

# **City Clerk**

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## CITY CLERK

	<b>FY 2024 Actual</b>	<b>FY 2025 Budget</b>	<b>FY 2026 Requested</b>	<b>% change</b>
<b>Budget Highlights</b>				
<u>Expenses</u>				
Employee Expense	\$ 408,516	\$ 407,551	\$ 433,028	6.3%
Supplies and Services	\$ 80,357	\$ 120,946	\$ 125,209	3.5%
Election Expense	\$ 13,925	\$ —	\$ 55,000	0.0%
Code of Ordinances Updates	\$ 2,991	\$ 9,356	\$ 7,321	-21.8%
Machinery and Equipment	\$ 5,508	\$ 1,940	\$ 250	-87.1%
<b>Total</b>	<b>\$ 511,297</b>	<b>\$ 539,793</b>	<b>\$ 620,808</b>	<b>15.0%</b>
<u>Resources</u>				
Administrative Overhead Recharges	\$ 327,846	\$ 314,411	\$ 318,995	1.5%
Operating Revenue	\$ 171,056	\$ 131,797	\$ 138,488	5.1%
<b>Total</b>	<b>\$ 498,902</b>	<b>\$ 446,208</b>	<b>\$ 457,483</b>	<b>2.5%</b>
Property Tax Support	\$ 12,395	\$ 93,585	\$ 163,325	\$ 69,740
Percent Increase (Decrease)--w/o election exp & Code of Ordinance Update			19.9%	15.8%
Percent Increase (Decrease)--w/ election exp & Code of Ordinance Update				74.5%
<b>Personnel- Authorized FTE</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	

## 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 \$1,119 in FY 2025 to \$1,119 in FY 2026 per month, per contract, which results in annual cost unchanged of \$— or 0.00%.
4. Overtime is unchanged from \$1,500 in FY 2025 to \$1,500 in FY 2026. FY 2024 Actual was \$5,501.

### **Supplies & Services**

5. Code Supplements decreased from \$9,356 in FY 2025 to \$7,321 in FY 2026. FY 2024 Actual was \$2,991. FY 2024 costs were lower because billing occurred for only two quarters during the

calendar year, instead of the usual quarterly billing schedule. This line item includes hosting of American Legal Publication on the City's website (\$500) and publishing the City ordinances quarterly (\$6,821). The expected ordinance publishing cost is expected to decrease based on previous fiscal year actuals.

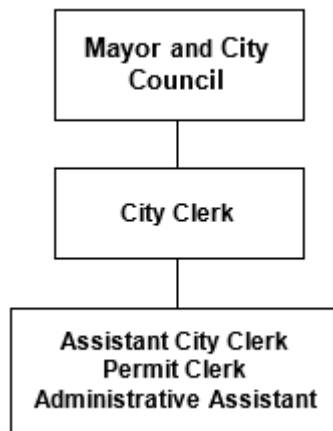
6. Civil Service is unchanged from \$22,500 in FY 2025 to \$22,500 in FY 2026 based on FY 2025 budget. FY 2024 actual was \$10,503. This line item includes Fire entry, Fire promotional, and Police entry civil service exams. The Fire entry exam occurs annually, and promotional exams are required when staff turnover occurs from retirements and internal promotions. In the past two fiscal years, Police has received a low number of applicants for multiple entry exams which requires additional testing for adequate staffing of the department.
7. Advertising increased from \$13,692 in FY 2025 to \$14,987 in FY 2026 based on FY 2024 Actual of \$14,987. This line item is for legal notices and publications that are required to be published in the local newspaper per Iowa Code. The City Clerk's Office covers the cost of publishing minutes, public hearing notices, and ordinances.
8. Meetings & Conferences increased from \$15,640 in FY 2025 to \$16,120 in FY 2026. Conferences budgeted in FY 2026 include: International Institute of Municipal Clerks (\$4,650); Iowa Municipal Professionals Institute (\$2,935); Iowa Municipal Finance Officers Association spring & fall conferences (\$1,576); Iowa Municipal Finance Officers Board Meetings (\$1,722); the Iowa Alcoholic Beverages Division yearly training (\$450); and other miscellaneous conferences (\$4,787). The specific conferences attended each year varies depending on what conference opportunities are available.
9. Election increased from \$0 in FY 2025 to \$55,000 in FY 2026 due to no election falling in FY 2025. FY 2024 actual was \$13,925 and was lower due to no general election occurring. There is a budgeted increase to accommodate both a primary and general election. The City must always prepare for the possibility of a primary if more than two candidates file for a position. This line item represents the cost of implementing City elections and is typically an every-other-year expense. City elections are regularly scheduled in odd-numbered years per Iowa Code. The next election is set for the fall of 2025, which occurs in FY 2026. The Mayor position and three City Council seats are up for election in 2025. Four seats were up for election back in FY 2022, which cost the City \$51,577.
10. Refunds increased from \$17,525 in FY 2025 to \$18,938 in FY 2026. FY 2024 Actual was \$16,253. This line item represents special event deposit refunds and the liquor license refunds, which both continue to increase. This expense is offset by the events revenue line item.
11. Sister City Program is unchanged from \$9,300 in FY 2025 to \$9,300 in FY 2026. FY 2024 Actual was \$7,500. \$7,500 is allocated to Travel Dubuque for overseeing the Sister City Program per the City's contracted services agreement. The remaining funding is for Sister City membership dues to Sister Cities International (SCI) and hosting events in support of Sister Cities.
12. Technology Services increased from \$17,472 in FY 2025 to \$23,095 in FY 2026. This line item includes GoToMyPC software (\$600) and maintenance of Civic Plus agenda management software (\$9,695). FY 2025 included implementation costs to transition from Novus Agenda to Civic Plus.

