0	0
<b>6B - Employee Benefits Total</b>	<b>169,620</b>	<b>182,085</b>	<b>183,996</b>	<b>190,521</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	1,530	1,995	4,600	4,600
62200 - Subscriptions	15,213	16,303	15,000	15,000
62325 - Mileage	359	423	283	283
62400 - Meetings & Conferences	21,593	17,171	23,993	30,000
62500 - Education Reimbursement	8,812	70,611	8,000	0
<b>6C - Staff Development Total</b>	<b>47,507</b>	<b>106,503</b>	<b>51,876</b>	<b>49,883</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63400 - Equipment Maint/Repair	172	210	201	214
63710 - Electricity	2,389	2,069	2,623	2,483

**Recommended Operating Expenditure Budget - Department Total**  
**76 - CITY ATTORNEY**

<b>Fund/Account/Account Title</b>	<b>FY23 Actual Expense</b>	<b>FY24 Actual Expense</b>	<b>FY25 Adopted Budget</b>	<b>FY26 Recomm'd Budget</b>
63711 - Natural Gas	1,542	541	1,542	605
63730 - Telecommunications	4,787	5,024	4,787	5,024
<b>6D - Repair/Maint/Util Total</b>	<b>8,890</b>	<b>7,844</b>	<b>9,153</b>	<b>8,326</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	0	0	0	0
64030 - Outsourced Labor	0	0	0	0
64050 - Recording Fees	34	542	145	542
64060 - Damage Claims	106,656	163,082	101,319	137,044
64080 - Insurance - Property	0	0	0	1,288
64081 - Insurance - Liability	3,706	3,762	4,822	4,476
64110 - Legal	27,004	45,159	0	0
64140 - Printing	0	37	128	38
64145 - Copying	2,784	2,369	2,784	2,369
64160 - Rental - Land/Bldgs/Parking	28,349	30,616	30,134	30,134
64182 - Property Tax	7,157	7,845	7,845	7,753
64190 - Technology Services	1,812	1,618	1,040	1,040
64191 - IT Recharges	5,405	6,063	5,807	6,037
64880 - Custodial Services	4,784	4,927	5,124	5,124
64945 - Administrative Judge	1,157	748	14,724	14,724
64980 - Technology Equip Maint Cont	0	0	0	0
<b>6E - Contractual Svcs Total</b>	<b>188,848</b>	<b>266,769</b>	<b>173,872</b>	<b>210,569</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65045 - Technology Equipment	265	31	0	1,600
65060 - Office Supplies	995	1,228	995	1,228
65070 - Operating Supplies	605	901	672	901
65080 - Postage/Shipping	990	734	891	770
65935 - Employee Recognition	0	0	0	0
65965 - Janitorial	0	0	0	0
<b>6F - Commodities Total</b>	<b>2,855</b>	<b>2,893</b>	<b>2,558</b>	<b>4,499</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	0	0	0	900
<b>6G - Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900</b>

**Recommended Operating Expenditure Budget - Department Total**  
**76 - CITY ATTORNEY**

Fund/Account/Account Title	FY23	FY24	FY25	FY26
	Actual Expense	Actual Expense	Adopted Budget	Recomm'd Budget
<b>Grand Total</b>	<b>\$ 1,033,318</b>	<b>\$ 1,250,019</b>	<b>\$ 1,106,218</b>	<b>\$ 1,181,461</b>

**Recommended Expenditure Budget Report by Activity & Funding Source**  
**76 - CITY ATTORNEY**

<b>Fund/Activity</b>	<b>FY24 Actual Expense</b>	<b>FY25 Adopted Budget</b>	<b>FY26 Recomm'd Budget</b>
<b>7601 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	\$ 683,925	\$ 684,763	\$ 716,763
6B - Employee Benefits	182,085	183,996	190,521
6C - Staff Development	106,503	51,876	49,883
6D - Repair/Maint/Util	7,844	9,153	8,326
6E - Contractual Svcs	266,769	173,872	210,569
6F - Commodities	2,893	2,558	4,499
6G - Capital Outlay	—	—	900
<b>7601 - Administration Total</b>	<b>1,250,019</b>	<b>1,106,218</b>	<b>1,181,461</b>
<b>7699 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	—	—	—
<b>7699 - Pcard Clearing Total</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Grand Total</b>	<b>\$ 1,250,019</b>	<b>\$ 1,106,218</b>	<b>\$ 1,181,461</b>

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

**76 CITY ATTORNEY DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2026	
				FTE	BUDGET
<b>60100 Full Time Employee Expense</b>					
100	8515	GE-11	PARALEGAL	1.00	\$ 63,137
100	4025	GE-17	ASSISTANT CITY ATTORNEY	1.00	136,921
100	1065	CONT	CITY ATTORNEY	1.00	226,841
100	8520	GE-11	CIVIL RIGHTS SPECIALIST	1.00	85,243
100	8505	GE-08	LEGAL ADMIN ASSIST	1.00	62,772
<b>TOTAL FULL TIME EMPLOYEES</b>				5.00	574,914
<b>60200 Part Time Employee Expense</b>					
100	4005	GE-20	SENIOR COUNSEL	0.62	133,865
<b>TOTAL PART TIME EMPLOYEES</b>				0.62	133,865
<b>TOTAL CITY ATTORNEY DEPARTMENT</b>				<b>5.62</b>	<b>\$708,779</b>

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

	ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	FY 2026 BUDGET
<b>City Attorney - FT</b>							
7601	60100	100	1065	CONT	CITY ATTORNEY ASSISTANT CITY	1.00	\$ 226,841
7601	60100	100	4025	GE-17	ATTORNEY	1.00	136,921
7601	60100	100	8515	GE-11	PARALEGAL	1.00	63,137
7601	60100	100	8505	GE-08	LEGAL ADMIN ASSIST CIVIL RIGHTS	1.00	62,772
7601	60100	100	8520	GE-11	SPECIALIST	1.00	85,243
<b>Total</b>						5.00	574,914
<b>City Attorney - PT</b>							
7601	60200	100	4005	GE-20	SENIOR COUNSEL	0.62	133,865
<b>Total</b>						0.62	133,865
<b>TOTAL CITY ATTORNEY DEPARTMENT</b>						<b>5.62</b>	<b>\$ 708,779</b>