

# **City Manager's Office**

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## CITY MANAGER'S OFFICE

<b>Budget Highlights</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>% Change</b>
	<b>Actual</b>	<b>Budget</b>	<b>Requested</b>	<b>From FY 2025 Budget</b>
<b>Expenses</b>				
Employee Expense	\$1,229,667	\$1,398,378	\$1,558,285	11.4 %
Supplies and Services	\$ 627,481	\$ 599,449	\$ 576,465	(3.8)%
Machinery and Equipment	\$ 8,323	\$ 2,475	\$ 1,800	(27.3)%
Total	\$1,865,471	\$2,000,302	\$2,136,550	6.8 %
<b>Resources</b>				
Administrative Overhead Recharges	\$1,191,446	\$1,426,181	\$1,546,634	8.4 %
Sustainability Conference	\$ 71,166	\$ 48,521	\$ 75,000	54.6 %
Misc. Reimbursements	\$ 55,934	\$ 2,076	\$ 2,754	32.7 %
Total	\$1,318,546	\$1,476,778	\$1,624,388	10.0 %
Property Tax Support	\$ 546,925	\$ 523,524	\$ 512,162	\$ (11,362)
Percent Increase (Decrease)				(2.2)%
<b>Personnel - Authorized FTE</b>	<b>10.42</b>	<b>10.42</b>	<b>9.67</b>	

### Improvement Package Summary

#### **1 of 6**

This improvement package request is for the creation of a permanent Climate Action Coordinator position, which currently exists as a 1.00 FTE, GE-31, 3-year limited term position set to end at the conclusion of FY25. This position is responsible for the implementation of the 50% by 2030 Community Climate Action and Resiliency Plan directly responsible for reduction of greenhouse gas emissions. The funding would be used to continue this position beyond the scope of the limited term. This position has greatly increased the capacity of the Office of Sustainability to implement the climate action plan, engage with residents, advance equity, and support departments in moving forward the actions in the 50% by 2030 Plan.

This improvement package request only includes funding for wages and benefits, as technology such as a computer and iPad already exist for this position on the maintenance level. The estimated cost of wages and benefits in FY 2026 is \$95,059, which is partially offset by administrative overhead revenue of \$34,148. In FY 2025, the Office of Sustainability received a one-time grant for \$12,000. This grant can be put towards funding the wages and benefits of the Climate Action Coordinator Position in FY 2026. In addition, vacancy savings of \$48,911 are available to also be put towards funding the wages wages and benefits of the Climate Action Coordinator Position in FY 2026. These vacancy savings are related to the current limited-term Climate Action Coordinator position being vacant for approximately 6 months.

The Climate Action Coordinator has spearheaded the greenhouse gas inventory process, completed a municipal building inventory and started gathering monthly data related to energy use for all city-owned buildings, planned and implemented community-wide events, implemented grant funded projects, and piloted a commercial building energy efficiency program. Additionally, the position has completed various

other projects and programs and supported the Sustainability Office in reaching more residents, advancing climate actions and attending to impacts of climate change.

This budget item came directly from a recommendation from the Resilient Community Advisory Commission. This improvement package supports the City Council goal of Sustainable Environment: Preserving and Enhancing Natural Resources. This position is integral to implementing the Climate Action Plan and planning adaptations for a changing climate.

This package was requested as Recurring. This package is being recommended as Non-Recurring.

Related Cost:	\$ 95,059	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 34,148	Administrative Overhead	Non-Recurring	
Related Revenue:	\$ 12,000	Bloomberg Philanthropies Grant	Non-Recurring	
Related Revenue:	\$ 48,911	Vacancy Savings	Non-Recurring	
Net Property Tax Cost:	\$ <u>—</u>			
Property Tax Impact:	\$ <u>—</u>	—%		
Activity:	Sustainability			

## **2 of 6**

This improvement package request is for funding for professional development for the City's newly-formed employee resource groups (ERGs). ERGs are each asked to define their professional development needs based on their mission. Funding can be used for speaker or conference fees, refreshments for networking events and meetings, and/or other activities as approved by the city manager. This estimate is based off of five active ERGs in FY 2026. This supports the City Council's goal of a Financially Responsible, High-Performance City Organization. Funding supports employee development and efforts to improve employee retention and satisfaction.

Related Cost:	\$ 15,000	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 11,559	Administrative Overhead	Recurring	
Net Property Tax Cost:	\$ <u>3,441</u>			
Property Tax Impact:	\$ 0.0012	0.01%		
Activity:	Administration			

## **3 of 6**

This improvement package request would fund professional development for the City Manager's Office Administrative Assistants (2). If approved, this package would allow each Administrative Assistant to travel to one annual training event such as the Office Dynamics Annual Conference, the Laserfiche Empower Conference, or the dollars could be broken up for attendance to smaller local educational seminars. The improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Organizational Culture: Continuous Improvement. Providing professional development opportunities to staff contributes to continuous improvement in the organization.