## Revenue

13. Beer/Liquor Combination Licenses increased from \$93,869 in FY 2025 to \$100,200 in FY 2026. FY 2024 actual was 134,748. The increase from FY 2025 budget is due to a delay in receiving renewal fees from the State of Iowa and an anticipated increase in the number of special events that require a retail alcohol license. The decrease from FY 2024 actuals is attributed to numerous businesses utilizing the alcohol Beverage Division's automatic renewal process, which redirects the fees to the State instead of the City.
14. Deposits revenue increased from \$15,900 in FY 2025 to \$16,500 in FY 2026. The FY 2024 Actual was \$13,900. This line item represents deposits that are collected from special event application fees. This revenue is returned to the event organizer after the event, so long as there was no damage or issues with clean up. This line item offsets the Refunds expense line item. This line item varies each year due to the number and nature of events being held. The FY 2024 budget was based on FY 2022 actuals. The FY 2025 budget is based on FY 2023 actuals. There was an increase in the number of events in FY 2023 compared to FY 2022, thus leading to an increase in the FY 2025 budget compared to FY 2024.
15. Revenue received from Enterprise Funds for administrative overhead charges increased from \$314,411 in FY 2025 to \$318,995 in FY 2026.

# CITY CLERK'S OFFICE

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



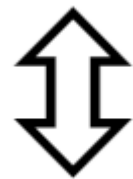
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