Related Cost:	\$ 6,000	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 4,624	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 1,376</u>			
Property Tax Impact:	\$ 0.0005	—%		

Activity: Administration

#### 4 of 6

This improvement level decision package request is for establishing bike infrastructure policies, executing a cross-departmental implementation agenda, and creating and executing an alternative transportation education and communication campaign. As identified in the 50% by 2030 Community Climate Action and Resiliency Plan, long a priority by the City Council, to increase ridership and reduce pollution bicycle infrastructure and alternative transportation policies need to lead. This funding request will specifically focus on bike racks – location, space assessments and inventory (setting up a GIS reporting form and geo-location), internal policies for requests and installations, size, and specifications for racks; potential use of parking spaces for bike parking, and how it will be incorporated with future bike share options and locations. The funding would support consultation of policy including future budget and impact on city operations. This improvement package supports the City Council goal of Connected Community: Equitable Transportation, Mobility by providing necessary infrastructure for an emerging mode of transportation.

If improvement package 1 of 6 is unable to be funded (Permanency of the Climate Action Coordinator Position), then this package is not needed. Without a permanent Climate Action Coordinator, there will not be enough staffing/capacity to work on and implement this package.

Related Cost:	\$ 26,450	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 20,382	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 6,068</u>			
Property Tax Impact:	\$ 0.0020	0.02%		

Activity: Sustainability

#### 5 of 6

This improvement level decision package request is for funding to update the 2011 Urban Forestry Evaluation. A portion of the evaluation will be paid for by the USDA Urban Forestry Grant (\$15,000), but this package requests funding to include the remainder of the city in the assessment to ensure the assessment is city-wide. Funding will support an assessment of city-wide tree canopy, light impervious surface, dark impervious surface, grassland, and water coverage by census tract. It will assess urban heat island impacts and establish specific goals of tree canopy coverage as well as identify implementation schedules and budgets, and potentially establish a Carbon Gardening/Turf Replacement implementation plan for municipal properties. The project is to include the development and execution of promotional education/communication campaign. This is an action from the 50% by 2030 Community Climate Action and Resiliency Plan. This improvement package supports the City Council goal of a Sustainable Environment: Preserving and Enhancing Natural Resources by meeting goals in the Climate Action Plan and supporting the work of several departments.

Related Cost:	\$ 37,500	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 28,898	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 8,602</u>			
Property Tax Impact:	\$ 0.0029	0.03%		
Activity:	Sustainability			

## **6 of 6**

This improvement package seeks funding to reorganize multiple existing positions within the City Managers Office, resulting in an overall decrease of 0.75 FTEs and net cost of \$0 (no budget impact).

The Director of Strategic Partnerships position currently exists as 0.75 FTE in the CMO budget (GE-44). Having a full time Director of Strategic Partnerships remains critical to tracking state and federal legislative activity that impacts Dubuque, by yielding strong relationships with elected and appointed officials at these levels, securing grants, and building public-private partnership with non-profit organizations, businesses, and entities. This request increases the staffing allocation for the the Director of strategic Partnerships (GE-44) from 0.75 FTE to 1.00 FTE (cost increase of \$46,019, FTE increase of 0.25 FTEs). In addition to increasing the Director of Strategic Partnerships position from part-time to full-time, additional consultant services are needed to help support the City's relationships with the federal government. This package requests \$45,000 in recurring funding for consulting services. The combined cost increase of the full-time Director of Strategic Partnerships and new consultant services is \$91,019. This package identifies \$91,019 in cost savings to fully offset the cost increases, resulting in a net zero budget impact.

To fund this request, two existing full-time positions will be combined into one: the International City/County Management Association (ICMA) Management Fellow position (GE-29, 1.00 FTE), and the Grant Analyst position (GE-27, 1.00 FTE limited-term). These two FTEs will be combined into one new Management/Grant Analyst position (1.00 FTE, GE-29). Existing duties of the Grant Analyst that would remain include but are not limited to compiling technical data, information and documentation; maintain application records; study legislation; prepare a variety of written managerial and analysis; and support the Director of Strategic Partnerships. Responsibilities that would be added to the Management/Grant Analyst position include strategic leadership of the City's customer response management (CRM) system; support the Assistant City Manager in full implementation of the AchieveIt plan and project management software; and support the Assistant City Manager in leading the High Performing Government Ambassadors and other cross-department teams. The cost savings of consolidating the two previously mentioned positions into one new position is \$75,848, which will result in a decrease of -1.00 FTEs. Out of the \$91,019 in cost savings needed to fully fund this package, the position consolidation described above secures \$75,848 in cost savings. This leaves a need for \$15,171 in further cost savings, which has been identified.

The remaining \$15,171 cost savings will come from decreasing the City Manager's Office Meetings & Conferences expense line item by \$8,600, as well as the Education Reimbursement expense item by \$6,571. These line items contain funding for staff to attend conferences, meeting, and educational opportunities.

This improvement package helps achieve the City Council's goal of a Financially Responsible, High Performing Organization

Related Cost	\$ 91,019	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Savings	\$(91,019)	Tax Funds	Recurring	
Related Revenue Increase	\$ 70,139	Administrative Overhead	Recurring	
Related Revenue Decrease	<u>\$ (70,139)</u>	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u><u>\$ —</u></u>			
Property Tax Impact:	<u><u>\$ —</u></u>	—%		
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 FY 2025. 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 an annual cost unchanged of \$0 annually or 0.00%.
4. Overtime expense is unchanged from \$3,400 FY 2025 to \$3,400 in FY 2026. FY 2024 Actual was \$28.
5. 50% Sick Leave Payout increased from \$6,177 in FY 2025 to \$6,374 in FY 2026. FY 2024 Actual was \$6,313. 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**

6. Other Professional Services decreased from \$241,104 in FY 2025 to \$185,494 in FY 2026. This line item includes the annual goal setting for City Council and department managers (\$38,110), Council work session meals (\$8,994), consulting for grant writing services (\$110,000), the bi-annual community survey (\$13,390), and the bi-annual City Council governance session (\$15,000). The FY 2026 budget for consulting grant writing services increased \$9,000 due to a price increase from the consultant. The bi-annual community survey and bi-annual City Council governance session are scheduled in even-numbered fiscal years only, therefore, they were not budgeted in FY 2025 but are included in FY 2026. The overall decrease to this line item is due to the FY 2025 budget including a non-recurring improvement package for ViDL solutions department training for the Leadership Team (\$93,000).
7. Education Reimbursement is unchanged from \$89,935 in FY 2025 to \$89,935 in FY 2026. This item line represents various professional development activities for the Leadership Team, High Performance Government Ambassadors, the Grant Analyst, Sustainability staff, and Department Managers.
8. Meetings & Conferences increased from \$67,727 in FY 2025 to \$69,077 in FY 2026. This line item represents the travel costs for official city business, which includes Northeast Iowa Regional Managers' meetings, Washington D.C. and Des Moines legislative trips, and various conferences for the City Manager, Assistant City Manager, Executive Assistant, ICMA Fellow, Director of Strategic Partnerships, Sustainability Director, and Climate Action Coordinator. The increase in FY 2026 is due

to budgeting for the Growing Sustainable Communities Conference, which was not budgeted in previous years. Departments are approved to budget for the attendance of the Growing Sustainable Communities Conference for eligible staff, so this was corrected for FY 2026.

9. Speakers increased from \$40,000 in FY 2025 to \$75,000 in FY 2026. This line item represents the expense for hosting the Growing Sustainable Communities Conference. This line item is increasing in FY 2026 to reflect the actual expenses of hosting the conference. The FY 2024 actual was \$72,458. The expenses of hosting the conference are fully offset by the registration fees received for the conference as well as event sponsorships coordinated with community partners. Those revenues are located in the Program Fees revenue line item.
10. Pay to Other Agency decreased from \$41,250 in FY 2025 to \$10,000 in FY 2026. In FY 2026, this line item includes the GreenCorps local match (\$10,000). The FY 2025 budget included \$25,000 for Sustainable Dubuque Grants, which has been relocated to the Grants expense line item. The FY 2025 budget also included \$6,250 from a non-recurring improvement package for outreach efforts related to the Climate Action Plan and energy equity.
11. Grants expense increased from \$7,500 in FY 2024 to \$25,000 in FY 2025. The FY 2025 budget represented \$7,500 for the Climate Action Grants program, which was one time funding and therefore is not included in FY 2026. In FY 2026, \$25,000 for the Sustainable Dubuque Grants program is being relocation to this line item to better organize the budget (this funding was previously in the Pay to Other Agency expense line item).
12. Association Dues increased from \$29,428 in FY 2025 to \$30,465 in FY 2026. This line item includes a wide variety of memberships and dues, such as the National League of Cities membership, International City/County Management Association (ICMA) memberships, Women's Leadership Network membership, and Mississippi Rivers and Town initiatives. The cost of memberships and dues tend to increase slightly each year. In FY 2026, cost increases are anticipated for the National League of Cities and the American Society of Administrative Professionals memberships.
13. Employee Recognition expense increased from \$17,000 in FY 2025 to \$23,717 in FY 2026. This line item represents the employee recognition luncheon and SPIRIT awards costs. The FY 2026 budget is based on FY 2024 actual cost of holding the event at the Grand River Center.
14. IT Recharges decreased from \$16,006 in FY 2025 to \$15,912 in FY 2026. Departments receive recharges for maintenance agreement costs on City-wide software based on the number of users in their department.

## **Machinery & Equipment**

15. Equipment replacement items include (\$1,800):

<b>City Manager Machinery and Equipment</b>		
<b>Administration</b>		
Smartphones (4)	\$	1,600
Chair Mats	\$	200
<b>Total Equipment</b>		<b><u>\$ 1,800</u></b>

## **Revenue**

16. Sustainability Program Fees increased from \$48,521 in FY 2025 to \$75,000 in FY 2026. This line item represents revenue received from the Growing Sustainable Communities Conference registration fees. This revenue fully offsets the expenses of hosting the conference, which are located in the Speakers expense line item. In FY 2026, registration fees will increase to better reflect the cost of the conference, therefore, this revenue will increase. The FY 2024 actual revenue was \$71,166.
17. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$1,426,181 in FY 2025 to \$1,546,634 in FY 2026.