### People

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

### Planning

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



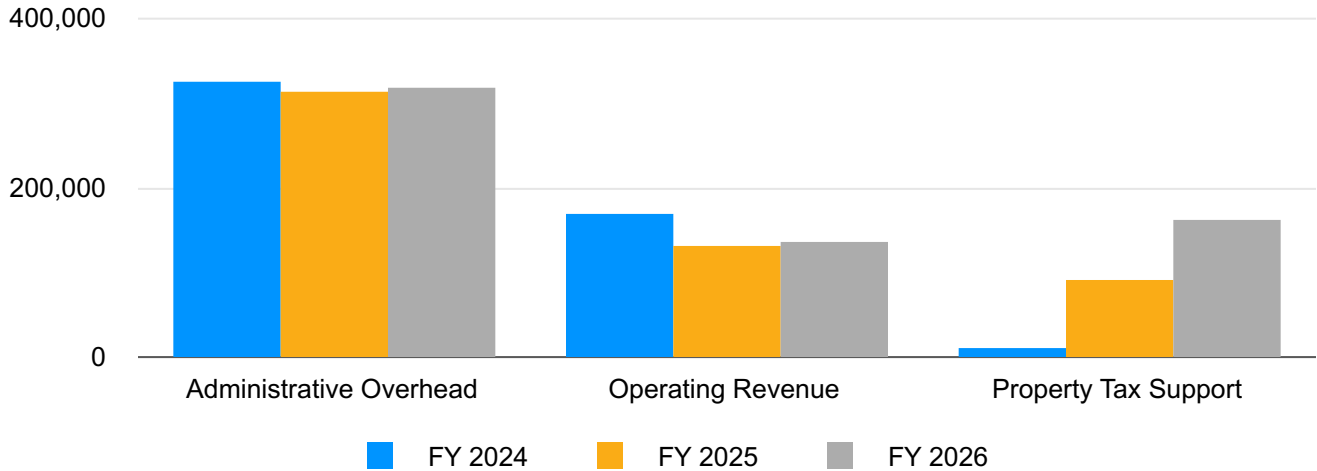
### Partnerships

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

# CITY CLERK'S OFFICE

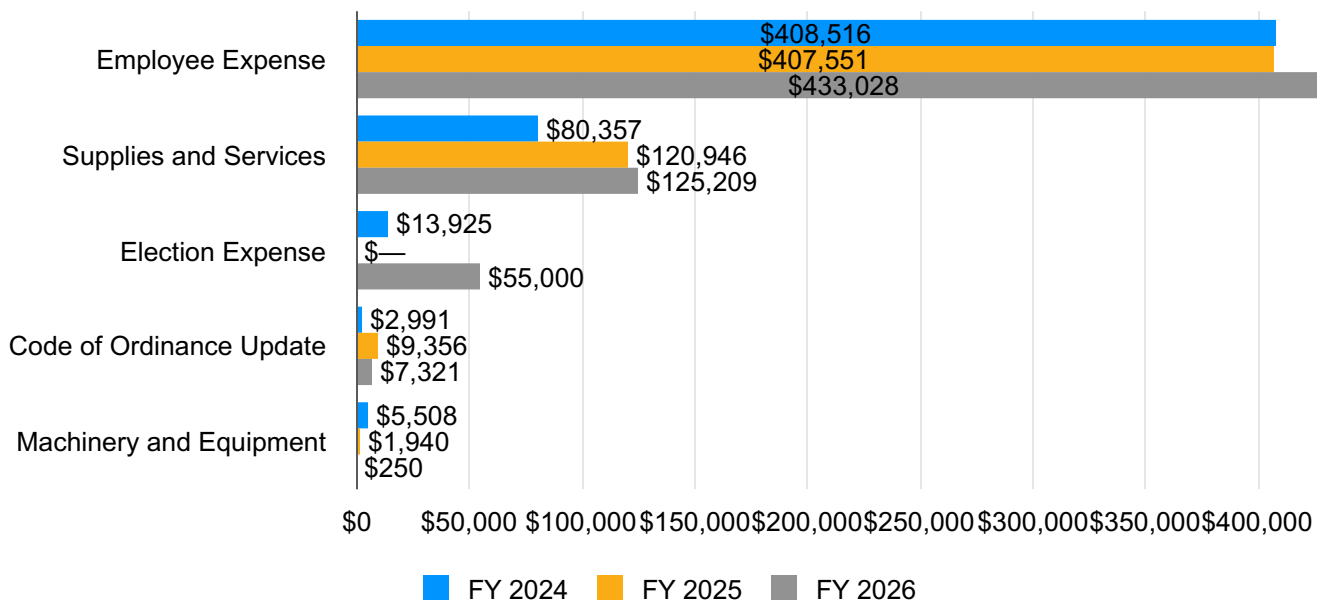
	FY 2024	FY 2025	FY 2026
Full-Time Equivalent	4.00	4.00	4.00

## Resources and Property Tax Support



The City Clerks Department is supported by 4.00 full-time equivalent employees, which accounts for 69.75% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 15.01% in FY 2026 compared to FY 2025.

## Expenditures by Category by Fiscal Year



# CITY CLERK'S OFFICE

## Mission & Services

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

Position Summary	
	FY 2026
City Clerk	1.00
Assistant City Clerk	1.00
Permit Clerk	1.00
Administrative Assistant	1.00
<b>Total FT Equivalent Employees</b>	<b>4.00</b>

## Performance Measures

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

#### 1 Department Objective: Foster community engagement with city government.

Performance Measure (KPI)	Target	CY 2023 Actual	CY 2024 Actual	CY 2025 Actual	Performance Indicator
Number of Proclamations Issued	N/A	55	45	54	N/A
Average % of Board and Commission Openings	<10%	13%	12%	20%	Goal Not Met

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

#### 2 Department Objective: Manage special event permits to enhance community engagement while prioritizing safety.

Number of Issued Event Permits	N/A	166	151	143	N/A
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**Recommended Operating Revenue Budget - Department Total**  
**73 - CITY CLERK'S OFFICE**