# CITY OF DUBUQUE ORGANIZATIONAL CHART



## KEY

Elected by the  
Citizens of Dubuque

Appointed by the  
City Council

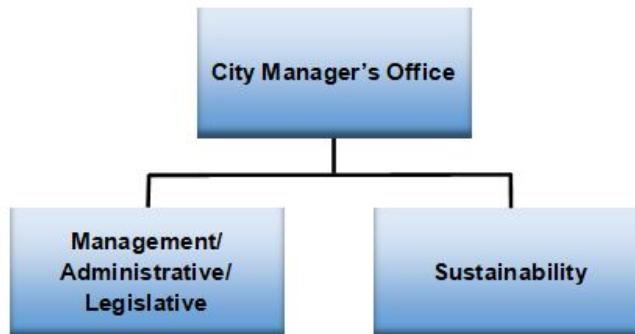
Appointed by the  
Library Board of  
Trustees

Appointed by the  
Airport Commission

Appointed by the  
City Manager

# CITY MANAGER'S OFFICE

The City Manager's Office plans, organizes and manages all activities of the City organization so as to provide leadership so that all City Council priorities, policies, and programs are successfully implemented and effectively managed. This includes the City Council Policy Agenda and Management Agenda to assure quality public services are responsive to the citizens and that we operate as a High Performing Organization.



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



### PEOPLE

- Establish a culture of quality customer service and deliver services that exceed citizen expectations.
- Invest in staff development to improve leadership capacity and increase leadership effectiveness
- Attract, engage and retain a high quality, creative and diverse workforce
- Promote and invest in employee health and safety



### PLANNING

Work with all City Departments and Divisions to perform the duties and responsibilities specified in the City Charter to ensure economic prosperity, environmental/ecological integrity and social/cultural vibrancy exist throughout the community and are incorporated into daily activities.



### PARTNERSHIPS

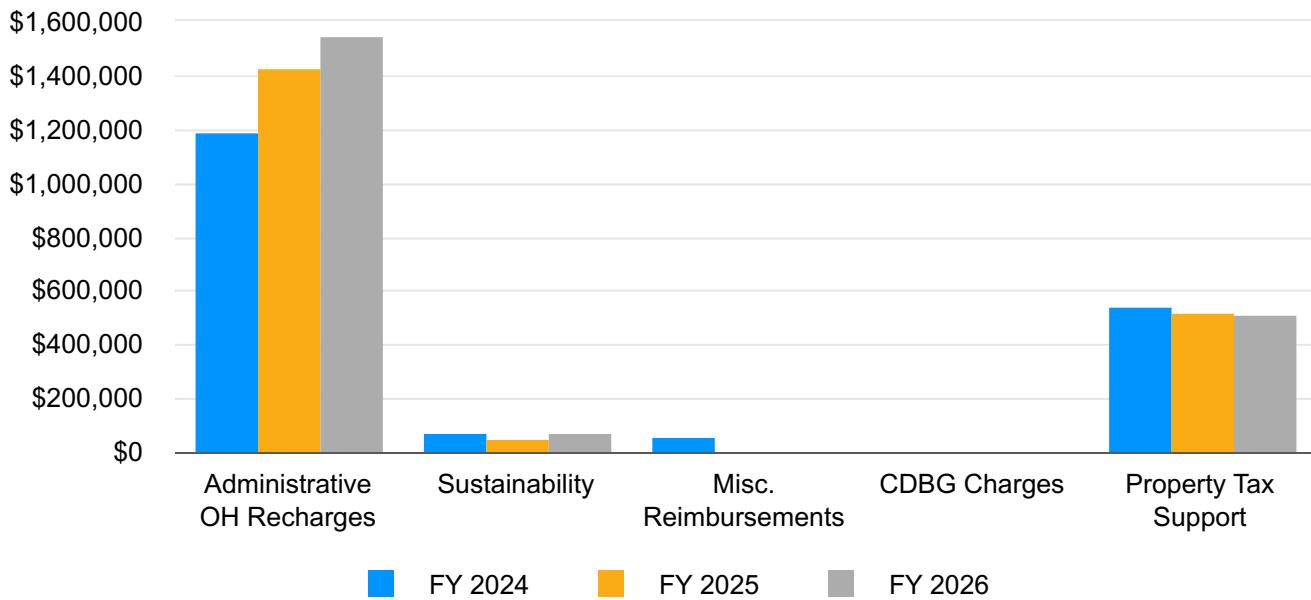
- Develop and foster over 50 Local, State, Regional, Federal and National partnerships to implement the City Council's community vision.
- Increase citizen engagement in local governance processes
- Develop team-processes that lead to innovative solutions for community challenges and opportunities



# CITY MANAGER'S OFFICE

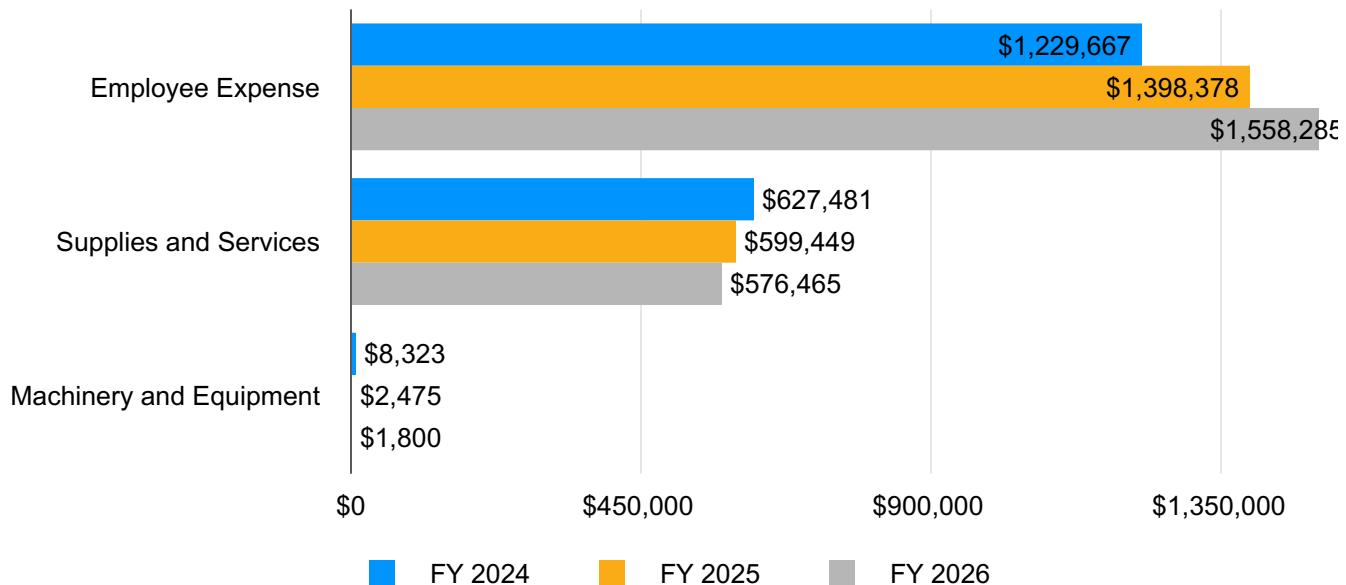
	FY 2024	FY 2025	FY 2026
Full-Time Equivalent	10.42	10.42	9.67

## Resources and Property Tax Support



The City Manager's Office is supported by 9.67 full-time equivalent employees, which accounts for 72.93% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 6.81% in FY 2026 compared to FY 2025.

### Expenditures by Category by Fiscal Year



# CITY MANAGER'S OFFICE

## Management/Administrative/Legislative

### Mission & Services

The City Manager is employed by the City Council to serve as the chief administrative officer of the City. In that capacity the City Manager is responsible by virtue of the Code of Iowa for all personnel functions, enforcement of all laws, advising the City Council, delivery of City services, supervision of all construction contracts and development agreements, financial management and conducting the general business affairs of the City. Management promotes the City's interests in legislative affairs, grant opportunities and active engagement in city activities for employees and the citizens of Dubuque.

Management/Administrative/Legislative Funding Summary			
	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested
Expenditures	\$1,491,863	\$1,633,720	\$1,648,417
Resources	\$922,186	\$1,202,892	\$1,285,302

Management/Administrative/Legislative Position Summary	
	FY 2026
City Manager	1.00
Assistant City Manager	1.00
Executive Assistant	1.00
Grant Analyst	0.00
Administrative Assistant	2.00
Director of Strategic Partnerships	0.00
Management Intern	0.00
Intern	0.25
<b>Total Full-Time Equivalent Employees</b>	<b>5.25</b>

## Performance Measures

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

#### 1 Dept. Objective: Maintain a competitive tax rate that minimizes the tax burden of citizens

Performance Measure (KPI)	Target	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimate	Performance Indicator
Rank of Dubuque tax rate per capita compared to 11 largest cities in Iowa. (1 = lowest rate, 11 = highest rate)	N/A	2	2		N/A

#### 2 Dept. Objective: provide fiscal diversity and hold in check the property tax burden

% budgeted revenue from property taxes	N/A	11.85%	11.21%		N/A
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#### 3 Dept. Objective: Maintain an efficient citizen response rate.

Performance Measure (KPI)	Target	CY 2024 Actual	CY 2025 Actual	CY 2026 Estimate	Performance Indicator
% of citizen issues resolved in 10 days or less (All departments)	75%	66%	66%	75%	Goal Met
Average # days to resolve citizen issue (CMO)	< 7	4.7	8.6	7	Goal In Progress

#### 4 Dept. Objective: Hire & retain a highly-skilled City workforce reflective of the Dubuque community.

Leadership Team demographics	50.3% female 8.3% non-w ('24 Census)	34% fem, 5.3% non-w	36.4% fem, 7.4% non-w	50% fem, 9% non-w	Goal In Progress
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# CITY MANAGER'S OFFICE

## Sustainability

### Mission & Services

The Sustainability Office provides education, outreach, and coordination on sustainability issues and activities within the City organization as well as throughout the community. Sustainability Office staff work with City departments to ensure capital projects and operating programs meet the sustainability vision identified by the City Council and builds partnerships between the City of Dubuque and national, state and local entities to further sustainability initiatives and to strengthen local leadership.



The Office of Sustainability hosts the Green Iowa AmeriCorps program, providing energy audits, installation of efficiency products, and education to the community.