<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>				
41000 - Alcohol Control Licenses	\$ (98,529)	\$ (134,748)	\$ (93,869)	\$ (100,200)
41050 - Cigarette Permits	(7,175)	(7,500)	(7,600)	(7,500)
41700 - Business License	(8,385)	(8,690)	(7,100)	(8,690)
41850 - Bike License	(235)	(270)	(400)	(270)
45000 - Charges/Fees for Service	—	—	—	—
45440 - Events	(5,750)	(5,050)	(6,650)	(5,050)
47100 - Reimbursements	(597)	(898)	(278)	(278)
47150 - Refunds	—	—	—	—
47300 - Deposits	(13,350)	(13,900)	(15,900)	(16,500)
<b>4A - Charges for Services Total</b>	<b>(134,021)</b>	<b>(171,056)</b>	<b>(131,797)</b>	<b>(138,488)</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(9,856)	(56,660)	(66,266)	(67,232)
49610 - Transfer In Sanitary Op	(61,602)	(84,476)	(67,999)	(68,991)
49620 - Transfer in Storm Op	(18,480)	(47,810)	(65,403)	(66,357)
49650 - Transfer in Parking Op	(8,008)	(12,186)	(13,145)	(13,337)
49670 - Transfer in Refuse Op	(37,651)	(84,476)	(67,598)	(68,583)
49950 - Transfer in DMASWA Gen	(30,801)	(42,238)	(34,000)	(34,495)
<b>4N - Transfers Total</b>	<b>(166,398)</b>	<b>(327,846)</b>	<b>(314,411)</b>	<b>(318,995)</b>
<b>Grand Total</b>	<b>\$ (300,419)</b>	<b>\$ (498,902)</b>	<b>\$ (446,208)</b>	<b>\$ (457,483)</b>

**Recommended Operating Expenditure Budget - Department Total**  
**73 - CITY CLERK'S OFFICE**

<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>
<b>6A - Salaries &amp; Wages</b>				
<b>100 - General</b>				
60100 - Salaries-Regular Full Time	\$ 251,934	\$ 263,051	\$ 289,832	\$ 313,559
60200 - Salaries - Regular Part Time	—	27	—	—
60300 - Hourly Wages - Temp/ Seasonal	—	—	—	—
60400 - Overtime	3,303	5,501	1,500	1,500
60630 - Special Pay Sick Lv Payout Ret	5,654	5,549	5,444	3,290
60635 - Special Pay Sick Lv Payout 50%	749	1,208	786	1,218
60640 - Special Pay - Vacation Payout	—	1,827	—	—
60710 - Special Pay - Parental Leave	—	22,166	—	—
60730 - Spec Pay - Safety Equipment	—	—	—	—
<b>6A - Salaries &amp; Wages Total</b>	<b>261,639</b>	<b>299,330</b>	<b>297,562</b>	<b>319,567</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	19,138	21,784	23,110	24,449
61300 - IPERS - City Contribution	23,958	27,041	27,929	29,742
61510 - Health Insurance	53,301	55,085	53,692	53,692
61540 - Life Insurance	180	192	184	184
61600 - Workers' Compensation	407	491	552	576
61820 - Vehicle Allowance	4,228	4,593	4,522	4,818
61992 - Physicals	—	—	—	—
<b>6B - Employee Benefits Total</b>	<b>101,212</b>	<b>109,187</b>	<b>109,989</b>	<b>113,461</b>
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	710	635	715	715
62200 - Subscriptions	327	438	458	375
62325 - Mileage	—	83	163	163