Sustainability Funding Summary			
	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested
Expenditures	\$373,608	\$366,582	\$488,133
Resources	\$396,360	\$273,886	\$339,086

Sustainability Position Summary		FY 2026
Sustainability Director		1.00
Climate Action Coordinator		1.00
Sustainable Dubuque Intern		0.42
<b>Total Full-Time Equivalent Employees</b>		<b>2.42</b>

### Performance Measures

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

1 **Activity Objective:** Increase community opportunity through the Sustainable Dubuque Community Grants Program.

Performance Measure (KPI)	Target	FY23 Actual	FY24 Actual	FY25 Est.	Performance Indicator
% of grants awarded of total applications received	85%	85%	92%	90%	Goal Met

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

2 **Activity Objective:** Increase Tree Canopy to reduce Urban Heat Island impact.

% of canopy covering City	40%	26%	26%	27%	Goal In Progress
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#### City Council Goal: Sustainable Environment

3 **Activity Objective:** Reduce the community's carbon footprint by 50% below 2003 levels by 2030

% reduction in greenhouse gas emissions in Dubuque	50%	27%	34%	34%	Goal In Progress
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**Recommended Operating Revenue Budget - Department Total**  
**72 - CITY MANAGER'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>				
45455 - Program Fee	\$ (48,521)	\$ (71,166)	\$ (48,521)	\$ (75,000)
45500 - Miscellaneous Chg for Svcs	—	(200)	—	(200)
47100 - Reimbursements	(40,853)	(5,734)	(2,076)	(2,554)
47150 - Refunds	—	—	—	—
47450 - Sale of Salvage	—	—	—	—
<b>4A - Charges for Services Total</b>	<b>(89,374)</b>	<b>(77,100)</b>	<b>(50,597)</b>	<b>(77,754)</b>
<b>4B - Grants/Contrib</b>				
44400 - State Grants	(81,754)	—	—	—
47050 - Contrib - Private Sources	—	(50,000)	—	—
<b>4B - Grants/Contrib Total</b>	<b>(81,754)</b>	<b>(50,000)</b>	<b>—</b>	<b>—</b>
<b>4N - Transfers</b>				
49600 - Transfer in Water Op	(42,098)	(206,101)	(296,659)	(325,972)
49610 - Transfer In Sanitary Op	(263,113)	(306,868)	(323,047)	(334,498)
49620 - Transfer in Storm Op	(78,905)	(173,911)	(292,797)	(321,728)
49650 - Transfer in Parking Op	(34,204)	(44,265)	(58,847)	(64,662)
49670 - Transfer in Refuse Op	(207,045)	(306,868)	(302,622)	(332,524)
49950 - Transfer in DMASWA Gen	(131,558)	(153,433)	(152,209)	(167,250)
<b>4N - Transfers Total</b>	<b>(756,923)</b>	<b>(1,191,446)</b>	<b>(1,426,181)</b>	<b>(1,546,634)</b>
<b>Grand Total</b>	<b>\$ (928,052)</b>	<b>\$ (1,318,546)</b>	<b>\$ (1,476,778)</b>	<b>\$ (1,624,388)</b>

**Recommended Operating Expenditure Budget - Department Total**

**72 - CITY MANAGER'S OFFICE**

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	\$ 808,674	\$ 809,021	\$ 934,129	\$ 1,093,541
60200 - Salaries - Regular Part Time	110,103	116,770	125,438	—
60300 - Hourly Wages - Temp/ Seasonal	8,433	15,142	17,187	13,767
60400 - Overtime	—	28	3,400	3,400
60630 - Special Pay Sick Lv Payout Ret	6,555	6,710	6,307	6,312
60635 - Special Pay Sick Lv Payout 50%	5,883	6,313	6,177	6,374
60640 - Special Pay - Vacation Payout	—	1,557	—	—
60710 - Special Pay - Parental Leave	6,458	—	—	—
60720 - Spec Pay - Meals No Overnight	29	—	—	—
60730 - Spec Pay - Safety Equipment	—	—	—	—
60760 - Spec Pay - Moving Allowance	3,799	—	—	—
<b>6A - Salaries &amp; Wages Total</b>	<b>949,933</b>	<b>955,541</b>	<b>1,092,638</b>	<b>1,123,394</b>
<b>6B - Employee Benefits</b>				
<b>100 - General</b>				
61100 - FICA - City Contribution	61,193	62,275	77,720	85,784
61300 - IPERS - City Contribution	83,111	83,230	101,973	104,374
61510 - Health Insurance	113,314	117,174	114,096	114,096
61540 - Life Insurance	416	364	414	414
61600 - Workers' Compensation	1,519	1,896	2,041	2,138
61700 - Unemployment Compensation	—	—	—	—
61820 - Vehicle Allowance	8,457	9,187	9,496	9,637
61992 - Physicals	—	—	—	—
<b>6B - Employee Benefits Total</b>	<b>268,009</b>	<b>274,126</b>	<b>305,740</b>	<b>316,443</b>

**Recommended Operating Expenditure Budget - Department Total**

**72 - CITY MANAGER'S OFFICE**

Fund/Account/Account Title	FY23 Actual Expense	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
<b>6C - Staff Development</b>				
<b>100 - General</b>				
62100 - Association Dues	30,663	20,132	29,428	30,465
62200 - Subscriptions	726	1,930	1,262	1,344
62325 - Mileage	1,499	464	944	1,575
62400 - Meetings & Conferences	56,119	60,765	67,727	65,477
62500 - Education Reimbursement	31,046	149,913	89,935	83,364
<b>6C - Staff Development Total</b>	<b>120,054</b>	<b>233,202</b>	<b>189,296</b>	<b>182,225</b>
<b>6D - Repair/Maint/Util</b>				
<b>100 - General</b>				
63312 - Vehicle Ops - Gasoline	53	—	605	—
63400 - Equipment Maint/Repair	1,227	1,493	642	1,524
63730 - Telecommunications	5,400	4,931	6,129	6,940
<b>6D - Repair/Maint/Util Total</b>	<b>6,681</b>	<b>6,424</b>	<b>7,376</b>	<b>8,464</b>
<b>6E - Contractual Svcs</b>				
<b>100 - General</b>				
64020 - Advertising	7,951	19	26	19
64081 - Insurance - Liability	7,059	6,971	9,666	8,300
64110 - Legal	33,853	510	—	—
64115 - Special Events	12,675	29,583	12,500	12,500
64130 - Payments to Other Agencies	161,854	35,790	41,250	10,000
64135 - Grants	—	3,748	7,500	25,000
64140 - Printing	3,382	1,743	3,383	5,139
64145 - Copying	3,980	3,250	3,980	3,251
64160 - Rental - Land/Bldgs/ Parking	2,310	2,520	2,535	2,520
64190 - Technology Services	3,553	2,569	2,147	1,830
64191 - IT Recharges	13,267	15,024	16,006	15,912
64860 - Speakers	36,776	72,458	40,000	75,000
64900 - Other Professional Service	114,051	180,265	241,104	185,494
64980 - Technology Equip Maint Cont	—	—	—	—

**Recommended Operating Expenditure Budget - Department Total**

**72 - CITY MANAGER'S OFFICE**

Fund/Account/Account Title	FY23 Actual Expense	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
64990 - Other Contractual Service	—	—	—	40,000
<b>6E - Contractual Svcs Total</b>	<b>400,712</b>	<b>354,450</b>	<b>380,097</b>	<b>384,965</b>
<b>6F - Commodities</b>				
<b>100 - General</b>				
65025 - Program Materials	296	4,849	988	2,000
65030 - Merchandise for Resale	—	—	—	—
65045 - Technology Equipment	7,712	6,789	2,150	1,600
65060 - Office Supplies	1,711	3,014	1,777	3,014
65070 - Operating Supplies	144	144	144	144
65080 - Postage/Shipping	2,639	1,680	2,771	1,765
65100 - Safety Supplies	—	—	—	—
65925 - Uniform Purchase	—	—	—	—
65930 - Flags	—	—	—	—
65935 - Employee Recognition	17,017	23,717	17,000	23,717
65940 - Gift Cards	843	—	—	—
<b>6F - Commodities Total</b>	<b>30,362</b>	<b>40,194</b>	<b>24,830</b>	<b>32,240</b>
<b>6G - Capital Outlay</b>				
<b>100 - General</b>				
67210 - Furniture/Fixtures	2,499	1,533	325	200
67250 - Office Equipment	—	—	—	—
67270 - Other Capital Equipment	—	—	—	—
<b>6G - Capital Outlay Total</b>	<b>2,499</b>	<b>1,533</b>	<b>325</b>	<b>200</b>
<b>Grand Total</b>	<b>\$ 1,778,249</b>	<b>\$ 1,865,471</b>	<b>\$ 2,000,302</b>	<b>\$ 2,047,931</b>

**Recommended Expenditure Budget Report by Activity & Funding Source**  
**72 - CITY MANAGER'S OFFICE**

<b>Fund/Activity</b>	<b>FY24 Actual Expense</b>	<b>FY25 Adopted Budget</b>	<b>FY26 Recomm'd Budget</b>
<b>7201 - Administration</b>			
<b>100 - General</b>			
6A - Salaries & Wages	\$ 827,531	\$ 920,199	\$ 946,144
6B - Employee Benefits	225,727	249,018	259,030
6C - Staff Development	216,398	161,020	153,345
6D - Repair/Maint/Util	4,748	5,737	6,383
6E - Contractual Svcs	180,703	273,661	257,273
6F - Commodities	35,223	23,760	30,161
6G - Capital Outlay	1,533	325	200
<b>7201 - Administration Total</b>	<b>1,491,863</b>	<b>1,633,720</b>	<b>1,652,536</b>
<b>7202 - Sustainability</b>			
<b>100 - General</b>			
6A - Salaries & Wages	128,010	172,439	177,250
6B - Employee Benefits	48,400	56,722	57,413
6C - Staff Development	16,804	27,926	27,925
6D - Repair/Maint/Util	1,676	1,034	2,081
6E - Contractual Svcs	173,747	96,436	117,692
6F - Commodities	4,953	582	579
6G - Capital Outlay	—	—	—
<b>7202 - Sustainability Total</b>	<b>373,589</b>	<b>355,139</b>	<b>382,940</b>
<b>7203 - GreenCorps</b>			
<b>100 - General</b>			
6C - Staff Development	—	350	955
6D - Repair/Maint/Util	—	605	—
6E - Contractual Svcs	—	10,000	10,000
6F - Commodities	19	488	1,500
<b>7203 - GreenCorps Total</b>	<b>19</b>	<b>11,443</b>	<b>12,455</b>
<b>7299 - Pcard Clearing</b>			
<b>100 - General</b>			
6F - Commodities	—	—	—
<b>7299 - Pcard Clearing Total</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Grand Total</b>	<b>\$ 1,865,471</b>	<b>\$ 2,000,302</b>	<b>\$ 2,047,931</b>