**Recommended Operating Expenditure Budget - Department Total**  
**73 - CITY CLERK'S OFFICE**

<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>
62400 - Meetings & Conferences	7,618	9,923	15,640	16,120
62500 - Education Reimbursement	3,317	1,596	1,545	1,735
<b>6C - Staff Development Total</b>	<b>11,972</b>	<b>12,674</b>	<b>18,521</b>	<b>19,108</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63400 - Equipment Maint/Repair	220	210	363	217
63730 - Telecommunications	1,636	1,707	2,264	1,988
<b>6D - Repair/Maint/Util Total</b>	<b>1,857</b>	<b>1,917</b>	<b>2,627</b>	<b>2,205</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	12,926	14,987	13,692	14,987
64050 - Recording Fees	95	164	245	164
64062 - Refunds	14,968	16,253	17,525	18,938
64081 - Insurance - Liability	2,409	2,678	3,434	3,185
64115 - Special Events	2,871	1,535	3,100	3,100
64140 - Printing	1,282	3,920	4,879	4,037
64145 - Copying	408	176	794	175
64160 - Rental - Land/Bldgs/Parking	462	504	1,008	1,008
64190 - Technology Services	124	3,990	17,472	23,095
64191 - IT Recharges	1,190	1,370	1,497	1,443
64860 - Speakers	—	—	—	—
64900 - Other Professional Service	—	—	—	—
64950 - Election	—	13,925	—	55,000
64955 - Civil Service	17,996	10,503	22,500	22,500
64960 - Sister City Program	9,405	7,500	9,300	9,300
64980 - Technology Equip Maint Cont	—	—	2,112	—
64990 - Other Contractual Service	—	—	—	—
<b>6E - Contractual Svcs Total</b>	<b>64,135</b>	<b>77,505</b>	<b>97,558</b>	<b>156,932</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				

**Recommended Operating Expenditure Budget - Department Total**  
**73 - CITY CLERK'S OFFICE**

<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>
65030 - Merchandise for Resale	—	—	—	—
65045 - Technology Equipment	4,126	5,508	1,940	250
65060 - Office Supplies	1,847	1,263	1,086	1,263
65070 - Operating Supplies	144	144	168	192
65080 - Postage/Shipping	907	485	986	509
65920 - Code Supplements	4,539	2,991	9,356	7,321
65925 - Uniform Purchase	—	295	—	—
65940 - Gift Cards	—	25	—	—
<b>6F - Commodities Total</b>	<b>11,562</b>	<b>10,710</b>	<b>13,536</b>	<b>9,535</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	—	—	—	—
67270 - Other Capital Equipment	—	—	—	—
<b>6G - Capital Outlay Total</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Grand Total \$</b>	<b>\$ 452,376</b>	<b>\$ 511,323</b>	<b>\$ 539,793</b>	<b>\$ 620,808</b>

**Recommended Expenditure Budget Report by Activity & Funding Source**  
**73 - CITY CLERK'S OFFICE**

<b>Fund/Activity</b>	<b>FY24 Actual Expense</b>	<b>FY25 Adopted Budget</b>	<b>FY26 Recomm'd Budget</b>
<b>7301 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	\$ 299,330	\$ 297,562	\$ 319,567
6B - Employee Benefits	109,187	109,989	113,461
6C - Staff Development	12,674	18,521	19,108
6D - Repair/Maint/Util	1,917	2,627	2,205
6E - Contractual Svcs	63,580	97,558	101,932
6F - Commodities	10,710	13,536	9,535
6G - Capital Outlay	—	—	—
<b>7301 - Administration Total</b>	<b>497,398</b>	<b>539,793</b>	<b>565,808</b>
<b>7302 - Elections</b>			
<b>100 - General</b>			
6E - Contractual Svcs	13,925	—	55,000
<b>7302 - Elections Total</b>	<b>13,925</b>	<b>—</b>	<b>55,000</b>
<b>7399 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	—	—	—
<b>7399 - Pcard Clearing Total</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Grand Total</b>	<b>\$ 511,323</b>	<b>\$ 539,793</b>	<b>\$ 620,808</b>

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

**73 CITY CLERK**

				FY 2026	
FD	JC	WP-GR	JOB CLASS	FTE	BUDGET
60100 Full Time Employee Expense					
100	1055	CONT	CITY CLERK	1.00	\$110,298
			ASSISTANT CITY		
100	5265	GE-10	CLERK	1.00	76,876
100	5070	GE-07	PERMIT CLERK	1.00	63,329
100	5015	GE-07	PROF	1.00	63,056
TOTAL FULL TIME EMPLOYEES				4.00	313,559
TOTAL CITY CLERK'S OFFICE				4.00	\$313,559

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

						FY 2026	
ACCT	FD	JC	WP-GR	POSITION CLASS		FTE	BUDGET
<b>City Clerks Office</b>							
7301	60100	100	1055	CONT	CITY CLERK	1.00	\$110,298
7301	60100	100	5070	GE-07	PERMIT CLERK	1.00	63,329
7301	60100	100	5265	GE-10	ASSISTANT CITY CLERK	1.00	76,876
7301	60100	100	5015	GE-07	ADMIN SUPPORT PROF	1.00	63,056
<b>Total</b>						4.00	313,559
<b>TOTAL CITY CLERK'S OFFICE</b>						<b>4.00</b>	<b>\$313,559</b>

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