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

**72 CITY MANAGER'S OFFICE**

FD	JC	WP-GR	JOB CLASS	FY 2026	
				FTE	BUDGET
<b>60100 Full Time Employee Expense</b>					
100	1075	CONT	CITY MANAGER	1.00	\$ 333,743
100	1115	GE-23	ASSISTANT CITY MANAGER	1.00	187,997
			DIR. OF STRATEGIC PARTNERSHIPS		
100	1105	GE-21		1.00	126,754
100	1015	GE-15	DIR OF SUSTAINABILITY	1.00	93,802
100	5605	GE-10	ANALYST	1.00	66,660
100	5605	GE-10	GRANT ANALYST	—	—
			CLIMATE ACTION		
100	1005	GE-12	COORDINATOR	1.00	69,681
100	5215	GE-09	MANAGEMENT INTERN	—	—
100	5285	GE-13	EXECUTIVE ASSISTANT	1.00	89,573
100		GE-07	ADMIN SUPPORT PROF	2.00	116,783
<b>TOTAL FULL TIME EMPLOYEES</b>				9.00	1,084,993
<b>60200 Part Time Employee Expense</b>					
100	1105	GE-21	DIR. OF STRATEGIC PARTNERSHIPS	—	—
			SUSTAINABLE DUBUQUE		
100	5205	GE-02	INTERN	0.42	13,767
<b>TOTAL PART TIME EMPLOYEES</b>				0.42	13,767
<b>60300 Seasonal Employee Expense</b>					
100	5365	GE-02	OFFICE SPECIALIST	0.25	8,548
<b>TOTAL SEASONAL EMPLOYEES</b>				0.25	8,548
<b>TOTAL CITY MANAGER'S OFFICE</b>				<b>9.67</b>	<b>\$1,107,308</b>

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

							<b>FY 2026</b>
<b>ACCT</b>	<b>FD</b>	<b>JC</b>	<b>WP-GR</b>	<b>POSITION CLASS</b>	<b>FTE</b>	<b>BUDGET</b>	
<b>Management-General Fund</b>							
7201	60100	100	1075	CONT	CITY MANAGER	1.00	
					ASSISTANT CITY	\$ 333,743	
7201	60100	100	1115	GE-23	MANAGER	1.00	
7201	60100	100	5605	GE-10	GRANT ANALYST	—	
					MANAGEMENT	—	
7201	60100	100	5215	GE-09	INTERN	—	
					ADMIN SUPPORT	—	
7201	60100	100	5165	GE-07	PROF	2.00	
					EXECUTIVE	116,783	
7201	60100	100	5285	GE-13	ASSISTANT	1.00	
					<b>Total</b>	<b>89,573</b>	
						<b>7.00</b>	
						<b>921,510</b>	
<b>Sustainable Community - General Fund</b>							
7202	60100	100	1015	GE-15	DIR OF SUSTAINABILITY	1.00	
					CLIMATE ACTION	93,802	
7202	60100	100	1005	GE-12	COORDINATOR	1.00	
					<b>Total</b>	<b>69,681</b>	
						<b>2.00</b>	
						<b>163,483</b>	
<b>Sustainable Community - PT General Fund</b>							
7202	60200	100	5205	GE-02	SUSTAINABLE DUBUQUE INTERN	0.42	
					<b>Total</b>	<b>13,767</b>	
						<b>0.42</b>	
<b>City Manager - PT General Fund</b>							
7201	60200	100	1105	GE-21	DIR. OF STRATEGIC PARTNERSHIPS	—	
					<b>Total</b>	<b>—</b>	
						<b>—</b>	
<b>City Manager - Seasonal General Fund</b>							
7201	60300	100	5365	GE-02	OFFICE SPECIALIST	0.25	
					<b>Total</b>	<b>8,548</b>	
						<b>0.25</b>	
						<b>8,548</b>	
<b>TOTAL CITY MANAGER'S OFFICE</b>						<b>8.67</b>	
<b>\$1,010,601</b>							

Capital Improvement Projects by Department/Division					
CITY MANAGER'S OFFICE					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY26 Recomm'd Budget
7261000002	Green House Gas & Climate	City Managers Office	304	64900	50,000
<b>CITY MANAGER'S OFFICE</b>	<b>TOTAL</b>				<b>50,000</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL	PAGE
<b>CITY MANAGER'S OFFICE</b>								
<b>General Government</b>								
Community Green House Gas Inventory and Climate Action Planning		\$ 50,000	\$ —	\$ —	\$ 50,000	\$ —	\$ 100,000	281
<b>TOTAL</b>		<b>\$ 50,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 50,000</b>	<b>\$ —</b>	<b>\$ 100,000</b>	